

User's Guide for Government Polytechnic Lecturers

Note: Candidates have to pay the fee at any branch of S B I with the generated Challan after submission of application, otherwise the submitted application will be liable for rejection.

Please read the following instructions before filling the online application for Government Polytechnic Lecturers.

How to access online application form?

The **Apply Online** link in the home page of <http://www.apspsc.gov.in> website will lead you to read instructions for filling online Application form. See fig (1).

The screenshot shows the homepage of the Andhra Pradesh Public Service Commission. The header includes the organization's name and logo, along with the text 'Powered by Centre for Good Governance'. A navigation menu contains links for Home, Organisation, Online Applications, Hall Tickets, and Results. A sidebar on the left lists various services like Chairman's Page, Direct Recruitment, and Syllabus. The main content area features a large banner for 'A P P S C' with a 'Help Desk' section and a bar chart. The bar chart, titled 'Opinion on online application for Dept Tests', shows the following data:

| Category | Count |
|-------------------|-------|
| Total responses | 71422 |
| Online is better | 67774 |
| Offline is better | 3648 |

fig(1)

By **clicking** on **Apply Online** link, candidate can see the display of message **WELCOME TO ONLINE APPLICATION**. Click on **OK** button to proceed to fill the online application.



fig(2)

After clicking **OK** button, Candidates can see the display of following screen for **uploading photograph**. For uploading photograph candidates have to go through the displayed instructions or can download detailed instructions by clicking on **instructions** link. Candidates have to click on **user guide** for data entry into online application.

ANDHRA PRADESH PUBLIC SERVICE COMMISSION :: HYDERABAD
LECTURERS IN GOVERNMENT POLYTECHNIC COLLEGES (Engineering. & Non-Engineering)
IN A.P. TECHNICAL EDUCATION SERVICE
NOTIFICATION NO. : 18/2008

Note : Candidates have to pay the fee at any branch of S B I with the generated Challan after submission 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 [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

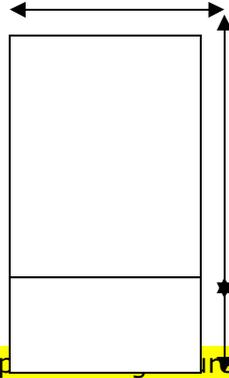


Photo Height= 4.5cm

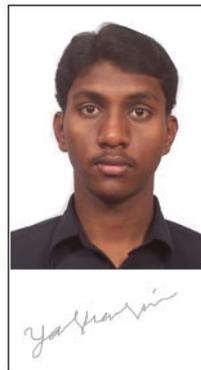
Signature Space = 1.5 cm

Instructions for Scanning Photograph and 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 candidate 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 candidate and not by any other person.
8. The signature will be used to put on the Hall Ticket and wherever necessary. If the candidate's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the candidate will be disqualified.

Sample Photo and Signature

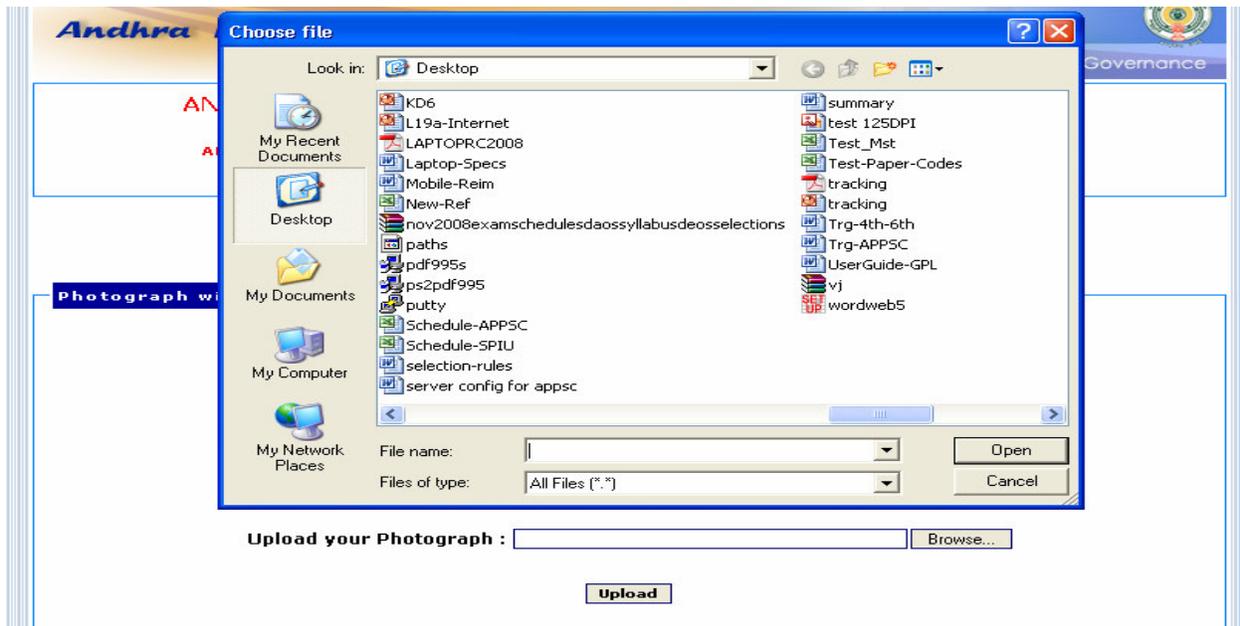


e.g. The Technical Specifications of the sample scanned image shown above are:

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

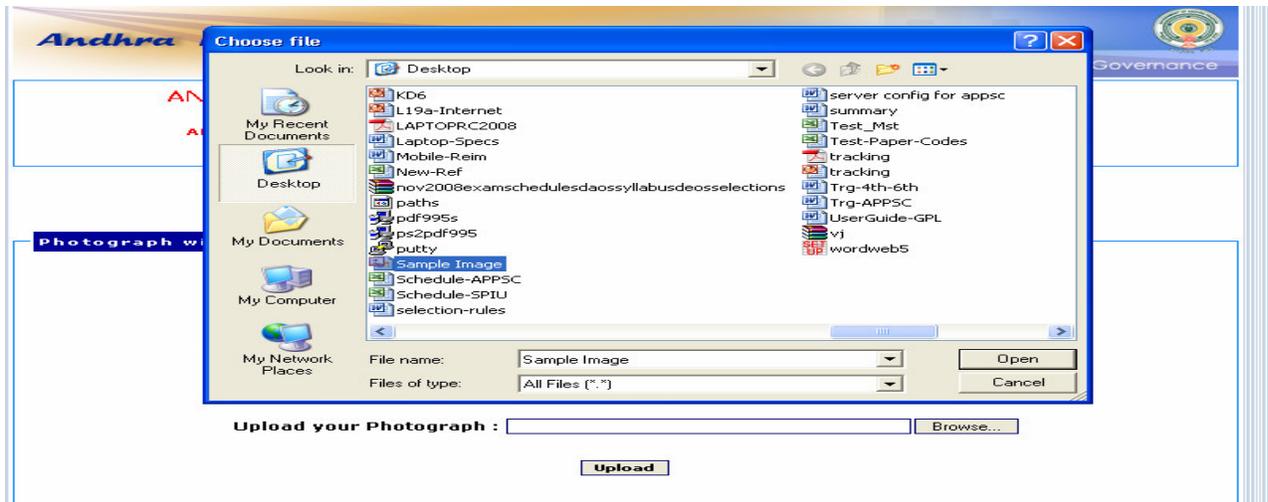
Sample Screen Shots for uploading Photo with Signature

The candidate 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.



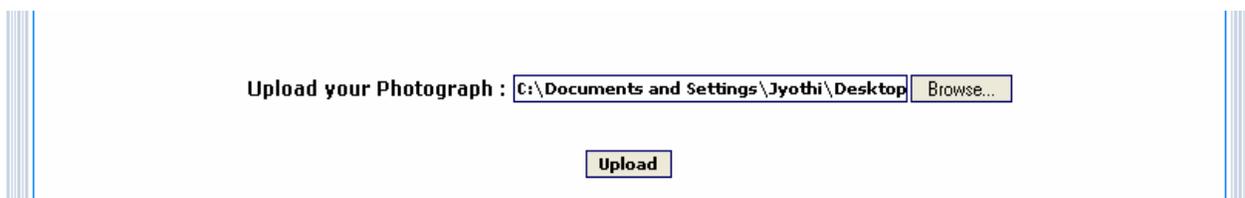
fig(4)

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 in the following screen. The candidate has to **click** on **CONTINUE** button to proceed further for filling the application. If the candidate doesn't satisfy with the quality of photo he 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 Government Polytechnic Lecturers Application will be enabled.

The candidate 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

Note: After Submission of all the details the data will be automatically converted to CAPITAL LETTERS even the candidate fills the data in SMALL LETTERS.

Personal Details

Note: Please provide Mobile Number for receiving SMS on Application acceptance, Exam Dates, Hall Ticket Download information and Results.

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 age will be displayed 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, Enter **pin code**. Enter **e-Mail** for future correspondence. Enter **Mobile No.** for sending **SMS** for communicating **application acceptance, exam dates, Hall ticket** download, **Results** and any other important information. Select **Community** from the given list. Candidates claiming '**B.C**' have to **click** the box '**Yes**' if they belong to '**Creamy Layer**' otherwise **click** the box '**No**'.

Click the box '**Yes**' if you belong to **Ex-Service Men** otherwise **click** the box '**No**'. Sample screen with data is shown fig (9) below.

| PERSONAL DETAILS | |
|--|--|
| Name * | v sudeep |
| Father`s/Husband`s Name * | v madhu |
| Date of Birth * | Day 19 Month April Year 1977 |
| Age as on 01-07-2008 : 31 Years 3 Months | |
| Gender * | <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female |
| Address for Communication * | H No 24- 52 |
| | Ashok Nagar |
| | Hyderabad |
| District * | HYDERABAD |
| Pincode | 500003 |
| e-Mail | sudeep@gmail.com |
| Mobile | 9865999999 |
| Community you Belong * | BC-A |
| Are you an Ex-Service Men * | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Only for BC Communities | |
| Do you come under Creamy Layer * | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

fig (9)

Age Relaxation

Click the box 'Yes' if you claiming 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 will be automatically displayed from the community selected from the given list, Click the box 'Yes' if you belong to Ex-Service Men otherwise click the box 'No'. If 'Yes' enter 'Length of Service' in years. The candidate can tick VH, HH and OH boxes as per the eligibility. 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 (State Govt. Employee, private, unemployee) for 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 * | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
|--|---|
| AGE RELAXATION | |
| Community you Belong * | OC |
| Are you an Ex-Service Men * | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| | Length of Service : 2 Years |
| Are you Physically Handicapped | <input checked="" type="checkbox"/> VH <input checked="" type="checkbox"/> HH <input type="checkbox"/> OH |
| Worked as Instructor in NCC * | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| | Length of Service : 2 Years |
| Employment Status * | <input checked="" type="checkbox"/> State Govt. Employee <input type="checkbox"/> Other Employee <input type="checkbox"/> Un Employee |
| | Length of Service : 0 Years |
| Are you retrenched temporary employee in State Census Department * | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| | Length of Service : 6 Months |

fig (10)

Fee Exemption Note: Every candidate has to pay Rs.25/- towards Processing Charges.

Click the box **'Yes'** if you are claiming **Fee Exemption** otherwise click the box **'No'**. If **'Yes'** click the relevant category boxes under which you are seeking Fee Exemption. Click the box **'Yes'** if you belong to **Ex-Service Men** otherwise click the box **'No'**. The candidate can **tick** VH, HH and OH boxes as per the eligibility. Click the box **'Yes'** if you belong to **white card holder** otherwise click the box **'No'**. Click the relevant **Employment Status** box (State Govt. Employee, private, unemployee) for fee Exemption.

Examination Details

Select your **preferred Centre for Examination** from the given list and **Post** you desire to apply from the given list. Sample screen with data is shown in fig (11) below.

The screenshot shows a web form with the following sections:

- Fee Exemption Section:**
 - Are you claiming Fee Exemption * Yes No
 - Examination Fee 120 Rs.
 - Processing Fee * 25 Rs.
 - Note : Every Candidate has to pay Rs.25 towards Processing Charges
- FEE EXEMPTION Section:**
 - Community you Belong * -
 - Are you an Ex-Service Men * Yes No
 - Are you Physically Handicapped VH HH OH
 - Are you a white card holder * Yes No
 - Employment Status * State Govt. Employee Other Employee Un Employee
- EXAMINATION DETAILS Section:**
 - Preferred centre of Examination * Hyderabad
 - Post applying for * - - - -

fig (11)

Qualification Details

Select the **qualification** from the given list. If the relevant qualification does not exist in the select box, select 'Others' in the list and enter the qualification in 'others' box. **Select Branch/Subject** from the given list. If the relevant Branch/ Subject do not exist in the select box, Select 'Others' in the list and enter the Branch/Subject in 'others' box. **Select** date, month and year from three boxes and click for **Date of Acquiring Qualification**. The Date of Acquiring Qualification should be prior to the notification published date(18-12-2008). Select the **Percentage of Marks** obtained from the given list **with decimals**. Candidates must possess **first class degree** and **55%** marks is enough for the candidates belonging to **SC/ST** community. **Division** can be **clicked** by selecting **'1st class'** , **'2nd class** and **pass**. **Select** the **University** from the given list. If the University does not exist in the select box, Select 'others' in the list and enter the University in 'others' box. **Select** the **specialization of the subject in PG/Degree** from the given list as per the requirement of the post. If the relevant Specialization of the subject in does not exist in the select box, Select 'others' in the list and enter the specialization of the subject in PG/Degree 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.

| QUALIFICATION DETAILS | |
|--|---|
| Qualification * | B.TECH |
| Branch/Subject * | CIVIL |
| Date of Acquiring Qualification * | Day 19 Month July Year 1997 |
| Percentage of Marks * | 89 |
| Division * | <input checked="" type="radio"/> 1 st Class <input type="radio"/> 2 nd Class <input type="radio"/> Passed |
| University * | Sri Venkateswara University |
| Specialization of the subject in PG/Degree | - - - - |
| Do you possess Qualification as per Notification * | <input checked="" type="radio"/> Yes <input type="radio"/> No |

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
 - 10th Class:** Select 10th Class studied District form the given list
- Sample screen with data is shown in fig (13) below.

| BASIC EDUCATION DETAILS FOR ZONE IDENTIFICATION | |
|--|--|
| Type of Study from 4 th to 10 th class * | <input checked="" type="radio"/> Regular <input type="radio"/> Private |
| (Please select the resided/studied district respectively) | |
| 4 th Class | KHAMMAM |
| 5 th Class | KHAMMAM |
| 6 th Class | KHAMMAM |
| 7 th Class | KHAMMAM |
| 8 th Class | HYDERABAD |
| 9 th Class | HYDERABAD |
| 10 th Class | HYDERABAD |
| Zone you Belong * | ZONE 5 |

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** from 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 from the given list from SSC onwards

5th preceding Year: Select the 5th preceding Year Resided District from the given list from SSC onwards

4th preceding Year: Select the 4th preceding Year Resided District from the given list from SSC onwards

3rd preceding Year: Select the 3rd preceding Year Resided District from the given list from SSC onwards

2nd preceding Year: Select the 2nd preceding Year Resided District from the given list from SSC onwards

1st preceding Year: Select the 1st preceding Year Resided District from the given list from SSC onwards

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

| BASIC EDUCATION DETAILS FOR ZONE IDENTIFICATION | |
|--|--|
| Type of Study from 4 th to 10 th class * | <input type="radio"/> Regular <input checked="" type="radio"/> Private |
| (Please select the resided/studied district respectively) | |
| 6 th preceding Year | KHAMMAM |
| 5 th preceding Year | KHAMMAM |
| 4 th preceding Year | KHAMMAM |
| 3 rd preceding Year | KHAMMAM |
| 2 nd preceding Year | HYDERABAD |
| 1 st preceding Year | HYDERABAD |
| Year of appearing SSC/Degree | HYDERABAD |
| Zone you Belong * | ZONE 5 |

fig (14)

Declaration

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

DECLARATION

I here by declare that all the entries/statements made in this application are true, complete and correct to the best of my knowledge and belief in the event of any information being found false or incorrect or ineligibility being detected before or after the examination, the commission can take action against me as per rule incase it is detected that I have misled APPSC on any issue then I will be solely responsible for all penal consequences thereof. I have failed in the Application.

I accept the above declaration

fig (15)

Verification Code

Candidates 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.

| | |
|--|--|
| EXAMINATION DETAILS | |
| Preferred location for Examination : | Hyderabad |
| QUALIFICATION/EDUCATION DETAILS | |
| Post applying for : | Lecturer In Civil Engineering |
| Qualification : | B.TECH |
| Others : | |
| Branch/Subject : | CIVIL |
| Others : | |
| Date of Acquiring : | 28 April 2005 |
| Specialization of the subject in PG/Degree : | - - - - |
| Others : | |
| Percentage of Marks : | 88.28 |
| Division : | 1 |
| University : | Sri Venkateswara University |
| Others : | |
| Type of Study : | P |
| Study/Residence 1st year : | KHAMMAM |
| Study/Residence 2nd year : | KHAMMAM |
| Study/Residence 3rd year : | KHAMMAM |
| Study/Residence 4th year : | KHAMMAM |
| Study/Residence 5th year : | HYDERABAD |
| Study/Residence 6th year : | HYDERABAD |
| Study/Residence 7th year : | HYDERABAD |
| Do you possess Qualification as per Notification : | Y |
| FEE DETAILS | |
| Fee to be Paid : | 25 |
| <input type="button" value="EDIT"/> | <input type="button" value="CONFIRM"/> |

fig (17)

For correcting the entered data the candidates have to click on **EDIT** button otherwise they have to click on **CONFIRM** button 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 candidate 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 candidate has to **select** the **mode** of submission of application. For **printing** the **Application and challan** click on **Download Application & Challan**. The candidate 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 : 5110000121

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)

CHECK STATUS

Candidate will be able to know the **status** of application by entering the **Referenceid** and **challan number** by **clicking** on **check status** button on **home page**. Application acceptance status will also be sent to the candidates through SMS to the given mobile numbers.