

ANDHRA PRADESH PUBLIC SERVICE COMMISSION : HYDERABAD

HALF YEARLY EXAMINATIONS

APPLICATION FORM FOR ADMISSION TO THE COMPULSORY TESTS PRESCRIBED FOR OFFICERS OF THE REVENUE/POLICE/FOREST DEPARTMENT TO BE HELD IN MARCH/SEPTEMBER 200

- 1 Name of the applicant in full (Block letters) :
- 2 Designation and present Address :
(any change of address should be communicated to the Commission)
- 3 Salary
- 4 (a) Test or Tests or subjects in which :
candidate wishes to be examined
- (b) If for Language Test, the candidate :
should state the languages
- (c) Whether by Lower/Higher standard :
- (d) Mother tongue :
- (e) Whether exemption obtained from :
passing language tests
- 5 Nationality of applicant :
(Whether a citizen of India or not)
- 6 Place where he was born and brought up :
(whether in or out of India)
- 7 What parts of the country he has lived in :
and for what periods
- 8 District to which attached :
- 9 Languages and Tests passed at previous :
examinations with terms/years
- 10 If the candidate has to pay fee for
admission to the test state whether the
number of Bank Draft/Postal Order
(amount being specified) has been
attached

(N.B: The enclosures should be pinned or otherwise securely fastened to the application)

Station:

Signature of the applicant

Date:

FOR USE OF HEAD OF THE DEPARTMENT/HEAD OF THE OFFICE

(Heads of Departments of Offices are requested to furnish the particulars required against the items noted below)

- 1 Whether the candidate is eligible to apply for :
Test(s) referred to in column 4?
If so, the relevant rule, G.O., etc., may be quoted

- 2 Whether the candidate is exempted from the :
payment of the prescribed fee?
If so, the reasons for exemption may be furnished

- 3 Whether the candidate underwent training in :
If so furnish dates/(from to)
 1. Treasury and Accounts? :
 2. Survey and Land Records? :

(this is to be furnished in case of Divisions B and D of the Higher standards of I.A.S. Officers)

Station:

Office Seal

Signature of the Head of the
Department or Head of the Office

FOR OFFICE USE

1. Rejected:
2. Admitted for:

(a)

(b)

(c)

(d)

A.S.O.

SECTION OFFICER

ASSISTANT SECRETARY

ANDHRA PRADESH PUBLIC SERVICE COMMISSION - HYDERABAD

INFORMATION FOR CANDIDATES

HALF YEARLY EXAMINATIONS AND LANGUAGE TESTS FOR OFFICERS OF THE ALL INDIA SERVICES AND STATE SERVICES PROFICIENCY TEST IN TELUGU FOR ALL INDIA SERVICE OFFICERS WORKING IN ANDHRA PRADESH AND INCENTIVE AWARD TEST IN TELUGU FOR ALL INDIA SERVICE OFFICERS WORKING IN STATES OTHER THAN ANDHRA PRADESH

It is hereby notified that the Half yearly examinations and language tests for officers of the All India Services State Services, Proficiency Test in Telugu for All India Service Officers in Andhra Pradesh, Incentive Award Test in Telugu for All India Service Officers working in States other than Andhra Pradesh, specified below will be held from

I Half Yearly examinations of Junior I.A.S. and I.F.S. officers:-

Division-A: - Language Test – First Class Language Test

- (i) First Language: - Telugu – Lower and Higher Standard.
- (ii) Second Language: - Hindi, Urdu, Oriya, Kannada or Tamil – Lower and Higher Standard

Subject to the provision of paragraph 42 (4) of the I.A.S. Manual (Part-II) Andhra Pradesh, an Assistant Collector or I.F.S. officer whose mother tongue is Telugu or one of the optional languages referred to above and has to pass in Telugu or the optional language by Higher standard may appear for the Higher standard direct without first appearing for the Lower standard.

N.B:- The following categories of Officers belonging to Indian Administrative Service are exempted from appearing for the Language Test.

- i) Officers whose mother tongue is Telugu, if they have acquired qualification of X class in that language;
- ii) Officers who have passed X class in any of the five languages viz., Hindi, Urdu, Oriya, Kannada and Tamil (in which they are required to pass the Second language test) from passing both the Lower and Higher standard examination in that language and;
- iii) Officers whose mother tongue is not Telugu, if they have passed X class with Telugu as a language of study from passing the first language test (Telugu) both by the lower and Higher standard examinations.

Departmental examinations for Assistant Collectors Lower standard examinations:-

1. **Division-B:**
 - i) Indian Penal Code and Special and Local Criminal Laws
 - ii) Criminal Procedure Code
2. **Division-C:** Revenue, Law Board standing orders etc.,
3. **Division-D:** Law of evidence

Departmental Examinations for Assistant Collectors Higher standard examinations:-

1. **Division-B:** Accounts
2. **Division-C:** Revenue, Law Board standing orders etc.
3. **Division-D:** Principles of Revenue, Survey

- Notes:** i) Probationary Deputy Collectors have to pass the test in Division-D – Principles of Revenue Survey by the Higher standard included in the Half yearly examinations. They need not apply for any other Tests.
- ii) Subject to provisions of paragraph 50 of the I.A.S. Manual (Part-II) Andhra Pradesh, an Assistant Collector will not be allowed to appear for Division-A or C of the Higher standard until he has passed the corresponding division of Lower standard nor he will be allowed to appear for Division-B and D of the Higher standard until he has undergone the course of Treasury and Survey.

Departmental Examinations for I.F.S. Officers:-

1. **Lower Division-B:**
 - i) Indian Penal Code and Special and Local Criminal Laws
 - ii) Criminal Procedure Code
2. **Lower Division-D:** Law of Evidence
3. **Higher Division-B:** Accounts
4. Departmental Test in Forest enactment, Forest Settlement Forest Policy including wild life.

N.B: The syllabi for items 1, 2 & 3 are the same as those prescribed for I.A.S. probationers.

II. Half yearly examinations and language tests for Junior I.P.S. officers: -

1. **Language Tests:** - First class language Tests:
 - i) First language: Telugu Lower and Higher standards.
 - ii) Second language: Hindi lower and higher standards

Subject to the provisions of the paragraph 29 (2) of the Andhra Pradesh Police Manual (Part-I orders) if the mother tongue of an Officer is Telugu, he may appear for the Higher standard test direct in that language without first appearing the Lower standard Test.

N.B: The following categories of I.P.S. Probationers shall be exempted from passing the language examination both by the lower and higher standards subject to production of satisfactory evidence in support of the exemption.

- i) Officers whose mother tongue is Telugu are exempted from passing Telugu language higher standard examination, if they have acquired qualification of X class in that language.
- ii) Officers who have passed X class in Hindi are exempted from passing both Lower and Higher standard examinations in that language; and
- iii) Officers whose mother tongue is not Telugu if they have passed X class with Telugu as a language of study are exempted from passing the first language test (Telugu) both by the Lower and Higher standard examinations.
(G.O.Ms.No. 483, Genl. Admn (Ser-C) Dept., dt: 31/8/1989)

Departmental Examinations of Jr. I.P.S. Officers and Deputy Superintendents of Police and Asst. Commandants of Special Police Battalions of Andhra Pradesh Police Service: -

1. **Test-A:** i) I.P.C. and Special and Local Criminal Laws
ii) Criminal Procedure Code
2. **Test-B:** Law of evidence
3. **Test-C:** Medical Jurisprudence
4. **Test-D:** i) Andhra Pradesh Police Manual
ii) Scientific Aids to Investigation.

III. Proficiency Test in Telugu for All India Services Officers working in Andhra Pradesh State:-

Note: i) The Proficiency test in Telugu for All India Services Officers is not a compulsory test prescribed for I.A.S. Probationers. This test is intended to create an incentive for improving the standard of Proficiency of the I.A.S. Officers in Telugu and also for attaining a fairly high proficiency by securing a special award of Rs. 1,000/-

ii) Applicants should submit separate application forms prescribed for proficiency test in Telugu for I.A.S. Officers

ELIGIBILITY:

- a) This test is open for All India Services Officers
 - i) Whose mother tongue is not Telugu or who did not in their academic career take Telugu language as a subject of study; and
 - ii) Who are below 40 years of age as on the date of Notification
 - iii) Applicants for the Proficiency Test in Telugu should specifically indicate in their applications, their mother tongue, the language they had taken in their academic career, their date of birth and age, and they should also submit certified copies of these certificates (certified by any other Gazetted Officers other than the candidate) along with the application.
- b) The proficiency Test in Telugu for All India Services Officers will consist of two grades viz., (a) Lower grade of S.S.C. standard; and (b) Higher Grade of Intermediate (Final) standard. The scheme and syllabus of the Test will be as indicated in the Annexure-I to this notification.
- c) Candidates shall have the option of passing Lower grade and Higher grade at one time or separately. They however, become entitled to the cash award of Rs. 1,000/- only when they pass both the Tests.
- d) The fee payable for each grade is Rs. 100/- and no exemption is granted to any A.I.S. officer.

IV. Incentive Award Test in Telugu for All India Services Officers working in States other than Andhra Pradesh:-

ELIGIBILITY:

This test is open for All India Service Officers working in States other than the State of Andhra Pradesh to the following categories of Officers:

- i) Whose mother tongue is not Telugu and or who have not taken Telugu Language as a subject of study in their academic career.
- ii) The Principal Official language of the State where the Officer is working should not be Telugu.

OTHER CONDITIONS:

- a) The examination will be held in the Office of the Andhra Pradesh Public Service Commission, Hyderabad only.
- b) Applicants should submit certified copies (certified by any Gazetted Officer other than the candidate) showing their date of birth, date of entry into A.I.S., mother tongue and language taken as a subject of study in their academic career (School or College) along with the application
- c) Application forms may be obtained from the Secretary, Andhra Pradesh Public Service Commission, Hyderabad and the completed application form should be forwarded to the Secretary, Andhra Pradesh Public Service Commission, Hyderabad through the Chief Secretary of the State in which the Officer is working.

- d) The member of the service shall be treated as on duty on the day(s) he takes the examination(s). If he has to undertake some journey to take the examination, he shall be treated as on-duty for the actual journey period and he shall be paid travelling allowance as on tour for the journey with no daily allowance for the period of halt.
 - e) The standard of the Test is that of Higher standard prescribed for Members of the A.I.S. officers working in the State of Andhra Pradesh which consists of oral test only. The syllabus, maximum number of marks and the minimum required for a pass are indicated in Annexure-II.
 - f) The officers who obtain 60% of marks in the first attempt only shall be entitled to the Cash award.
 - g) Those who pass the test shall be entitled to a cash award of Rs. 1,000/- to be given by the State Government in which he is working.
 - h) The cash award of Rs. 1,000/- shall be admissible to a Member of the Service only if he passes the examination within a period of ten years from the date of his appointment to the Service.
 - i) The cash award of Rs. 1,000/- shall be given only once to a Member of the Service.
2. The written examinations and the Language Tests will be held at the Office of the Andhra Pradesh Public Service Commission, Hyderabad.
 3. Applicant for the Language Tests should specify in their applications the name of test and should clearly specify the Language in which they wish to appear.

The fee payable for the examination in each test or language is as follows:-

- i) For Government Servants – Rs. 5/-
- ii) Proficiency Test in Telugu for A.I.S. Officers in Andhra Pradesh State – Rs. 100/- per each grade (vide G.O.Ms.No. 127, Genl. Admn. (Ser-A) Dept., Dt: 06/03/2007)

Note: - Where a test is prescribed as part of probation and training of an officer whether recruited direct or by transfer, where it is prescribed as a qualification necessary for an officer to continue in his post without penalty and where it has been newly imposed on persons already in the service concerned when the Test is prescribed, no fee will be levied. In cases other than those where the Test is prescribed as part of probation and training the concession will be limited to two chances for each Test. Failure to sit at an examination after sending in an application will operate to exclude that examination from the number of free chances allowed unless the officer is unable to sit for the examination on medical grounds certified by a District Medical Officer or unless the head of his department certifies that he was prevented by urgent official business.

4. The fee should be remitted by a crossed Indian Postal Order/Bank Draft. The Postal Order should be filled in as follows: -

“Pay to the Secretary, Andhra Pradesh Public Service Commission at General Post Office, Hyderabad”.

The Bank Draft can be obtained from any branch of the State Bank of India and it should be drawn in favour of the Secretary Andhra Pradesh Public Service Commission, payable at the State Bank of Hyderabad, Gunfoundry, Hyderabad.

Challans will not be accepted. The fee will not be received at the office of the Andhra Pradesh Public Service Commission.

The fee paid for admission to the examination will not be refunded or held over to the next examination.

5. Forms of applications will be supplied to the candidates through their departments and in case of trainees through the institution imparting the training.

Forms of applications will not be supplied by Treasury Officers.

6. Applications must be made out legibly in English on printed forms and must reach the Commission as per the notification. Applications which are received after this date and applications which are irregular or defective in any manner will not be admitted.

7. Applications should be sent through the heads of the departments or head of offices who should, while forwarding the applications to the Commission attach a certificate to the effect that the candidates are eligible for admission to the tests for which they apply and that they have undergone training in Survey, Settlement and Treasury and Accounts in the case of I.A.S., Probationers and Probationary Deputy Collectors if they apply for Divisions-B & D by the Higher standard. If a candidate is himself the head of an office he should submit his application through the Head of the Department. These applications should be submitted well in advance to the Heads of Offices or departments, so that they may be received by the Commission well in time.

8. A candidate who submits an application for admission to an examination will be deemed to have given an undertaking that he will abide by all the rules now in force and all rules which may hereafter be brought into force in respect of that examination.

Requests for admission or addition of any language test or subject after submitting the application and after the last date for receipt of the applications will not be considered.

9. Any candidate who does not behave properly towards the Chief and Assistant Superintendents of the examination or is found to have had recourse to malpractice of any kind will have his examination invalidated. Such a candidate irrespective of whether he is a Government Servant is liable to be debarred from appearing again for the examinations permanently or for such terms or years as the Commission may think fit. The same penalty will be imposed on any candidate who personally or by letter attempts to canvass or bring influence to bear on an Examiner or a Member of the Commission, or its staff in connection with the examination or on whose behalf such attempt is made by any relative, friend, patron, official or other person. The findings of the Commission on as the guilt of the candidate shall be final.

10. Memorandum of admission to the examination together with the Timetable of the examination will be sent to the candidates a week before the date of the examination. Candidates who do not receive it should apply for it to the Additional Secretary, Andhra Pradesh Public Service Commission, Prathibha Bhavan, M.J. Road, Nampally, Hyderabad – 500 001, . Andhra Pradesh

11. Candidates are instructed not to write their names and address in their answer books but to write only the Register Number assigned to them. Failure to follow this instruction will entail their answer books being invalidated by the Commission.

12. Recounting of marks obtained by the candidates in a Test or part of a Test will be done on payment of a fee of Rs. 50/- for each test or part of the test. Requests for recounting of marks should be made within one month from the date of publication of the results in the Andhra Pradesh Gazette. The fee should be remitted by a crossed India Postal Order/Bank Draft.

Revaluation of answer scripts in any test or paper is not allowed under any circumstances.

13. Memorandum of marks will be supplied to candidates on payment of a fee of Rs. 25/- for each test which should be remitted by a crossed Indian Postal Order/Bank Draft.

14. The results will be published in the Andhra Pradesh Gazette

ANNEXURE-I

PROFICIENCY TEST IN TELUGU FOR ALL INDIA SERVICES OFFICERS LOWER GRADE (S.S.C. STANDARD)

	Subject	Duration	Maximum Marks	Minimum Marks
1	Paper: Poetry, Prose & Grammar	3 Hours	100	50
2	Paper: Composition & Non-detailed	3 Hours	100	50

HIGHER GRADE [INTERMEDIATE (FINAL) STANDARD]

	Subject	Duration	Maximum Marks	Minimum Marks
1	Paper: Poetry, Drama & Grammar	3 Hours	100	50
2	Paper: Prose, Non-detailed Composition and Translation	3 Hours	100	50

The books prescribed for the proficiency test for both the Lower (S.S.C) and Higher Intermediate (Final) standards together with the cost, names of the publishers and places of availability are as detailed below:

LOWER GRADE (S.S.C. STANDARD): Detailed Test:

Telugu Reader (First Language) for VII Class New Edition is prescribed as Second Language Telugu Reader for Class X, published by the Director, Andhra Pradesh Govt. Text Book Press, Hyderabad – 500 004.

NON-DETAILED TEXT:

Telugu Non-detailed for X class Second Language published by the Director, Andhra Pradesh Govt. Text Book Press, Hyderabad – 500 004.

HIGHER GRADE [INTERMEDIATE (FINAL) STANDARD]

PROSE: “Intermediate Press Selections” (New), published by Board of Intermediate Education, Andhra Pradesh, Hyderabad and available at Telugu Academy, Himayathnagar, Hyderabad – 500 029

POETRY: “Intermediate Poetry Selections” (New), published by Board of Intermediate Education, Andhra Pradesh, Hyderabad and available at Telugu Academy, Himayathnagar, Hyderabad – 500 029

DRAMA: “Munivahanudu” (old), written by K. Enoch, M/s Ravindra Publications, Old Club Road, Guntur.

NON-

DETAILED: “Swarna Yogi” (old), published by M/s Commonwealth Publishing House, Hyderabad/Guntur

ANNEXURE-II

Sl. No.	Part	Maximum Marks	Minimum Marks
1	Dictating a short, order in Language	100	60
2	Taking down in the language a statement from a complainant or petitioner reading it over to him and questioning him thereon	100	60
3	Conversation in polite and grammatical language with the educated person and 2 or more villagers for 10 to 15 minutes each on subjects essentially different. The candidate is also required to converse with fluency	100	60
4	Reading and explaining manuscripts in the language	100	60

**O/o the Andhra Pradesh Public Service Commission,
PRATHIBHA BHAVAN, M.J. Road,
Nampally, Hyderabad – 500 001, A.P.**

Sd/-
ADDITIONAL SECRETARY