

User's Guide for LIBRARIANS IN A.P. INTERMEDIATE EDUCATION SUB SERVICE- NOTIFICATION NO.43/2008

Note:

- 1. After submission of application through online, Challan will be generated and Applicants have to pay the fee at any branch of S B I, otherwise the submitted application will be liable for rejection.**
- 2. After payment of fee at SBI, Applicant has to again visit this website to submit payment details.**

Please read the following instructions before filling the online application for **LIBRARIANS IN A.P. INTERMEDIATE EDUCATION SUB SERVICE- NOTIFICATION NO.43/2008**.

How to access online application form?

By typing the APPSC website address <http://www.apspsc.gov.in> in any browser, the following screen appears.

The screenshot shows the Andhra Pradesh Public Service Commission website. At the top, it says "Andhra Pradesh Public Service Commission" and "Powered by Centre for Good Governance". Below this is a table with columns: Notification No., Application, Start Date, Closing Date, Last date for Payment, and a link. The table has two rows: one for notification 42/2008 (Town Planning Building Overseers) and one for 43/2008 (Librarians in AP Intermediate Education Sub-Service). The link for notification 43/2008 is highlighted with a red box and labeled "APPLY". Below the table are four links: "Andhra Pradesh Public Service Commission" (VISIT), "Submit Payment Details" (SUBMIT), "Departmental Tests Results" (CLICK HERE), and "List of AP Online Centers" (CLICK HERE). At the bottom, there is a red banner with the text "Attention : NOTIFICATION NO. 39/2008 & 38/2008, DATED:30/12/2008" and a paragraph of text. Below that is a "HELP DESK" section with contact information.

Notification No.	Application	Start Date	Closing Date	Last date for Payment	
42/2008	Town Planning Building Overseers	20/03/2009	07/04/2009	15/04/2009	APPLY
43/2008	Librarians in AP Intermediate Education Sub-Service	03/04/2009	18/04/2009	25/04/2009	APPLY

Andhra Pradesh Public Service Commission VISIT

Submit Payment Details SUBMIT

Departmental Tests Results CLICK HERE

List of AP Online Centers CLICK HERE

Attention : NOTIFICATION NO. 39/2008 & 38/2008, DATED:30/12/2008

It is hereby informed that the submission of Applications ON-LINE for Group-I Services and Group-II Services which are to be commenced from 24/03/2009 and 25/03/2009 respectively have been deferred due to administrative reasons. Revised dates will be announced in due course.

HELP DESK : For queries related to Online Application Submissions contact 9246572520 or 9246290436 or mail to appshelpdesk@gmail.com

fig(1)

By clicking on **Apply** link of **LIBRARIANS IN A.P. INTERMEDIATE EDUCATION SUB SERVICE- NOTIFICATION NO.43/2008**, Applicants can see the display of message **WELCOME TO ONLIE APPLICATION**. Click on **OK** button to proceed to fill the online application.



fig(2)

After clicking **OK** button, Applicants can see the display of following screen for **uploading photograph**. For uploading photograph applicants have to go through the displayed instructions or can download detailed instructions by clicking on **instructions** link. Applicants have to click on **user guide** for understanding the filling of relevant fields into online application.

• After submission of application through online, challan will be generated and candidates have to pay the fee at any branch of SBI otherwise the submitted application will be liable for rejection

• After payment of fee at SBI, candidate has to again visit this website to submit payment details

Photograph with Signature

1. Paste the Photo on any white paper and Sign below. Ensure that the signature is within the box. Scan the required size containing photograph and signature. Please do not scan the complete page.
2. The entire image consisting of the photo along with the signature is required to be scanned and stored in *.jpg format on local machine. Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the dpi resolution, no. of colours etc., during the process of scanning.

click here for [instructions](#)
click here for [user guide](#)

Photo width = 3.5cm

Photo Height = 4.5cm

Signature Space = 1.5 cm

Upload your Photograph :

fig(3)

Scanning & Uploading Photograph and Signature

Photo width= 3.5cm

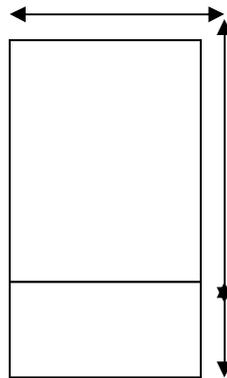


Photo Height= 4.5cm

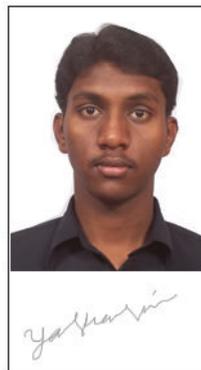
Signature Space = 1.5 cm

Instructions for Scanning Photograph with Signature

Note: Don't forget to sign below the photograph.

1. Paste the Photo on any white paper as per the above required dimensions. Sign in the Signature Space provided. Ensure that the signature is within the box.
2. Scan the above required size containing photograph and signature. Please do not scan the complete page.
3. The entire image (of size 3.5 cm by 6.0 cm) consisting of the photo along with the signature is required to be scanned and stored in ***.jpg** format on local machine.
4. Ensure that the size of the scanned image is not more than 50KB.
5. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the dpi resolution, no. of colours etc., during the process of scanning.
6. The applicants has to sign in full in the box provided. Since the signature is proof of identity, it must be genuine and in full; initials are not sufficient. Signature in CAPITAL LETTERS is not permitted.
7. The signature must be signed only by the applicant and not by any other person.
8. The signature will be used to put on the Hall Ticket and wherever necessary. If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.

Sample Photo and Signature

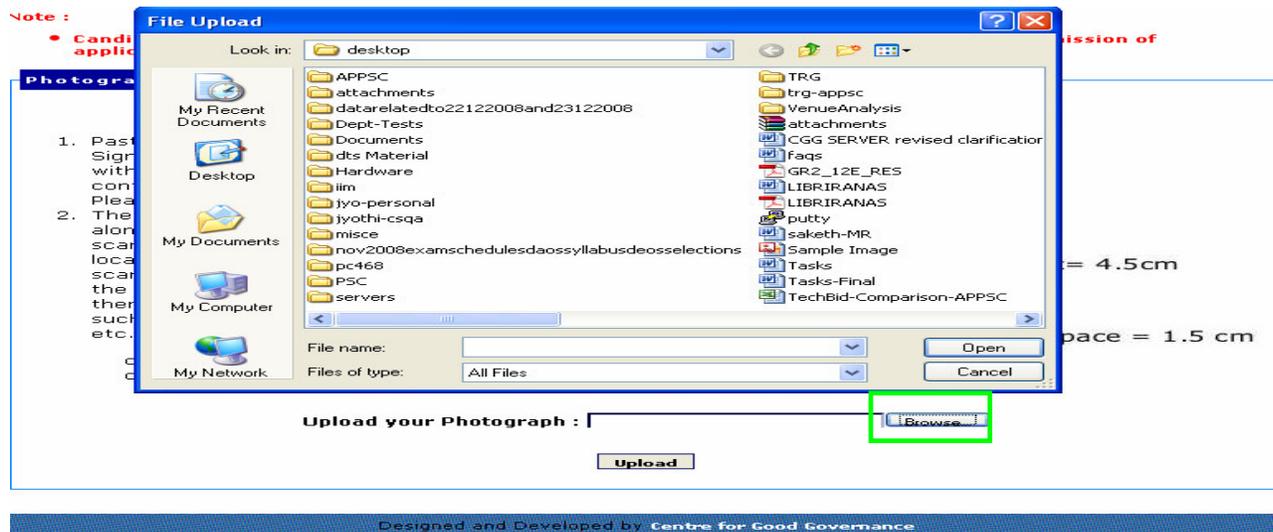


e.g. The Technical Specifications of the sample scanned image shown above are:

- Size of the file < 50 KB
- Dpi setting = 200 dpi
- True Colour

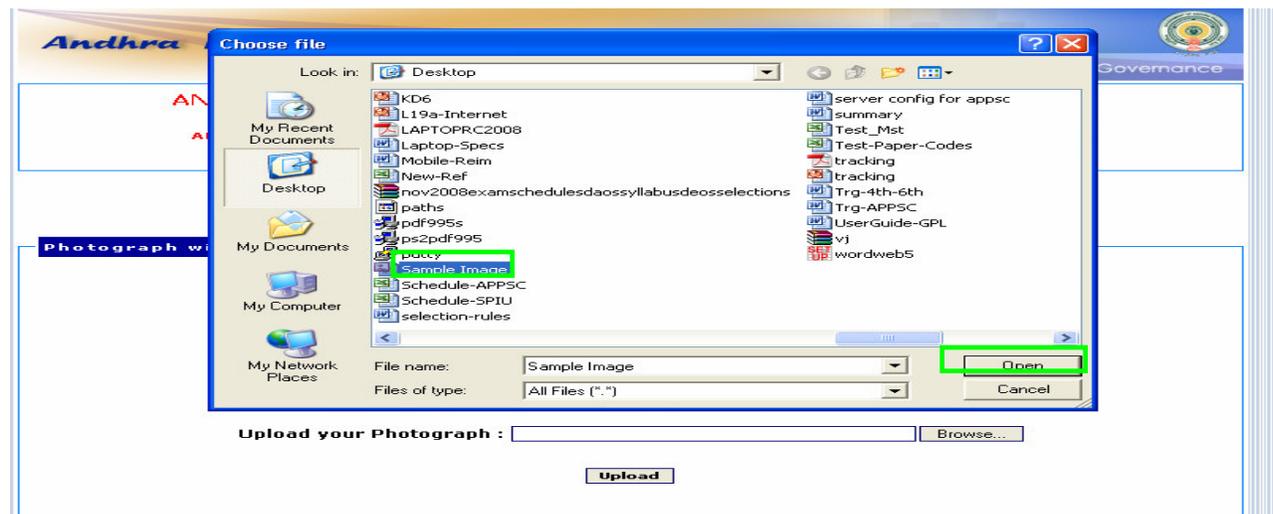
Sample Screen Shots for uploading Photo with Signature

The applicant has to upload his/her **Photo with Signature** in the prescribed format by clicking on the **browse** button in the application form. By clicking on **browse** button the following screen appears.



fig(4)

Click on the scanned and stored photograph 'Sample Image' (JPEG image) to upload from local machine.



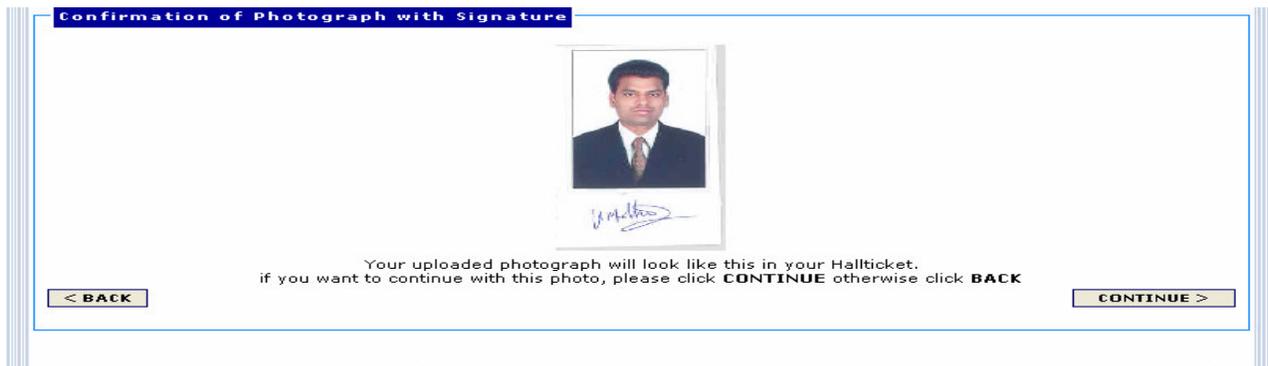
fig(5)

By clicking on file 'Sample Image', the image is automatically displayed as File name. **Click** on **Open** button the following screen will be displayed. Then click on **Upload** button to check the quality of photograph.



fig(6)

The uploaded photograph appears as displayed below. The applicant has to **click** on **CONTINUE** button to proceed further for filling the application. If the applicant doesn't satisfy with the quality of photo he/she has to **click** on **BACK** button to upload best quality photograph by repeating the above described procedure starting from the scanning of photograph with signature.



fig(7)

By clicking on **CONTINUE** button the following message as **Fields marked with '*' are compulsory** will be thrown by the system. See fig (8)



fig(8)

By clicking on **ok** button on the above message the application form for **LIBRARIANS IN A.P. INTERMEDIATE EDUCATION SUB SERVICE- NOTIFICATION NO.43/2008** Application form will be enabled.

The applicant has to first enter the details in the following order in the enabled form.

- Personal Details
- Examination Details
- Qualification Details
- Basic Education Details for Zone Identification
- Declaration

Personal Details

Note:

- 1. After Submission of all the details the data will be automatically converted to CAPITAL LETTERS even the applicant fills the data in SMALL LETTERS.**
- 2. Please provide Mobile Number for receiving SMS on Fee Receipt, Exam Dates, Hall Ticket Download information and Results.**
- 3. Applicants belonging 'B.C' community have to click the box 'No' if they do not come under 'Creamy Layer' otherwise click the box 'YES'. If 'YES' they will be treated as 'OC'.**

Enter **Name** exactly as in your 10th class certificate. Avoid dots or hyphen with your initials. Instead give space between initials. Enter **Father's/ Husband's Name**. Avoid dots or hyphen with your initials. Instead give space between initials. Select **date, month and year** from three boxes your age will be calculated and displayed in years and months as on 01-07-2008. **Gender** can be **clicked** by selecting **Male** or **Female** box.

Type your full **Address** in the boxes provided, Select **District** from the given list shown below, Enter **pin code**. Enter **e-Mail** for future correspondence. Enter **Mobile No.** for sending **SMS** for communicating **Receipt of Fee** information, **exam dates**, **Hall ticket** download, **Results** and any other important information. Select **Community** from the given list(Shown Below). Applicants claiming '**B.C**' have to **click** the box '**No**' if they do not come under '**Creamy Layer**' otherwise **click** the box '**YES**'. If '**YES**' they will be treated as '**OC**'. The Government have fixed the annual income limit at Rs. 4.00 Lakhs to come under creamy layer. Applicants claiming as belong to **Backward Classes** have to produce a Certificate from the competent authority regarding their exclusion from the Creamy Layer at an appropriate time.

Click the box '**Yes**' if you belong to **Ex-Service Men** (Applicant who should have served in army/navy/air force) otherwise **click** the box '**No**'. Sample screen with data is shown in fig (9) below.

PERSONAL DETAILS

Name * Nirmala

Father`s/ Husband`s Name * Raki

Date of Birth * Day 16 Month November Year 1982

Age as on 01-07-2008 : 25 Years 7 Months

Gender * Male Female

Address for Communication * 89-785
Jubilee Hills
Hyderabad

District * RANGAREDDY
ADILABAD
ANANTHAPUR
CHITTOOR
CITY CADRE
EAST GODAVARI
GUNTUR
HYDERABAD
KADAPAH
KARIMNAGAR
KHAMMAM
KRISHNA
KURNOOL
MAHABOONNAGAR
MEDAK
NALGONDA
NELLORE
NIZAMBAD
OTHER THAN AP
PRAKASAM
RANGAREDDY

Pincode

e-Mail

Mobile

Community you Belong *

Are you an Ex-Service Men *

Are you claiming Age

Select your District from the given list

Pincode 500033

e-Mail nimmy@yahoo.com

Mobile 9876554234

Community you Belong * B.C - A
- - - -
O C
B C - A
B C - B
B C - C
B C - D
B C - E
S C
S T

Are you an Ex-Service Men * Yes No

Only for BC Communities

Do you come under Creamy Layer * Yes No

Select Community from the given list.

fig (9)

Age Relaxation

Click the box 'Yes' to claim **Age Relaxation** otherwise click the box 'No'. If 'Yes' click the relevant category boxes under which you are seeking Age Relaxation and enter the '**Length of Service**' for age relaxation.

Community and **Ex-Service Men** will be automatically displayed from the already selected fields, if **Ex-Service Men** is **yes** then enter '**Length of Service**' in **years**. Click the box 'Yes' if you Worked as Instructor in **NCC** otherwise click the box 'No'. If 'Yes' enter '**Length of Service**' in **years**. Click the relevant **Employment Status** box (AP State Govt.

Employee or Others) for Age relaxation. AP State Govt. Employees have to enter Length of Service to claim age relaxation. **Click** the box **'Yes'** if you are retrenched temporary employee in State Census Department otherwise click the box **'No'**. If **'Yes'** enter **'Length of Service'** in **months**. Sample screen with data is shown in fig (10) below.

Are you claiming Age Relaxation * Yes No

AGE RELAXATION

Community you Belong *

Are you an Ex-Service Men * Yes No
Length of Service : Years

Worked as Instructor in NCC * Yes No
Length of Service : Years

Employment Status * A.P.State Govt. Employee Others
Length of Service : Years

Are you retrenched temporary employee in State Census Department * Yes No
Length of Service : Months

fig (10)

Fee Exemption

Note: Every applicant has to pay Rs.25/- towards Processing Charges.

Click the box **'Yes'** if you are claiming **Fee Exemption** otherwise click the box **'No'**. **Community** and **Ex-Service Men** will be automatically displayed from the already selected fields. Click the box **'Yes'** if you belong to **white card holder** otherwise click the box **'No'**. Click the relevant **Employment Status box** (Unemployed or Others) for fee Exemption. Sample screen with data is shown in fig (11) below.

Are you claiming Fee Exemption * Yes No

Examination Fee * Rs. 80/-

Processing Fee * Rs. 25/-

Note : Every Candidate has to pay Rs.25 towards Processing Charges

FEE EXEMPTION

Community You Belongs *

Are you an Ex-Service Men * Yes No

Are you a white card holder * Yes No

Employment Status * Unemployed Others

EXAMINATION DETAILS

Preferred centre of Examination *

POST NAME TOWN PLANNING BUILDING OVERSEERS IN A.P. MUNICIPAL TOWN PLANNING SUB SERVICE (General Recruitment)

fig (11)

Examination and Qualification Details

Examination Centre will be at Hyderabad only for post of LIBRARIANS IN A.P. INTERMEDIATE EDUCATION SUB SERVICE.

Qualification: Qualification 1 must be selected from the given list. If the **Bachelor's Degree** Qualification does not exist in the select box, Select '**Other Equivalent Qualification**' in the list and enter the Bachelor's Degree in '**Other Equivalent Qualification**' box. The applicants must have P.G. Degree in Library Science for Qualification 2. Click **Yes** if you possess **P.G. Degree in Library Science**. Select Percentage of Marks in digits also for Qualification2 from the provided list. Click First or Second Division for **P.G. Degree in Library Science**. Click **Date of Acquiring for P.G. Degree in Library Science**. The Date of Acquiring Qualification should be prior to the notification published date (30-12-2008). **Select the University/Board** from the given list for **P.G. Degree in Library Science**. If the University/Board does not exist in the select box, Select 'others' in the list and enter the University in 'others' box. **Click the box 'Yes'** if you possess Qualification as per Notification otherwise click the box '**No**'. Sample screen with data is shown in fig(12) below.

Examination Centre * HYDERABAD

POST NAME LIBRARIANS IN A.P. INTERMEDIATE EDUCATION SUB SERVICE
(General Recruitment)

QUALIFICATION/EDUCATION DETAILS

Qualification 1 (Any Bachelor's Degree) * B.Com

Qualification 2 (Possess P.G. Degree in Library Science) * Yes No

Percentage of Marks For Qualification 2 * 51 10

Division For Qualification 2 * First Second

Date of Acquiring For Qualification 2 * Day 18 Month August Year 2000

University/Board For Qualification 2 *

- A.P. State Board of Technical Education & Training
- Acharya N.G. Ranga Agril. University
- Andhra University
- Board of Intermediate Education
- Dr. B.R. Ambedkar Open University
- Dr. NTR University of Health Sciences
- Dravidian University
- GITAM University
- Jawaharlal Nehru Technological University
- Kakatiya University
- Kalinga University
- Nagarjuna University
- National Institute of Technology (NIT)
- OTHERS
- Osmania University
- Sri Krishnadevaraya University
- Sri Venkateswara University
- University of Hyderabad

Do you possess Qualification as per Notification * Yes No

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fig (12)

Basic Education Details for Zone Identification

Regular Candidates

Type of Study from **4th class to 10th class** can be selected by clicking '**Regular**' box. Regular candidates have to select the **school studied District** form the given list from **4th class to 10th class**. As per the selection of Districts the system will **display the 'Zone you Belong'**.

4th Class: Select 4th Class studied District form the given list
5th Class: Select 5th Class studied District form the given list
6th Class: Select 6th Class studied District form the given list
7th Class: Select 7th Class studied District form the given list
8th Class: Select 8th Class studied District form the given list
9th Class: Select 9th Class studied District form the given list
10h Class:Select 10th Class studied District form the given list
Sample screen with data is shown in fig (13) below.

BASIC EDUCATION DETAILS FOR LOCAL ZONE CALCULATION

Type of Study * Regular Private

Regular : Candidates who have continuous 7 years of study in school and resided in AP

Private : Candidates who have not studied in any educational institution during the whole or part of preceding 7 years of study in which he/she appeared for the SSC/Degree examination
(Please select the district respectively)

4 th Class	-
5 th Class	ADILABAD
6 th Class	ANANTHAPUR
7 th Class	CHITTOOR
8 th Class	CITY CADRE
9 th Class	EAST GODAVARI
10 th Class	GUNTUR
Zone you Belong	HYDERABAD

Select the Resided/Studied district form the given list

4 th Class	RANGAREDDY
5 th Class	OTHER THAN AP
6 th Class	CITY CADRE
7 th Class	KHAMMAM
8 th Class	KHAMMAM
9 th Class	KHAMMAM
10 th Class	KHAMMAM
Zone you Belong	ZONES

fig (13)

Private Candidates

Type of Study from **4th class to 10th class** can be selected by clicking '**Private**' box. Private candidates have to select the **Resided District** form the given list for **the preceding 7 years** in which he/she appeared for the SSC examination onwards. As per the selection of Districts the system will display the '**Zone you Belong**'.

6th preceding Year: Select the 6th preceding Year Resided District form the given list from SSC onwards

- 5th preceding Year:** Select the 5th preceding Year Resided District form the given list from SSC onwards
- 4th preceding Year:** Select the 4th preceding Year Resided District form the given list from SSC onwards
- 3rd preceding Year:** Select the 3rd preceding Year Resided District form the given list from SSC onwards
- 2nd preceding Year:**Select the 2nd preceding Year Resided District form the given list from SSC onwards
- 1st preceding Year:** Select the 1st preceding Year Resided District form the given list from SSC onwards

Sample screen with data is shown in fig (14) below.

fig (14)

Declaration

Applicants have to accept the declaration by **clicking** in the provided box shown below.

fig (15)

Verification Code

Applicants have to type the **security code** in the given box **as displayed** in the image as shown in the fig (16) before previewing the entered data in the application.

Enter the Verification Code as displayed in the image :



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fig (16)

By clicking on **preview** button the following screen appears.

QUALIFICATION/EDUCATION DETAILS	
Qualification1(Any Bachelor's Degree) :	B Com
Others :	
Qualification2(Possess P.G.Degree in Library Science):	Y
Percentage of Marks in Qualification2:	51.10
Division in Qualification2:	Second
University :	Andhra University
Others :	
Date of Acquiring in Qualification2:	18 August 2008
Type of Study :	P
Study/Residence 1st year :	KHAMMAM
Study/Residence 2nd year :	KHAMMAM
Study/Residence 3rd year :	CHITTOOR
Study/Residence 4th year :	HYDERABAD
Study/Residence 5th year :	KADAPAH
Study/Residence 6th year :	ANANTHAPUR
Study/Residence 7th year :	ADILABAD
Zone you Belong :	ZONES-CITY CADRE
Do you possess Qualification as per Notification :	Y
FEE DETAILS	
Fee to be Paid :	25

fig (17)

For correcting the entered data the applicants have to click on **EDIT** button otherwise they have to click on **CONFIRM** button to proceed further and the following screen appears.

Enter the Verification Code as displayed in the image :



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fig (18)

Click on Submit button to submit the correct data. After clicking on submit button the following screen appears.

PRINT the Application and Challan form

Note:

1. Your Application has been provisionally accepted subject to payment of fee at any branch of SBI.
2. The submission of application through online is not final, please pay the amount indicated in the challan at any branch of SBI.
3. The fee paid by the applicants is not refundable at any cost.
4. The system generated ID is displayed for future reference
5. If you are unable to view pdf document download the Adobe Reader

The applicant has to **select** the **mode** of submission of application. For **printing** the **Application and challan** click on **Download Application & Challan**. The applicant has to **print** the **challan** form to make **payment** at any branch of SBI.

Application Details

YOUR APPLICATION HAS BEEN PROVISIONALLY ACCEPTED SUBJECT TO PAYMENT OF FEE

Submission of application through online is not final, Please pay the amount indicated in the challan at any branch of SBI. **Otherwise the application is liable for rejection**
Click "Download Application & Challan" button to obtain the copy of challan

REFERENCE ID : 5111005400

Which mode do you feel is better?

- Online System
- Both are Equal
- Manual(Conventional) System

Download Application & Challan

If you are unable to view pdf document download the Adobe Reader 

fig (19)

Click on **Download Application & Challan** button for downloading application along with challan to pay the indicated fee on challan at any branch of SBI. The journal number will be provided by the bank after payment of fee.

Submit Payment Details

After payment of fee at SBI, applicants have to again visit this website to **click** on **submit** button to enter payment details.

Notification No.	Application	Start Date	Closing Date	Last date for Payment	
42/2008	Town Planning Building Overseers	20/03/2009	07/04/2009	15/04/2009	APPLY

Website for Andhra Pradesh Public Service Commission

Submit Payment Details **SUBMIT**

Departmental Tests Results **CLICK HERE**

List of AP Online Centers **CLICK HERE**

fig (20)

Select Notification from the given list, Enter ReferenceID, select Date of Birth and Click on Process button to submit payment details.

Payment details			
Notification	Divisional Accounts Officers [23/2008]		
ReferenceID	511020476	Date Of Birth	6 January 1986
<input type="button" value="PROCESS"/>			

fig (21)

The applicants have to enter the journal no and journal payment date and click on update button. For payment confirmed Applicants the system will display journal number and journal payment date.

Payment details			
Notification	Divisional Accounts Officers [23/2008]		
ReferenceID	511020476	Date Of Birth	6 January 1986
<input type="button" value="PROCESS"/>			
If you want to update ,modify data and click Update button			
JOURNAL NO :	011814926	DATE OF PAYMENT :	28/01/2009
<input type="button" value="UPDATE"/> <input type="button" value="CANCEL"/>			

fig (22)

CHECK STATUS

Applicant will be able to know the status of application by entering the Referenceid and challan number by clicking on click here button on home page for checking their status. Application acceptance status will also be sent to the applicants through SMS to the provided mobile number.

Important Notices

Check Status

To check the status of your online application

**PRESS NOTE- Assistant Executive
Engineers in Various Departments**

[Click Here](#)

fig (23)

Select Notification from the given list, Enter ReferenceID, select Date of Birth and Click on Submit button to know the status of payment of fee towards Application.

Imp. Orders/Circulars	Status Checking	
Annual Reports	Notification	Divisional Accounts Officers [23/2008] <input type="button" value="v"/>
RTI Act	Reference ID	5111020476
FAQs	Date Of Birth	6 <input type="button" value="v"/> June <input type="button" value="v"/> 1986 <input type="button" value="v"/>
Directory	<input type="button" value="SUBMIT"/>	

After finalization of examination date, the hall ticket can be downloaded from the website and hall ticket download information will also be sent to the provided mobile number.

-----X-----