

ANDHRA PRADESH PUBLIC SERVICE COMMISSION: VIJAYAWADA

NOTIFICATION NO: 04/2025

DEPARTMENTAL TESTS :: MAY-2025 SESSION

1. INTRODUCTION

- a) Applications are invited ON-LINE from **12.03.2025 to 01.04.2025** for the Departmental Tests **MAY-2025 Session**. The date of examinations will be announced later.
- b) Applicants primarily shall register the One Time Profile Registration (OTPR) through the Commission's Website viz., <http://psc.ap.gov.in>. Once applicant registers his/her particulars, a User ID is generated and sent to his/her registered mobile number and email ID. Applicants need to apply for the Tests using the OTPR User ID through Commissions website.
- c) The applicants, who had already generated OTPR earlier for last Departmental Tests, shall apply directly making use of the same number and update their working district as per new 26 districts before submit their application.
- d) The application will be available on Commission's website (<https://psc.ap.gov.in>) from **12.03.2025**. The last date for submission of online application is **01.04.2025(01.04.2025** is the last date for payment of fee up to 11:59 PM).
- e) Hand written/ Typed/ Photostat copies/ outside printed Application Form will not be accepted and liable for rejection.
- f) The terms and conditions are detailed hereunder following Departmental Tests Rules, 1965 and subsequent amendments to these Rules from time to time.

2. SCHEME OF THE EXAMINATION:

- a) All the Tests, except Language and Survey Tests will be in Objective Type in terms of G.O.Ms.No.602, G.A. (Ser-C) Department, dated: 01.11.2011.
- b) The Language Test papers (P.C.Nos.5, 6, 7, 19, 28, 36, 49, 67, 37, 58, 74) and Survey & Settlement papers (P.C.Nos.69, 87, 109, 111, 116, 118, 120, 122, 133, 135, 161 and 162, **165 & 166**) will be of conventional mode.
- c) All the objective type papers will be held on Computer Based Departmental Tests. Instructions regarding this Computer Based Test are detailed in the Instructions Manual at **Annexure -I**.
- d) The candidates appearing for Objective Type papers may use Mock Test facility available on Commission's Website, to acquaint with the Computer Based Tests.
- e) The candidates appearing for Conventional Papers (Descriptive Exams) will be supplied with Bar code sheet attached Answer Books to be answered with Blue or Black Pen.
- f) Schedule of Test timings as per G.O.Ms.No.55 General Administration (Ser-C) Dept., dt: 02/05/2017 is asunder.

Examination Mode	Duration of the Examination	Time of the Examination	
		Fore Noon	After Noon
Objective Type Papers	2 Hours (120 Minutes)	10.00 AM - 12.00 Noon	3.00 PM - 5.00 PM
Conventional Type Papers	3 Hours (180 Minutes) (Except PC.No.05, which is 2hrs)	10.00 AM - 01.00 PM	3.00 PM - 6.00 PM (For P.C No.005 only 3.00PM- 5.00 PM)

3. (A) TIMETABLE:

The detailed schedule of time table is available at **Annexure-II** on Commission's website.

A candidate desirous to appear for more than one Test may apply for the Tests to the extent the Time-table at **Annexure-II** permits.

3. (B) SYLLABUS:

The list of books allowed for each Test along with syllabus is available on the Commission's Website.

The qualifying marks for each Test/Paper are shown at **Annexure-III**.

4. EXAMINATION CENTRES

i) **All the** Departmental Tests will be conducted at all the 26 Districts of A.P.

ii) **The** candidates will be allotted to the exam in the District, where the candidate is presently working as mentioned in the application. If sufficient accommodation is not available in their working district, some of the candidates will be allotted to their nearest district.

Code No.	District Name	Code No.	District Name
01	Srikakulam	14	Guntur
02	Vizianagaram	15	Bapatla
03	Parvathipuram Manyam	16	Palnadu
04	Alluri Sitaramaraju	17	Prakasam
05	Visakhapatnam	18	S.P.S.Nellore
06	Anakapalli	19	Ysr Kadapa
07	Kakinada	20	Annamayya
08	Konaseema	21	Ananthapur
09	East Godavari	22	Sri Satyasai
10	West Godavari	23	Kurnool
11	Eluru	24	Nandyal
12	Krishna	25	Chittoor
13	Ntr	26	Tirupathi

5 (A) ELIGIBILITY TO APPEAR FOR THE TEST (S):

- i) The employees of Government of Andhra Pradesh are eligible to apply for the Tests that are prescribed in their respective Departmental Service Rules.
- ii) The Secretariat employees are allowed to appear for the following Tests, wherever the rules permit in order to get eligibility for appointment by transfer/ promotion to other Services.
 - a) Commercial Taxes Department: Paper Code No: 6 &7
 - b) Treasuries and Accounts Department: Paper Code Nos : 31, 46, 64, 79, 89, 100, 114 &129.
- iii) Typists-cum-Assts. working in Finance and Planning (Finance Wing) are eligible to appear for the Treasuries & Accounts Service Examination.
- iv) The candidates intending to apply for the following Tests should refer to the respective Service Rules for the eligibility.
 - a) Sericulture Department Paper Code Nos: 32, 47, 65, 80, 90, 101, 115, 130 &143.
 - b) Mines &Geology Department Paper Code No: 150 only

- | | |
|---------------------------------------|--------------------------------------|
| c) Divisional Test: | Paper Code Nos: 30, 63, 81,113 &138. |
| d) Works Accounts Service | Paper Code Nos: 44, 78, 99 and 128 |
| e) Workshop Officers | Paper Code Nos. 14 &29 |
| f) A.P. Public Service Commission | Paper Code No: 149 |
| g) Social Welfare Department | Paper Code 170 |
| h) Health & Family Welfare Department | Paper Code 171 |
- v) The Paper Code bearing numbers 05, 08, 10, 18, 19, 27, 28, 36, 43, 45, 49, 62, 67, 77, 98, 108, 127, 136, 137, 141, 142, 144 to 148 and 155 are open to all, whether the applicant is in Government Service or not.

5 (B) SPECIAL CONDITIONS PRESCRIBED FOR CERTAIN TESTS:

- a) **DIVISIONAL TEST (PC.Nos.30, 63, 81,113 &138):** - Senior Assistants working in the Offices of Director of Accounts in Projects and Accounts Branches of the Divisions of the Public Works Department, Roads & Buildings, Irrigation, Public Health Engineering Department, Panchayat Raj Engineering Department and Ports Department, who have been working as such for a period of three years or more are allowed to appear for this examination. Superintendents working in the above Departments are also allowed to appear for the examination.
- b) The Service Certificate given below shall be filled and get the signature with Seal of the Controlling Officer of parent department. The Service Certificate duly signed by the Controlling Officer should be scanned and uploaded. Otherwise their applications will be summarily rejected. Local Body Employees may also apply for this Test. But their admission is provisional, subject to their eligibility as per G.O.Ms.No.86, Finance & Planning (FW.WA-1) Department, dt. 22/05/1998. Commerce graduates who claim exemption from passing Paper-I of Part-I of Divisional Test should furnish information in the Application Form and Commerce degree certificate should be scanned and uploaded. Failing which, their Applications are not considered for exemption of Paper-I of Part-I of the Divisional Test.
- c) The applicants for the Departmental Tests for Mines & Geology (Paper Code 150), shall also upload the scanned service certificate format given below, duly signed by the controlling officer.

Service Certificate for Divisional Test / Mines & Geology

This is to certify that _____ is working as _____
from _____ to _____ (Total service rendered _____)
in the office of _____.

Station

Date Signature:

Name and Designation of Controlling Officer with Office

Seal (if not signed by the Controlling Officer, the application will be rejected.)

N.B:

- 1) The applicants those who fulfill the eligibility conditions as at 5 (a) & employees of concerned departments are alone eligible for Divisional Test.
- 2) Certification by Controlling Officer shall be with reference to the minimum service prescribed

- d) Applicants for Fisheries Department Test-II should furnish the information regarding satisfactory completion of training from the State Fisheries Training Institute, Kakinada in the Application Form.
- e) Applicants for Criminal Judicial Test with Law Qualification should furnish the information in the Application Form and Law degree certificate should be scanned and uploaded to seek exemption from passing Paper-I & II of the above Test, failing which their Applications will not be considered for exemption from passing Papers I & II of the Test.
- f) Applicants for **Deputy Inspectors Test** have to appear for **all the three papers in their first attempt**. In subsequent attempts, however, they can appear for each paper separately. For Papers on "Educational Statistics" Public Instructions Report for the year 1980-81 is prescribed. The candidates who have applied previously should furnish the information in the Application Form.
- g) Applicants for **Translation Test** (Paper Code No. 19 and 28) should invariably mention the language for Paper Code No.28.
- h) **Second Class Language Test** (Paper Code No-05) will be held in various Languages, i.e., Telugu, Hindi, Kannada, Marathi, Oriya, Tamil & Urdu.
- i) In case of **Gujarati (P.C.No.6) and Marwari (P.C.No.7) Language Tests**, the Application (Candidates shall download the filled in application form and upload in the Commission Website duly attested by HOD) should be forwarded by the Head of the Department as an evidence to claim his/her eligibility as per relevant Rules. (Commercial Tax Department Only).
- j) **Special Language Test for Officers of Education Department of Higher Standard P.C.No.37** will be conducted in Telugu/Urdu/Hindi/Tamil/Kannada/Oriya/Marathi. P.C.No.36 Lower Standard will be conducted translation from English into a Language chosen. The Candidate should also opt the language in which he/she desires to appear in addition to English for the Translation Test in the Application Form. Otherwise the Application will be rejected.
- k) **Special Language Test for Officers of Education Department (Advanced Standard) (P.C.NOs.58 & 74)** will be conducted in Telugu and Urdu only.
- l) Candidates should pass all the parts of Second Class (P.C.Nos.5, 6 &7) / Third Class Language Tests (P.C.No.155) at a time as per the revised scheme of examination in terms of G.O.Ms.No.190, GA (Ser.- C) Department, dt:18/04/2002. However, candidates appearing for Paper Codes 5, 6 and 7 will be admitted to the Parts B, C & D (Viva-Voce) only, if they pass the Part-A Written Examination. For Third Class Language Test, only VIVA-VOCE in A, B, C parts will be conducted without any written test. They will be informed of the date and place of the Oral Test separately at appropriate time.
- m) Staff of the Survey and Land Records Department shall answer **Surveyor's Test** Higher Grade/ Lower Grade, in one language only i.e., either in English or Telugu or Urdu.

- n) The Question Papers for Departmental Tests will be in English only. However for (i)"Surveyor's Test" (Higher Grade/Lower Grade) (ii) "Translation Tests", the question papers will be in the chosen language, besides English.
- o) The question paper for employees of Multi Purpose Health Assistant (Female) Grade-III / ANM Grade-III working Village/Ward Secretariat (Paper Code No.171) conducted in **Telugu language** only.

6 (A) FEE & PAYMENT PROCEDURE:

- i) **The fee for each Paper is Rs. 500/- (Rupees five hundred only) as per G.O.Ms.No.121, G.A (Ser-C) Department, Dt.17.09.2020.**
- ii) The applicant shall pay Rs. 500/-(Rupees Five Hundred Only) towards application processing fee, besides the examination fee as per G.O.Ms.No.233 GA(Ser-C) Dept., dt.05.08.2016.However, no fee is prescribed for the Tests in Gujarathi and Marwari Languages.

6 (B) MODE OF PAYMENT OF FEE:

- a. The Fee mentioned in the above paragraph is to be paid online using Payment Gateway using Net Banking/ Credit card / Debit Card. The list of Banks providing service for the purpose of online remittance of Fee will be available on the Commission's Website.
- b. The fee once remitted shall not be refunded or adjusted under any circumstances. Failure to pay the examination fee and application fee (in non-exempt case) will entail total rejection of application.
- c. IPOs / Demand Drafts are not accepted.
- d. In case of corrections Rs.100/- per correction will be charged. However changes are not allowed for Name, Personal details and Fee etc.

7. HOW TO APPLY:

A. PROCEDURE TO UPLOAD THE APPLICATION FORM:

The Applicants shall read the **Instructions** before submission of Applications online.

STEP-I: Candidates applying for the first time for any notification has to first fill the OTPR application carefully to obtain OTPR ID. While filling the OTPR, the candidates have to ensure that there are no mistakes done. The Commission bears no responsibility for the mistakes, if any, made by the candidates. (If candidates already have OTPR ID number then he/she can proceed to STEP-II.)

STEP-II: The Applicant has to Login in the Commission's website with the User Name (OTPR ID) and the Password set by Candidate. After Login, the Applicant has to click on the "Online Application Submission" present in the bottom right corner of the Commission's website.

STEP-III: After checking all the data and ensuring that the data is correct the applicant has to fill application specific data. Once all the data is filled appropriately, the applicant has to submit the payment form.

STEP-IV: PAYMENT PROCESS: The Applicant now has to click on the payment link against the Notification No.04/2025.The Basic details required for calculation of the Fee will be pre populated from the OTPR data. The Applicant has to verify all the details that were displayed. Once the Payment form is submitted, the respective details (Used for Calculation of fee) will not be altered in any stage of application processing. Hence if any details are to be changed, applicant should use the Modify OTPR link, modify the details, save it and again click on application payment link.

STEP-V: Once the payment is successful, payment reference ID is generated. Candidates can note the payment reference ID for future correspondence. Thereafter the applicant is directed to the application form. Applicant should provide the payment reference ID generated along with the other details required for filling the application form (other fields like OTPR ID and personal details will be pre populated from the data submitted in the payment form for respective

notification). The Applicant should check the data displayed thoroughly and should fill the application specific fields like examination center etc., carefully and submit the Application form. Once the Application is submitted successfully then Application Receipt is generated. The Applicant is requested to print and save the application receipt for future reference/correspondence.

STEP-VI: In any case if the payment process is not submitted successfully, then the applicant should start the fresh payment process as mentioned in STEP-II.

NOTE:

- a) The Commission is not responsible, for any omissions by the applicant in bio-data particulars while submitting the application form On-Line. The applicants are therefore, advised to strictly follow the instructions given in the User guide before submitting the application.
- b) All the candidates are requested to submit their application with correct data. It is noticed that some of the candidates are requesting for change in the data, after submission of the application. It is informed that such requests shall be allowed on payment of Rs.100/- (Rupees Hundred Only) for each correction. However changes are not allowed for Name, personal details and Fee. Manual application for corrections shall not be entertained. No changes will be allowed after 02 days of after last date of applications.
- c) The particulars furnished by the applicant in the Application Form will be taken as final and data is processed based on these particulars only. Applicants should, therefore, be very careful in Uploading / Submitting the Application Form Online.
- d) Before Uploading/Submission Application Form, the Candidates should carefully ensure his/her eligibility for this examination. NO RELEVANT COLUMN OF THE APPLICATION FORM SHOULD BE LEFT BLANK; OTHERWISE APPLICATION FORM WILL NOT BE ACCEPTED.
- e) INCOMPLETE / INCORRECT APPLICATION FORM WILL BE SUMMARILY REJECTED. THE INFORMATION IF ANY FURNISHED BY THE CANDIDATE SUBSEQUENTLY WILL NOT BE ENTERTAINED BY THE COMMISSION UNDER ANY CIRCUMSTANCES. APPLICANTS SHOULD BE CAREFUL IN FILLING-UP THE APPLICATION FORM AND SUBMISSION.
- f) Applicant shall note that, the details available with OTPR database at the time of submitting the application will be considered for the purpose of this notification. If, any changes are made by the applicant to OTPR database at a later date will not be considered for the purpose of this Notification.
- g) For any Technical problems related to Online submission and downloading of Hall-Tickets please contact 08662527820 & 08662527821 (Call Time: 10.00 A.M to 01.00 P.M & 01.30 P.M to 5.30 P.M) at working days or mail to appschelpdesk@gmail.com.

(B) GENERAL PROVISIONS:

1. Applicant must compulsorily fill-up all relevant columns of application and submit application through website only. The particulars made available in the website shall be processed through computer and the eligibility decided in terms of notification.
2. The applications received online in the prescribed proforma available in the website and within the time shall only be considered and the Commission will not be held responsible for any kind of discrepancy.
3. Applicants must upload his/her scanned photo and signature in JPEG format and size shall be for Photo of 3.5Cms X 4.5Cms (<50 KB) and for Signature of 3.5Cms X 1.5Cms (<30 KB) only.
4. The applicants should not furnish any particulars that are false, tampered, fabricated or suppress any material information while making an application through website.

IMPORTANT—The claim of the applicants with regard to the eligibility for the Test, the Tests applied are accepted provisionally on the information furnished by them in their application form and is subject to verification and satisfaction of the Commission as per the eligibility conditions. Mere admission to any test or Viva-Voce will not confer on the candidate any right for final result. The candidature is therefore, provisional at all stages and the Commission reserve the right to reject candidature at any stage.

5. The candidates are instructed to preserve the Hall Tickets for future correspondence if any. (Duplicate Hall Ticket will not be issued).

6. Candidates should submit his/her particulars respond with regard to any bio data changes within 15 days from the last day of examinations. Later on any corrections in bio data will not be entertained.

8. REJECTIONS:

Application will be rejected for the following reasons:-

- a) Failure to upload the Photo/Signature.
- b) Failure to pay fee towards the Test and application.
- c) If the scanned Service Certificate is not uploaded duly filled in and signed by the applicant and the Controlling Officer with seal.
- d) If the filled in Application Form is not in terms of this notification.
- e) If the applicant is not eligible to appear for the Test in terms of Para (5) of the Notification.
- f) If the candidate applies during debarment period.

9. OBJECTIONS DISSOLVED: Commission resolved to dispense with the system of calling for objections for Departmental Tests as negative marks system has been cancelled, vide G.O.Ms.No.101 GAD(Ser-C) Dt.25.09.2020 and also with a view to avoid the inordinate delay that is being caused the publication of results.

10. Rejection of Answer scripts (Conventional type): The candidates should go through the instructions given on the cover page of test booklet and carefully write/verify/encode his/her Register Number, Subject / Subject Code, Name of the Examination Centre, Signature of the Candidate and Invigilator, etc., on the BAR CODE Sheet attached to Answer Book, which will be provided to him/her in the examination hall failing which the Answer sheet will be rejected and will not be valued. And also Use of whitener on BAR CODE Sheet will lead to disqualification.

11. PUBLICATION OF RESULTS:

i) The results of the candidates who are provisionally declared to have passed the Tests will be displayed on the Notice Board of the Commission's Office and also hosted on the Commission's Official Website "<https://psc.ap.gov.in>", which would be considered as authentic publication for extending all benefits to the candidates who are provisionally declared to have passed the Tests, vide G.O.Ms.No.591, General Administration (Services-A) Department, dt:20-10-2011.

ii) No individual Pass Certificate will be issued to the candidates by the Commission.

12. MEMORANDUM OF MARKS: As per the G.O.Ms.No.91, GA (SER-C) Department, Dt.18.08.2025 the candidates will apply for the Memorandum of Marks and Recounting of Marks as follows:

- i) Marks will, however, be supplied to candidates, who are not successful in the Examination, on payment of Rs. 200/- through I.P.O./Bank Draft payable to the Addl. Secretary, A.P. Public Service Commission, Vijayawada. Such requisitions along with a photo copy of Hall Ticket should be made within ONE MONTH from the date of display of results on the Commission's Office Notice Board and Commission's website as well. Requisitions without a photo copy of Hall Ticket are not entertained.

ii) **RECOUNTING OF MARKS:** - The recounting of marks will be considered for Conventional Type (written) Tests only within 15 days from the date of publication of results on Payment of Rs.300/- for each paper through IPO / Bank Draft payable to the Addl. Secretary, A.P. Public Service Commission, Vijayawada along with a photo copy of Hall Ticket.

iii) **Revaluation of Answer sheets will not be entertained under any circumstances.**

13. DEBARMENT:

a) Candidate is liable to be debarred from appearing of any examination

Permanently or for such term of years as the Commission may think fit, for the following reasons.

i) If incorrect information is furnished in Application or elsewhere, or makes a false declaration regarding eligibility, Service etc.

ii) If he/she is found guilty of malpractice of any kind in the Examination hall.

iii) If he /she behaves improperly towards the Chief Superintendent / Invigilators/ Deputed Officials of APPSC in the Examination Hall.

iv) If he/she applies to a Test before the expiry of the period of debarment.

v) The Commission has the right to cancel the result of the candidates whose applications were rejected or who are involved in malpractice or found to be under debarment period or if the information furnished in the Application is found incorrect at anytime.

b) If the candidate was debarred earlier by the Commission, the relevant details should be furnished in the Application Form. Otherwise the application will be rejected and suitable action will be taken as deemed fit.

c) If a debarred candidate is already in the service of the Government, he/she will be liable for disciplinary action under appropriate rules by the competent authority and an entry will be made in the S.R., to that effect by the Controlling Officer.

d) The candidate will be liable for punishment as per regulation PME notified vide G.O.Ms.No.385, G.A. (Ser-A) Dept., dt.18.10.2016, for indulging in Malpractices /Misbehavior during the Examinations.

e) In addition to the penal provisions of Act No. 25/97 published in A.P. Gazette No. Part-IV-B Extraordinary, dated: 21/08/1997 shall be invoked, if malpractice and unfair means are noticed at any stage of examination.

f) The candidates, who have already passed the Tests shall not re-appear for the same. Violation is liable for disciplinary action, besides debarment.

14. Communications running in the name of Pleader or Agent, will receive no attention.

15. COMMISSION'S DECISION TO BE FINAL: The decision of the Commission pertaining to the application and its acceptance or rejection as the case may be, conduct of examination and at all consequent stages shall be final in all respects and binding on all concerned, under the powers vested with it under Article 315 and 320 of the Constitution of India. Commission also reserves its right to alter and modify regarding terms and conditions laid down in the notification for conducting the various stages up to publication of results in A.P. Gazette, duly intimating details thereof to all concerned, as warranted by any unforeseen circumstances arising during the course of this process.

Note: This is purely Departmental Tests Notification only and not for recruitment purpose.

**Place: Vijayawada,
Date: 05/03/2025.**

**Sd/- I. N. Murthy,
Secretary (FAC).**