



TELANGANA STATE ROAD TRANSPORT CORPORATION

Notification Ref: R2/20(05)/2022-Rect., dt:18.08.2022

USER GUIDE AND INSTRUCTION BOOKLET FOR ENGAGEMENT OF NON-ENGINEERING GRADUATE APPRENTICES IN TSRTC FROM B.COM, B.SC., B.A., BBA AND BCA GRADUATE CANDIDATES

Applications are invited On-line through WEB-SITE www.mhrdnats.gov.in from the Graduate candidates (B.Com, B.Sc., B.A., BBA and BCA candidates) for selection of Graduate Apprentices in TSRTC.

The desirous eligible candidates may register their names in the www.mhrdnats.gov.in NATS Web Portal and apply ON-LINE to the TSRTC by satisfying themselves with the terms and conditions. TSRTC already registered under the NATS with Employer ID No.STLHDS000005.

No. of vacancies : 150

The number of vacancies Region-wise are furnished hereunder.

Sl. No.	Name of the Region	TOTAL REQUIREMENT
1	Hyderabad Region	26
2	Secunderabad Region	18
3	Mahaboobnagar Region	14
4	Medak Region	12
5	Nalgonda Region	12
6	Ranga Reddy Region	12
7	Adilabad Region	9
8	Karimnagar Region	15
9	Khammam Region	9
10	Nizamabad Region	9
11	Warangal Region	14
	TOTAL	150

EDUCATIONAL QUALIFICATIONS AND AGE:

Candidates possessing qualification of B.Com, B.Sc., B.A., BBA and BCA candidates are eligible to apply for Non-Engineering Graduate Apprenticeship in TSRTC.

The candidates must not be below 21 years and above 35 years as on 01.07.2022.

DURATION OF APPRENTICESHIP AND STIPEND:

- The period of Apprenticeship will be 3 years from the date of allotment to the Depot / Unit. At the end of Apprenticeship period, a certificate will be issued as having completed Apprenticeship in TSRTC.

- An amount of Rs.15,000/-; Rs.16,000/- and Rs.17,000/- per month for 1st, 2nd & 3rd years respectively will be paid to Graduate Apprentices towards Stipend during the Apprenticeship period.

SELECTION PROCEDURE AND GUIDELINES TO THE RMs:-

- Candidates will be selected basing on the merit.
- The NATS authorities will provide the merit list of non-engineering Graduate Apprentices to the Regional Managers concerned.
- In turn, the following Committee will examine the merit list and select the Graduate Apprentices duly following the local/non-local criteria, reservations etc.
 1. RM concerned
 2. DVM
 3. Dy.CPM(Zone) concerned
- After selection of eligible candidates, the RM concerned will obtain the approval of ED(Zone) concerned for the recommendations of Committee before allotting them to the Depots / Units in his Region.
- After completion of selections, the candidates may be directed to the Units / Depots only after generating online bonds from the web portal.
- Uploading of attendance particulars of all the Apprentices shall be done at Regional Office, every month. The stipend of the Apprentices shall be paid from AO's account as the reimbursement of stipend amount credited to the same account.
- The practical marks of the Apprentices shall be uploaded in the portal at RM's Office. The answer sheets shall be stored at RM's Office. One copy of marks list of the candidates in sealed cover shall be sent to the nearest ITI college of the Region concerned.

LOCAL CANDIDATES:

- The candidates of Telangana state are only eligible to apply for Graduate Apprenticeship in TSRTC.
- The candidates belong to the Region concerned will be treated as local and the candidates of other Regions will be treated as non-local.
- If a candidate has studied in any Educational Institution in a particular Region of TSRTC for a period not less than 4 consecutive academic years ending with the academic year in which he/she appeared or, as the case may be, first appeared for the relevant qualifying examination, such candidate will be treated as 'local' for that Region.
- The 95% reservation to the local candidates and 5% reservation to non-local candidates will be observed subject to any change in the Rules as on the date of Notification.
- Local candidate as per GO Ms No. 124, General Administration (SPF-MC) Department, dated 30.08.2018. GO is uploaded to in the official website – "tsrtcinfo.in".

12. **RESERVATION OF VACANCIES:-**

List of original certificates to be produced to the selection committee:-

- SSC certificate for proof of Date of Birth
- Certificate of basic educational qualification (Degree certificate of B.Com., B.Sc., B.A., BBA and BCA)
- Marks certificates of all the years pertaining to B.Com., B.Sc., B.A., BBA and BCA.
- Consolidated marks memo
- Integrated caste certificate in case of SC/ST issued by MRO concerned.

Obligation of Graduate Apprentices:

- To learn his subject filed conscientiously and diligently at his place of training
- To carry out all lawful orders of his employer and superiors in the Establishment
- To carry out his obligations under the contract of Apprenticeship.

Agreement:-

- After selection of Graduate Apprentices, they will be directed to the Depots / Units only after generation of the online bond for a period of 3 years. One copy of the bond will be kept at Regional Office, one copy will be handed over to the Candidate and one copy of the bond will be sent to the nearest ITI college of the Region concerned.

Conduct and Discipline:-

- In all matters of conduct and discipline, the Apprentice will be governed by the Rules and Regulations applicable to the employees of the corresponding category in the Corporation in which the Apprentice is undergoing training.

Offer and acceptance of employment:

- It shall not be obligatory on the part of the Corporation to offer any employment to any Apprentice who has completed the period of his Apprenticeship training in the Corporation, nor it shall be obligatory on the part of the Apprentice to accept an employment in the Corporation.

Disqualification / Debarment:

- Candidate shall make sure of their eligibility to the Apprenticeship applied for and the declaration made by them in the format of application regarding their eligibility is correct in all respects. Any candidate furnishing incorrect information or making false declaration regarding his/her eligibility at any stage or suppressing any information is liable to be debarred from appearing before the selection committee conducted by the Corporation and his candidature for Apprenticeship will be summarily rejected.
- TSRTC is vested with the duty of conducting Apprenticeship selections as per rules. Any attempt by any one causing or likely to cause breach of this duty in such manner or by such action as to violate or likely to violate the fair practices followed and ensured by the TSRTC will be sufficient cause for rendering such questionable means as ground for debarment.

- Any candidate is or has been found impersonating or allowing impersonation by any person or resorting to any other irregular or improper means in connection with his/her candidature for selection or obtaining support of candidature by any means, such a candidate may in addition to rendering himself / herself liable to criminal prosecution will be liable to be debarred permanently from any examination or selection held by the TSRTC.

TSRTC DECISION TO BE FINAL:

- The decision of the TSRTC in all aspects and all respects pertaining to the application and its acceptances or rejection as the case may be, conduct of selection and at all consequent stages culminating in the selection or otherwise of any candidate shall be final and binding on all concerned.

Further, the Corporation reserves the right to cancel the Notification or the process of selection at any stage without giving any notice or without furnishing any reasons thereof.

NOTE TO NON-ENGINEERING CANDIDATES

The Student login procedure into NATS is mentioned in the web-portal www.mhrdnats.gov.in under manuals. However, the same is mentioned hereunder for ready reference of the Students. They are advised to login in to www.mhrdnats.gov.in web-portal and enroll themselves in the web-portal, upload original documents concerned. They will get one Student ID. After approval of the ID by the NATS, the student should apply to the Establishment they like in the same web-portal. The Students who are registered in the www.mhrdnats.gov.in web-portal as Student and applied to TELANGANA STATE ROAD TRANSPORT CORPORATION as establishment only be considered for the selection of non-engineering graduate apprentices.