User's Guide for Assistant Motor Vehicle Inspectors in A.P. Transport Subordinate Service- NOTIFICATION NO.45/2008
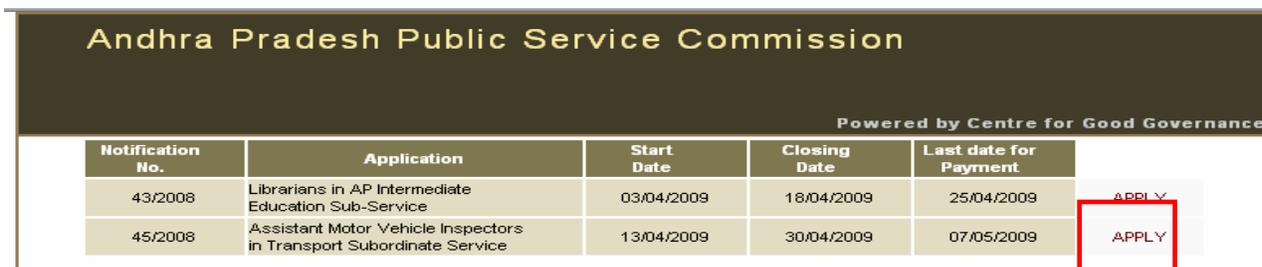
Note:

1. **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 is liable for rejection.**
2. **After payment of fee at SBI, candidate has to again visit this website to submit payment details, failing which application is liable for rejection.**
3. **Details furnished in the application are final. Subsequent requests for corrections will not be entertained for wrong filling of application.**

Please read the following instructions before filling the online application for **Assistant Motor Vehicle Inspectors** in A.P. Transport Subordinate Service- NOTIFICATION NO.45/2008.

How to access online application form?

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

Notification No.	Application	Start Date	Closing Date	Last date for Payment	
43/2008	Librarians in AP Intermediate Education Sub-Service	03/04/2009	18/04/2009	25/04/2009	APPLY
45/2008	Assistant Motor Vehicle Inspectors in Transport Subordinate Service	13/04/2009	30/04/2009	07/05/2009	APPLY

fig(1)

By clicking on **Apply** link of **Assistant Motor Vehicle Inspectors** in A.P. Transport Subordinate Service- NOTIFICATION NO.45/2008, Applicants can see the display of message **WELCOME TO ONLIE APPLICATION**. Click on **OK** button to proceed to fill the online application.

<p align="center">**fig(2)**</p>

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 technical instructions by clicking on **Technical Instructions** link. Applicants have to click on **User Guide** for understanding the filling of relevant fields of online application.

ANDHRA PRADESH PUBLIC SERVICE COMMISSION :: HYDERABAD
NOTIFICATION NO. : 45/2008
APPLICATION FOR ASSISTANT MOTOR VEHICLE INSPECTORS IN A.P. TRANSPORT SUBORDINATE SERVICE
(General Recruitment)

Note :

- 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 is liable for rejection.
- After payment of fee at SBI, candidate has to again visit this website to submit payment details, failing which application is liable for rejection.
- Details furnished in the application are final. Subsequent requests for corrections will not be entertained for wrong filling of application.

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 Technical Instructions
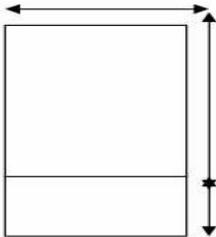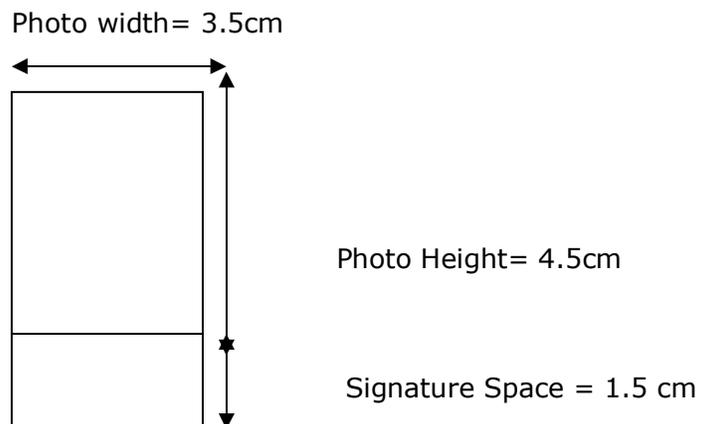click here for User Guide

Photo width= 3.5cm

Photo Height= 4.5cm

Signature Space = 1.5 cm

Upload your Photograph : [   ] Browse...

Upload

<p align="center">**fig(3)**</p>

Scanning & Uploading Photograph and Signature

Photo width= 3.5cm

Photo Height= 4.5cm

Signature Space = 1.5 cm

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 that 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 applicant 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.
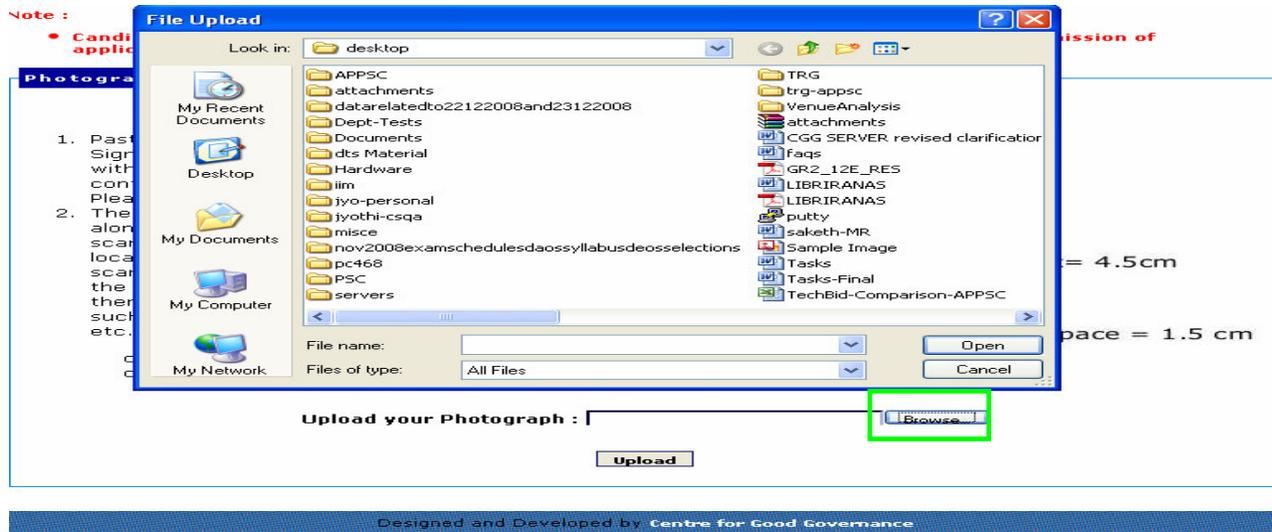
**Click** on the scanned and stored photograph 'Sample Image' (JPEG image) to upload from local machine.
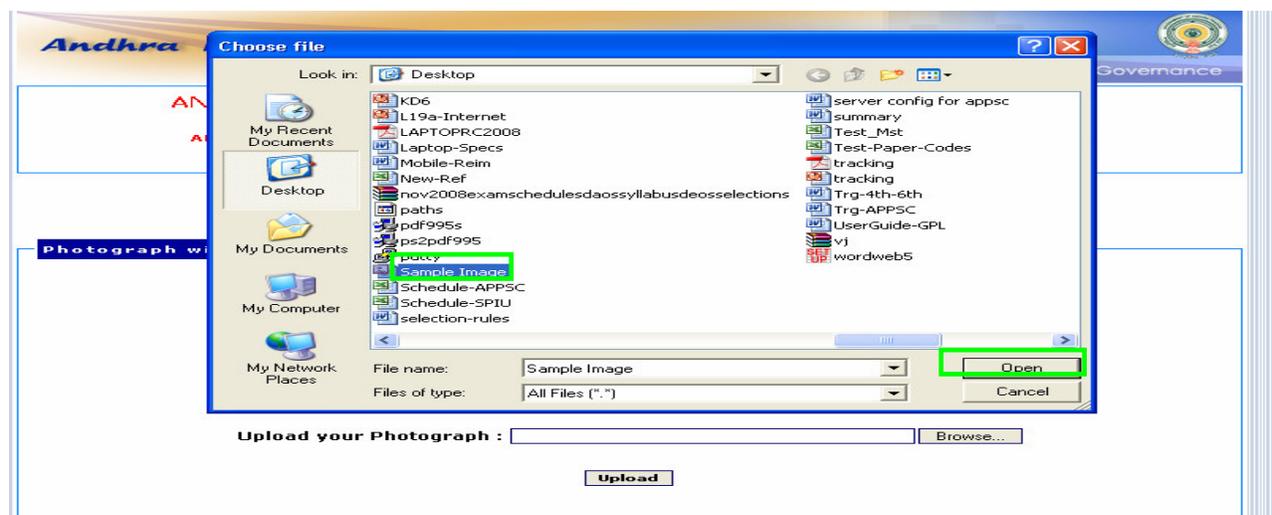
By clicking on file 'Sample Image', the image is automatically displayed as File name. **Click** on **Open** button the following screen will be displayed. Then click on **Upload** button to check the quality of photograph.

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.
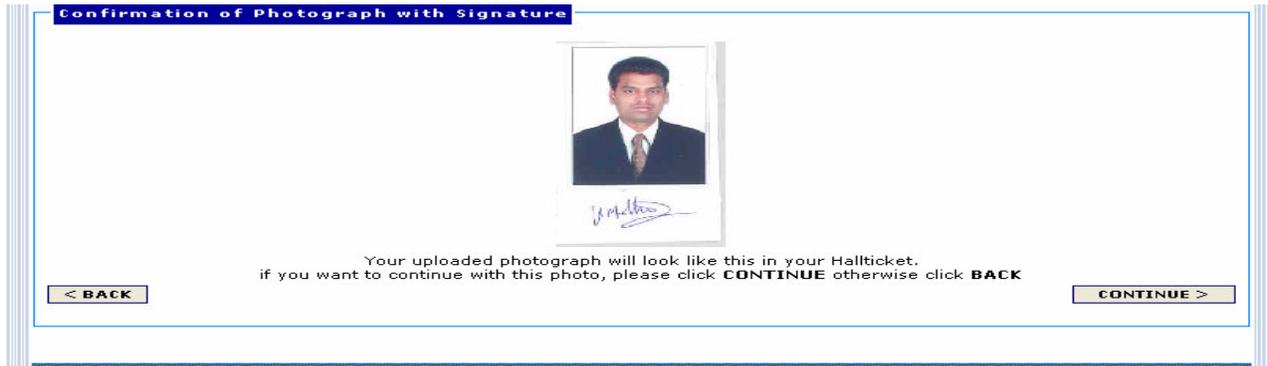
fig(7)

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 **Assistant Motor Vehicle Inspectors** in A.P. Transport Subordinate Service- NOTIFICATION NO.45/2008 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
- Physical,Technical & Visual Requirements
- Qualification Details
- Basic Education Details for Zone Identification
- Declaration

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 (automatically system doesn't allow special characters like hyphens and dots). 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. Depending on the **Gender** option the **Physical, Technical & Visual Requirements** will be displayed.

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 belonging to **Backward Classes** have to produce a Certificate from the competent authority regarding their exclusion from the Creamy Layer at an appropriate time. The Government have fixed the annual income ceiling of Rs. 4.00 Lakhs per annum to come under creamy layer. The applicants belonging to **B.C** community having annual **parental income** of less than **Rs. 4.00 lakhs per annum** should click the box **'NO'**. If the applicant selects **'YES'** option they will be treated as '**OC**' category.

Click the box **'Yes'** if you belong to **Ex-Service Man** (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

Field	Value
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 ⌄

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

Select your District from the given list

Pincode

e-Mail

Mobile

Community you Belong *

Are you an Ex-Service Men *

Are you claiming Age

Field	Value
Pincode	500033
e-Mail	nimmy@yahoo.com
Mobile	9876554234
Community you Belong *	B C - A ⌄
Are you an Ex-Service Men *	

Community dropdown list:
- - - -
O C
B C - A
B C - B
B C - C
B C - D
B C - E
S C
S T

Select Community from the given list.

Only for BC Communities

Do you come under Creamy Layer * ○ Yes ○ No

Are you an Ex-Service Men * ◉ Yes ○ No

Only for BC Communities

Do you come under Creamy Layer * ○ Yes ◉ No

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.

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 Employed) for fee Exemption. Applicants can select centre of Examinations from the provided list (5 centres only) for the post of ASSISTANT MOTOR VEHICLE INSPECTORS IN A.P. TRANSPORT SUBORDINATE SERVICE**.** Sample screen with data is shown in fig (11) below.

fig (11)

Physical, Visual & Technical Requirements for Women

NOTE: The applicants should satisfy a Competent Medical Board as to their fitness, physique, vision etc., as provided for in the rules at the appropriate stage of the recruitment process.
Applicants have to click on **'YES'** option box if they possess specified physical and visual requirements as per the detailed Notification No.45/2008. **Male** applicants have to **click** on **'YES'** option box if they possess Heavy Transport vehicle endorsement. **Female** applicants can click on **'YES'** option box if they possess Heavy Transport vehicle endorsement or else

click on **'NO'** option box. Female applicants have to click on **'YES'** option box if they possess Light Motor Vehicle Driving License and they shall acquire the Heavy Transport Vehicle Endorsement within two years of their joining the service as Assistant Motor Vehicles Inspector, failing which their services will be terminated without assigning any reasons. Applicants have to click on **'YES'** option box if they possess 3 years post license experience in driving motor vehicles as on date of Notification(30/12/2008) or else click on **'NO'** option box. But persons with two years experience in driving motor vehicles may be appointed if persons with 3 years experience in driving motor vehicles are not available. Select **date, month and year** boxes for filling date of acquiring license. Applicants should acquire license 3 years before the date of notification (30/12/2008) for post license experience.

fig 11(a)

QUALIFICATION/EDUCATION DETAILS

Applicants have to select the **Qualification** from the given list. If the **Degree/Diploma** Qualification does not exist in the select box, Select **'Other Equivalent Qualification'** in the list and enter the Degree/Diploma in **'Other Equivalent Qualification'** box. **Select** Date, Month and Year for filling **Date of Acquiring Qualification**. The Date of Acquiring Qualification should be as on date of notification published date (30-12-2008). **Select** the **University/Board** from the given list. If the University/Board does not exist in the select box, Select 'others' in the list and enter the University in 'others' box. Candidate has to **Click** on the **'Yes'** option box if he/she possess Qualification as per Notification otherwise click the **'No'** option box. Sample screen with data is shown in fig(12) below.

fig (12)

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.

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.

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 :	ZONE5-CITY CADRE
Do you possess Qualification as per Notification :	Y

FEE DETAILS

Fee to be Paid :	25

EDIT   CONFIRM

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 : KPVT2Z   K P √ T 2 Z

Preview   Submit

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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.
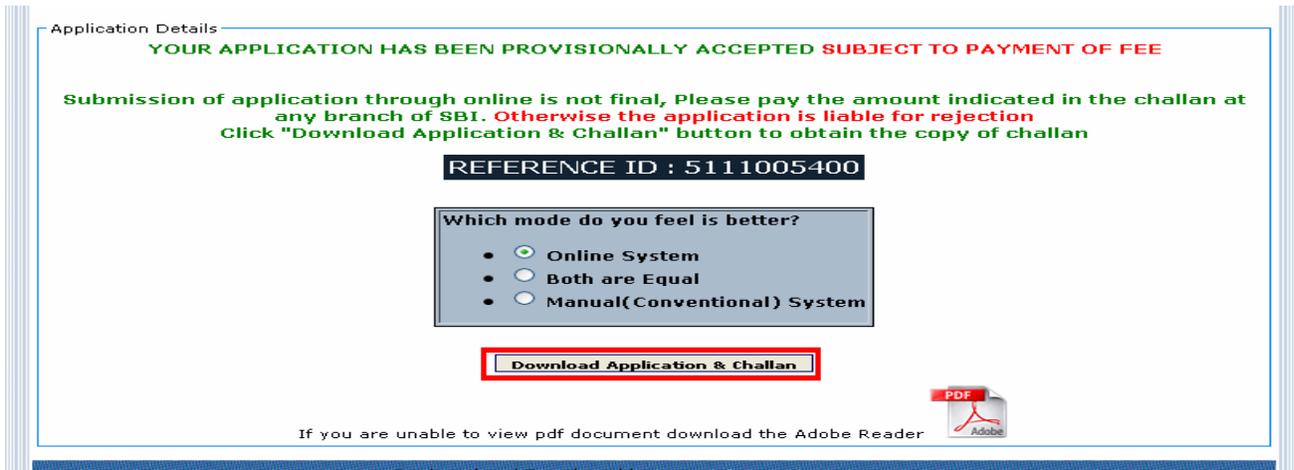

fig (19)

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.

fig (20)

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

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**.

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.

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.

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------------