



THE ANDHRA PRADESH MINERAL DEVELOPMENT CORPORATION LTD - RECRUITMENT

..... Government of Andhra Pradesh



User Manual

For

**THE ANDHRA PRADESH MINERAL
DEVELOPMENT CORPORATION LTD.
RECRUITMENT**

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Prepared By	B. V. PRASANNA	05-12-2023
Reviewed By	P. SRINIVAS	06-12-2023
Approved By	B. BALA KISHORE	07-12-2023

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1. INTRODUCTION:

A. About APMDC:

Andhra Pradesh Mineral Development Corporation (APMDC) Limited, the most valued company for suitable development of minerals with commitment towards environmental protection and safety, and to become the leader in mining through optimal utilization of resources, additional value creation and sustainable growth.

B. About APMDC Ltd., Recruitment:

Andhra Pradesh Mineral Development Corporation (APMDC) Limited – has released the recruitment Notification for Post of Assistant Manager (Survey) (Metalliferrous), Assistant Manager (Survey) (Coal), Assistant Manager (F&A) & Assistant Manager (Company Secretary).

C. Objective:

The objective of this document is to explain the process involved in Andhra Pradesh Mineral Development Corporation (APMDC) Limited. Vijayawada, Andhra Pradesh Assistant Managers Recruitment of the candidates who wish to apply through online mode Assistant Manager (Survey – Metalliferrous, Survey – Coal, Finance & Accounts & Company Secretary) Positions.

2. SOFTWARE AND TECHNOLOGIES:

The following are the software and technologies are used in this Andhra Pradesh Mineral Development Corporation (APMDC) Limited. Recruitments Modules:

S.No	Software	Version
1	.NET	4.5
2	Database	SQL Server 2014
3	Application Server	IIS8

Table 1: Software and Technologies.

3. PROCESS FLOW FOR APPLICATION SUBMISSION:

It is a four-step process, Forms and Important details as showed in Figure – 1.

- Step1 – Registration
- Step2 – Payment
- Step3 – Fill Application
- Step4 – Scrutiny Status.
- Forms – Print, Payment Status & Hall Ticket.
- Important Information – Details.
- Important Dates – Details.



Figure 1: Main Page – APMDC.

A. Step1 – Registration:

- Click Step1 for Registration as marked in below Figure – 2.



Figure 2: Home Page – APMDC.

- Applicant must fill all the RED marked fields - Name of the Candidate (as per SSC), Aadhaar Number, Mobile Number, email ID, Gender, Social Status, Personal with disability, State and Ex- serviceman wise **fee particulars** as shown in Figure – 3.

APMDC Recruitment - Registration

Name of the Candidate (As per SSC)* <input type="text"/>	Aadhaar Number* <input type="text"/>	Mobile Number* <input type="text"/>
<small>Name of the Candidate (As per SSC)</small>	<small>Aadhaar Number</small>	<small>Mobile Number</small>
eMail ID* <input type="text"/>	Gender* <input type="text"/>	Social Status* <input type="text"/>
<small>eMail ID</small>	<small>-Select-</small>	<small>-Select-</small>
Person with Disability* <input type="text"/>	State* <input type="text"/>	Ex-Servicemen* <input type="text"/>
<small>-Select-</small>	<small>-Select-</small>	<small>-Select-</small>

1. Duplicates of Mobile Numbers and EMail IDs are not allowed.
 2. Please make a note of the Registration ID and Application ID for all Future Correspondence.
 3. Before submitting this form please verify the Fee structure as mentioned below.
 4. After submitting this form please proceed with Fee payment (Step 2) and application submission (Step 3).
 5. Applications received from States other than Andhra Pradesh & Telangana will be considered as Open Category (General Only) irrespective of their Social status.

SNO	Social Status	State	Fee to be Paid
1	General (UR)	Andhra Pradesh, Telangana and Others	1000
2	BC-A/ BC-B/ BC-C/ BC-D/ BC-E/ SC/ ST	Andhra Pradesh and Telangana	500
3	BC-A/ BC-B/ BC-C/ BC-D/ BC-E/ SC/ ST	Others	1000
4	PH	Andhra Pradesh, Telangana and Others	500

Figure 3: Registration Screen – APMDC.

- Click on **SUBMIT** button as shown in Figure – 4.

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APMDC Recruitment - Registration

Name of the Candidate (As per SSC)*
Name of the Candidate (As per SSC)

Aadhaar Number*
Aadhaar Number

Mobile Number*
Mobile Number

eMail ID*
eMail ID

Gender*
-Select-

Social Status*
-Select-

Person with Disability*
-Select-

State*
-Select-

Ex-Servicemen*
-Select-

Submit

Figure 4: Registration Submission – APMDC.

- Please read the Alert twice before Clicking on **OK** to submit as shown in Figure – 5.

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APMDC Recruitment - Registration

Name of the Candidate (As per SSC)*
DARAPU DURGA PRASAD

eMail ID*
durgaprasaddarapu73@gmail.com

Person with Disability*
No

Mobile Number*
0886853

Social Status*
-A

Ex-Servicemen*
-A

Details once submitted cannot be edited. Please verify the details before submission

Cancel OK

1. Duplicates of Mobile Numbers and EMail IDs are no
2. Please make a note of the Registration ID and Appli
3. Before submitting this form please verify the Fee st
4. After submitting this form please proceed with Fee

Figure 5: Confirmation Alert – APMDC.

- Details Once Submitted cannot be edited. Please double check before Submitting.
- A **Pre-Registration ID (Please Make a Note of it)** will be generated and an SMS will be sent to the registered Mobile No & Email ID. Click **OK** as shown in Figure – 6.

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APMDC Recruitment - Registration

Name of the Candidate (As per SSC)*
DARAPU DURGA PRASAD

eMail ID*
durgaprasaddarapu73@gmail.com

Person with Disability*
No

Mobile Number*
0886853

Social Status*
-A

Ex-Servicemen*
-A

Details submitted Successfully,
Please note down your
PreRegistration ID :(2023000036)

Cancel OK

1. Duplicates of Mobile Numbers and EMail IDs are no
2. Please make a note of the Registration ID and Appli
3. Before submitting this form please verify the Fee st
4. After submitting this form please proceed with Fee

Figure 6: Success Alert Pre Registration ID – APMDC.

B. Sample_SMS_Message:

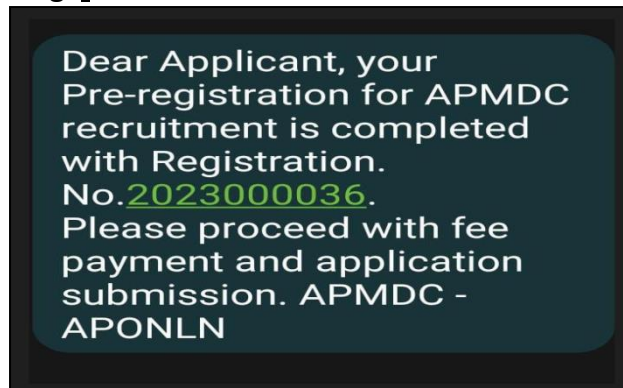


Figure 7: SMS Template – APMDC.

C. Step2 – Payment:

- Click Step2 for Payment as marked in below Figure – 8.



Figure 8: Payment Process– APMDC.

- Applicant must select the Post, Enter Mobile Number & Registration ID as shown in below Figure – 9.

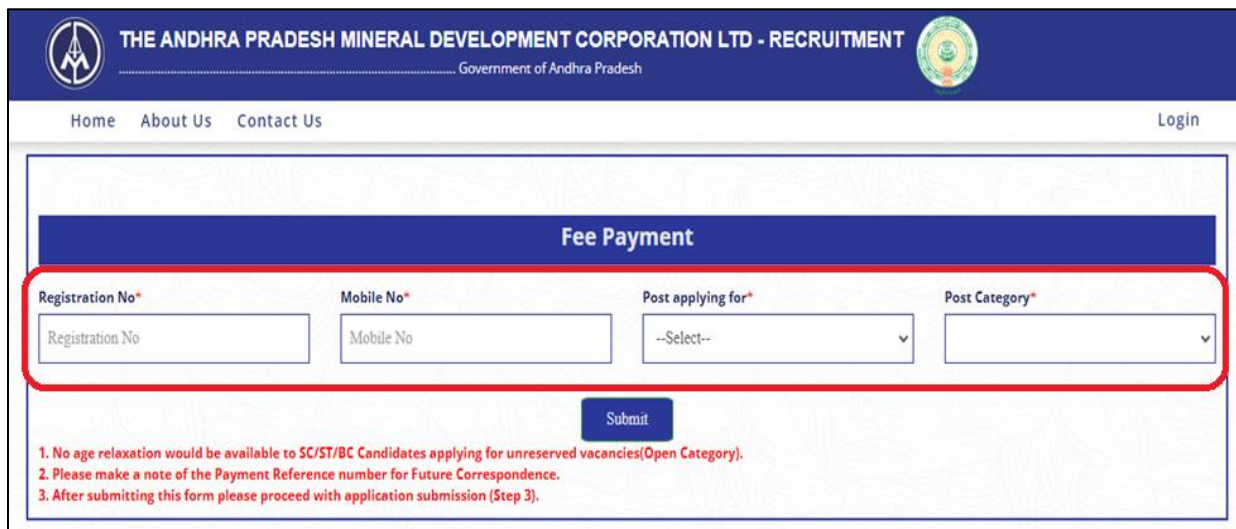


Figure 9: Fill Particulars – APMDC.

- Click on SUBMIT as shown in Figure – 10.

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Fee Payment

Registration No* Mobile No* Post applying for* Post Category*

Submit

1. No age relaxation would be available to SC/ST/BC Candidates applying for unreserved vacancies (Open Category).
2. Please make a note of the Payment Reference number for Future Correspondence.
3. After submitting this form please proceed with application submission (Step 3).

Figure 10: Payment Initiation – APMDC.

- Click OK as shown in Figure – 11.

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uat-aptpt.aptonline.in says
Do you want to Continue.

OK Cancel

Fee Payment

Registration No* Mobile No* Post applying for* Post Category*

Submit

1. No age relaxation would be available to SC/ST/BC Candidates applying for unreserved vacancies(Open Category).
2. Please make a note of the Payment Reference number for Future Correspondence.
3. After submitting this form please proceed with application submission (Step 3).

Figure 11: Fee Payment – APMDC.

- Select the Payment Type & check box as shown in Figure – 12.

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Payment Details

Name : DARAPU DURGA PRASAD
Registration Ref No :
Transaction Ref No :
Post Applying For : Asst.Manager (Survey)(Metalli Ferros)
Payment Amount (₹) : 500.00
Select Payment Type (₹) :
Payment in Details (₹) :
Total Payment Amount (₹) :

I agree to the terms & conditions and request for Registration

Pay Now **Cancel**

Figure 12: Check Terms and Conditions – APMDC.

- Click 'Pay Now' as shown in Figure – 13.



Figure 13: Pay Now – APMDC.

- After successful Payment the Print, Home and Step3 options are marked in RED as shown in Figure – 14.



Figure 14: Successful Payment – APMDC.

D. Step3 – Application:

- Click Step 3 for Filling of Application as marked in below Figure – 15.



Figure 15: Fill Application – APMDC.

- Applicant must select the Post Applied, Enter Mobile Number & Registration ID and click Get button as marked in **RED** in below Figure – 16.

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Applicant Details

Note: All uploads must be in PDF except Signature and Photo JPEG Format
Uploading Document size should be below 1MB.
Upload only Attested Copies by Gazetted Officer.
No age relaxation would be available to SC/ST/BC Candidates applying for unreserved vacancies.

Post applying for* Mobile No* Registration No* **Get**

Figure 16: Candidate form – APMDC.

- Applicant must fill all the information and submit the details as shown in below Figure – 17.

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Applicant Details

Note: All uploads must be in PDF except Signature and Photo JPEG Format
Uploading Document size should be below 1MB.
Upload only Attested Copies by Gazetted Officer.
No age relaxation would be available to SC/ST/BC Candidates applying for unreserved vacancies.

Post applying for* Mobile No* Registration No* **Get**

Personal Details

Aadhaar No Name (as per SSC)* Gender* Father's Name*
 Post Category* Social Status* Caste Certificate No file chosen
 Creamy Layer* Age (As on 1st November 2023)* Mobile No*
 Date of Birth (DD/MM/YYYY)* Nationality* Religion* Native Place & District*
 eMail ID* Marital Status* Languages Known* Telugu English Hindi Other language
 Person with Disability* Applicant Photo (JPEG/JPEG Format Only)* No file chosen
 Applicant Signature (JPEG/JPEG Format Only)* No file chosen
 Aadhaar both sides (PDF Format Only)* No file chosen
 Metallic ferrous Mine Surveyor Certificate* No file chosen

Permanent Address

H.No/Door No/Street - Full Address* State* Pin Code*
 Correspondence Address: Same as Permanent address

Present Address

H.No/Door No/Street - Full Address* State* Pin Code*

Academic Qualifications

SSC (Select Mode of Study)* Year of Passing* SSC Board Name* SSC (PDF Format Only)* No file chosen
 Qualification (Optional)
 Graduation Degree Year of Passing University Degree (PDF Format Only) No file chosen
 Post Graduation (PG) Year of Passing University Post Graduation (PG) No file chosen

Experience

Experience Type*

Relavent Experience

Note: Please combine all No-Objection Certificates in same document and upload in case of multiple experience.

Department Name* Designation* Remarks*

From Date* To Date* Total Experience* No-Objection Certificate*

Exam Center

Exam Center*

Declaration

Declaration :-
I hereby declare that the information furnished above and all the statements made in this application are true and correct and complete to the best of my knowledge and belief. I further declare that I possess sound health.

Self Declaration

1. Have you ever been arrested by any enforcement agency? *

2. Have you ever been prosecuted under criminal or civil law? *

3. Is there any case pending against you in any court of law? *

4. Have you ever been fined by a court? *

5. Have you ever been convicted by any court for any offence? *

I give this information to the best of my knowledge and belief. I understand that in case any of the above information is not partially or completely true, my appointment in the Corporation would cease and I am liable for action under law.

Verify & Submit

Figure 17: Application from – APMDC.

- After Submission of Application an SMS will be sent to the registered Mobile No & Email ID. Please make a note of it for future communication.
- Application ID will be generated as shown in Figure – 19.

uat-aptpt.aptonline.in says
Note:Details once submitted cannot be edited
*Please Verify the details before submission

Self Declaration

1. Have you ever been arrested by any enforcement agency? *

2. Have you ever been prosecuted under criminal or civil law? *

3. Is there any case pending against you in any court of law? *

4. Have you ever been fined by a court? *

5. Have you ever been convicted by any court for any offence? *

I give this information to the best of my knowledge and belief. I understand that in case any of the above information is not partially or completely true, my appointment in the Corporation would cease and I am liable for action under law.

Verify & Submit

OK Cancel

Figure 18: Final Submission – APMDC.

- After Submission of Application an SMS will be sent to the Registered Mobile No & Email ID and the Application ID will be generated as shown in Figure – 19.

uat-aptpt.aptonline.in says

Your application for Engineering recruitment of the post (Asst.Manager (Survey)(Metall Ferrous)) has been submitted successfully with Application No.(APMDC000043).

Self Declaration

1. Have you ever been arrested by any enforcement agency? *

OK Cancel

Figure 19: Success Application ID – APMDC.

E. Step4 – Scrutiny Status:

- Applicants can check the Application Status in Step4 as shown in Figure – 20.



Figure 20: Scrutiny Status of Application – APMDC.

- Applicant can view his Application Status by Entering the details as in Figure – 21.



Figure 21: Applicant Scrutiny Status – APMDC.

- Sample Application as shown in Figure – 22.



Figure 22: Application Status – APMDC.

- Based Scrutiny Office Remarks the Edit option will be enabled; the Applicant can do corrections under Step-4 and resubmit for future Process.

4. Forms Tab:

- Forms tab consists of Printing of Application & Hall Ticket as shown in below Figure – 23.



Figure 23: Printing of Application, Hall ticket and Payment Status – APMDC.

A. Application Form – Printing:

- Click “Print Application” to print the application form as shown in Figure – 2.



Figure 24: Print Application Link – APMDC.

- Entry Application No., Mobile No and click Submit as shown in Figure – 25.

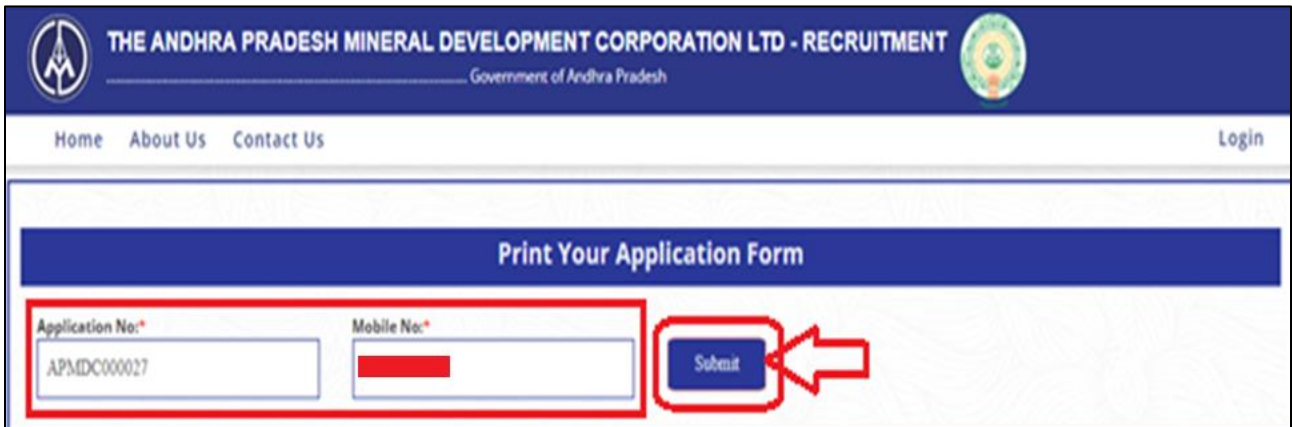


Figure 25: Print Application From – APMDC.

- Click on Print button as shown in Figure – 26.



Figure 26: Print Application – APMDC.

B. Hall Ticket – Printing:-

- Click “Print Hall Ticket” to print the hall ticket as shown in Figure – 27.



Figure 27: Print Hall Ticket Link – APMDC.

- Entry Application ID, Mobile No and click Submit as shown in Figure – 28.

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Hall Ticket

Application Id:*
APMDC000027

Mobile No:*
[Redacted]

Submit

Figure 28: Print Hall Ticket – APMDC.

- Click Print button to print the Hall Ticket as shown in Figure – 29.

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HALL TICKET

Hall Ticket No : 230100000
Application ID : APMDC000043
Name of the Candidate : DARAPU DURGA PRASAD
Relation Name : DARAPU DURGA PRASAD

Examination Centre & Address : Vijayawada, Andhra Pradesh, 517101
Date and Time of Entrance Exam : 07/12/2023 (Thursday) from 2:30 PM to 4:00 PM

INSTRUCTIONS TO THE CANDIDATES

- The Institute reserves the right to cancel the admission of the candidates at any stage, when it is detected that his/her admission to the examination or the college is against the rules.
- Candidates should occupy their seats at least 15 minutes before the commencement of the examination.
- Candidates are prohibited from bringing and using printed/written material of any kind to the Exam Hall.
- Candidates if found cheating / copying / communicating with others or indulging in impersonation, the candidate will be expelled from the examination hall and will not be allowed to sit for the exam.
- No Mobile Phones or Calculators or any electronic gadgets are allowed in the examination hall.
- The Hall Ticket and original ID Proof (Aadhar card OR PAN card OR Driving licence OR Ration Card OR voter ID) should be brought to the Centre.

NOTE
NEED TO REPORT AT THE CENTRE BY : 0:00 PM
GATE CLOSURE AT THE CENTER : 00:00 PM
THE EXAM STARTS AT : 00:00 PM
THE EXAM ENDS AT : 00:00 PM

Signature of the Candidate

Print Back

Figure 29: View Hall Ticket – APMDC.

C. Know Your Payment Status:

- Click “Know Your Payment Status” as shown in Figure-30.

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Step1 Registration Step2 Payment Step3 Fill Application Step4 Scrutiny Status

Forms

- Print Application Form
- Print Hall Ticket
- Know your Payment Status

Important Information

All the three steps (Step 1, Step 2, & Step 3) are mandatory for applying the post.

APMDC Notification for the post
Asst. Manager (Survey) (Metalli Ferrous)
Asst. Manager (Survey) (Coal)
Asst. Manager (F&A)
Asst. Manager (Company Secretary)

Important Dates

Application Start Date: 2023 10:00 AM
Application Last Date: 2023 6:00 PM

Figure 30: Print Payment Status Link – APMDC.

- Entry Select Post, Mobile No, Registration No and click Submit as shown in Figure– 31.

Figure 31: Print Payment Status – APMDC.

- Click Print button to print the Payment Status as shown in Figure -32.

Figure 32: View Payment Status – APMDC.

5. Important Information Tab: -

- Important information tab consists of Paper Notification, User Manual, etc., in the relevant block as shown in below Figure –33.

Figure 33: Important Information and Dates – APMDC.

6. Important Dates Tab:

- Important Dates tab consists of Application Submission Start & End dates will be displayed in the relevant block as shown in below Figure –34.

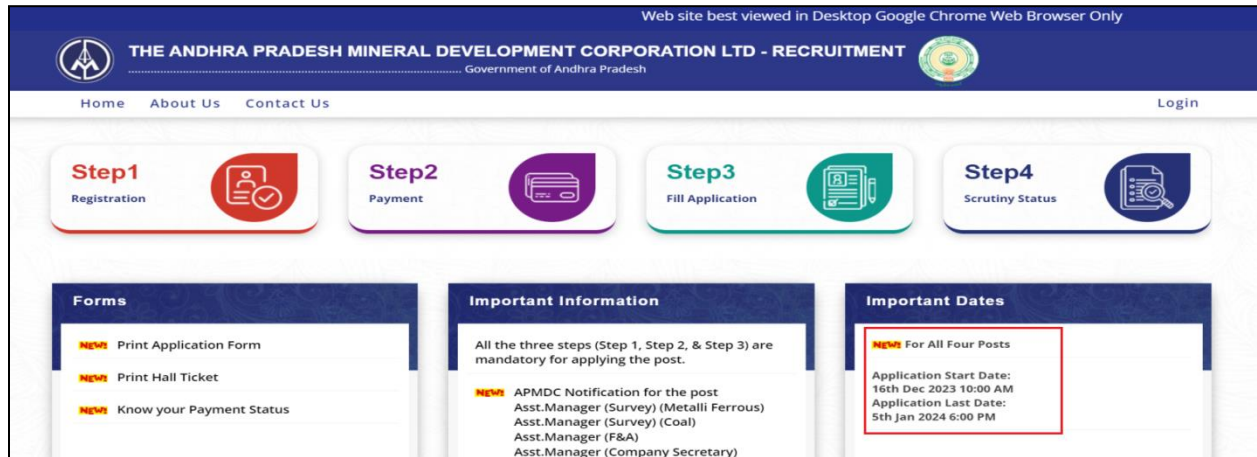


Figure 34: Important Information and Dates – APMDC.

7. Change Management:

This document is meant for usage by the Andhra Pradesh Mineral Development Corporation Ltd (APMDC Ltd). Recruitment team and shall be the basis for preparing the submission of Application process to apply for the Posts. Any changes made to the requirements in future shall have to go through a formal change approval process. Wherever necessary and shall not make any alterations without the permission of the client and the development team.

8. Approvals:

Inspected By	Date	Remarks
P. Srinivasa.	08-12-2023	Approved
Approved By	Date	Remarks
B. Bala Kishore.	09-12-2023	Approved

Table 2: Approval Authorities