

TELANGANA STATE PUBLIC SERVICE COMMISSION :: HYDERABAD.

DEPARTMENTAL TESTS - MAY - 2019 SESSION.
NOTIFICATION NO : 03/2019.

Para - I :-

1. Applications are invited On-line from the employees of Telangana State through the proforma made available on the Official WEBSITE of the Commission <http://www.tspsc.gov.in> for Departmental Tests **MAY -2019 Session** scheduled to be held from **08/06/2019 to 16/06/2019** at (09) District Head Quarters of Telangana State including Hyderabad district clubbed with Rangareddy District & HMDA limits.

2. The Tests will be held in accordance with the T.S Departmental Test Rules – 1965 adopted vide G.O.Ms.No.191, General Administration (Ser.C) Department, Dt : 27-05-2016. The desirous candidates may apply ON-LINE by satisfying themselves with the terms and conditions of the notification following Department Test Rules, and subsequent amendments to the Rules made from time to time.

3. Hand written / Typed / Photostat copies / printed Application forms will not be accepted and such applications are liable for rejection.

4. **Examinations shall be conducted on On-Line mode in computer Based Test (CBT) method of examination.**

Examination Schedule

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| 1. Date of Issue of Notification | : 03/05/2019 |
| 2. Date of Commencement for applying on-line | : 06/05/2019 |
| 3. Last date for submission of application on-line | : 25/05/2019 |
| 4. Last date for payment of fee | : 25/05/2019 by 11.59 PM |
| 5. Schedule of Examinations | : 08/06/2019 to 16/06/2019 |
| 6. Hall Tickets will be hosted on official Web-site for downloading | : 07 days before commencement of Examination. |

Para II : ELIGIBILITY TO APPEAR FOR THE TEST(S).

I.Tests prescribed for the employees of respective Departments:

- Only the employees working in the respective departments of Telangana State are eligible to apply for the tests that are prescribed in their respective Departmental Service Rules.
- However, Secretariat employees, wherever the rules permit, are allowed to appear for any Departmental Test in order to get eligibility for appointment by transfer / promotion to other Services.

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| I. Commercial Taxes Department | : P.C.Nos. 6 & 7 (Conventional Type) |
| II. Treasuries & Accounts Department
(Typists-cum-Assts. working in
Finance and Planning (Finance Wing)
are also eligible to appear for the tests | : P.C.Nos. 31,46,64,79,89,100,114 & 129 |
| III. Sericulture Department | : P.C.Nos. 32,47,65,80,90,101,115,
130 &143 |
| IV. Mines & Geology Department | : P.C.Nos. 150 only |
| V. Divisional Test | : P.C.Nos. 30, 63, 81,113 & 138 |
| VI. Works Accounts Service | : P.C.Nos. 44, 78, 99, and 128. |
| VII. Workshop Officers | : P.C.Nos.14 & 29 |
| VIII. T.S. Public Service Commission | : P.C.No. 149 |
| IX. Open to all, whether the applicant is in
Government Service or not. | : P.C.Nos. 5, 8, 10, 18, 19, 27, 28, 36,
43, 45, 49, 62, 67, 77,
98,108,127,136,137,141,142,
144 to 148 & 155 |

N.B: The respective Service Rules should be referred to by the candidates for deciding the eligibility or otherwise to apply for the tests. Any applicant can apply for other than above mentioned Tests referred in the Annexure III whether working in the respective Department or not. **THOSE WHO HAVE ALREADY PASSED THE TEST SHOULD NOT APPLY FOR THE SAME AGAIN. IF ANY SUCH CASE COMES TO THE NOTICE OF THE COMMISSION, SEVERE DISCIPLINARY ACTION SHALL BE INITIATED BY THE DEPARTMENT BESIDES CANCELLATION OF THE TEST PASSED BY SUCH CANDIDATE.**

II. Special Conditions Prescribed for certain Tests.

- A) Senior Assistants/Superintendents Working in the offices of Director of Accounts in projects and Accounts Branches of the Divisions of the Public works Department, Roads and Buildings, Irrigation, Public Health Engineer Department and Panchayat Raj Engineering Department, Divisions of P.W.(Engineering) Departments who have been working as such for a period of three years or more are allowed to appear for Divisional Tests.
Candidates appearing for the Divisional Test should furnish the filled in service certificate which is available in the Commission's Website to that effect the service rendered in the Category of Senior Assistant in Engineering Department and get the signature with seal of the Controlling Officer of parent department as per the particulars shown in their Service Register. The Service Certificate duly signed by the Controlling Officer should be scanned and uploaded. Otherwise their applications will summarily be rejected.
Employees working in Local Bodies may also apply for the Divisional Tests. 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 (P.C.No. 30) should furnish information in the Application Form, failing which, their Applications will not be considered for exemption of Paper-I of Part-I of the Divisional Test.
- B) Candidates applying for "Departmental Test for Mines and Geology" (**P.C. Nos.150**) should furnish scanned Service Certificate duly signed by the Controlling Officer and uploaded in the web-site. Otherwise their applications will be rejected.
- C) Candidates appearing for **Fisheries Department Test-II** should furnish the information regarding satisfactory completion of training from Head of the Departments concerned.
- D) Candidates applying for "Deputy Inspectors Test" have to appear for all the three papers in their first attempt. However, they can appear for each paper separately in subsequent attempts. 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.
- E) Candidates appearing for Criminal Judicial Test with Law Qualification should furnish the information in the Application Form for seeking 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) In case of Gujarathi (P.C.No.6) and Marwari (P.C.No.7) Language Tests, the application should be forwarded by the Head of the Department as an evidence to claim applicant's eligibility as per relevant Rules. (Candidates should download the filled in application form duly attested by HOD and upload in the Commission's website).
- G) Second Class Language Test (**P.C.No.05**), Special Language Test for Officers of Education Department of Higher Standard (**P.C.No.37**) / Lower Standard (**P.C.Nos.36,49,67**) / and the Translation Test (**P.C.Nos.19 & 28**), will be conducted in Telugu/Urdu/Hindi/Tamil/Kannada/Oriya/Marathi. Special Language Test for Officers of Education Department (Advanced Standard) (**P.C.NOs 58 & 74**) will be conducted in Telugu and Urdu only. Candidates applying for these Tests should invariably mention the language for the Tests. They should write the exam in the chosen language only otherwise their answer sheets will not be valued.

- H) Candidates should pass all the parts of Second Class/Third Class Language Tests (P.C.Nos. 5,6,7 & 155) at a time as per the revised scheme of examination in terms of existing G.O.Ms.No. 190, GA (Ser. C) Department, dt: 18/04/2002. However, successful candidates who pass the Part-A (Written Examination) of Paper Codes 5, 6 and 7 will only be admitted to the Parts B, C & D (Viva-Voce/Oral Test). Date and place of Oral Test will be intimated separately at appropriate time to the passed candidates in Part – A.
- I) Survey and Land Records subordinate personnel working in Telangana Region should apply for the papers meant for Telangana Region of Survey and Land records Departmental Tests. Commission reserves right to cancel the examination of such papers and to reject the candidature of the candidates who apply for the Papers prescribed for Andhra region (PC No.s 55, 72 & 109,118 & 111,120 & 116,133). PC No. 154 i.e. DT for Sericulture Department, Part – III (Practical Test) repealed by Govt vide G.O. RT. No. 09, Agriculture & Co Operation (HORTI.& SERI) Department, Dated: 06.01.2017.
- J) Staff of the Survey and Land Records Department are allowed to answer "Surveyor's Test" Higher Grade / Lower Grade and "Survey & Settlement Surveyor's Test" Higher Grade / Lower Grade, in one language only i.e., either in English or Telugu or Urdu.
- K) The Candidates should mention in the Application Form, the language in which they desire to appear in addition to English for the Tests which require language to be chosen. They should write the exam in the chosen language only otherwise their answer sheets will not be valued.

Para – III : SCHEME OF THE EXAMINATION.

- i) All the Tests except the Language and Survey Tests will be in **Objective Mode**.
- ii) **These Objective papers shall be conducted in CBT (COMPUTER BASED TEST) method of examination on On-Line mode and the candidates have to attempt the exam accordingly on computer systems provided by the Commission in the examination centers allotted to them on the scheduled dates detailed in Time table in Annexure I.**
- iii) P.C.Nos. 5,6,7, 19,28, 36,49,67, 37, 58,74 pertaining to Language papers and P.C.Nos. 69,87,110,112,117,119,121,122,134 & 135 of Survey & Settlement papers will be conducted in **Conventional/Descriptive Mode**.
- iv) The Duration for all objective type tests shall be of (2) Hours and duration for descriptive type tests shall be of (3) Hours except for Second Class Language test which will be of two (2) Hours duration.
- v) The Candidates appearing for Conventional papers (Descriptive Exams) will be supplied answer books attached to O.M.R Sheet and the candidates have to answer in the answer book with Blue or Black Pen only.
- vi) The Questions for Departmental Tests will be in English only. However for (i) "Surveyor's Test" (Higher Grade / Lower Grade) (ii) "Survey and Settlement Surveyor's Test" (Higher Grade / Lower Grade) and (iii) "Translation Tests", question papers will be in the chosen language, besides English.

Mode of Examination	Duration of the Examination	1st Session	2nd Session
Objective Type (CBT Method)	2 Hours (120 Minutes)	10.00 am to 12.00 Noon	2.30 pm to 4.30 pm
Conventional Type	3 Hours (180 Minutes)	10.00 am to 1.00 pm	2.30 pm to 5.30 pm

Para IV : Time Table.

The detailed Time Table is appended at Annexure - I.

The applicant whether in Government service or not, desires to appear for more than one test which are open to all, may apply for the tests to the extent if the Time Table permits.

EXAMINATION CENTRES:

- (i) ALL THE DEPARTMENTAL TESTS WILL BE HELD AT (09) DISTRICT HEAD QUARTERS INCLUDING HYDERABAD CITY & RANGAREDDY DISTRICTS COVERED UNDER HMDA AREA BASED ON NUMBER OF CANDIDATES & FEASIBILITY FACTORS DEPENDING ON THE AVAILABILITY OF COMPUTER SYSTEMS AND INFRA-STRUCTURE IN THE DISTRICT CENTRE. Therefore candidates who are in Government service have to exercise option for District for examination centre besides giving details of the working place. Candidates are advised to note that examinations will be held in District centres strictly basing on the availability of infra-structure that supports for CBT examinations. Therefore examination centres will be allotted either as per their option or in other Districts or in the area covered under the jurisdiction of HMDA in Hyderabad & RangaReddy districts. Discretion of the Commission is final in this regard.
- (ii) Payment of T.A & D.A to such employees shall be made as per rules in vogue considering (09) district centres existing before creation of new Districts including Hyderabad clubbed with Rangareddy District.
- (iii) **HOWEVER THE DEPARTMENTAL TEST FOR THE STAFF OF TSPSC, DIVISIONAL TEST & DEPARTMENTAL TEST FOR T.S. WORKS ACCOUNTS SERVICE WILL BE HELD AT HYDERABAD CENTRE ONLY.**
- (iv) The Commission, however reserves right to allot candidates in any centre other than the centre where the candidate is working/chosen or cancel a centre and or to create a new centre for administrative reasons.

Examination Centres.

SL. NO	DISTRICT NAME	SL.NO	DISTRICT NAME
1	ADILABAD	6	MEDAK
2	KARIMNAGAR	7	NALGONDA
3	KHAMMAM	8	NIZAMABAD
4	WARANGAL	9	RANGA REDDY HYDERABAD
5	MAHABUBNAGAR	<p>Note : The Commission reserves right to allot candidates to any centre other than the centre chosen / where the candidate is working or to cancel a centre and or to create a new centre for administrative reasons & may also be allotted in jurisdiction of HMDA in Hyderabad & RangaReddy as per the availability of infrastructure.</p> <p>See Para i & ii before opting centre.</p>	

Para V : How to Apply :-

The candidates are instructed to read the notification thoroughly before applying. For any details and clarifications, the candidates are advised to visit Commission's Official web-site <http://www.tspsc.gov.in>.

The candidates are instructed to be careful while submitting the details at the time of submission of on-line application as the details once submitted cannot be amended at all. It is candidate's responsibility that the details submitted are true and genuine. Representation or request in what so ever manner will not be entertained in this regard.

STEP 1:-The applicants have to login to the website (www.tspsc.gov.in) and to first fill DTE Application form with their basic details like Name, Father Name, DOB etc.. and get their DTE Id. While filling the same, the candidates have to ensure that there are no mistakes done. The Commission bears no responsibility for the mistakes made by the candidates. **(If candidates already have DTE ID number then he/she can proceed to STEP-II.)**

STEP.2:- The applicant has to click on Fill Application Form link to provide his/her DTE Id, DOB and Mobile Number and click on Go button. The basic details of the applicant will be automatically pre-populated and the applicants need to select the Tests and Papers for which they wish to appear.

STEP.3:- Immediately on entering the above details and clicking on Pay Now button, the applicants will be redirected to the Payment Gateway page.

STEP.4:- The applicant should pay the prescribed fee as specified using his/her desired payment mode (Internet Banking / Credit Card / Debit card) available in the Payment gateway. Separate instructions have to be followed for each mode of payment.

STEP.5:-After successful payment of fee, the Application receipt will be generated which contains the particulars furnished by the applicants. The Application Reference Number in the Application form has to be quoted for future reference/correspondence. The Applications received On-line in the prescribed proforma provided in the Commission's website within the stipulated time shall only be considered and the Commission will not be held responsible for any kind of discrepancy.

NOTE:

- I. while filling the application form, the applicants have to ensure that all fields are filled with no mistakes. The Commission bears no responsibility for the mistakes/omissions, if any, made by the applicants.
- II. The particulars furnished by the applicant in the Application Form will be taken as final, and data entry is processed based on these particulars only by Computer. Applicants should, therefore, be very careful in Uploading / Submitting the Application Form On-line.
- III. Applicants shall note that, the details available in the application form submitted by them will be considered for the purpose of this notification. Any requests to change the details subsequently will not be entertained under any circumstances.
- IV. No request for the change of Tests/Papers will be entertained once the application is submitted.
- V. The applicants should not furnish any false particulars tampered, fabricated or suppress any material information while making an application through website.
- VI. For any technical problems related to Online submission and downloading of Hall tickets contact 040-23120301 or 040-23120302(Call Time: 10.30 A.M to 1.00 P.M & 1.30 P.M to 5.00 P.M) or mail to helpdesk@tspsc.gov.in OR TSPSChelpdesk@gmail.com.

Para VI : Fee & Procedure for remittance of Fee.

- (i) THE FEE PAYABLE TOWARDS APPLICATION FEE FOR EACH APPLICATION (Each Test shall be treated as one application) to apply for the Tests mentioned in the Time-Table of this notification SHALL BE **Rs. 200/-** (RUPEES TWO HUNDRED ONLY). However, no fee is prescribed for the Tests in Gujarathi and Marwari Languages.
- (ii) The applicants should pay **Rs.100/-** for each paper towards Examination fee in addition to the Application fee payable to the Secretary, T.S. Public Service Commission, Hyderabad through Net-Banking/Debit/Credit Card in TS On-line or e-pay from **06/05/2019 to 25/05/2019** by 11:59 PM.
- (iii) The application of the candidate is admitted provisionally subject to reconciliation of the fee from the Bank.
- (iv) Any fee once remitted under this Notification, shall not be refunded or adjusted under any circumstances. Failure to pay the requisite Examination fee, Application fee will entail total rejection of application. Government removed all fee exemptions vide G.O.Ms.No. 360, General Administration (Services-C) Department, dated: 16/08/2002.
- (v) IPOs/Demand Drafts are not accepted.

1. Important Note:-The applicants are instructed to go through the contents of the Notification carefully before applying for the Departmental Tests. Applicants should not send any documents to Commission as the entire application process is ON-LINE, including payment of fee, uploading of photograph and signature. Applicants must upload their scanned photo and signature through J.P.G format with the size of photo as 3.5cmsX 4.5cms (<50 KB) and Signature of 3.5cmsX 1.5cms (<30KB) only in the space provided for the same. Applicants should ensure that, their name and date of photograph are printed on the photograph while scanning. Further the applicant has to invariably fill all the columns in the Application and should submit the same by on-line.

Para VII: Rejection of Application

Applications will summarily be rejected for the following reasons:-

- (i) If the Photo/ Signature not uploaded/ not clear/blurred.
- (ii) If prescribed fee towards application and examination is not paid or if fee paid is less.
- (iii) Incomplete/Incorrect application form will be rejected.
- (iv) If the Service Certificate is not filled/ not signed by the Controlling Officer/ without the seal of the Controlling Officer/ self attestation instead of Controlling Officer/ signed by the Gazetted Officer instead of their Controlling Officer or if the Service Certificate is not uploaded properly.
- (v) If the filled in Application Form is not in terms of this notification.
- (vi) If the applicant is not eligible to appear for the Test in terms of Para (4) of the Notification.
- (vii) If the candidate does not fulfill the Terms & Conditions as laid down in the Notification.
- (viii) If the candidate applies during debarment period.

Para VIII: IMPORTANT COMMON INSTRUCTIONS TO THE CANDIDATES (for CBT (Objective) & Descriptive examination)

- (i) The claim of the applicant with regard to the eligibility for the test, the tests applied for 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 eligibility conditions. Mere admission to any test or viva-voce will not confer on the candidate any right for final result. The candidate is therefore, provisional at all stages and the Commission reserves right to reject candidature at any stage.
- (ii) The candidates have to report **One and Half Hour** before to the examination venue to follow the procedures of the Commission at venue. i.e Recording Thumb impression in Bio metric system . Gates of the venue will be closed **Half an hour** before commencement of Examination.
- (iii) The candidates will not be admitted to the Examination Hall after the commencement of the examination. No candidate is allowed to leave the examination hall till the duration of the examination is completed.
- (iv) The candidates are instructed to bring their Hall ticket & ID card (Employee ID/ Aadhar card etc.) in original without fail. Candidates who appear for descriptive examinations are advised to bring a smooth writing pad, Ball-Point pen (Blue/Black).
- (v) **Candidates will be subjected to frisking to ensure that they are not carrying any electronic or any other gadgets, mobile/cellular phone, tablets, pen drives, Bluetooth devices, watch, Programmable calculators, log tables, wallet, purse, notes, Pagers, charts, loose sheets or recording instruments strapped on their body or in their pockets. Possession of the same leads to invalidation of the candidature to the exam.**
- (vi) The candidates should satisfy the Invigilator of his identity with reference to the signature and photographs available on the Nominal Rolls. The candidate should assign signature and get the signature of the invigilator at the appropriate place wherever provided for it.

- (vii) Loaning and interchanging of articles/Question paper/answer sheets/revealing answers among the candidates, communicating, consulting or conversing with other candidates or causing disturbances in any manner in the examination hall or taking away the answer sheet/question paper outside the examination hall during the examination is not permitted or if any candidate takes away Answer Sheet after completion of examination without handing over to invigilator, the candidature of such candidate will be rejected and it will be viewed seriously to initiate action for penal action and Debarment besides disqualifying for this examination.
- (viii) The candidates are expected to behave in orderly and disciplined manner while writing the examination. and in case of impersonation/ disorder/ rowdy behavior during Written Examination, necessary F.I.R. for this incident will be lodged with concerned Police Station, apart from disqualifying for this examination and debarring in future.
- (ix) The Commission would be analyzing the answers of a candidate with other appeared candidates to detect patterns of similarity. If it is suspected that the answers have been shared and the scores obtained are not genuine/ valid, the Commission reserves the right to cancel his/ her candidature and to invalidate exam/answer sheet
- (x) Violation of any of the instructions may lead to invalidation of the candidature of the exam besides penal action.
- (xi) **THE CANDIDATE IS PERMITTED TO BRING BARE ACTS ONLY.** GUIDES, BOOKS CONTAINING COMMENTARIES, MADE EASY, WRITTEN OR RONEOED BOOKS, DIARIES, NOTES SUPPLIED BY THE TRAINING INSTITUTES & HAND BOOKS ARE NOT PERMITTED INTO THE EXAMINATION HALL. SCIENTIFIC CALCULATORS / CALCULATORS ARE ALSO NOT ALLOWED INTO THE EXAMINATION HALL EXCEPT FOR SURVEY DEPARTMENTAL TESTS.
- (xii) The candidates should read the instructions carefully given along with the Hall Ticket and follow it scrupulously. Any violation will be viewed seriously and suitable action will be taken besides cancellation of candidature as per rules. The candidates are also advised to retain their Hall-ticket for **future purpose**. Issuance of duplicate hall tickets or evidence with regard to the particulars of the candidate will not be entertained under any circumstances.
- (xiii) Candidature of the candidates shall be liable for rejection if the terms and conditions of the Notification are not followed scrupulously.
- (xiv) An extra time of Twenty (20) minutes per Hour is permitted to totally blind candidates and for the candidates with Locomotor disability and CEREBRAL PALSY where writing is extremely affected for the extent slowing the performance of function (minimum of 40 % deformity).

Note :- The Orthopedically or Visually disabled candidates who need assistance of Scribe have to apply for the same directly to the Commission (10) days before commencement of examination duly enclosing the copy of Medical certificate mentioning the Application ID number along with a representation. Only those candidates, who are totally blind and who do not have both the upper limbs in the category of orthopedically disabled can use Scribes at the examination. Scribe will be provided by the discretion of the Chief Superintend as per provisions. The Certificates (whichever is applicable) should be obtained from Competent Medical authority for the purpose of verification.

- (xv) The scribe shall be from an academic discipline other than that of the candidate and the academic qualification of the scribe shall be one grade below than the stipulated eligibility criteria. The candidate as well as the scribe will have to give a suitable undertaking confirming the Rules applicable. The scribe shall be provided by the Chief Superintendent of the venue.

INSTRUCTIONS AND GUIDELINES TO CANDIDATES REGARDING DESCRIPTIVE EXAMINATION.

- (i) The candidates should go through the instructions given on the cover page of Test booklet and write their Hall Ticket Number, Centre etc., carefully in the Answer Sheet, which will be provided in the examination hall.
- (ii) **Candidates are permitted to use calculators for Descriptive examination.**
- (iii) The candidates have to use Ball-Point pen (Blue/Black) only for marking the answers. Otherwise the answer sheets will be invalidated.
- (iv) The candidates must ensure encoding the Hall Ticket Number, Paper Code and Test Booklet series etc., on the O.M.R answer sheet correctly in the columns provided, failing which **the answer sheet will be rejected and it will not be valued.**
- (v) Answer Choices should not be marked on the Test Booklet (Question Paper) under any circumstances.
- (vi) Candidates appearing for “**Survey Department Tests**” should bring their own set of instruments such as Scales, Bits and Scientific Calculators, if any, required for answering. Special Forms, if any required for Survey Department Test will be supplied to the candidates in the examination hall.
- (vii) The candidates should read the instructions carefully given on the backside of OMR Answer Sheet, and Barcode Answer Sheet which is attached to the Main Answer Book and fill-in the columns legibly and encode properly in Examination Hall. For any Violation, the answer script will be invalidated.
- (viii) The candidates are instructed to note that the wrong bubbling of any part of OMR Sheet/Barcode sheet cannot be amended at all. The use of whitener and over writing, if any, and improper bubbling leads to invalidation of answer sheet.
- (ix) **IMPORTANT INSTRUCTIONS: WRITING OF SYMBOLS, OR ANY TYPE OF IDENTIFICATION MARKS INCLUDING HALL TICKET NUMBER ETC., ANYWHERE INSIDE THE OMR SHEET/ANSWER SCRIPT, AND USING OF BALL PENS OTHER THAN BLUE OR BLACK INK , AND SKETCH PENS OF ANY COLOUR OR USING OF WHITENER ON THE OMR SHEET/ANSWER SCRIPT ARE STRICTLY PROHIBITED. IN CASE OF VIOLATION, SUCH ANSWER SCRIPT WILL BE INVALIDATED.**

INSTRUCTIONS AND GUIDELINES TO CANDIDATES REGARDING ONLINE (CBT METHOD) MODE OF EXAMINATION.

- 1) Candidates shall report at the venue One and half hour before the Commencement of Examination as the candidates have to undergo certain procedural formalities required for on-line examination.
 - 2) Examination will be commenced as specified under Para III.
 - 3) The examination link with the login screen will already be available on system provided to the candidate. Please inform the invigilator if this is not the case.
 - 4) 15 minutes prior to the exam, candidate shall be prompted to login. The candidate should type the Login ID (Hall ticket No) and the Password (Password for Candidate will be given on exam day) to proceed further.
 - 5) Invigilator will announce the password (15) minutes before commencement of examination.
 - 6) Copying or noting down questions and/or options is not allowed. Severe action will be taken if any candidate is found noting down the questions and/or options.
- 7) After logging in, The candidate’s screen will display:
- *Profile Information - Check the details & click on “I Confirm” or “I Deny”.*
 - *Detailed exam instructions - Please read and understand thoroughly.*
 - *Please click on the “I am ready to Begin” button, after reading the instructions.*

- 8) The candidate has to use the mouse to answer the multiple choice type questions with FOUR alternative answers.
- 9) To answer any numerical answer type question, candidates need to use the virtual numeric key pad, mouse and virtual calculator.
- 10) On the online exam question screen, the timer will display the balance time remaining for the completion of exam.
- 11) The question numbers are color coordinated and of different shapes based on the process of recording candidate's response:
 - *White (Square) - For un-attempted questions.*
 - *Red (Inverted Pentagon) - For unanswered questions.*
 - *Green (Pentagon) - For attempted questions.*
 - *Violet (Circle) - Question marked by candidate for review, to be answered later.*
 - *Violet (Circle with a Tick mark) - Question answered and marked by candidate for review.*
- 12) After answering a question, click the SAVE & NEXT button to save candidates response and move onto the next question.
- 13) Click on Mark for Review & NEXT to mark candidates question for review, and then go to the next question.
- 14) To clear any answer chosen for a particular question, please click on the CLEAR RESPONSE button.
- 15) A summary of each section, (i.e. questions answered, not answered, marked for review) is available for each section. The candidate has to place the cursor over the section name for this summary.
- 16) In case if the candidate wish to view a larger font size, he can inform the Invigilator. On the Invigilator's confirmation, click on the font size to select. The font size will be visible on the top.
- 17) The candidate may view INSTRUCTIONS at any point of time during exam, by clicking on the INSTRUCTIONS button on screen.
- 18) Candidates are advised to keep checking the timer on the screen.
- 19) In case of automatic or manual log out, all attempted responses of the candidate will be saved and the exam will start from the time where it had stopped.
- 20) The candidate will be provided a blank sheet for rough work. Login ID and Password may be written on it. Candidates should ensure that they return it to the invigilator at the end of the exam after tearing ONLY the password from it.
- 21) Candidates are instructed not to touch the key board as exam ID of the candidate will get locked. If ID gets locked, a nearby invigilator may be informed who will help in unlocking the ID to continue with the exam.
- 22) Please inform the invigilator in case of any technical issues.
- 23) All the articles other than the Hall ticket(admit card), photo identity proof and pen, have to be left outside the exam room.
- 24) The candidate cannot leave exam room before submitting the paper.

Para IX : 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. The results bulletin of the Departmental Tests will be available in the Commission's Official Website "<http://www.tspsc.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 Go.Ms.No.591, General Administration (Services A) Dept., dt:20-10-2011 until publication in the State Gazette.
- ii. No individual pass certificate/Confirmation Certificate will be issued by the Commission.

Para X : MEMORANDUM OF MARKS:

- i) Marks will, however, be supplied to candidates, who are not successful at the Examination. Memorandum of Marks can be downloaded on payment of Rs. 200/- (Rupees Two Hundred Only) through ON-Line Payment in favour of the Secretary, T.S. Public Service Commission, Hyderabad. Candidates will be allowed to download the marks after one week from the date of declaration of results within a period of ONE MONTH from the date of display of results on the Commission's Notice Board.
- ii) **Recounting of Marks:** - Revaluation of Answer sheets will not be entertained under any circumstances. However, the recounting of marks will be considered for conventional Type (written) Test only within 15 days from the date of publication of results on Payment of Rs.100/- for each paper through IPO / Bank Draft.

Note:- Requisitions made under any means without following the above conditions shall not be entertained under any circumstances.

Para XI : DEBARMENT:

- a) Candidate is liable to be debarred from appearing for any examination permanently or for such term of years as the Commission may think fit for the below 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 TSPSC in the premises of venue or in the Examination Hall.
 - (iv) Any candidate is or has been found impersonating or procuring impersonation by any person or resorting to any other irregular or improper means in connection with his / her candidature for notification or obtaining support of candidature by any means, such a candidate may in addition to rendering himself/ herself liable to criminal prosecution, will be debarred.
 - (v) If he/she applies to a Test before the expiry of the period of debarment.
 - (vi) 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 any time.
- 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) Penal provisions of the Public Examinations (Prevention of Mal practice & Unfair Means) Act 1997 (Act No.25/97) published in A.P. Gazette No. 35 Part-IV-B Extraordinary, dated: 21.08.1997 shall be invoked if malpractice & Unfair means are noticed at any stage of examination and the candidate will be debarred from writing any TSPSC examination in future.
- e) If the candidate who has already passed the Test and re-appearing for the same test, he/she is liable for disciplinary action besides debarment.

Para XII : Communications running in the name of Pleader or Agent, will receive no attention.

Para XIII : 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 upto publication of results in T.S. Gazette, duly intimating details thereof to all concerned, as warranted by any unforeseen circumstances arising during the course of this process.

OFFICE OF THE TELANGANA STATE
PUBLIC SERVICE COMMISSION,
HYDERABAD - 500001.

DATED: 23/04/2019.

Sd/-
SECRETARY

Service Certificate for Candidates.

(Appearing 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

(The application will be rejected if not signed by the Controlling officer.)

- N.B: 1) According to Para-II (I & II) of the Departmental Tests Notification, only Candidates working in the concerned departments must apply. Applications received from others will summarily be rejected and such candidates also liable for debarment.**
- 2) Certifying officers have to verify the records whether he/she has completed 3years of minimum service in the category of Sr. Asst.**

DEPARTMENTAL TESTS, MAY - 2019 SESSION

TIME – TABLE & SCHEME

PAPER CODE	NAME OF THE PAPER (TEST)	SCHEME
<u>08/06/2019 SATURDAY - FORENOON – 10.00 AM TO 12.00 NOON</u> Conducted in Hyderabad & Rangareddy (under HMDA Limits) only		
88.	Departmental Test for Gazetted Officers of the Education Department, First Paper (WITH BOOKS)	
<u>08/06/2019 SATURDAY – AFTERNOON 2.30 PM TO 4.30 PM</u> Conducted in Hyderabad & Rangareddy (under HMDA Limits) only		
97.	Departmental Test for Gazetted Officers of the Education Department, Second Paper (WITH BOOKS)	
<u>09/06/2019 SUNDAY – FORENOON 10.00 AM TO 12.00 NOON</u> Conducted in Hyderabad & Rangareddy (under HMDA Limits) only		
141.	The Accounts Test for Executive Officers (WITH BOOKS)	
<u>09/06/2019 SUNDAY – AFTERNOON 2.30 PM TO 4.30 PM</u> Conducted in Hyderabad & Rangareddy (under HMDA Limits) only		
8.	The Accounts Test for Subordinate Officers Part-I (WITH BOOKS)	
<u>11/06/2019 TUESDAY - FORENOON 10.00 AM TO 12.00 NOON</u>		
1.	Subordinate Accounts Service Examination, Paper-I (WITH BOOKS)	
2.	Deputy Inspector's Test, First Paper (WITH BOOKS)	
3.	Excise Department Test, Test-A Civil and Criminal law (WITH BOOKS)	
10.	Accounts Test for Subordinate Officers, Part-II (WITH BOOKS)	
26.	Departmental Test for Officers of the Forest Department, Forest Law – Second Paper (WITH BOOKS)	
31.	Treasuries & Accounts Service Examination, Part-I, Paper-I (WITH BOOKS)	
33.	Jail Department Test, Paper-I (WITH BOOKS)	
39.	Fire Service Department Test, Part-II (WITH BOOKS)	
45.	The Civil Judicial Test, Part-I (WITH BOOKS)	
50.	Departmental Test for Officers of the Telangana State Agriculture Service (WITH BOOKS)	
51.	Animal Husbandry Department Test (WITH BOOKS)	
60.	Departmental Test for the Employees of Telangana State Government Life Insurance Department, First Paper (WITH BOOKS)	
149.	Departmental Test for the Gazetted and Non-Gazetted Staff of the Telangana State Public Service Commission (WITH BOOKS)	

11/06/2019 TUESDAY – AFTERNOON 2.30 PM TO 4.30 PM

9. Subordinate Accounts Service Examination, Paper-II (WITH BOOKS)
12. Deputy Inspector's Test, Second Paper (WITH BOOKS)
13. Excise Department Test, Test-B - Acts and Rules (WITH BOOKS)
14. Accounts Test for Public Works Workshop Officers, Paper-I (WITH BOOKS)
44. Departmental Test for Telangana State Works Accounts Service, Part-I, Paper-I (WITH BOOKS)
46. Treasuries & Accounts Service Examination, Part-II, Paper-I (WITH BOOKS)
48. Jail Department Test, Paper-II (WITH BOOKS)
52. Registration Department Test, Group-I, Paper-I (WITH BOOKS)
61. Departmental Test for Officers of the Forest Department, Land Revenue - Second Paper (WITH BOOKS)
68. Departmental Test for Employees of the Telangana State Government Life Insurance Department, Second Paper (WITH BOOKS)
77. The Indian Evidence Act Test (WITH BOOKS)
106. Transport Department Test Part-I (WITH BOOKS)
131. Departmental Test for Government Press Officers (WITH BOOKS)
132. Departmental Test for Officers and Ministerial Staff of the Stationery, printing and stores Purchase Department. (WITH BOOKS)
152. Departmental Test for Tech. Staff in the Telangana State Electrical Inspectorate Service (WITH BOOKS)
156. Juvenile Welfare Correctional Services Welfare of street Children Test Part-I Paper-I. (With Books)

12/06/2019 WEDNESDAY – FORENOON 10.00 AM TO 12.00 NOON

4. Departmental Test for Clerks in the Police Department (WITH BOOKS)
20. Deputy Inspector's Test, Third Paper (WITH BOOKS)
23. Subordinate Accounts Service Examination, Paper-III (WITH BOOKS)
29. Accounts Test for Public Works Workshop Officers, Paper-II (WITH BOOKS)
35. Excise Department Test, Test-C, Excise Manual-Second Paper (WITH BOOKS)
64. Treasuries & Accounts Service Examination, Part-I, Paper-II (WITH BOOKS)
66. Jail Department Test, Paper-III (WITH BOOKS)
70. Registration Department Test, Group-I, Paper-II (WITH BOOKS)
78. Departmental Test for Telangana State. Works Accounts Service, Part-I, Paper-II (WITH BOOKS)
86. Departmental Test for the Officers of the Forest Department, Office Procedure and Accounts - Second Paper (WITH BOOKS)
124. Transport Department Test, Part-II (WITH BOOKS)
140. Departmental Test for Accountants Telangana State. Electrical Department (WITH BOOKS)
144. The Agriculture Department Test (WITH BOOKS)
147. The civil Judicial Test Part-II, Paper-II (WITH BOOKS)
157. Juvenile Welfare Correctional Services and Welfare of Street Children Test Part-I Paper-II. (With Books)

12/06/2019 WEDNESDAY – AFTERNOON 2.30 PM TO 4.30 PM

18. The Revenue Test, Part-I First Paper (WITH BOOKS)
34. Subordinate Accounts Service Examination, Paper-IV (WITH BOOKS)
71. Excise Department Test, Test-D, Distillery Manual - Second Paper (WITH BOOKS)
79. Treasuries & Accounts Service Examination, Part-II, Paper-II (WITH BOOKS)
82. Jail Department Test, Paper-IV (WITH BOOKS)
83. Registration Department Test, Group-II, Paper-III (WITH BOOKS)
99. Departmental Test for T.S Works Accounts Service Part-II, Paper-III (WITH BOOKS)
107. Departmental Test for persons in Ministerial Service of the Forest Department Part-I, Paper-I (WITH BOOKS)
108. The Criminal Judicial Test Second Paper (WITH BOOKS)
146. Accounts Test for the Employees of Local Bodies, Paper-I. (WITH BOOKS)
151. Marketing Department Test (WITH BOOKS)
158. Juvenile Welfare Correctional and welfare of Street Children Test Part-II, Paper-III. (With Books)

13/06/2019 THURSDAY– FORENOON 10.00 AM TO 12.00 NOON

- 27. The Revenue Test Part-I, Second Paper (WITH BOOKS)
- 40. Labour, Factories and Boilers Department Test, Part-B (WITH BOOKS)
- 84. Local Fund Audit Department Test, First Paper (WITH BOOKS)
- 89. Treasuries & Accounts Service Examination, Part-I, Paper-III (WITH BOOKS)
- 92. Departmental Test for Officers of the .T.S Commercial Taxes Subordinate Service, First Paper (WITH BOOKS)
- 94. Registration Department Test, Group-III, Paper-IV (WITH BOOKS)
- 128. Departmental Test for T.S. Works Accounts Service, Part-II, Paper-IV. (WITH BOOKS)
- 136. The Criminal Judicial Test, Fourth Paper. (WITH BOOKS)
- 139. Departmental Test for Persons in Ministerial Service of the Forest Department, Part-II, Paper-III (WITH BOOKS)
- 148. Accounts Test for the Employees of Local Bodies Paper-II (WITH BOOKS)
- 159. Juvenile Welfare Correctional services and Welfare of Street Children Test Part-III Paper-IV. (With Books)

13/06/2019 THURSDAY – AFTERNOON 2.30 PM TO 4.30 PM

- 43. The Revenue Test, Part-II (WITH BOOKS)
- 57. Labour, Factories and Boilers Department Test, Part-C (WITH BOOKS)
- 93. Local Fund Audit Department Test, Second Paper (WITH BOOKS)
- 95. Fisheries Department Test, (WITH BOOKS)
- 100. Treasuries & Accounts Service Examination, Part-II, Paper-III (WITH BOOKS)
- 137. The Accounts Test for Public Works Department Officers & Subordinates, Paper-I (WITH BOOKS)
- 138. Divisional Test Part-II, Paper-V (WITH BOOKS)
- 153. Departmental Test for Non-Tech. Staff in the T.S.Electrical Inspectorate Service. (WITH BOOKS)

14/06/2019 FRIDAY– FORENOON 10.00 AM TO 12.00 NOON

- 62. The Revenue Test, Part-III (WITH BOOKS)
- 75. Labour, Factories and Boilers Department Test, Part-D (WITH BOOKS)
- 102. Departmental Test for Officers of the T.S. Commercial Taxes Subordinate Service, Second Paper (WITH BOOKS)
- 105. Local Fund Audit Department Test, Third Paper (WITH BOOKS)
- 114. Treasuries &Accounts Service Examination Part-I Paper-IV. (WITH BOOKS)
- 126. Endowments Departmental Test, Paper-II. (WITH BOOKS)
- 142. The Accounts Test for Public Works Department Officers and Subordinates Paper-II. (WITH BOOKS)

WITHOUT BOOKS

- 15. Fisheries Department Test-II, First Paper (**WITHOUT BOOKS**)
- 19. The Translation Test, First Paper - Translation from English into the Language chosen (**WITHOUT BOOKS**) 3 hours (10.00 AM to 1.00 PM)
- 30. Divisional Test, Part-I, Paper-I (**WITHOUT BOOKS**)
- 32. Departmental Test for Employees of Sericulture Department, Part-I, Paper-I (**WITHOUT BOOKS**)
- 37. Special Language Test for Officers of the Education Department, Higher Standard (**WITHOUT BOOKS**) 3hours(10.00 AM to 1.00 PM)
- 47. Departmental Test for Employees of Sericulture Department, Part-II Paper-I (**WITHOUT BOOKS**)

14/06/2019 FRIDAY - AFTERNOON 2.30 PM TO 4.30 PM

- 129. Treasuries & Accounts Service Examination, Part-II, Paper-IV (WITH BOOKS)
- 16. Fire Service Department Test, Part-I First Paper (**WITHOUT BOOKS**)
- 17. Departmental Test for Officers of the Forest Department, Forest Law - First Paper (**WITHOUT BOOKS**)
- 21. Excise Department Test, Test-C Excise Manual First Paper (**WITHOUT BOOKS**)
- 24. Fisheries Department Test-II, Second Paper (**WITHOUT BOOKS**)
- 36. Special Language Test for Officers of the Education Department, Lower Standard - Written Examination, First Paper-Translation from English into a Language Chosen (**WITHOUT BOOKS**) 3 hours (2:30 PM To 5:30PM)
- 63. Divisional Test Part-I, Paper-II (**WITHOUT BOOKS**)
- 65. Departmental Test for Employees of Sericulture Department, Part-I, Paper-II (**WITHOUT BOOKS**)
- 69. Revenue Draughtsman's Test, Part - I (**WITHOUT BOOKS**)
3hours (2:30PM To 5:30PM)
- 80. Departmental Test for Employees of Sericulture Department, Part-II, Paper-II (**WITHOUT BOOKS**)
- 96. Departmental Test for the Staff of the National Employment Service Part-I (**WITHOUT BOOKS**)
- 98. The Criminal Judicial Test, First Paper (**WITHOUT BOOKS**)
- 110. Survey and Settlement Surveyor's Test (Higher Grade), Part-I (**WITHOUT BOOKS**)
3 hours(2:30 PM To 5:30PM)
- 112. Survey and Settlement Surveyor's Test (Lower Grade), Part-I (**WITHOUT BOOKS**)
3 hours (2:30 PM To 5:30PM)
- 117. Survey and Settlement Inspector's Test, Part-I (**WITHOUT BOOKS**)
3 hours (2:30 PM To 5:30PM)

15/06/2019 SATURDAY- FORENOON 10.00 AM TO 12.00 NOON

- 25. Fire Service Department Test, Part-I Second Paper (**WITHOUT BOOKS**)
- 41. Departmental Test for Chief and Deputy Chief Accountants in the Telangana State Electricity Department, Paper-I (**WITHOUT BOOKS**)
- 42. Departmental Test for Officers of the Forest Department, Land Revenue - First Paper (**WITHOUT BOOKS**)
- 49. Special Language Test for Officers of the Education Department, Lower Standard - Written Examination -Second Paper - Translation from the Language chosen into English (**WITHOUT BOOKS**)3hours (10:00 AM To 1:00 PM)
- 56. Fisheries Department Test-II, Third Paper (**WITHOUT BOOKS**)
- 58. Special Language Test for Officers of Education Department (Advanced Standard) First Paper (**WITHOUT BOOKS**)3hours (10:00 AM To 1:00 PM)
- 81. Divisional Test, Part-II, Paper-III (**WITHOUT BOOKS**) (Two hours only)
- 90. Departmental Test for Employees of Sericulture Department, Part-I, Paper-III (**WITHOUT BOOKS**)
- 101. Departmental Test for Employees of Sericulture Department, Part-II, Paper-III (**WITHOUT BOOKS**)
- 104. Departmental Test for the Staff of National Employment Service, Part-II (**WITHOUT BOOKS**)
- 119. Survey and Settlement Surveyor's Test, (Higher Grade), Part-II (**WITHOUT BOOKS**)
3hours (10:00 AM To 1:00 PM)
- 121. Survey and Settlement Surveyor's Test (Lower Grade), Part-II (**WITHOUT BOOKS**)
3hours (10:00 AM To 1:00 PM)
- 123. Local Fund Audit Department Test Fourth Paper (**WITHOUT BOOKS**)
- 127. The Criminal Judicial Test, Third Paper (**WITHOUT BOOKS**)
- 134. Survey & Settlement Inspector's Test Part-II (**WITHOUT BOOKS**)3hours (10:00 AM To 1:00 PM)
- 135. Computation Test, Part-II (**WITHOUT BOOKS**)3hours (10:00 AM To 1:00 PM)

15/06/2019 SATURDAY - AFTERNOON 2.30 PM TO 4.30 PM

22. Labour, Factories and Boilers Department Test, Part-A
i) Dist. Office Manual (**WITHOUT BOOKS**)
ii) Manual for Conciliation Officers (WITH BOOKS)
53. Subordinate Accounts Service Examination, Paper-V (**WITHOUT BOOKS**)
54. Excise Department Test, Test-D Distillery Manual - First Paper (**WITHOUT BOOKS**)
59. Departmental Test for the Chief and Deputy Chief Accountants in T.S. Electricity Department, Paper-II (**WITHOUT BOOKS**)
67. Special Language Test for Officers of the Education Department, Lower Standard - Written Examination, Third Paper - Grammar and Idiom (**WITHOUT BOOKS**)
3hours (2:30PM To 5:30 PM)
74. Special Language Test for Officers of the Education Department (Advanced Standard) Second Paper (**WITHOUT BOOKS**)**3hours (2:30PM To 5:30 PM)**
76. Departmental Test for Officers of the Forest Department, Office Procedure and Accounts, First Paper (**WITHOUT BOOKS**)
85. Fisheries Department Test – II, Fourth Paper (**WITHOUT BOOKS**)
87. Revenue Draughtsman's Test, Part-II (**WITHOUT BOOKS**)**3hours (2:30PM To 5:30 PM)**
103. Endowments Department Test, First Paper (**WITHOUT BOOKS**)
113. Divisional Test, part-II, paper-IV (**WITHOUT BOOKS**)
115. Departmental Test for Employees of Sericulture Department, Part-I, Paper-IV (**WITHOUT BOOKS**)
125. Departmental Test for Persons in Ministerial Service of the Forest Department Part-I, Paper -II (**WITHOUT BOOKS**)
130. Departmental Test for Employees of Sericulture Department, Part-II, Paper-IV (**WITHOUT BOOKS**)
145. The civil Judicial Test Part-II, Paper-I (**WITHOUT BOOKS**)
150. Departmental Test for Mines and Geology (**WITHOUT BOOKS**)

16/06/2019 SUNDAY- FORENOON 10.00 AM TO 01.00 PM

5. Second Class Language Test Part-A Written Examination, Translation from English into the language chosen (**WITHOUT BOOKS**) (Two hours only) (10:00 AM To 12:00 PM)
6. Examination in Gujarathi Language, Part-A Written Examination (**WITHOUT BOOKS**)**3hours (10:00 AM To 1:00 PM)**
7. Examination in Marwari Language, Part-A Written Examination (**WITHOUT BOOKS**)**3hours (10:00 AM To 1:00 PM)**
28. The Translation Test, Second Paper - Translation from the Language chosen into English (**WITHOUT BOOKS**)**3hours (10:00 AM To 1:00 PM)**
122. Computation Test, Part-I (**WITHOUT BOOKS**) **3 hours (10:00 AM To 1:00 PM)**
143. Departmental Test for Employees of sericulture Department Part-II, Paper-V. (**WITHOUT BOOKS**)

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155. Third Class Language Test (Viva-Voce only) (The date, time and venue of the viva-voce will be communicated to the candidates separately at the appropriate time).
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Place: Hyderabad
Date : 23/04/2019

Sd/-
SECRETARY