

Sample User's Guide

NOTIFICATION NO. : 19/2010

DEPARTMENTAL TESTS - MAY 2010

Please read the following instructions before filling the online application.

Note:

- 1. Candidate can appear for one or more of the Tests to the extent the Time-table allows.**
- 2. Fields marked with '*' are compulsory.**
- 3. After submission of this form, challan will be generated by the system which alone shall be used and candidates have to pay the prescribed fee in any SBI branch /APOnline Centre and obtain applicant copy of fee paid challan with journal number details.**
- 4. After payment of fee at any SBI branch /APOnline Centre on or before 09/11/2010, candidate has to again visit this website after 2:00 P.M. on Next working day and enter the payment details to submit application.**
- 5. Please read the respective detailed Notification before filling the online application.**
- 6. The generated Challan indicate the fee which includes Processing Fee Examination Fee and Udyoga Samacharm Fee based on the data given by the individual for various papers.**

How to access online application form?

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

Andhra Pradesh Public Service Commission					
					Powered by Centre for Good Governance
Google Custom Search					Search
DEPARTMENTAL TESTS – NOVEMBER, 2009 SESSION - NOTIFICATION NO.02/2010 , RESULTS : CLICK HERE					
Notification No.	Application	Start Date	Last Date for Payment of Fee	Last date & time for Submitting Application	
Click Here for Detailed Notification 19/2010	DEPARTMENTAL TESTS MAY 2010	21/10/2010	09/11/2010	13/11/2010 - 05:00 PM	Sample User Guide Get Challan Submit Application

fig(1)

By clicking on respective **Get Challan** button, Applicant can see the display of message **Fields marked with ‘*’ are compulsory**. Click on **OK** button to proceed to fill the online form to generate challan.



fig (2)

How to fill the Data

Applicants have to first **select** option as **Andhra Pradesh State Government Employee** if they are working with the AP Government or else they have to click on **Unemployee** to proceed further.

Applicants have to **click** on **'yes'** box if they wish to appear for **Divisional Test** or else **click** the **'No'** Box.

Enter **Name** exactly as in your service book. 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 to enter date of birth. Select the Post held (Present Designation) from the given list.

Then click on **Continue** button to select the Tests and papers.

The screenshot shows a web form with two main sections. The first section, titled "Service Certificate Details", contains a dropdown menu for "Select Applicant Type" set to "Andhra Pradesh State Government Employee" and a question "Are You Applying for Divisional Test (Papers -->30,63,81,113,138)" with radio buttons for "Yes" and "No", where "No" is selected. The second section, titled "PERSONAL DETAILS", contains four rows of input fields: "Name *" with the value "rakexh", "Father/Husband Name *" with the value "kumar", "Date of Birth *" with Day "5", Month "August", and Year "1982", and "Post held (Present Designation) *" with the value "Assistant Executive Engineer". A "Continue" button is located at the bottom right of the form and is highlighted with a green rectangular box.

fig (3)

Papers Appearing For

By clicking on the **Select** test and click **ADD** button the list of test names along with the paper codes will be shown in the following screen. After clicking on **ADD** button the following screen appears, then click on the respective boxes (Red Coloured) for selecting the Papers. The name of papers along with the codes list is displayed relevant to the test. The fee towards **Processing** and towards **Udyoga Samacharam** will be displayed.

PAPERS APPEARING FOR

Tests * Select Test and click ADD button to sel

Application Fee: 50 | Udyoga Samacharam: 40 | Exami

Click the respective boxes (Red coloured) for selecting the Papers

Test	5	Second Class Language Test (5)
<input type="checkbox"/>		Second Class Language Test : Part - A (Translation from English into the Language chosen) -- (5)
Test	12	Fisheries Department Test-II (15,24,56,85)
<input type="checkbox"/>		Fisheries Department Test - II : Paper - I -- (15)
<input type="checkbox"/>		Fisheries Department Test - II : Paper - II -- (24)
<input type="checkbox"/>		Fisheries Department Test - II : Paper - III -- (56)
<input type="checkbox"/>		Fisheries Department Test - II : Paper - IV -- (85)

fig (4)

Click on the above shown check boxes to appear for the desired papers. By clicking the paper codes the **Examination Fee** will be displayed. Based on the selection of papers the relevant special conditions of tests will be enabled. Candidate has to fill the special condition fields to proceed further.

PAPERS APPEARING FOR

Tests * Total Fee: 190

Application Fee: 50 | Udyoga Samacharam: 40 | Examination Fee: 100

Click the respective boxes (Red coloured) for selecting the Papers

Test	12	Fisheries Department Test-II (15,24,56,85)
<input type="checkbox"/>		Fisheries Department Test - II : Paper - I -- (15)
<input type="checkbox"/>		Fisheries Department Test - II : Paper - II -- (24)
<input checked="" type="checkbox"/>		Fisheries Department Test - II : Paper - III -- (56)
<input type="checkbox"/>		Fisheries Department Test - II : Paper - IV -- (85)
Test	5	Second Class Language Test (5)
<input checked="" type="checkbox"/>		Second Class Language Test : Part - A (Translation from English into the Language chosen) -- (5)

Select Language for Second Class Language Test (5)

Language Test only

STATE FISHERIES TRAINING INSTITUTE, KAKINADA

Have you completed the training at State Fisheries Training Institute, Kakinada (for those candidates, appearing for Fisheries Department Test II) Yes No

fig (5)

Deletion of Selected Papers

Candidate has the choice to delete the above selected papers by clicking on cross(X) button on the right side of the screen. Candidate has to deselect the particular test by clicking on the cross(X) button shown in fig (6).

PAPERS APPEARING FOR

Tests * ADD Total Fee: 190

Application Fee: 50 | Udyoga Samacharam: 40 | Examination Fee: 100

Click the respective boxes (Red coloured) for selecting the Papers

Test	Description	Action
5	Second Class Language Test (5)	<input checked="" type="checkbox"/>
	Second Class Language Test : Part - A (Translation from English into the Language chosen) -- (5)	<input checked="" type="checkbox"/>
12	Fisheries Department Test-II (15,24,56,85)	<input checked="" type="checkbox"/>
	Fisheries Department Test - II : Paper - I -- (15)	<input type="checkbox"/>
	Fisheries Department Test - II : Paper - II -- (24)	<input checked="" type="checkbox"/>
	Fisheries Department Test - II : Paper - III -- (56)	<input type="checkbox"/>
	Fisheries Department Test - II : Paper - IV -- (85)	<input type="checkbox"/>

Select Language for Second Class Language Test (5)

Language Test only Language Test only

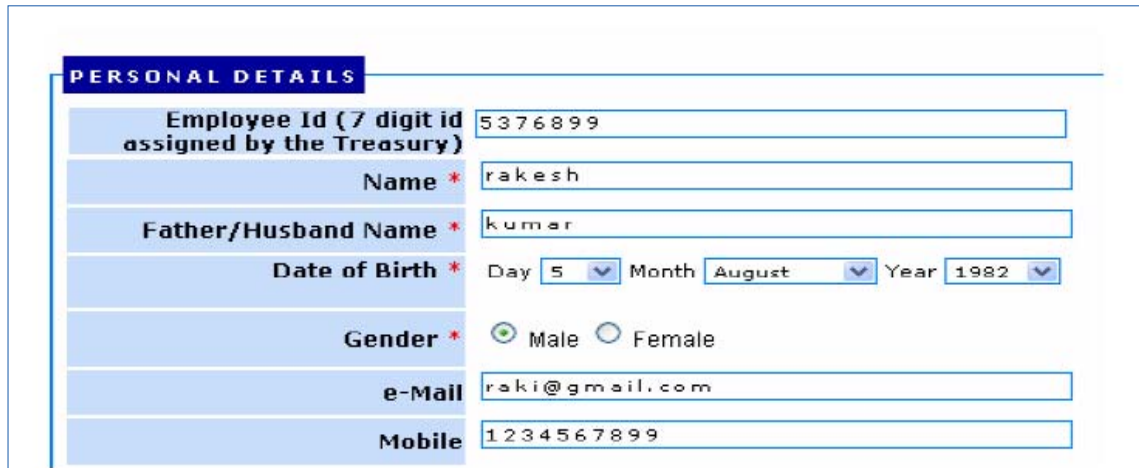
STATE FISHERIES TRAINING INSTITUTE, KAKINADA

Have you completed the training at State Fisheries Training Institute, Kakinada (for those candidates, appearing for Fisheries Department Test II) Yes No

fig (7)

Personal Details

The **Name**, **Father/Husband Name**, **Date of Birth** are automatically displayed in the following screen. Select Gender, and Enter **Employee Id**, valid **e-Mail** account, valid **mobile number**.



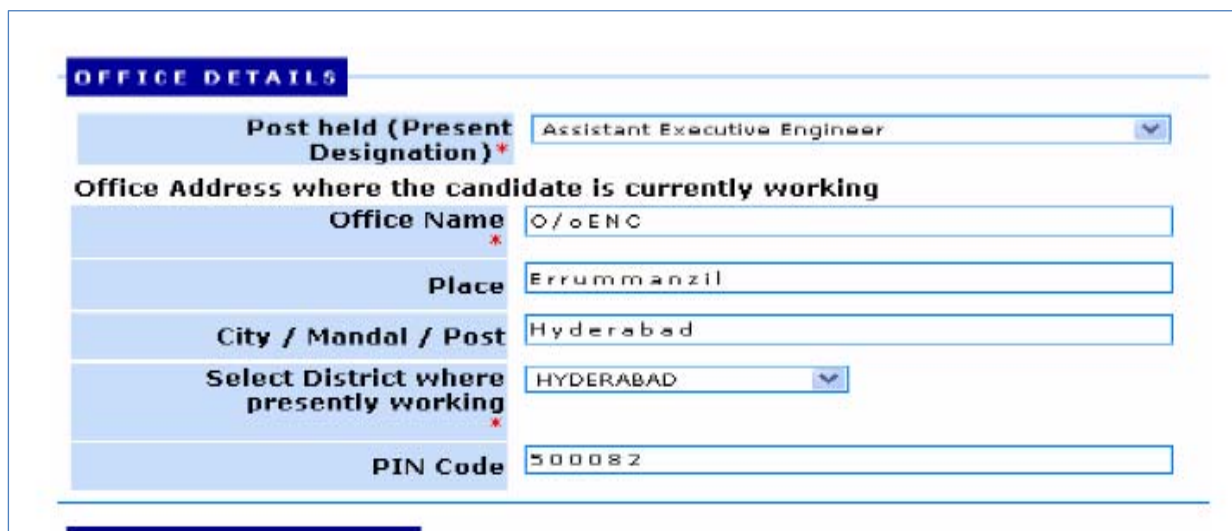
The screenshot shows a web form titled "PERSONAL DETAILS". It contains the following fields:

Employee Id (7 digit id assigned by the Treasury)	5376899
Name *	rakesh
Father/Husband Name *	kumar
Date of Birth *	Day: 5, Month: August, Year: 1982
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
e-Mail	raki@gmail.com
Mobile	1234567899

fig (7)

Office Details

Present Designation is automatically displayed. Enter Office Details like **Office Name**, **Place** (Locality details like colony, street, village etc.,) **City/Mandal/Post**, **Pin Code** and **select District where presently working**. See Fig below.



The screenshot shows a web form titled "OFFICE DETAILS". It contains the following fields:

Post held (Present Designation) *	Assistant Executive Engineer
Office Address where the candidate is currently working	
Office Name *	O/o ENC
Place	Errummanzil
City / Mandal / Post	Hyderabad
Select District where presently working *	HYDERABAD
PIN Code	500082

fig (8)

Declaration

By default No button is activated for the candidates for earlier debarment and select YES if the candidate has been debarred earlier by the APPSC. Debarred candidates have to enter the period of debarment in years and Date of Debarment. Applicants have to accept the declaration by clicking in the provided box shown below. See Fig below.

The image shows a digital form with two main sections. The first section is titled 'DEBARMENT DETAILS' in a blue header. Below it, the question 'Have you been debarred earlier?' is followed by two radio buttons: 'Yes' (unselected) and 'No' (selected). The second section is titled 'DECLARATION' in a blue header. It contains three lines of text: 'I abide by the Rules concerning the Test and applied for the Test as stated in the relevant G.Os', 'I also declare that I have not been debarred from appearing for any examination. In the event of any information being found false or incorrect, or ineligibility being detected at any time before or after the Examination/Viva-Voce, action can be taken against me and I shall be bound by the decision of the Commission and/or Employer.', and 'I also declare that I am appearing the examination in the District where I am working.'. Below the text is a light blue box containing a checked checkbox and the text 'I accept the above declaration'.

fig (9)

Verification Code

Applicants have to type the security code in the given box as displayed in the image as shown in the fig below before previewing the entered data in the

application.

Verification Code

Applicants have to type the **security code** in the given box **as displayed** in the image as shown in the fig below before previewing the entered data in the application.


Enter the Verification Code as displayed in the image : 

fig (10)

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

OFFICE DETAILS

Post held (Present Designation) :	Assistant Executive Engineer
Office Name :	O/OENC
Place :	ERRUMMANZIL
City / Mandal / Post :	HYDERABAD
Select District where presently working :	HYDERABAD
PIN Code :	500082

DEBARMENT DETAILS

Have you been debarred earlier? :	N
--	---

FEE DETAILS

Fee to be Paid :	190
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Fig. (11)

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 :

Fig. (12)

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

PRINT Challan form

Note:

1. The generation of Challan through online is not final, please pay the amount indicated in the challan at any branch of SBI/APOnline Centre and submit the application
2. The fee paid by the applicants is not refundable at any cost.
3. The system generated ID is displayed for future reference.
4. If you are unable to view pdf document download the [Adobe Reader](#).

Click on Download Challan button for downloading challan to pay the indicated fee on challan at any branch of SBI/APOnline Centre. The applicant has to print the challan form to make payment at any branch of SBI/APOnline Centre. The journal number will be provided by the bank after payment of fee. After payment of fee at any SBI branch/APOnline Centre on or before 13/03/2010, candidate has to again visit this website after 2:00 P.M. on Next working day and enter the payment details to submit application.

REFERENCE ID : 5190200006

Download challan

Instructions :-

- Pay Exact amount indicated on the challan ,in case of less or excess payment you will not be able to submit the application
- candidates have to pay the prescribed fee in any SBI branch /APOnline Centre on or before 13/03/2010, and obtain applicant copy of fee paid challan with journal number details
- After payment of fee at any SBI branch /APOnline Centre, candidate has to again visit this website on Next working day (After 2 P.M.) and enter the payment details to submit application



If you are unable to view pdf document download the Adobe Reader

fig. (13)

HOW TO SUBMIT APPLICATION

After payment of fee at SBI/APOnline Centres, applicants have to visit this website (www.apspsc.gov.in) on **next working day** (Time:2.00 P.M) to **submit** the application.

Important Notice

RESULTS - DEPARTMENTAL TESTS - MAY, 2009 SESSION (May and November 2008 Sessions Clubbed) NOTIFICATION NO.5/2009 [CLICK HERE](#)

Direct Recruitment Notifications: Applications Proposed for Rejection TO VIEW THE APPLICATIONS PROPOSED FOR REJECTION AND TO SUBMIT OBJECTIONS [CLICK HERE](#)

Notification No.	Application	Start Date	Last Date for Payment of Fee	Last date & time for Submitting Application	
2/2010	Department Exam Nov 2009 Session	22/02/2010	13/02/2010	17/02/2010 - 05:00 PM	User Guide Get Challan Submit application

fig. (14)

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



fig. (15)

Applicant can also see the display of message **Fields marked with '*' are compulsory**. Click on **OK** button to proceed to fill the online form to fill the application.

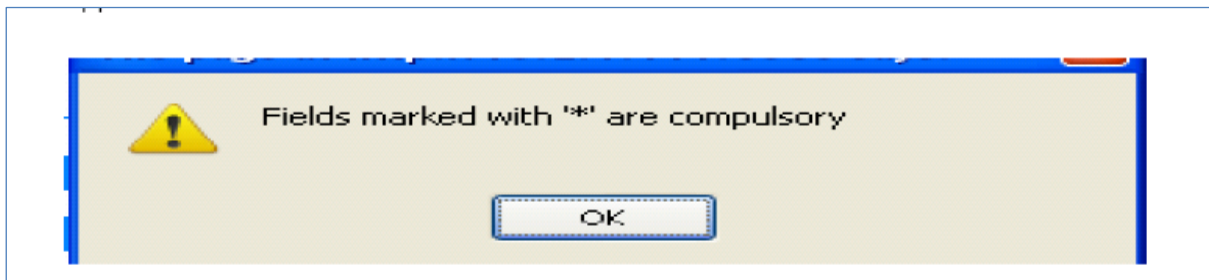


fig. (16)

Payment Details

Accept Declaration by clicking on square box, Enter ReferenceID/ChallanNo., Journal No., Select **date, month and year** from three boxes for Date of Birth and Date of Payment.

ChallanNo./ReferenceID *	5120800061	Date Of Birth *	6 September 1978
Journal No(SBI/APOnline Issued No.) *	009999999	Date Of Payment *	02/12/2009

Fig. (17)

Applicant can see the display of following screen for **uploading photograph**. For uploading photograph applicants have to go through the displayed instructions or can download instructions by clicking on **Instructions** link.

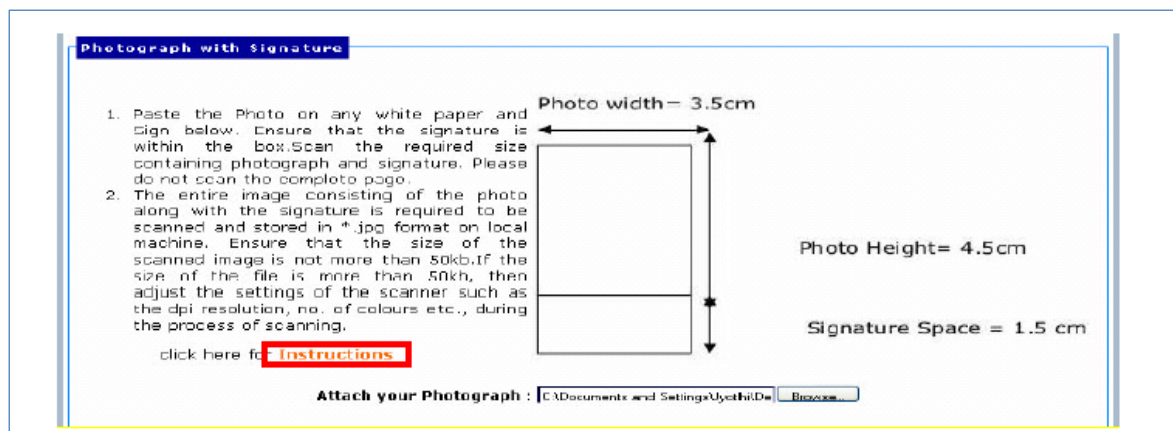


Fig. (18)

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.

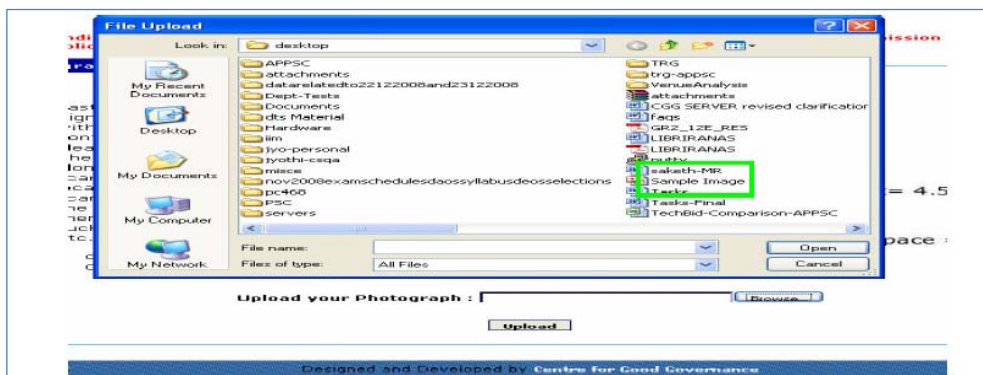


fig. (19)

Click on the scanned and stored photograph 'Sample Image' (JPEG image) to upload from local machine.

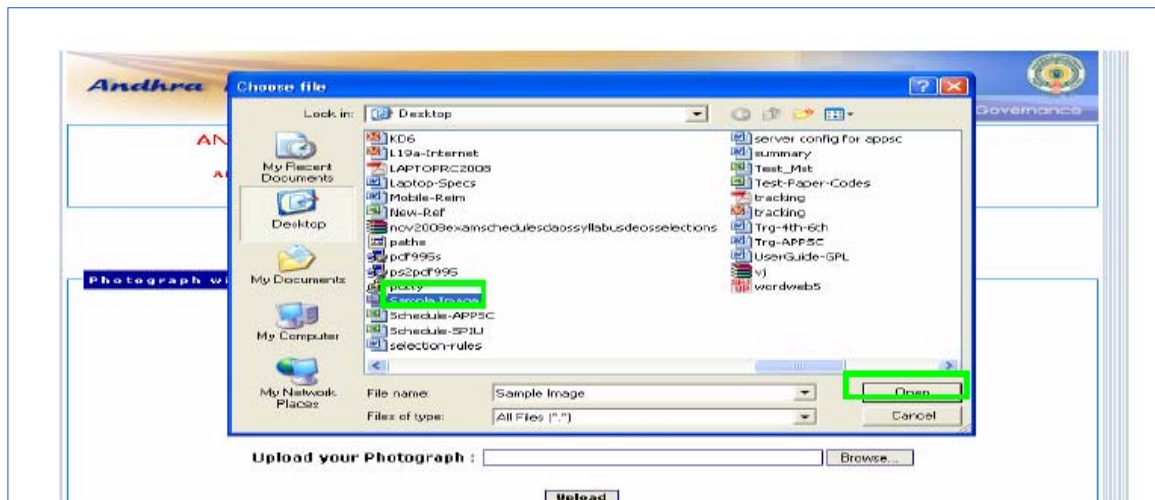


fig. (20)

By clicking on file 'Sample Image', the image is automatically displayed as File name. Click on Open button the following screen will be displayed. Applicants have to type the security code in the given box as displayed in the image as shown in the fig below before previewing the entered data in the application. Then click on Upload button to check the quality of photograph. By

Attach your Photograph :



Enter the Verification Code as displayed in the image : 

fig. (21)

The uploaded photograph appears as displayed below. 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. The details furnished in the Challan along with payment details are displayed.

APPLICATION DETAILS	
Reference Id	5190200006
Name	RAKESH
Father's /Husband's Name	KUMAR
Date of Birth	5/8/1982
Gender	Male
Address for Communication	O/O ENC, ERRUMMANZIL, HYDERABAD, Pin: 500062
Select District where presently working	HYDERABAD
Mobile	
E-Mail Id	raki@gmail.com
Total Fee	190
DEBARMENT PERIOD	NO
DEBARMENT DATE	NO
Post held (Present Designation) :	Assistant Executive Engineer



Your uploaded photograph will look like this in your Halkicket. If you want to edit this photo, please click **BACK**

BANK DETAILS	
Applied Papers	5,56
Journal No.	999999053
Date Of Payment	01/02/2010

Fig. (22)

Click on square box to give declaration. **Click** on **preview** button to proceed further. Sample screen is displayed below.

DECLARATION

I abide by the Rules concerning the Test and applied for the Test as stated in the relevant G.Os

I also declare that I have not been debarred from appearing for any examination. In the event of any information being found false or incorrect, or ineligibility being detected at any time before or after the Examination/Viva-Voce, action can be taken against me and I shall be bound by the decision of the Commission and/or Employer.

I also declare that I am appearing the examination in the District where I am working.

I accept the above declaration

PREVIEW

fig.(23)

By clicking on **Preview** button the following screen appears. To edit the data click on **No** button. **Click** on **Yes** button to submit the correct data. By clicking on **YES** button the following screen appears.

Journal No. : 999999853

Date Of Payment : 01/02/2010

This is the preview of the data provided for submission. Please check it thoroughly and if the data is correct press 'YES', otherwise press 'NO'

NO **YES**

fig.(24)

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

DECLARATION

I abide by the Rules concerning the Test and applied for the Test as stated in the relevant G.Os

I also declare that I have not been debarred from appearing for any examination. In the event of any information being found false or incorrect, or ineligibility being detected at any time before or after the Examination/Viva-Voce, action can be taken against me and I shall be bound by the decision of the Commission and/or Employer.

I also declare that I am appearing the examination in the District where I am working.

I accept the above declaration

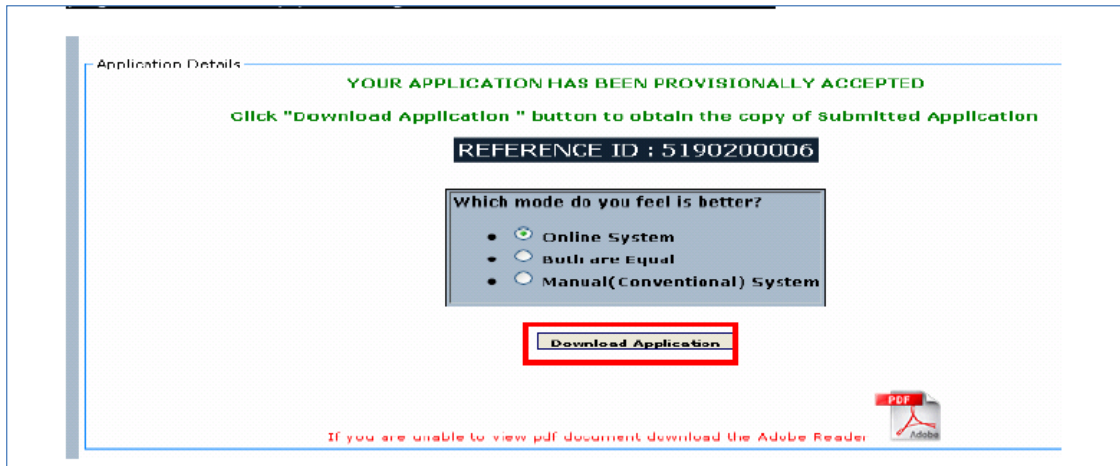
PREVIEW **Submit**

fig. (25)

PRINT the Application form

Note:

Click on **Download Application** button for downloading application. Sample screen is displayed below. You can also download the application from home page of website by providing Referenceid and Date of Birth.



Application Details

YOUR APPLICATION HAS BEEN PROVISIONALLY ACCEPTED

Click "Download Application " button to obtain the copy of submitted Application

REFERENCE ID : 5190200006

Which mode do you feel is better?

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

Download Application

If you are unable to view pdf document download the Adobe Reader.


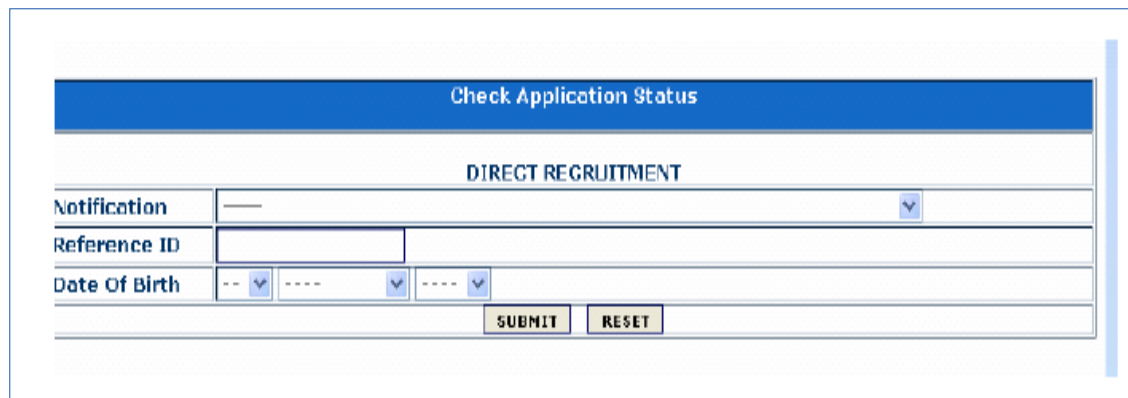


fig. (26)

CHECK APPLICATION STATUS

Candidate will be able to know the **status** of application by **clicking** on **check Application status** button on **home page**. Select Notification Number, enter **Referenceid** and select the **Date of birth** and **click** Submit button to know the status of the application.



Check Application Status

DIRECT RECRUITMENT

Notification	---			▼
Reference ID	<input type="text"/>			
Date Of Birth	-- ▼	--- ▼	--- ▼	

SUBMIT **RESET**

Fig. (27)

-----X-----