

THE ANDHRA PRADESH MINERAL DEVELOPMENT CORPORATION LTD - RECRUITMENT Government of Andhra Pradesh



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	

Distribution List:

Name	Role		
B. Bala Kishore.	Project Manager/GL		

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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.

Web site best viewed in Desktop Google Chrome web brow THE ANDHRA PRADESH MINERAL DEVELOPMENT CORPORATION LTD - RECRUITMENT Government of Andhra Pradesh Home About Us Contact Us					
Step1 Registration	ep2 nent Estep3 Fill Application	Step4 scrutiny Status			
Forms	Important Information All the three steps (Step 1, Step 2, & Step 3) are mandatory for applying the post. Mode APMCC Notification for the post Asst.Manager (Growy) (Ictail Ferrous) Asst.Manager (F&A) Asst.Manager (F&A) Asst.Manager (F&A)	Important Dates New For All Four Posts Application Start Dates Yell how: 3023 To 00 AM Application Last Date: Sth Jan 2024 6:00 PM			

Figure 1: Main Page – APMDC.

A. Step1 – Registration:

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

	SH MINERAL DEVELOPMENT C	ORPORATION LTD - RECRUITMEN	т (
Home About Us Contact U	s			Login
Step1 Registration	Step2 Payment	Step3 Fill Application	Step4 Scrutiny Status	

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 Recruitme	nt - Registration		
Name of the Candidate (As per SSC)*		Aadhaar Number*	м	obile Number*	11 - No - N
Name of the Candidate (As per SSC)		Aadhaar Number	1	Mobile Number	
eMail ID*		Gender*	So	cial Status*	
eMail ID		-Select-	~	-Select-	~
Person with Disability *		State*	Ex	-Servicemen*	
-Select-	~	-Select-	~	-Select-	~
1. Duplicates of Mobile Numbers and EMail IDs are n 2. Please make a note of the Registration ID and Ap 3. Before submitting this form please verify the Fee 4. After submitting this form please proceed with fe 5. Applications received from States other than an	not allow plication structu ee paym SNO	ved. n ID for all Future Correspondence. re as mentioned below. ent (Step 2) and application submis Social Status	sion (Step 3). Store Open Concept (Only in State	Fee to be Paid	tatus.
	1 G	ieneral (UR)	Andhra Pradesh,Telangana and Othe	ers 1000	
	2 B	BC-A/ BC-B/ BC-C/ BC-D/ BC-E/ SC/ ST	Andhra Pradesh andTelangana	500	
	3 B	BC-A/ BC-B/ BC-C/ BC-D/ BC-E/ SC/ ST	Others	1000	
	4 P	14	Andhra Pradesh, Telangana and Othe	ers 500	

Figure 3: Registration Screen – APMDC.

➢ Click on SUBMIT button as shown in Figure − 4.

Home About Us Contact Us		Log
	APMDC Recruitment - Re	gistration
Name of the Candidate (As per SSC)*	Aadhaar Number*	Mobile Number*
Name of the Candidate (As per SSC)	Aadhaar Number	Mobile Number
eMail ID*	Gender*	Social Status*
eMail ID	-Select-	✓ -Select-
Person with Disability*	State*	Ex-Servicemen*
-Select-	-Select-	✓ -Select-

Figure 4: Registration Submission – APMDC.

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



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.



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.

THE ANDHRA PRADE	SH MINERAL DEVELOPMENT COF Government of Andhra Pro	RPORATION LTD - F)	
Home About Us Contact L	is			Login
Step1 Registration	Step2 Payment	Step3 Fill Application	Step4 Scrutiny Status	

Figure 8: Payment Process- APMDC.

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

No. SANA		AND NOR	NAME VERSION
		Fee Payment	
egistration No*	Mobile No*	Post applying for*	Post Category*
Registration No	Mobile No	Select	~

Figure 9: Fill Particulars – APMDC.

Click on SUBMIT as shown in Figure – 10.

Home About Us Co	ntact Us		Login
The shall			
		Fee Payment	
gistration No*	Mobile No*	Post applying for*	Post Category*

Figure 10: Payment Initiation – APMDC.

➢ Click OK as shown in Figure − 11.

THE ANDHRA PRADESH MIN	ER uat-aptpt.aptonline.in says Do you want to Continue.	IENT	0
Home About Us Contact Us		OK Cancel	Login
		<u></u>	
	Fee Pa	ayment	
Registration No* Mobi	e No*	Post applying for*	Post Category*
2023000036		Asst Manager (Survey)(Metalli Ferrot 🐱	GENERAL (UR) (1 POST) 🗸
 No age relaxation would be available to SC/ST/BC Ca Please make a note of the Payment Reference numb After submitting this form please proceed with appl 	ndidates applying for unreserved vacant er for Future Correspondence. cation submission (Step 3).	ubmit cies(Open Category).	

Figure 11: Fee Payment – APMDC.

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

	H MINERAL I	DEVELOPMENT CORPORATION LTD - RECRUITMENT	
Payment Details			
Name		DARAPU DURGA PRASAD	
Registration Ref No			
Transaction Ref No	-		
Post Applying For	-	Asst.Manager (Survey)(Metalli Ferrous)	
Payment Amount (₹)	:	500.00	
Select Payment Type (₹)	:	Select	
Payment in Details (₹)	-		
Total Payment Amount (₹) I agree to the terms & condi Pay Now Cancel	: tions and request f	or Registration	



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

ayment Details				
Name	196	DARAPU DURGA PR	ASAD	
Registration Ref No				
Transaction Ref No				
Post Applying For	14	Asst.Manager (Surv	ey X Metalli Ferrous)	
Payment Amount (*)	2.4	500.00		
Select Payment Type (1)	28	-Select	<i></i>	
Payment in Details (1)				
Total Payment Amount (1)				

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 <u>RED</u> in below Figure – 16.

A Home About Us	([∉] Contact Us		₽Log
		Applicant Details	
	Note: All upload	s must be in PDF except Signature and Photo JPEG Format	
	Upl	loading Document size should be below 1MB. oad 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*	_

Figure 16: Candidate from – APMDC.

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

	Арр	lican	t Details		
	Note: All uploads must be in	POF sas	ept Signature and Photo JPEG Format		
	Uplanding Data	man at	an attended the history 1MB.		
	to age relaxation would be available to	SC/87/8	C Candidates applying for unreserved vasi	anels	
	Partner and Alternative				
And Manager (Survey) Metalli Fern St		1			Get
				-	
Personal Details					
274340880314	DARAMI PULICA PRASAD	1	hender-	-1	Father's Manue
Read Contractor	Familal Research		Caste Controlle Ca		
GENERAL (UR) (1 POST)	BC-A	~	Choose File No file chosen		
reamy Laver?					
Select 🗸					
ate of Birth (DD/MM/YYYY)-	Age (As on 1st November 2023)*	-	Mobile No*	13	Alternative Mobile No
Date Of Birth (DD/MM/YYYY)	A.910		9490886853	1	Alternative Mobile No
durgaprasaddarapu73@gmail.com	Indian	-	Select		Native Place & District*
leritorious Sports Persons =			1	-01	
-					
erson with Disability *					
No 🛩					
Select ~	Telugu C English C Hindi C Oth	her lang	guage		
pplicant Photo (JPG/ JPEG Format Only)*	Choose File No 6	le choser			
pplinant Signature (PS/JPES Format Only)*					
	(contraction of the state		-		
administration and an approximate compy-	Choose File No fil	le choser			
letalli ferrous Mine Surveyor Certificate 🕧 🍝	Choose File No ni	te choser	*		
Permanent Address	Choose File No hi	le clusser	x		
Retaill Formus Mine Surveyor Cartificate • •	Choose File I № n	te choser	State*	1	Pin Code*
Retaill Formus Mine Surveyor Cartificate • •	Choose File No n	le chuser	State*]	Pin Code* Pin Code
Permanent Address Permanent Address No/Deer No/Street - Full Address*	Choose File >>> n	le choser	State*]	Pin Code * Pin Code
Permanent Address Permanent Address No/Door No/Street - Full Address*	Choose File >>> n	le choser	State*]	Pin Code* Pin Code
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epartment Name 1	Designation				
m Date* Te	o Dete*	Total	Experience*	Na-O	ajestion Certificate 🕐*
rom Date ?	To Date	Total	Experience		COME File No file chosen
Exam Center					
Select	~				
Declaration					
Declaration -					
reby declare that the information furnished	above and all the states	nents made in this applica	tion are true and corre	t and complete to the	beat of my knowledge and belief.
mer deelare that i possess sound nearth.					
Self Declaration					
Self Declaration					
Self Declaration	Select		~		
Self Declaration	-Select-		~		
Self Declaration			-		
Self Declaration . Have you ever been arrested by any enforce geney? - . Move you ever been presecuted under crimin war.	Salet		- -		
Solf Declaration Have you ever been arrested by any enforcer genery - . Have you ever been presecuted under crimin wr?	nal ar sixif		<u>्</u>		
Cell Declaration Move you ever been arrested by any enforces geney? - Move you ever been presecuted under crimin avv?- 16 there any case pending against you in any	nator style court of		- - -		
Coll Declaration Have you ever been arrested by any enforces genery * . Have you ever been presecuted under crimin wr? . Is there any case pending against you in any wr?	nontSelect nator civitSelect court ofSelect		् २ २		
Self Declaration	mant		- - -		
Coll Declaration Mana you aver been arrested by any enforces genery? - Have you ever been presecuted under crimin w?? Is there any case pending against you in any w?? Have you ever been fined by a court??	Select		2		
Cert Declaration - Now you over been presented by any enforcer amoy? - - How you over been presented under crimin w?? - Is there any case pending against you in any w?? - How you over been fined by a court?	Salact natarabitSalact court ofSalact Salact		- - - - -		
Cell Declaration Have you ever been arrested by any enforces genery * Have you ever been presecuted under crimin w? Is there any case pending against you in any w?*			9 9 9 9		
Certif Declaration - Have you aver been arrested by any enforces arrest? - - Have you over been presented under crimin w?? - Is there any case pending against you in any w?? - Have you over been fined by a sourt? - Have you over been carvinced by any enter fi france?			। । ।		
Cell Declaration Have you over been arrested by any enforces geney? - Have you ever been presecuted under crimin w? Is shore any case pending against you in any w? Have you ever been fined by a caurt? Have you over been fined by a caurt?			२ २ २ २		
Certif Declaration Anow you over learn arrested by any enforces arrest ² . Howeyou over learn presented under crimin w/? . Is there any case pending against you in any w/? . Howe you over learn fined by a court? . How you over learn fined by a court? . How you over learn fined by a court?		nronantei 1944 IV 2000, 2017 IN		to your particulty or control	nearly true, my appointment in t

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.

Self Declaration Nave you ever been arrested by any enforcement ency? •	Note:Details once submitted cannot be edited Please Verify the details before submission Cancel
Have you ever been prosecuted under criminal or civil	
Is there any case pending against you in any court of	No
Have you ever been fined by a court?"	No
Have you ever been convicted by any court for any [fence?*	No ~
I give this information to the best of my knowledge and I rporation would cease and I am liable for action under la	belief. I understand that in case any of the above information is not partially or completely true, my appointment in the w.

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.

Self Declaration	uat-aptpt.aptonline.in says Your application for Engineering recruitment of the post {Asst.Manager (Survey){ Metalli Ferrous)} has been submitted successfully with Application No.{APMDC000043}.
1. Have you ever been arrested by any enforcement agency? *	Cancel

Figure 19: Success Application ID – APMDC.

E. Step4 – Scrutiny Status:

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

		ELOPMENT CORF	PORATION LTD - F	<u>)</u>	
Home About Us Contact	Us				Login
Step1 Registration	Step2 Payment		Step3 Fill Application	Step4 Scrutiny Status	

Figure 20: Scrutiny Status of Application – APMDC.

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

Login

Figure 21: Applicant Scrutiny Status – APMDC.

Sample Application as shown in Figure – 22.

View / Print Application Form			
		View / Print Application Form	
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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.

	RADESH MINERAL DEVELOPMENT CORPORATION LTD - RECR	
Home About Us Co	ntact Us	Login
	Print Your Application Form	
Application No:* APMDC000027	Mobile Not*	
	Figure 25: Print Application From – APML	ЭС.

Click on Print button as shown in Figure – 26.

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Figure 26: Print Application – APMDC.

B. Hall Ticket – Printing:-

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

Home About Us Contact Us		Log
Step1 legistration	Step2 Payment Fill Application	Step4 Scrutiny Status
orms	Important Information	Important Dates
Forms	Important Information All the three steps (Step 1, Step 2, & Step 3) are mandatory for applying the post.	Application Start Date:

Figure 27: Print Hall Ticket Link – APMDC.

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

THE ANDHRA PRADESH MINER	AL DEVELOPMENT CORPORATION LTD - RECRUITMENT	
Home About Us Contact Us		Login
No. 2 March 197		NA SEAMA
	Hall Ticket	
Application Id:* APMDC000027	Mobile No:* Submit	

Figure 28: Print Hall Ticket – APMDC.

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

	Gove	rnment of Andhra Pradesh
	Mineral Deve	lopment Corporation LTD (APMDC)
		HALL TICKET
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Figure 29: View Hall Ticket – APMDC.

C. Know Your Payment Status:

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

Home About Us Contact Us		Logi
Step1 Registration	Step2 Payment Step3 Fill Application	Step4 Scrutiny Status
Forms	Important Information	Important Dates
Forms	Important Information All the three steps (Step 1, Step 2, & Step 3) are mandatory for applying the post.	Important Dates Application Start Date:

Figure 30: Print Payment Status Link – APMDC.

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

	ADESH MINERAL DEVELOP	IENT CORPORATION LTD - RECRUITMENT t of Andhra Pradesh	0
Home About Us Cont	act Us		Login
		Payment Status	X
Post applying for* Asst.Manager (Survey) (Metalli Ferror	Mobile No*	Registration No*	Get

Figure 31: Print Payment Status – APMDC.

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

ome About Us Contact Us		
	Payment Status	
		Date: 16 Nov 2023 10:49
Payment Details		
Name of the Candidate :	DARAPU DURGA PRASAD	
Transaction Date	16 Nov 2023 10:49:08	
Transaction Status	Payment Success	
Post Applying For	Asst.Manager (Survey) (Metalli Ferrous)	
Registration No :	2023000019	
Payment Reference No :	T20230000191116104456	
Application Fee	500 (FIVE HUNDRED RUPEES ONLY)	

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.

		Log
Step1 Registration	Step2 Payment Fill Applicatio	an EFF Step4 Scrutiny Status
Forms	Important Information All the three steps (Step 1, Step 2, & Step 3)	Important Dates Application Start Date:
NEW Print Application Form	mandatory for applying the post	

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