

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.P2/544(01)/2024-PO-III.

Office of the Managing Director,
RTC House, PNBS, Vijayawada.
Date: 23.07.2024.

NOTIFICATION NO. PD-16/2024, DATED 23.07.2024.

SUB: **LITERACY TEST** – Conducting literacy test to the Drivers who do not possess 8th Class qualification for sanction of AAS 12 years scale – Instructions Issued- Regarding.

REF : 1) Circular No.PD-8/2014, dated 01/03/2014.
2) Lr.no.P2/544(01)/2024-PO-III dated 01.03.2024 and 19.03.2024.

The method of recruitment and qualifications for the promotions to the post of ADC/Controller was amended with the approval of the Government stating that the drivers who do not possess 8th class qualification shall be promoted by conducting literacy test. Accordingly instructions were communicated to all officers vide reference 1st cited.

Further to the above, clarifications were issued vide Letter no.P2/544(01)/2024-PO-III dated **01.03.2024** and dated **19.04.2024** with regard to conducting literacy test to the drivers, who do not possess 8th Class qualification, for sanction of AAS 12 years scale.

Accordingly, all POs have been taking steps for conducting literacy test at their regions. On examination of the feedback received from the POs and Dy.CPMs, it is felt necessary to communicate uniform procedure for conducting literacy test, as detailed hereunder.

Therefore, the following guidelines are issued for implementation.

Committee: The Literacy Test for sanction of AAS 12 years to the Drivers shall be conducted by the same Selection Committee meant for ADC promotion.

Test Schedule: Literacy Test shall be conducted **twice** in a year i.e., (i) in the month of April in the first instance and (ii) in the month of October in second instance, to the **willing** LV/HV Drivers who do not possess 8th Class qualification.

Those candidates who pass Literacy Test shall be examined for grant of AAS, subject to fulfilling other eligibility conditions.

Eligibility:

- a) Only Regular Drivers are eligible to appear for the Test. Contract/Casual Drivers are not eligible to appear for the Literacy Test. As contract employees are not in Government service, they are not eligible for AAS.
- b) As per Circular No.PD-27/2003, dated 16/04/2003, employees undergoing suspension as on the date of departmental qualifying test/interview are also eligible to appear for such tests/interview for further promotion. Similarly, these instructions are applicable for Literacy Test also.

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- c) Drivers who have completed minimum **12 years of service only** shall be called for the Literacy Test.
- d) The probation of the Driver appearing for the Literacy Test should have been declared.

Exemption: There is no exemption to any driver for passing Literacy test, based on age.

Venue and Competent authority: Literacy Test shall be conducted at the Head Quarters of erstwhile Regional Office. DPTOs stationed at these Offices are responsible for smooth conducting of Test in respect of those who fall under their Regional seniority.

Ex: DPTO/GNT shall conduct Literacy Test of all employees who are in the seniority list of erstwhile Guntur Region irrespective of place of work.

Syllabus & Duration of the test: Syllabus for Literacy Test as communicated vide Circular No.PD-8/2014, dt.01/03/2014 i.e., copying ADCs Control Chart in **one** hour, copying DC summary statement in **15** minutes shall be continued.

Marks: Minimum Qualifying marks are 40, out of total 100 marks. Only those who secure 40 marks or more shall be declared to have qualified in the test.

Evaluation: After completion of the test, the answer scripts shall be evaluated by the Committee, which will then award the marks. The Committee shall evaluate the answer scripts dispassionately. Members of Committee shall affix their initials on the answer scripts.

The answer scripts shall be evaluated by the Committee at the earliest and in any case in not more than **one week** time.

Size of the batch: Batch size for conducting the test shall not exceed 30 candidates. If there are more than 30 eligible candidates, then test shall be conducted in multiple batches, with each batch accommodating upto 30 candidates.

No. of attempts: There is no restriction on the number of times, a failed driver may appear for the Literacy Test.

Advance Notice: Whenever it is proposed to conduct the test, information regarding the proposed test shall be notified to the Drivers through DMs/Unit Officers at least 15 days in advance to enable them to prepare for the test.

An acknowledgement shall be obtained from such drivers as having noted the date and time of test in order to avoid representation at a future date. If any Driver is unwilling to attend test, a copy of the un-willingness letter shall be obtained from him and be filed in P-case of the concerned employee.

Since several employees from one Region are working in other Regions, erstwhile RM's Office, responsible for conducting the test, shall ensure that communication is sent to all such employees irrespective of their current place of work.

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Security Personnel: The test shall be conducted in the presence of Security Officials. The V&SO of the Zone shall depute required security personnel for smooth conducting of Literacy Test.

Notification: After evaluation of the answer scripts by the Committee, the results of the test shall be notified by the Personnel Officer in the form of a Notification. Copies of these Notification shall be marked to all the Units from where employees have been deputed for the test.

SR entry: A copy of the Notification shall be filed in the P-case of the employees, duly making an SR entry to this effect.

Appeal: It is likely that some of the failed candidates may appeal to the DPTO/ED requesting for re-valuation. In this regard, it is to inform that there is no provision for appeal in such cases. The decision of the Literacy Test Committee is final.

Validity of the Test: Only the drivers who have completed 12 years of service shall be called for the Literacy test. Once they pass the test, the result remains valid until they are sanctioned 12 years AAS.

Ex: One driver has passed the test, but becomes ineligible for 12 years AAS due to non-drawl of 12 increments due to punishments. After completion of punishments and restoration of increments, he is eligible for 12 years AAS. In this case, the driver does not need to pass the test once again at the time of sanctioning AAS 12 years scale.

This Literacy test result is valid only for the purpose of sanctioning 12 years AAS scale. It is not a substitute for the literacy test required for promotion to ADC rank.

Others:

- a) Exam material such as paper, pen and pad shall be supplied by erstwhile RM's Office to all the Drivers appearing for the Test.
- b) Directing letter from Unit Officer is to be produced by the candidate. Those who do not produce letter shall not be permitted for Test.
- c) Signature of all the Drivers attending the Test shall be obtained in an Attendance sheet.

This has the approval of the competent authority.


Chief Personnel Manager & BS

To
All Officers of the Corporation.