

User's Guide for CIVIL ASSISTANT SURGEONS IN INSURANCE MEDICAL SERVICES

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 Civil Assistant Surgeons.

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 displays the homepage of the Andhra Pradesh Public Service Commission (APPSC). The header includes the commission's name and logo, along with the text "Powered by Centre for Good Governance". A navigation menu contains links for Home, Organisation, Hall Tickets, and Results. A sidebar on the left lists various services such as Chairman's Page, Direct Recruitment, Departmental Test, Half Yearly Exams, Notifications, Syllabus, Interview Lists, Selection Lists, Imp. Orders/Circulars, Annual Reports, RTI Act, FAQs, Directory, Archives, Photo Gallery, UPSC/Other PSCs, and Contact Us. The main content area features a banner for "Online Applications" with buttons for "Exam Schedule" and "Downloads". Below the banner is a table of current notifications with columns for Notification Details, Application, Start Date, End Date, and an Apply button. The table lists five notifications, including the one for Civil Assistant Surgeons in Insurance Medical Services (No. 22/2008). To the right of the table is a "Latest News" section with several news items, and a "Latest Notifications" section at the bottom right. A "View upcoming applications" link is located below the table, and a "Note:" is visible at the bottom left of the main content area.

Notification Details	Application	Start Date	End Date	
25/2008	Asst. Director in A.P Economics & Statistics Service	16-JAN	31-JAN	Apply
26/2008	Asst. Controller in A.P Legal Metrology	16-JAN	31-JAN	Apply
22/2008	Civil Assistant Surgeons in A.P Insurance Medical Services	16-JAN	31-JAN	Apply
23/2008	A.P Divisional Accounts Officers	16-JAN	31-JAN	Apply
24/2008	Technical Asst. in A.P Mining Subordinate Services	16-JAN	31-JAN	Apply

[View upcoming applications](#)

Note :

Latest News

- No.54/2008 Technical Assistants HYDROGEOLOGY in Ground water Sub Services
- No.53/2008 ASSISTANT HYDROGEOLOGIST
- No.52/2008 Technical Assistants Hydrology in Ground water Sub Services
- No.51/2008 Assistant Hydrologist
- No.50/2008 Royalty Inspectors
- No.49/2008 Asst. Chemist in

Latest Notifications

Notification No.25/2008 ,Asst. Director in

fig(1)

By clicking on **Apply** link of Civil Assistant Surgeon application, 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 understanding the filling of relevant fields into online application.

ANDHRA PRADESH PUBLIC SERVICE COMMISSION :: HYDERABAD
NOTIFICATION NO. : 22/2008
APPLICATION FOR THE POST OF CIVIL ASSISTANT SURGEONS IN A.P. INSURANCE MEDICAL SERVICES
(General Recruitment)

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

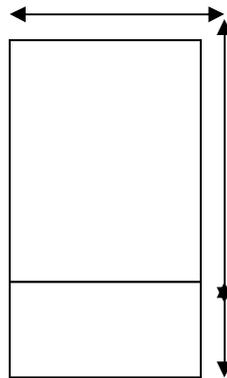


Photo Height= 4.5cm

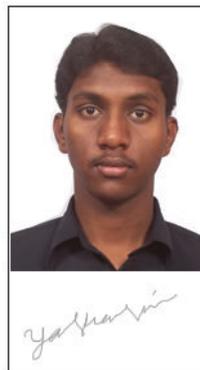
Signature Space = 1.5 cm

Instructions for Scanning Photograph 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 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

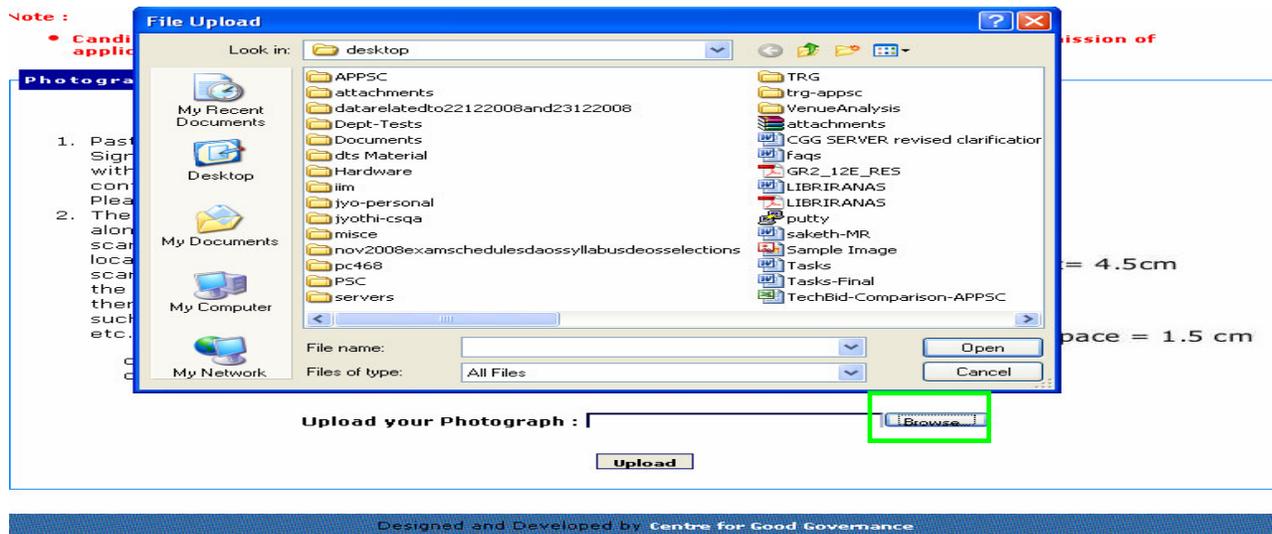


e.g. The Technical Specifications of the sample scanned image shown above are:

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

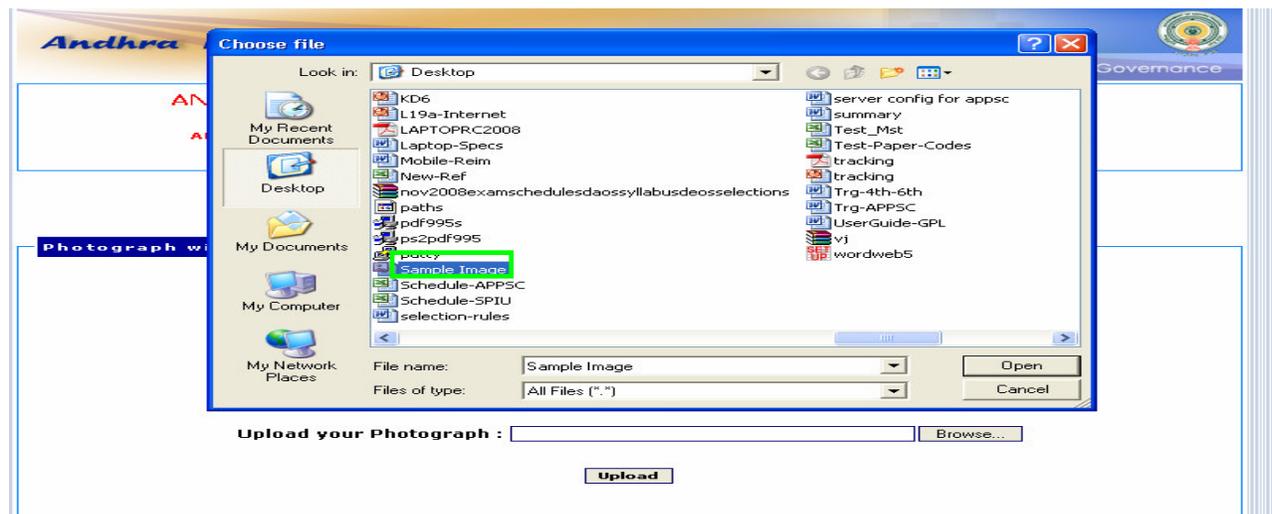
Sample Screen Shots for uploading Photo with Signature

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.



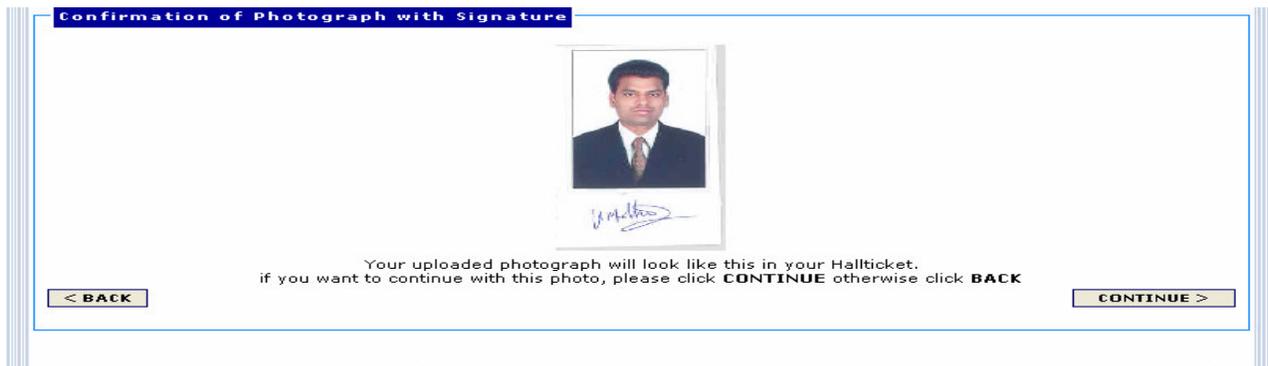
fig(5)

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/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 **CIVIL ASSISTANT SURGEONS** Application form 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

Personal Details

Note:

- 1. After Submission of all the details the data will be automatically converted to CAPITAL LETTERS even the candidate 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. Under PH Category only OH Candidates are eligible.**
- 4. Candidates 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 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, 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. Candidates 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. Candidates 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** otherwise **click** the box '**No**'. **Orthogonally Handicapped(OH)** Candidates have to **click** the box '**Yes**' if they belong to '**OH**' category, otherwise **click** the box '**No**'. Sample screen with data is shown fig (9) below.

PERSONAL DETAILS	
Name *	tvisha
Father`s/Husband`s Name *	madhu
Date of Birth *	Day 27 Month June Year 1976
Age as on 01-07-2008 : 32 Years 0 Months	
Gender *	<input type="radio"/> Male <input checked="" type="radio"/> Female
Address for Communication *	25-45
	jubilee Hills
	hyderabad
District *	HYDERABAD
Pincode	500456
e-Mail	tvisha@gmail.com
Mobile	9598456666
Community you Belong *	BC-A
Are you an Ex-Service Men *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you a PH-Person(Only OH Candidates Eligible) *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Disability Percentage *	51-55
Only for BC Communities	
Do you come under Creamy Layer *	<input checked="" type="radio"/> Yes <input type="radio"/> 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** 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**. Click the box 'Yes' if you belong to OH category, otherwise click the box 'No'. 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. 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

Which Community You Belongs *

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

Are you an OH Person Yes No

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

Employment Status * State Govt. Employee Private Un Employee
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 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. Sample screen with data is shown in fig (11) below.

Are you claiming Fee Exemption * Yes No

Examination Fee Rs.120/-

Processing Fee * Rs. 25/-

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

FEE EXEMPTION

Which Community You Belongs *

Are you an Ex-Service Men * Yes No

Are you an OH Person Yes No

Are you a white card holder * Yes No

Employment Status * State Govt. Employee Private Un Employee

EXAMINATION DETAILS

Note : Candidates Must be a permanent Registered Medical a Practitioner with in the meaning of the Law for the time being existing in the State

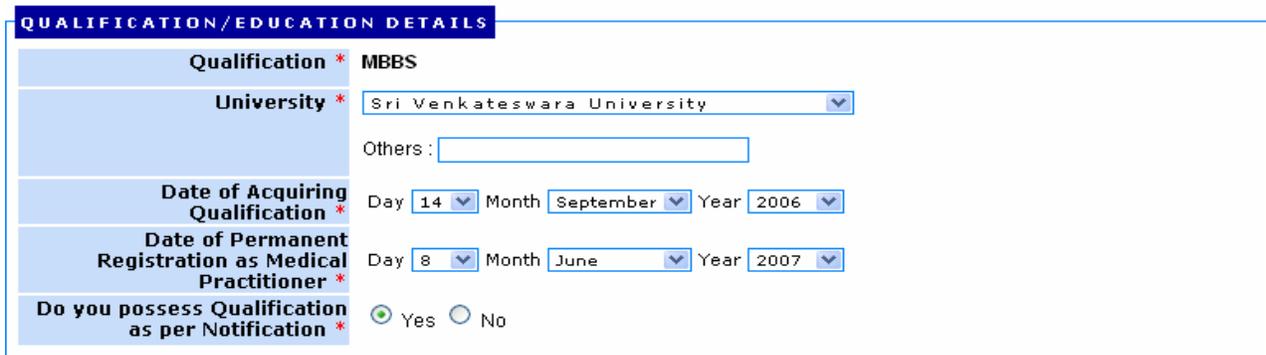
Examination Centre * HYDERABAD

Post Name * CIVIL ASSISTANT SURGEONS IN INSURANCE MEDICAL SERVICES

fig (11)

Qualification Details

Qualification must be MBBS. **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** 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 (15-12-2008). **Select** date, month and year from three boxes and click for **Date of Permanent Registration as Medical Practitioner**. The **Date of Permanent Registration as Medical Practitioner** should be after obtaining the qualification. **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/EDUCATION DETAILS	
Qualification *	MBBS
University *	Sri Venkateswara University
Others :	
Date of Acquiring Qualification *	Day 14 Month September Year 2006
Date of Permanent Registration as Medical Practitioner *	Day 8 Month June Year 2007
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
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 ZONE CALCULATION	
Type of Study from 4 th to 10 th class *	<input checked="" type="radio"/> Regular <input type="radio"/> 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	KHAMMAM
5 th Class	KHAMMAM
6 th Class	KHAMMAM
7 th Class	KHAMMAM
8 th Class	KHAMMAM
9 th Class	KHAMMAM
10 th Class	KHAMMAM
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** 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.

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 in case 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 : 5SFNU3

5SFNU3

Preview

Designed and Developed by: Centre for Good Governance

fig (16)

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

EXAMINATION DETAILS	
Examination Centre :	HYDERABAD
Post Name :	CIVIL ASSISTANT SURGEONS IN INSURANCE MEDICAL SERVICES

QUALIFICATION/EDUCATION DETAILS	
Qualification :	MBBS
Date of Acquiring :	14 September 2006
Date of Permanent Registration as Medical Practitioner :	8 June 2007
University :	Sri Venkateswara University
Others :	
Type of Study :	R
Study/Residence 1st year :	KHAMMAM
Study/Residence 2nd year :	KHAMMAM
Study/Residence 3rd year :	KHAMMAM
Study/Residence 4th year :	KHAMMAM
Study/Residence 5th year :	KHAMMAM
Study/Residence 6th year :	KHAMMAM
Study/Residence 7th year :	KHAMMAM
Zone You Belongs to :	ZONE 5
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 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 : 

fig (18)

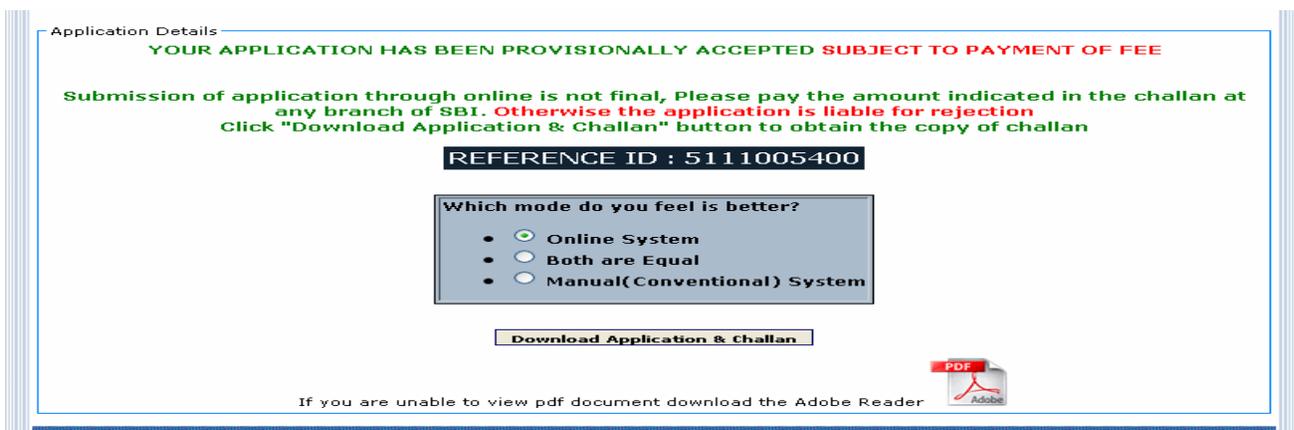
Click on **Submit** button to submit the correct data. After clicking on submit button the following screen appears.

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 : 5111005400

Which mode do you feel is better?

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

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 provided mobile numbers.