

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

Public Services – The Andhra Pradesh General Subordinate Service Rules, 1992 - Raising the upper age limit from 33 years to 34 years – Amendment – Orders – Issued.

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GENERAL ADMINISTRATION (SERVICES – B) DEPARTMENT

G.O.Ms.No. 565

Dated: 28.09.2011.  
Read the following:-

- 1) G.O.Ms.No.965, G.A. (Ser-B) Department, dt.21.10.1995.
- 2) G.O.Ms.No.300, G.A. (Ser-B) Department, dt.10.10.2003.
- 3) G.O.Ms.No.759, G.A. (Ser-D) Department, dt.06.10.2007.
- 4) From the Secretary, A.P.Public Service Commission, Hyderabad  
Lr.No.1305/RR/2011, dated: 13.09.2011.

\* \* \*

**ORDER:**

In the G.O. third read above, orders were issued amending sub-clause (v) of clause (a) in sub-rule(1) of rule 12 of the Andhra Pradesh State and Subordinate Service Rules, 1996, raising the upper age limit from 33 years to 34 years for Direct Recruitment.

2. Accordingly, the following notification will be published in the Andhra Pradesh Gazette:

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of Constitution of India and of all other powers hereunto enabling the Governor of Andhra Pradesh hereby makes the following amendment to the Andhra Pradesh General Subordinate Service Rules, issued in G.O.Ms.No.965, General Administration (Ser-B) Department, dated the 21<sup>st</sup> day of October, 1995, and as subsequently amended from time to time.

AMENDMENT

In rule-6 of the said rules, for the figures "33", the figures "34" shall be substituted.

[BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH]

B. VENKATESWARA RAO  
SECRETARY TO GOVERNMENT(SER & HRM)

To

The Commissioner, Printing Stationery & Stores Purchase, A.P.Hyderabad  
(with a request to publish the notification in the A.P. Extraordinary Gazette  
and supply 300 copies for distribution).

All the Departments of Secretariat.

The Registrar General, High Court of A.P., Hyderabad(10 copies).

All the Heads of Departments.

The Secretary, A.P.Public Service Commission, Hyderabad.

All the District Collectors/All District Judges in A.P.

All Service Sections in General Administration Department.

The Law(E)Department.

SF/SC.

//FORWARDED:: BY ORDER//

SECTION OFFICER.

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**ANDHRA PRADESH  
STATE AND SUBORDINATE SERVICE RULES 1996**

**(Corrected upto 30.06.2008)**

**GENERAL ADMINISTRATION (SER.D) DEPARTMENT  
GOVERNMENT OF ANDHRA PRADESH  
HYDERABAD**

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

ANDHRA PRADESH STATE AND SUBORDINATE SERVICE RULES – Revised Rules  
1996 – Issued.

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**GENERAL ADMINISTRATION (SERVICES D) DEPARTMENT**

**G.O.Ms.No.436**

**Dated: 15<sup>th</sup> October 1996**  
**Read the following:**

1. G.O.Ms.No.418, General Administration (Rules) Department dt.:7.3.1962.
2. DO.Lr.No.254/OMC (SPF Ser)/89-1 from Sri. V. Sundaresan, IAS (Retd) OMC (SPF. Ser) dated: 1.4.1989.
3. Govt. Lr.No.430/Ser.D/89-1 G.A.(Ser. D) Dept., dated:3-1-1995.
4. From the Secretary, APPSC, Hyderabad Lr.No.76/RR/2/95 dt:8-8-1996.

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**ORDER:**

The One Man Commission (SPF. Services) was entrusted to comprehensively examine, revise and up-date the Andhra Pradesh State and Subordinate Service Rules popularly known as General Rules among other Special Rules. The Commission has revised and furnished a draft of such Rules. The Government after careful consideration of the Report of the One Man Commission, the revised draft Rules furnished by him and also keeping in view the orders and instructions issued by the Government from time to time which have been in existence and were not incorporated in the revised Draft Rules and certain Orders / Instructions issued by Government after submission of the Report by the One Man Commission in which they have not been covered, have decided to issue the Andhra Pradesh State and Subordinate Rules, 1996 in supersession of the Rules issued in G.O. first read above as amended from time to time.

The following Notification will be published in the Andhra Pradesh Gazette:

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and of all other powers hereunto enabling and in supersession of the Andhra Pradesh State and Subordinate Rules, 1962 (Parts I and II) issued in G.O.Ms.No.418, General Administration (Rules) Department dated:7.3.1962 as amended from time to time, and of all the adhoc rules to the extent they have been incorporated in these rules, the Governor of Andhra Pradesh hereby makes the following rules in respect of the members of the State and Subordinate Services of the Government of Andhra Pradesh.

**ANDHRA PRADESH STATE AND SUBORDINATE SERVICE RULES  
(GENERAL RULES)**

**I N D E X**

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## **RULES**

### **1. SHORT TITLE, SCOPE AND RELATION TO SPECIAL RULES.**

- (a)** These Rules may be called the Andhra Pradesh State and Subordinate Service Rules 1996.
- (b)** The gazetted and non-gazetted posts under the State Government shall be constituted into various State and Subordinate Services and they shall be governed by the Andhra Pradesh State and Subordinate Service Rules (General Rules) and the Special Rules as well as adhoc rules issued by the Government.
- (c)** These rules shall apply to the State and Subordinate Services and to the holders of posts, whether temporary or permanent included in any State or Subordinate Service except to the extent otherwise expressly provided:-
- (i) by or under any law for the time being in force;
  - (ii) in respect of holders of any post, appointed by contract or agreement subsisting between such holders and the State Government.
- (d) Relation to Special Rules:** If any provision in these rules are repugnant to the provisions in the special rules applicable to any particular service in regard to any specific matter, the latter shall, in respect of such service and such specific matter, prevail over the provisions in these rules.

### **2. DEFINITIONS:**

In these rules, unless there is anything repugnant in the subject or context:-

**(1) Adhoc Rules:-** "Adhoc rules" means rules issued to govern:

- (i) a temporary post in a Service, Class or Category which is not covered by any Special Rules; or
- (ii) all or some of the services in regard to issues of common applicability of all such services.

**(2) Appointed to a Service:-** A person is said to be "appointed to a service" when, in accordance with these rules, except under rule 10 and in accordance with the Special Rules or adhoc rules applicable to such service he discharges for the first time, the duties of a post borne on the cadre of such service or commences the probation, instruction or training prescribed for members thereof.

**Explanation:-** The appointment of a person holding a post borne on the cadre of one service to hold additional charge of a post borne on the cadre of another service or same service or to discharge the current duties thereof does not amount to appointment to the latter service or post in the same service, as the case may be,

**(3) Approved candidate:-** "Approved candidate" means a candidate whose name appears in an authoritative list of candidates approved for appointment to any service, class or category.

**(4) Approved probationer:-** "Approved probationer" in a service, class or category means a member of that service, class or category who has satisfactorily completed his probation in such service, class or category.

**(5) Appointment or Recruitment by transfer:** A candidate is said to be appointed or recruited by transfer to a service:-

(a) If, at the time of his first appointment thereto he is an approved probationer in the Andhra Pradesh High Court Service or Andhra Pradesh Legislature Service or in any other service, the rules for which prescribed a period of probation for members thereof: or

(b) in case at the time of his first appointment thereto he is the holder of a post which has been included in another service but for which no probation has been prescribed, if he has put in that post, satisfactory service for a total period of two years on duty within a continuous period of three years.

**(6) Armed Forces of the Union:-** "Armed Forces of the Union" means the Army, Naval or Air Force of the Union.

**(7) Backward Classes:-** "Backward Classes" mean the communities mentioned in Part-C of Schedule-I.

**(8) Cadre:-** "Cadre" means the posts in various classes, categories and grades in a service.

**(9) Commission:-** "Commission" means the Andhra Pradesh Public Service Commission.

**(10) Confirmed Member:-** "Confirmed Member" means a member of a service who has been confirmed in a service under the State Government in accordance with rule 21.

**(11) Date of Regular Appointment:-** "Date of Regular Appointment" means the date of commencement of probation, i.e., the date from which the service rendered by a person after appointment to a service, class or category counts for probation..

**(12) Departmental Promotion Committee:-** "Departmental Promotion Committee" means a Committee constituted to advise the appointing authority in regard to the persons to be included in the panel for being appointed by promotion or by transfer to a selection post not within the purview of the Commission.

Provided that the Departmental Promotion Committee may be required to prepare adhoc panels also for appointment to any service by promotion or by transfer even on temporary basis.

**(12-A) Screening Committee:-** "Screening Committee" means a Committee constituted by Head of the Department to recommend the names for inclusion in the panel to the second level Gazetted Posts which are within the purview of the Andhra Pradesh Public Service Commission: and also to indicate the order in which the persons concerned should be included in the panel. The list of persons so prepared by the said Committee shall be forwarded to the Commission for its concurrence, by the competent authority.

**(13) Discharge of a probationer:-** "Discharge of a probationer" means, in case the probationer is confirmed or is an approved probationer or probationer of another service, class or category or is an approved probationer or probationer of another post in the same service, reverting him to such service, class or category and in every other case, dispensing with his service.

**(14) Duty:-** A person is said to be „on duty“ as a member of a service;

- (a) When he is performing the duties of a post borne on the cadre of such service or is undergoing the probation, instruction or training prescribed for such service, or is deputed by the competent authority for higher studies or for undergoing training in India or abroad; or
- (b) When he is on joining time; or
- (c) When he is absent from duty during vacation or on authorized holidays or on casual leave taken in accordance with instructions regulating such leave, issued by the State Government, having been on duty immediately before and immediately after such absence: or
- (d) When he is absent from duty during the period of training for courses of instruction and the period spent in camps as a member of the Auxiliary Air Force and also during the period spent for interview or for attending medical examination at the time of recruitment or commissioning; or
- (e) when he is absent from duty during the period of training including the period spent in transit as a member of the Indian Fleet Reserve or as a Reservist of the Army or Air Force (excluding the Reserve Officers); or
- (f) when he is absent from duty during the period of training in the Territorial Army including the period spent in transit for undergoing annual training in the said army; or
- (g) when he is absent from duty as a member of Air Defence Reserve, when called upon for service in the aid of the Civil Power or for Air Force Service, or during the period of annual training exceeding one month in the case of permanent and temporary Government servant and person on work-charged establishments or during the period of training in Air Defence Reserve or Air Force Service in the case of probationers; or
- (h) when he is absent from duty for service in the N.C.C. or during the period of training including the period spent in transit thereof.



**Explanation:-** Participation of a Government servant in the ceremonial parade on special occasions like the Territorial Army Day, Republic Day, visit of a Minister and the like in his capacity as a member of the Air Defence Reserve, shall be treated as part of his training; or

- (i) when he is absent from duty to attend the annual day celebrations of the Home Guards Organisation or when called upon for duty in times of emergency as a member of the Home Guards Organisation.

**(15) Direct Recruitment:-** A candidate is said to be recruited direct to a post, class or category in a service, in case his first appointment thereto is made otherwise than by the following methods:-

- (i) by promotion from a lower post, category or class in that service or from a lower grade of any such post, category or class, or
- (ii) by transfer from any other class of that service, or
- (iii) by appointment by transfer from any other service, or
- (iv) by re-employment of a person in case he had retired from service of Government prior to such appointment, or
- (v) by appointment by agreement or contract.

**(16) Ex-servicemen:-**“Ex-Servicemen” means a person who has served in any rank (whether as a combatant or as a non-combatant) in the Regular Army, Navy and Air Force of the Indian Union but does not include a person who has served in the Defence Security Corps, the General Research Engineering Force, Lok-Sahayak Sena and the para-military forces, i.e., Border Security Force, Central Reserve Police Force, Indo-Tibetan Border Police, Central Industrial Security Force, Central Secretariat Security Force, Assam Rifles and Railway Protection Force and

- (i) who has retired from such service after earning his/her pension; or
- (ii) who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
- (iii) who has been released, otherwise than on his own request, from such service as a result of reduction in establishment or
- (iv) who has been released from such service after completing the specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct, inefficiency and has been given a gratuity and includes personnel of the Territorial Army of the following categories; namely:-
  - (a) pension holders for continuous embodied services;
  - (b) person with disability attributable to military services; and
  - (c) gallantry award winners.

**Explanation:-** The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of ex-servicemen, may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

**(17) General Rules:-** "General Rules" means the Andhra Pradesh State and Subordinate Service Rules.

**(18) Member of a Service:-** "Member of a Service" means a person who has been appointed to that service and who has not retired or resigned, or who has not been removed or dismissed, or substantively transferred or reduced to another service, or who has not been discharged otherwise than for want of a vacancy. He may be a probationer, an approved probationer or confirmed member of that service.

**(19) Meritorious Sportsman:-** "Meritorious Sportsman" means a sportsman who has represented the State or the Country in a national or international competition or Universities in the Inter-University tournaments conducted by the Inter-University Boards or the State School team in the national sports/games for schools conducted by the All India School Games Federation in any of the games, sports, mentioned below; and any other games/sports as may be specified by the Government from time to time:

- (a) Athletics (including Track and Field events)
- (b) Badminton
- (c) Basketball
- (d) Cricket
- (e) Hockey
- (f) Football
- (g) Swimming
- (h) Volleyball
- (i) Table Tennis
- (j) Tennis
- (k) Weightlifting
- (l) Wrestling
- (m) Boxing
- (n) Cycling
- (o) Gymnastics

- (p) Judo
- (q) Rifle Shooting
- (r) Kabbadi
- (s) Kho Kho
- (t) Ball Badminton
- (u) Archery
- (v) Equestrian Sports
- (w) Hand Ball
- (x) Rowing
- (y) Chess
- (z) Taekwondo
- (aa) Carroms

**(20) Officiating Appointment:-** A person is said to be officiating in a post, if his appointment has been made after his inclusion in the relevant panel, but whose appointment has not been regularised.

**(21) Panel:-** "Panel" means the authoritative list of candidates approved for regular appointment to any service, class or category drawn up by the Commission or by the Government or by the appointing authority concerned, but does not include the panel or list prepared for temporary appointment by the appointing authority pending preparation of a panel for regular appointment in accordance with the rules.

**(22) Physically handicapped person:** "Physically handicapped person" means a person who is blind, deaf or orthopaedically handicapped.

**Explanation:-** A person is said to be,

- (i) blind, if he is suffering from total absence of sight or visual acuity not exceeding 3-60 or 10/200 (snellen) in the better eye with correcting lenses;
- (ii) deaf, if his sense of hearing is fully non-functional for the ordinary purposes of life;
- (iii) orthopaedically handicapped, if he has a physical defect or deformity which causes so much interference as to significantly impede normal functioning of the bones, muscles and joints.

**(23) Presidential Order:** "Presidential Order" wherever it occurs in these rules shall mean the Andhra Pradesh Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order, 1975 issued by the President of India under Article 371-D of the Constitution of India.

**(24) Probation:** "Probation" means the period during which a fresh entrant to a service or a person appointed to a higher post for the first time either by promotion within the service or by transfer from any other service, is put on test for determining his fitness to hold the post in a service, class or category.

**(25) Probationer:** "Probationer" means a member in a service class or category who has not completed his probation.

**(26) Promotion:** "Promotion" means the appointment a member of any category or grade of service or a class of service to a higher category, grade, of such service or such class of service.

**(27) Schedule:** "Schedule" means the schedule to these rules.

**(28) Scheduled Castes:-** "Scheduled Castes" mean the communities mentioned in Part-A of Schedule-I.

**Explanation:** No person who professes a religion different from Hinduism shall be deemed a member of scheduled caste.

However, Scheduled Caste converts to Buddhism deemed to be Scheduled Caste.

**(29) Scheduled Tribes:-** "Scheduled Tribes" means the communities mentioned in Part-B of Schedule-I.

**(30) Service:-** "Service" means a post or a group of posts or categories of posts classified by the State Government as State or Subordinate Service, as the case may be.

Provided that for the purpose of recruitment, probation and transfer, each class included in the Andhra Pradesh General Service and the Andhra Pradesh General Subordinate Service shall be regarded as a separate service.

**Note:-** Where the context so requires „Service" means the period during which a person holds a post in accordance with these rules, special or Ad-hoc rules except rule 10 or a lien on a post or is a member of a service as above defined.

**(31) Special Rules:-** "Special Rules" mean the rules applicable to each service or class or category of a service, which include adhoc rules applicable to temporary posts in a service, or class or category, which are not covered by the special rules.

**Explanation:-** The words importing either gender in these or special rules shall be taken to include those of the other gender if circumstances so require.

**3-(A) CONDITIONS OF SERVICE:-** The Fundamental Rules, the rules regulating the Scales of Pay, the Andhra Pradesh Civil Services (Conduct) Rules, Andhra Pradesh Civil Services (CCA) Rules 1991, the Andhra Pradesh Leave Rules, the Andhra Pradesh Government Life Insurance Fund Rules, the Andhra Pradesh Revised Pension Rules and any other Acts, Rules or Regulations enacted, issued or as may be issued by Government or other competent authority, for the time being in force in respect of the service conditions, shall in so far as they may be applicable and except to the extent expressly provided in these rule, govern members of every service and persons appointed to any post in any service, whether appointed regularly or on temporary basis, in the matter of their pay and allowances, leave, leave salary, Life Insurance, Pension and other conditions of Service.

Provided that;

(i) Where any such member has elected to be governed by the provisions of the Civil Services Regulations, those provisions shall apply to him.

(ii) save as otherwise expressly provided in the Special Rules nothing contained in this rule shall affect the operation of the provisions of the Article 526 of the Civil Service Regulations or any other rule similar thereto, for the time being in force, relating to the fixation of pay of a member of a service who is in receipt of a military pension; and

(iii) a person appointed in a department performing functions entrusted to him under clause (1) of Article 258 of the Constitution of India shall be governed in the matter of his leave and pension by the rules issued by the Central Government in that behalf;

Provided further that the said rules and regulations shall, in their application to the members of the Secretariat and the staff of the Governor, be construed as if the functions of the State Government under those rules and regulations were the functions of the Governor respectively.

Provided also, that the member of service of the former Hyderabad Government allotted to the State of Andhra Pradesh, shall continue to be governed by such orders as may be applicable to him in the matter of pay, leave rules, the Andhra Pradesh Government Life Insurance Fund Rules, Pension and Provident Fund.

**3-(B) APPLICATION OF RULES:-** Any rules made under the proviso to Article 309 of the Constitution of India in respect of any service or any class or category thereof shall be applicable to all persons holding the posts intended to be held by members of that service, class or category on the date on which such rules were made applicable.

Provided that nothing in any such rules shall, unless a contrary intention is expressly indicated therein, operate to deprive any such person of any right or privilege to which he is entitled by or under any rule or order made applicable to him prior to the making of such rule.

#### **4. METHOD OF APPOINTMENT:-**

**(a)** Appointment to any service, class or category shall be by one or more of the methods indicated below as may be specified in the Special Rules applicable to the relevant post:-

1. Direct Recruitment
2. Recruitment / Appointment by transfer
3. Promotion or
4. Contract / Agreement / Re-employment

**(b) Direct Recruitment:** - Where the normal method of recruitment to any service, class or category includes direct recruitment, the proportion in which the special rules may require vacancies to be filled by persons recruited direct shall be applicable to all substantive vacancies and direct recruitment shall be made only against the substantive vacancies.

**Explanation :-** (i) For the purpose of this rule, notwithstanding anything contained in these rules or special or adhoc rules, substantive vacancies shall mean all vacancies in the permanent cadre and all vacancies in the posts which have been in existence for more than 5 years.

(ii) The posts earmarked for direct recruitment in the Special Rules / Adhoc Rules shall be filled by direct recruits strictly and not by any other method.

(iii) The percentage earmarked for direct recruitment should not fall short of 33 1/3% in respect of posts in State Service and 30% in respect of posts in Subordinate Service.

(G.O. Ms. No. 142, G.A. (Ser-D) Dept., dt: 13.3.2008)

(iv) If the special rules specify more than one method of appointment, a provision shall be made in the special rules indicating the cycle or order in which vacancies shall be filled by such different methods of appointments.

**(c) Re-allotment of candidates selected by the Public Service Commission:-** The reallotment of candidates selected by the Andhra Pradesh Public Service Commission for appointment, from one unit to another unit, either in the same service and District / Zone or in any other service of district / Zone shall be made with the mutual consent of the appointing authorities concerned and with the prior concurrence of the Commission. The order of re-allotment shall be issued by the appointing authority to whose unit the candidate was first allotted by the Commission.

Provided that such re-allotment shall be strictly in conformity with the provisions of the Presidential Order.

**(5) SELECTION POSTS:- (a)** All first appointments to a State Service and all promotions / appointment by transfer in that service shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal, by the appointing authority as specified in sub-rule (a) of rule 6 from the panel of candidates. Such panel shall be prepared as laid down in rule 6 by the appointing authority or any other authority empowered in this behalf.

**(b) Non-selection posts :-** No non-gazetted post should be treated as selection post. Promotion and appointment by transfer to higher posts other than those mentioned in sub-rule (a) shall be made in accordance with seniority-cum-fitness, unless.

(i) such promotion or appointment by transfer of a member has been withheld as a penalty; or

(ii) a member is given special promotion for conspicuous merit and ability.

**6. METHOD OF PREPARATION OF PANELS:- (a)** The panel of approved candidates referred to in sub-rule (a) of rule – 5 shall be prepared by the appointing authority or any other authority empowered in this behalf, in consultation with, the Departmental Promotion Committee in respect of posts outside the purview of the Andhra Pradesh Public Service Commission and Screening Committee in respect of the posts within the purview of the Andhra Pradesh Public Service Commission to recommend the names to the Commission. The appointing authority shall make appointments of candidates from such panel/list, in the order in which the candidates in such panel are arranged in their order of preference.

**(b)** The panel of candidates for appointment by transfer to a service or a class of service in any case, where the Commission is not consulted on the suitability of candidate for such appointment under sub-clause (b) of Clause (3) of Article 320 of the Constitution of India or for promotion, shall be prepared ordinarily during the month of September every year on the basis of estimate of vacancies sent in terms of sub-rule (d). First September of the year shall be reckoned as the qualifying date to determine the eligibility of a candidate for such appointment, which shall cease to be in force on the afternoon of the 31<sup>st</sup> December of the succeeding year or till the next panel is prepared whichever is earlier and for the purpose of preparing the said panel, the zone of consideration shall be in the ratio of 1:3. The period from 1<sup>st</sup> September of the year to the 31<sup>st</sup> August of the succeeding year shall be reckoned for purpose of determining the number of vacancies during the panel:

Provided that for promotion in respect of Scheduled Caste and Scheduled Tribe candidates only, the zone of consideration in the ratio of 1:3, shall not be applicable in respect of posts whose total cadre strength is more than five.

(Amended in G.O. Ms. No. 123, G.A. (Ser-D) Dept., dt: 19.4.2003)

Provided further that if the number of candidates to be included in the panel falls short of the number of vacancies estimated such shortfall shall be made good by considering the claims of the other qualified and eligible candidates, if any, in the seniority list place immediately below.

Provided also that the panel of candidates so prepared shall be reviewed after a period of six months reckoned from the date of approval of the panel, for the purpose of considering the cases of such other persons whose names were not included in the panel prepared earlier for not passing the prescribed tests or for not having special qualifications prescribed under the rules, if they have subsequently passed those tests or acquired the said qualifications and are otherwise found suitable for inclusion in the panel of the year. No such review of list of approved candidates shall, however, be undertaken where no tests or

special qualifications are prescribed under the rules as condition precedent for promotion or appointment by transfer:

Provided also that no panel of candidates need be prepared;

- (i) if vacancies are not available for the particular panel period subject to the appointing authority recording a certificate to that effect; or
- (ii) where the appointing authority does not consider it necessary.

Provided also that the Government may order preparation of panel of candidates as frequently as may be necessary in the exigencies of administration.

**(c)** The panel of candidates for promotion or appointment by transfer to a service or class of a service, in any case where it is necessary to consult the Commission on the suitability of candidates for such appointment shall be prepared ordinarily in the month of September every year reckoning 1<sup>st</sup> September of the year as the qualifying date to determine the eligibility of a candidate for such appointment, which shall cease to be in force on the afternoon of 31<sup>st</sup> December of the succeeding year or till the next panel is prepared whichever is earlier. The period from first September of the year to 31<sup>st</sup> August of the succeeding year shall be reckoned for purpose of determining the number of vacancies during the panel.

**(d)** The panel of candidates under sub rule (b) or sub-rule (c) shall consist of such number of candidates as is equal to the number of vacancies which are estimated to arise on the following basis during the currency of that list;

- (i) the existing vacancies, including the vacancies which were not filled up in the previous years for any reason:
- (ii) (1) vacancies to arise owing the retirement;  
(2) consequential vacancies due to promotion or appointment by transfer;

Provided, that when the number of qualified and eligible candidates to be included in the panel of candidates is less than the number of vacancies estimated to arise during the currency of that list, such number of candidates eligible and found fit only shall be included in the panel irrespective of the number of vacancies.

**(e)** A panel of candidates shall also be prepared taking into account the vacancies not exceeding 10% of the total estimate of vacancies, ignoring fraction of less than half or 0.5 and rounding of fraction of ½ or more i.e. 0.5 and above to the next nearest number as reserve to fill up the vacancies likely to last for more than 2 months on account of :-

- (i) deputation;
- (ii) training;
- (iii) long leave; or

Provided also that the candidates kept in reserve in the approved list shall be not less than one, where the estimate of vacancies is five or less than five.



**(f)** Inclusion of a candidate's name in any panel of candidates of any State Service, class or category shall not confer on him any right for appointment to such service, class or category.

**(g)** The following persons shall be considered for inclusion in any panel prepared under sub-rules (b) and (c).

(i) Persons who are qualified on the qualifying date including those who had been included in the previous panel of approved candidates but who have not commenced their probation.

(ii) Persons who had not possessed the prescribed qualifications at the time of preparation of the previous panel, but who have since acquired such qualification and are qualified as on the qualifying date.

(iii) Persons who were qualified but were considered unsuitable for inclusion in the previous panel and who continue to possess the prescribed qualifications.

**Explanation:-** In considering the inclusion of persons, who had been included in the previous panel but who had not commenced their probation, in the current panel it shall not be necessary to carry forward their names without having regard to their relative merit and ability with reference to the relative merit and ability of other candidates coming up for fresh consideration. If such candidates are included in the current panel it shall not be necessary to arrange them in the same order in which they had been arranged in the previous panel.

**(h) Persons included in more than one panel:-** Where a candidate's name has been included in different panels of approved candidates for more than one service, the cadre controlling authority of the panel in which the candidate's name is included, should intimate the cadre controlling authority of the other panel of the inclusion of the name of the candidate in the former panel and it shall be the duty of the cadre controlling authority of the parent cadre to intimate the inclusion of the candidate's name to such other cadre controlling authority, if any, in whose panel the same candidate's name had been sponsored for inclusion by the cadre controlling authority, of the parent cadre. The cadre controlling authority of the parent cadre to intimate the inclusion of the candidate's name to such other cadre controlling authority, if any, in whose panel the same candidate's name had been sponsored for inclusion by the cadre controlling authority of the parent cadre. The cadre controlling authority of the parent cadre shall require the candidate to initiate the service to which the candidate wishes to be appointed. On receipt of such intimation, the cadre controlling authority of the parent cadre shall inform the other cadre controlling authorities and such candidate's name shall be removed by such cadre controlling authority from the panel or panels of approved candidates for such service or services to which the candidate does not wish to be appointed.

**(i) Non Selection Posts:-** For non selection posts referred to in sub rule (b) of rule 5 the appointing authority shall prepare a list of eligible employees every year i.e. from first September of the year to 31<sup>st</sup> August of the succeeding year after considering the record sheet and the qualifications prescribed for the said post in the relevant Special Rules for promotion to next higher category of non selection post.

## **7. APPOINTING AUTHORITY:**

“State Service: Unless otherwise stated in the Special rules, the regional officer shall be the appointing authority in respect of the initial categories of Gazetted posts in a State service where regional offices exists; and the Head of the Department shall be the appointing authority for the second level gazetted posts in a State Service as well as in respect of the initial categories of the Gazetted posts in a State Service where no regional offices exists; and the Government shall be the appointing authority for the third level gazetted posts and above in the State Service.”

[Amended in G.O.Ms.No.401, G.A.(Ser. D) Dept., dt. 30-9-1999 w.e.f. 22-5-1999].

## **8. ELIGIBILITY FOR PROMOTION OR APPOINTMENT BY TRANSFER:**

For appointment to a higher post either by promotion from one category to another within a service or by appointment by transfer from one service to another service, a member of a service or class of a service, shall have satisfactorily completed his probation in the category from which he is proposed to be promoted or appointed by transfer to such higher post.

## **9. APPOINTMENT BY AGREEMENT OR CONTRACT:**

**(a) (i)** Notwithstanding anything contained in these rules or special rules it shall be open to the State Government to make appointment to any post in a service, class or category, otherwise than in accordance with these rules or special rules and to provide by agreement or contract with the person(s) so appointed, for any of the matters in respect of which, in the opinion of the State Government, special provisions are required to be made and to the extent to which such provisions are made in the agreement or contract, nothing in these rules or the special rules shall apply to any person so appointed in respect of any matter for which provision is made in the agreement or contract.

Provided that in every agreement or contract made in exercise of the powers conferred by these rules, it shall further be provided that in respect of any matter in which no provision has been made in the agreement or contract, provisions of these rules or special rules relating to the post shall apply.

**(ii)** The agreement or contract may inter alia include provisions in respect of conditions of service, pay and allowances, discipline, contract period of appointment notice period for termination of appointment by either party and other relevant matters.

**(iii)** The Government may, by order, prescribe the form of such agreement or contract.

**(b)** A person appointed under sub-rule (a) shall not be regarded as a member of the service, in which the post to which he is appointed, is included and shall not be entitled by reason only of such appointment, to any preferential right to any other appointment in that or in any other service.

**10. TEMPORARY APPOINTMENT INCLUDING APPOINTMENTS BY DIRECT RECRUITMENT, RECRUITMENT / APPOINTMENT BY TRANSFER OR BY PROMOTION:**

**(a)** Where it is necessary in the public interest to fill emergently a vacancy in a post borne on the cadre of a service, class or category and if the filling of such vacancy in accordance with the rules is likely to result in undue delay the appointing authority may appoint a person temporarily, otherwise than in accordance with the said rules, either by direct recruitment or by promotion or by appointment by transfer, as may be specified as the method of appointment in respect of that post, in the special rules.

**(b)** No appointment under sub-rule (a) shall be made of a person who does not possess the qualifications, if any, prescribed for the said service, class or category.

Provided that where, in the exigencies of service and where persons with the prescribed qualifications are not available, a person who may not possess all or some of the prescribed qualifications may be appointed on temporary basis. Every such person who does not possess such qualifications and who has been or is appointed under sub-rule(a) shall be replaced as soon as possible, by a person possessing such qualifications.

**(c)** A person appointed under sub-rule (a) shall not be regarded as a probationer in such service, class or category or be entitled by reason only of such appointment to any preferential claim to future appointments to such service, class or category.

**(d)** A person temporarily appointed under sub-rule (a) shall, whether or not he possesses the qualifications prescribed for the service, class or category to which he is appointed, be replaced as soon as possible by the member of the service, who is entitled to the appointment under the rules.

**(e)** The appointing authority shall have the right to terminate the service of a person who has been appointed under sub-rule(a), at any time, without assigning any reason and without any notice, if appointed by direct recruitment, revert to a lower category or grade, if promoted, or revert to the post from which such appointment by transfer was made, if appointed by transfer.

**(f)** A person appointed to any part-time post, created in lieu of a whole time post borne on the cadre of a service, class or category shall not be regarded as a probationer in such service nor shall he be entitled by reason only of such appointment to any preferential claim to future appointments to such service, class or category.

**(g)** No person appointed under sub-rule (a) shall be eligible to an increment in the time scale of pay applicable to him, unless he possess the tests, complete the training or acquires the qualifications prescribed in the Special Rules, as a condition for the grant of increment to a member of the service, class or category.

**(h)** The practice of making incharge arrangements on own scale of pay of the incumbent concerned is totally prohibited and whenever filling up of vacant posts is considered expedient in the exigencies of administration, action may be taken to fill the post following the relevant Special/ Adhoc Rules, duly placing the

proposals before the DPC / Andhra Pradesh Public Service Commission as the case may be or by making full additional charge arrangements as provided for in the Fundamental Rules.

**(i) Temporary posts requiring special qualifications**

Notwithstanding anything contained in these rules or special rules, if and when, a temporary post is created as an addition to the cadre of any service, class or category and the holder thereof is required by the State Government to possess such qualifications, knowledge or experience, any person who possesses such qualifications, knowledge or experience and who is considered to be the most suitable person to discharge the duties of such post may, irrespective of other considerations, be appointed temporarily to that post by the appointing authority; but the person so appointed shall not, by reason only of such appointment, be regarded as a probationer in such service, class or category nor shall he acquire thereby any preferential right to future appointment to such service, class or category.

**11. THE LIMIT FOR JOINING EITHER OF FIRST SELECTION OR ON PROMOTION OR ON APPOINTMENT BY TRANSFER:-**

**(a) Direct recruitment :-** A candidate selected for appointment by direct recruitment either through the Andhra Pradesh Public Service Commission or through any other agency, shall be required by the appointing authority to join in the post for which he has been selected within a period of 30 days taking the date of despatch (by registered post with acknowledgement due) of the appointment order as crucial date for reckoning the time limit. If he does not join the post within the stipulated period of 30 days, the offer of appointment shall be treated as automatically cancelled and the name of the candidate shall be deemed to have been omitted from the list of approved candidates.

(Amended in G.O. Ms. No. 340, G.A. (Ser-D) Dept., dt: 23.7.1999)

**(b) Time to join a post on appointment / temporary appointment under rule 10 including appointments by transfer or by promotion otherwise than by direct recruitment:-** A person on appointment / temporary appointment on adhoc basis under rule 10 including appointment by transfer or by promotion otherwise than by direct recruitment, shall be allowed a joining time of fifteen (15) days to join the post from the date of receipt of the order of appointment sent to the candidates by Registered Post with Acknowledgement due or by any other means. An employee who does not join the post within the stipulated time or evades to join the post by proceeding on leave, shall lose his promotion right / offer for the current panel year and the name of the candidate shall be placed before the next Departmental Promotion Committee for consideration in the next year panel subject to availability of vacancy. In case of non-selection posts, the name of the candidate who does not join within the stipulated time in the promotion posts shall be considered for promotion again after a period of one year from the date of offer of appointment subject to availability of vacancy”.

[Amended in G.O.Ms.No.145, G.A.(Ser. D) Dept., dt: 15-06-2004]

**12. QUALIFICATIONS FOR DIRECT RECRUITMENT:**

**(1) (a)** No person shall be eligible for appointment to any service by direct recruitment unless he satisfies the selection authority as well as the appointing authority, that;

(i) he is of sound health, active habits and free from any bodily defect or infirmity rendering him unfit for such service;

(ii) his character and antecedents are such as to qualify him for such service;

(iii) he possesses the academic and other qualifications prescribed for the post; and

(iv) he is a citizen of India;

Provided that no candidate other than a citizen of India may be appointed except with the previous sanction of the State Government and except in accordance with such conditions and restrictions as they may be laid down. Such sanction shall not be accorded unless the State Government are satisfied that sufficient number of citizens of India, who are qualified and suitable are not available.

(v) No person shall be eligible for direct recruitment if he is less than 18 years of age and unless otherwise specified in the special or adhoc rules and if he is more than **34 years of age** as on the 1<sup>st</sup> day of July of the year in which the notification for selection to the relevant post, category or class or a service is made.

[Amended in G.O.Ms.No.759, G.A.(Ser. D) Dept., dt: 6-10-2007 ]

Provided that nothing in this sub-rule shall apply for direct recruitment to all the categories and posts in the Andhra Pradesh Police Subordinate Service and in the Andhra Pradesh Special Armed Police Service.

**(b)** The maximum age limit prescribed in the Special Rules for direct recruitment to a post shall be raised:-

(i) Uniformity by 5 years in the case of candidates belonging to the S.Cs or S.Ts or B.Cs. specified in Schedule-I of these rules:

**First Proviso omitted**

[vide G.O.Ms.No.759, G.A.(Ser. D) Dept., dt: 6-10-2007 ]

N.B.: The age concession in favour of B.Cs will be in force with effect from the 23<sup>rd</sup> September, 1990 to till the end of May, 2011.

(vide G.O.Ms.No.147 G.A.(Ser. D) dt:16.05.2003 w.e.f.01-06-2001.)

**Second Proviso omitted**

[vide G.O.Ms.No.759, G.A.(Ser. D) Dept., dt: 6-10-2007 ]

Provided that in the case of S.Cs and S.Ts., the maximum age limit prescribed for other communities in the Special rules shall be raised uniformly by 10 years for the purpose of limited direct recruitment.

[Amended in G.O.Ms.No.759, G.A.(Ser. D) Dept., dt: 6-10-2007 ]

N.B. This concession shall be in force during the period between the 28<sup>th</sup> March, 1967 to till the end of May, 2011.

(vide G.O.Ms.No.309 G.A.(Ser. D) dt:28.09.2004 w.e.f. 01-06-2001.)

(ii) Uniformly by 10 years in the case of Physically handicapped persons:

N.B: This concession shall be inforce during the period between the 28<sup>th</sup> March, 1967 to the end of May, 2011.

[vide G.O.Ms.No. 147, G.A.(Ser. D) dt: 16.05.2003 w.e.f. 01-06-2001.]

(iii) In the case of widows, divorced women and women judicially separated from their husbands, who are not remarried, the maximum age limit for direct recruitment to posts carrying a scale of pay equal to Junior Assistants or less, shall not exceed 40 years in the case of S.Cs and S.Ts candidates and 35 years in the case of others.

Provided that for compassionate appointment to the spouse of deceased Government employee, the upper age limit shall be 45 years irrespective of the community.

[Amended in G.O.Ms.No.144, G.A.(Ser. D) Dept., dt: 15-6-2004.  
w.e.f.11.12.2003]

**(c)** When direct recruitment is to be made to any State or Subordinate Service by examination or Selection:

(i) a person who worked in the armed forces of the Indian Union, shall be allowed to deduct from his age a period of three years in addition to the length of service rendered by him in the armed forces for purposes of the maximum age limit;

(ii) a person who was recruited as a whole-time Cadet Corpse Instructor on or after the 1<sup>st</sup> January, 1963 on his discharge from the NCC either before or after the expiry of the initial or extended tenure of his office in NCC having served for a period of not less than six months prior to his release from the NCC shall, subject to the production of a certificate to effect that he has been released from the NCC be allowed to deduct from his age a period of three years in addition to the length of service rendered by him in the NCC for purposes of maximum age limit;

Provided that the person referred to in sub-rules (i) and (ii) above shall, after making the deductions referred on in the sub-rules shall not exceed the maximum age limit prescribed for the post.

(iii) a person already in service of the State Government, who has been appointed regularly shall be allowed to deduct from his age the length of regular service under the State Government upto a maximum of five years for purposes of the maximum age limit and in the case of a person who has rendered minimum temporary service of six months in the Census Department (Organisation) of this State and who has been retrenched during 1991 shall be allowed to deduct from his age a period of three years for purpose of computing the maximum age limit.

**(2)** The minimum General Educational qualifications wherever referred to, in these or special rules shall be the qualifications prescribed in Schedule-II of these rules.

**(3) (a)** A candidate should possess the academic qualifications and experience including practical experience prescribed, if any for the post on the date of the notification for direct recruitment issued by the concerned recruiting agency. (vide amendment in G.O.Ms.No.464,G.A.(Ser. D) Dept., dt: 10-11-1997).

**(b)** No person shall be eligible for appointment to a post by promotion or appointment by transfer unless he possesses the academic qualifications and technical or other qualification and has passed the departmental and other tests and has satisfactorily completed any course or training prescribed in the special rules as a prerequisite qualification, for the post, to which he is to be appointed by promotion or by transfer.

**(4) Disqualification for appointment:-**

**(a)** A candidate shall be disqualified for appointment if he himself or through relations or friends or any others has canvassed or endeavored to enlist for his candidature extraneous support, whether from official or non-official sources for appointment to any State or Subordinate Service.

**(b)** No person who has more than one wife living or who has spouse living, marries in any case, in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment by direct recruitment to any State or Subordinate Service.

**(c)** No woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment by direct recruitment to any State or subordinate Service.

**(d)** No person who has been dismissed from a State or Central Government service or from the service of Central or State Government undertaking or local or other authorities or who has been convicted by a court of law for an offence involving moral turpitude shall be eligible for appointment to any State or Subordinate Service.

**13. LANGUAGE TEST IN TELUGU:- (a)** Every person appointed to a service, shall, within the period of probation, pass the Language test in Telugu, failing which his probation shall be extended and increments in the time scale of pay shall be postponed without cumulative effect till he passes the test.

**First proviso omitted**

(vide G.O. Ms. No. 31, G.A. (Ser-D) Dept, dt: 24 -1-2006)

Provided that a person, who has completed the age of 45 years or who has been on deputation in this State from any other State or from the Government of India, or who being an officer of the erstwhile Government of Hyderabad has passed the language test in Telugu or has been exempted from passing the said test by virtue of his having passed an examination of equivalent standard in that language test under the Hyderabad Regional Language Examination Rules or who is holding a post for which no educational qualification is prescribed for initial recruitment, shall not be required to pass the language test aforesaid:

Provided further that a person who is exempted from passing the language test in telugu on reaching the age of 45 years, but the pay to which such person is entitled to draw after reaching the age of 45 years shall be the pay which he would have been eligible to, without arrears, had the language test in Telugu not been prescribed at all and the increments not postponed.

**(b)** The standard of the test referred to in sub-rule (a), above shall be a pass in the Second (Class) Language Test in Telugu for holders of the posts for which the educational qualification prescribed is the minimum General Educational Qualification referred to in the schedule to rule 12(2), or equivalent or higher academic qualification and a pass is the Third Class Language Test in Telugu for all others.

**14. LANGUAGE TEST – EXEMPTION :- (a)** A person who has passed the SSC or its equivalent examination or any other higher examination with Telugu as the medium of instructions and examination or with Telugu as one of the subjects, shall be exempted from passing the 2<sup>nd</sup> class language test in Telugu.

**(b)** A person who has passed the 7<sup>th</sup> or 8<sup>th</sup> Class examination with Telugu as a subject or medium of instruction shall be exempted from passing the 3<sup>rd</sup> class Telugu Language Test.

**(c)** A person who has crossed the age of 45 years.

**(d) Other Linguistic qualification :-** (i) If in the opinion of an appointing authority, a candidate with an adequate knowledge of a particular language or languages is necessary for holding a specified post in any service, class or category, it may declare that such post, specified in the declaration, is reserved for a candidate with such knowledge. When such a declaration has been made, the required number of qualified candidates who possess such knowledge shall be selected in preference to those who do not possess it and notwithstanding anything contained in these rules but without prejudice to the rule of reservation of appointments, any such post shall be filled only by a member of the service or an approved candidate who possesses such knowledge.

(ii) The State Government shall have power to declare that any proportion of posts in any service, class or category for which recruitment is made at the same time, shall be filled by candidates with an adequate knowledge of a particular language or languages and when such a declaration has been made, the rule of reservation of appointments shall apply separately in regard to the proportion of posts in respect of which such a declaration has been made.

**Explanation:-** For the purpose of this rule a candidate will be considered to have adequate knowledge of the particular language, if he has acquired knowledge of that language in the High School or higher courses or satisfies the appointing authority that he has adequate knowledge in speaking, reading and writing in that language.

**15. (A) TIME TO PASS NEWLY PRESCRIBED TESTS:-** Where a test is newly prescribed by the special rules of a service for any class, category, or post thereof, a member of the service who has not passed the said test, but is otherwise qualified and suitable for promotion to such category or post may be promoted thereto and he shall be required to pass the said test or tests within the period of probation or within one year or in one of the first two examinations held



after such promotion, whichever is later. If he fails to pass the tests he shall be reverted to the class, category, or post from which he was promoted and he shall not again be eligible for consideration for promotion unless he passes the tests.

A person who is so reverted shall not by reason only of his promotion under this rule, be regarded as entitled to any preferential claim to future promotion to the category, grade or post, as the case may be, to which he had been promoted under this rule.

**Explanation:-** This rule shall be applicable even to appointment by transfer in the direct line, for example, for appointment by transfer of Superintendents to the post of Assistant Director (Administration), for appointment to which the passing of departmental tests has been newly prescribed as a pre-requisite qualification.

**Note:-** This concession will be available only for a period of three years from the date on which the test has been newly prescribed.

**(b) Concessions regarding passing of Tests and Examinations on grounds of age:-**

Notwithstanding anything contained in these rules or in the Special rules, except the Andhra Pradesh Treasuries and Accounts Service Rules, Andhra Pradesh Treasuries and Accounts Subordinate Service Rules, Andhra Pradesh Pay and Accounts Service Rules, Andhra Pradesh Pay and Accounts Subordinate Service Rules, Andhra Pradesh Local Fund Audit Service Rules and Andhra Pradesh Local Fund Audit Subordinate Service Rules:-

(i) Where no test have been prescribed in the Hyderabad Cadre and Recruitment Rules for promotion, an employee of the erstwhile Government of Hyderabad allotted to the State of Andhra Pradesh under section 115 of the States Reorganization Act, 1956 Central Act 37 of 1956 need not pass the tests prescribed for promotion or recruitment by transfer on or after the 1<sup>st</sup> November, 1956, to a post one stage above that held by him prior to the said date. The employee so promoted shall not be affected either by reversion or by stoppage of increment for failure to pass such test.

(ii) Where tests have been prescribed in the Hyderabad Cadre and Recruitment Rules, as a condition precedent for promotion, an employee of the erstwhile Government of Hyderabad referred to in clause (i) may be appointed by transfer or promotion to a post one stage above that held by him prior to the 1<sup>st</sup> November, 1956 subject to his passing the common departmental tests prescribed by the Government of Andhra Pradesh within four years from the date of such appointment by transfer or promotion, whichever is later, except where a longer period than four years has already been allowed to all;

Provided that such an employee, on completion of the age of 45 years, shall not be required to pass tests referred to in this clause; either for the first stage promotion or for appointment by transfer or promotion to a post which is second or subsequent stage above that held by him prior to the said date.

**(c)** The provisions in sub-rule (b) shall mutatis mutandis apply to an employee of the former Andhra State continuing in Andhra Pradesh for his appointment by transfer or promotion to a post above the one held by him prior to the 1<sup>st</sup> November, 1956, where:-

(i) new tests are prescribed in the Andhra Pradesh State after the said date for appointment by transfer or promotion to such post; or

Provided that such employee, who on completion of the age of 45 years is not required to pass the tests for his appointment by transfer or promotion to a post above the one held by him prior to the said date, need not pass the same test if prescribed for appointment by transfer or promotion to a post which is second or subsequent stage above the one held by him prior to the said date.

Explanation, sub-rule (b) shall be in force till 31.10.1996.

#### **16. (a) COMMENCEMENT OF PROBATION FOR DIRECT RECRUITS:**

A person appointed in accordance with the rules, otherwise than under rule 10, by direct recruitment shall commence his probation from the date of his joining the duty or from such other date as may be specified by the appointing authority:

Provided that a person having been appointed temporarily under rule-10 to a post in any service, class or category or having been so appointed otherwise than in accordance with the rules governing appointment to such post, is subsequently appointed to the same post, in the same service or class or category, in the same unit of appointment, in accordance with the rules, shall commence his probation from the date of such subsequent appointment or from such earlier date as the appointing authority may determine, subject to the condition that his commencement of probation from an earlier date shall not adversely affect any person who has been appointed earlier or simultaneously, to the same service, class or category in the same unit.

#### **(b) Minimum service for commencement of probation:**

A person appointed to a service, class or category, in accordance with the rules otherwise than by direct recruitment, shall, if he is required to be on probation in such service, class or category be deemed to have commenced his probation in such service, class or category from the date from which he has been continuously on duty in such service, class or category for a period of not less than 60 days from the date of joining duty after having been appointed to such service, class or category on a regular basis in accordance with rules:

Provided that this rule shall not apply to a person appointed to a post in a service, class or category whose appointment is made in consultation with the Andhra Pradesh Public Service Commission or D.P.C. or any other agency for recruitment specified by Government.

**(c) Period of Probation:-** Unless otherwise stated in the special rules or in these rules, the period of probation shall be as follows:-

(i) Every person appointed by direct recruitment to any post shall, from the date on which he commences his probation be on probation for a period of two years on duty within a continuous period of three years.

(ii) Every person appointed to any post either by promotion or by transfer (not by transfer on tenure) shall, from the date on which he commences his probation, be on probation for a period of one year on duty within a continuous period of two years.

(iii) A probationer in any category, class or service shall be eligible to count for probation his service in a higher category of the same service or class, as the case may be, or in any other service (State or Subordinate Service) towards his probation in the former service, to the extent of the period of duty performed by him in the latter service during which he would have held the post in the former service but for such appointment in the latter service.

**(d)** In regard to the persons appointed to any class or category of a service by promotion or appointment by transfer, in respect of whom the special rules of the service applicable to the higher post do not prescribe a period of probation, in the class or category to which they have been promoted or appointed by transfer, the provisions in this part shall be construed as if the expression "probation" and "probationer" / "approved probationer" mean "officiating service" and "person officiating" respectively.

**(e) Tests to passed during probation:** A person who has commenced his probation in a service, class or category shall, within the period of probation, if so required in the special rules or these rules, pass such tests or acquire such qualifications as may be prescribed in these rules or in the special rules applicable to such service, class or category.

**(f)** (i) If within the period of probation a candidate fails to pass such test or acquire such qualifications as may be prescribed in these rules or in the special rules, the appointing authority shall, by order, discharge him from the service unless the period of probation is extended under the sub-rule (b) of rule 17 and if within such extended period also, the candidate fails to pass such tests or acquire such special qualifications, the appointing authority shall discharge him from service.

(ii) If within the period of probation or within the extended period of probation, as the case may be, a probationer has appeared for any such test or any examination in connection with the passing of such prescribed tests or with the acquisition of the prescribed qualifications and the results of such tests or examinations for which he has so appeared are not known before the expiry of the probation period, he shall continue to be on probation until the publication of results of such tests or examinations for which he has appeared, or the first of them in which he fails to pass, as the case may be.

(iii) In case the probationer fails to pass any of the tests or examinations for which he has so appeared, the appointing authority shall, by an order, discharge him from service.

Any delay in the issue of the order discharging the probationer under clause (i) or clause (iii) of this sub-rule shall not entitle him to be deemed to have satisfactorily completed his probation.

**(g) Exemption from special qualifications to be acquired or special tests to be passed during probation:-** Where a probationer has, before he commenced his probation, already acquired any special qualification or passed any special test prescribed in these or in the special rules, or has acquired such other qualification as may be considered by the State Government or by the appointing authority, with the approval of the State Government, to be equivalent to the said Special qualification or special test, he shall not be required to acquire

the said special qualification or to pass the said special test again, after the commencement of his probation.

**(h) Change of date of commencement of probation:-**

Notwithstanding anything contained in the special rules or sub-rule(a) and (b) of rule 33, a probationer who does not pass the prescribed tests or acquire the prescribed special qualifications within the period of probation or within the extended period of probation under rule 17 and whose probation is further extended by the Government by an order under rule 31, till the date of his passing such tests or acquiring such qualifications, shall be deemed to have commenced the probation with effect from the date to be fixed by the Government, which would be anterior to a date to his passing such tests or acquiring such special qualifications, so, however, that the interval between the two dates shall be equivalent to the prescribed period of probation, whether on duty or otherwise and seniority of such probationer shall be determined with reference to the date so fixed.

Provided that nothing in this sub-rule shall apply in the cases of persons appointed to the class, category or grade in a service prior to the 9<sup>th</sup> March, 1981 and whose seniority in the said class, category or grade was fixed under sub-rule(b) of Rule 33, prior to the said date.

**17. SUSPENSION, TERMINATION ON EXTENSION OF PROBATION:- (a) (i)**

The appointing authority may, at any time, before the expiry of the prescribed period of probation, suspend the probation of a probationer and discharge him from service for want of vacancy.

(ii) The appointing authority may, at any time, before or after the expiry of the prescribed period of probation either extend by not more than one year, whether on duty or otherwise, the period of probation of a probationer, in case the probation has not been extended under sub-rule (b) of this rule or terminate his probation and discharge him from service after giving him one month's notice or one month's pay in lieu of such notice, on account of unsatisfactory performance or progress during training or unsatisfactory performance of duties or unsatisfactory conduct or for any other sufficient reason to be recorded in writing.

(iii) The appointing authority may, at any time, before the expiry of the prescribed period of probation, post the probationer under another officer in order to make sure that the previous report made on his performance or conduct by a superior officer is not a biased one.

**(b)** In the case of any probationer failing to pass the tests or acquire the prescribed qualifications, the appointing authority may extend his probation to enable him to pass the prescribed tests or acquire special qualifications, as the case may be. Such extension by the appointing authority shall not exceed one year, whether on duty or otherwise in such service, class or category.

**(c) (i)** In cases where the probation of a probationer is extended, his increment shall be postponed until he completes his probation satisfactorily, by the period by which his probation is extended. Such postponement of increment shall not, however, be treated as a penalty but only as a condition of extension of probation and shall not have the effect of postponement of future increments after he completes his probation satisfactorily.

(ii) However, in the case of a person whose probation is one year on duty and whose increment is biennial, the increment shall be postponed until he completes his probation, but shall not be postponed, if it falls due after he completed his probation satisfactorily.

**(d) Penalty on a member on the maximum of his pay Scale for failure to pass prescribed tests:**

Where the special rules or these rules prescribe postponement of increments as a penalty for failure to pass a special test or acquire a special qualification prescribed in these rules, such failure shall, in the case of a member who has reached the maximum of the time scale of pay applicable to him, render him liable to the penalty of reduction to the next lower stage in his time-scale.

**(e) Appeal against discharge of a probationer:-**

(i) A probationer, who is discharged under clause (i) or clause (iii) or sub-rule (f) of rule 16, shall be entitled to appeal, within a period of 30 days from the date of receipt of the order of discharge, against the order of discharge passed by the competent authority to the authority to which an appeal would lie against the order of dismissal passed by the competent authority against the member of a service.

Provided that in the case of a probationer in a State service who is discharged from service by an authority subordinate to the State Government, an appeal would lie only to the State Government.

(ii) The authority competent to entertain an appeal under clause (i) may, either of its own motion or otherwise, revise any order discharging a probationer under any of the provisions referred to in the said clause within one year of the date of such order.

**Note:** The period between the date of discharge of a probationer and date of restoration shall be excluded for calculating the period of two years or three years as the case may be referred to in clause (i) and (ii) in sub-rule (c) of rule 16.

(iii) Where the appellate or revisionary authority sets aside an order discharging a probationer on the ground that his discharge was wholly unjustified and the probationer is restored to the service, the period on and from the date of discharge to the date of such restoration, shall be treated.

(a) Where the said authority is of the opinion that the discharge of the probationer was wholly unjustified, as on duty, except for the purpose of probation;

(b) in any other case, not as on duty, unless the said authority directs that it shall be so treated for any specified purpose.

(iv) Such probationer shall be given for the period such order of discharge as has been in force:

(a) In the case where the discharge of the probationer has been held as fully unjustified, the full pay and allowances to which he would be entitled, had that order of discharge not been issued.

(b) In any other case, such pay and allowances, as the authority passing the order shall determine.

(v) The period of probation undergone by a probationer discharged under clause (i) and (iii) of sub-rule (a) of this rule, before his discharge shall, upon such restoration, count towards the period of probation prescribed by the rules applicable to him.

#### **18. DECLARATION OF PROBATION:**

**(a)** At the end of the prescribed or extended period of probation, as the case may be, the appointing authority shall consider whether the probationer should be considered to have satisfactorily completed his period of probation and after taking a decision in this regard, he shall issue an order declaring the probationer to have satisfactorily completed his probation.

**(b)** (i) The decision whether the probationer has satisfactorily completed his probation or whether his probation should be extended, shall be taken soon after the expiry of the prescribed period of probation. If any lapses are noticed during the period of probation by the appointing authority or a higher authority, such lapses should be communicated to the probationer, as soon as such lapse is noticed, so as to enable the probationer to rectify such lapses. A decision whether a probationer could be considered to have satisfactorily completed his probation or his probation should be extended or discharged or suspended shall be taken within a period of 8 weeks after the expiry of the prescribed period of probations.

(ii) If no order as referred to in sub-rule (a) is issued within one year from the date of expiry of the prescribed or extended period of probation, the probationer shall, subject to other provisions of these rules, be deemed to have completed satisfactorily his probation with retrospective effect from the date of expiry of the prescribed or extended period of probation and a formal order to that effect may be issued for purpose of record:

Provided that nothing in this sub-rule shall apply to a probationer who has been communicated a memorandum of charges during the prescribed or extended period of probation or who has failed to acquire the special qualifications or to pass the special tests, if any prescribed in the special rules or to acquire such other qualifications, as may be declared by the State Government or by the appointing authority with the approval of the State Government, to be equivalent to the said special qualifications or special tests, within the said period of probation.

#### **19. RIGHTS OF A PROBATIONER AND APPROVED PROBATIONER FORRE-APPOINTMENT:-**

**(a)** A vacancy in a service, class or category shall not be filled by appointment of a person who has not yet commenced his probation in such service, class or category when an approved probationer or probationer is available for such appointment.

#### **(b) (i) Discharge of a probationer or approved probationer:-**

A probationer or an approved probationer shall be discharged from service, in the event of non-availability of a vacancy, in the following order:-

1. The probationers in the order of juniority
2. The approved probationers in the order of juniority:

Provided that where, in course of discharge of persons appointed to a service, class or category consequent on the retrenchment of the posts in any administrative unit, the representation of the Scheduled Castes or the Scheduled Tribes in that unit falls, short of the percentage of posts reserved for those Castes or Tribes, the persons belonging to the Scheduled Castes or the Scheduled Tribes, as the case may be, shall be discharged in the order of juniority, only after all other persons appointed in that unit belonging to these castes or Tribes are discharged, that is to say, the discharge of persons in any administrative unit consequent on the retrenchment of posts, shall be in the following order:-

First	.....	Persons, other than those belonging to the Scheduled Castes and the Scheduled Tribes, appointed temporarily, in the order of juniority;
Second	.....	Probationers, other than those belonging to the Scheduled Castes and the Scheduled Tribes, in the order of juniority;
Third	.....	Approved probationers, other than those belonging to the Scheduled Castes and the Scheduled Tribes, in the order of juniority;
Fourth	.....	Persons belonging to the Scheduled Castes and the Scheduled Tribes, appointed temporarily in the order of juniority;
Fifth	.....	Probationers belonging to the Scheduled Castes and the Scheduled Tribes, in the order of juniority;
Sixth	.....	Approved probationers belonging to the Scheduled Castes and Scheduled Tribes, in the order of juniority.

(ii) For the purpose of this rule, the posts borne on the cadre of a service, class or category in respect of recruitment to which the principle of reservation of appointments is made applicable, shall be deemed to have been reserved so as to secure fifteen percent of the posts for the Scheduled Castes and six percent of the posts for the Scheduled Tribes.

**(c) Right of re-appointment / promotion / appointment by transfer of an approved probationer on foreign service or on deputation:**

The absence of an approved probationer from a post in a service, class or category whether on leave or on foreign service or on deputation or for any other reason, if his lien on such service, is not terminated or suspended, shall not, if he is otherwise eligible and qualified, render him ineligible in his turn:-

- (i) for re-appointment to the post on which he is an approved probationer;
- (ii) for promotion from a lower to the higher category in such service;

(iii) for appointment to a post in a class or category in another service for which he may be an approved candidate, as the case may be, in the same manner as if he is not absent.

He shall be entitled to all the privileges in respect of appointment, seniority, which he would have enjoyed but for his absence:

Provided that a member of service who is appointed to another service and if he is a probationer in the later service shall not be appointed to any other service for which he may be an approved candidate, unless he relinquishes his right in such latter service in which he is a probationer:

Provided further that the absence of a member of a service from duty in such service, whose lien in a post borne on the cadre of such service is deemed to have been terminated on account of being an approved probationer in a class, or category in any other service shall not be eligible:-

- 1) for re-appointment to a regular post, whether permanent or temporary in the former service in which he was an approved probationer; or
- 2) for promotion from a lower to a higher category in such former service.

**Note:-** This provision shall not be applicable to a person who is a member of two services where one of them is normally a feeder service or category to the other.

## **20. EXERCISE OF CERTAIN POWERS OF APPOINTING AUTHORITIES IN RESPECT OF PROBATIONERS:-**

The power exercisable by the appointing authority other than the State Government, may be exercised also by any higher authority to whom such appointing authority is administratively subordinate, whether directly or indirectly, in the following cases namely:-

- (1) discharge of a probationer under sub-rule (f) of rule 16 or clause (ii) of sub-rule (a) of rule 17; and
- (2) extension of probation under sub-rule (a) or (b) of rule 17.

## **21. CONFIRMATION:**

**(a) Confirmation of a member of service :-** As soon as a person appointed initially in a service or class of a service is declared to have satisfactorily completed his probation or deemed to have satisfactorily completed his probation, he shall be confirmed as a member of that service, by the appointing authority.

The seniority of the person shall however be regulated in terms of rule 33 of these rules.



## **Explanation :-**

(1) For the purpose of the rule "appointed initially" means appointment of a person for the first time to any post in the civil service in the State or Civil post in the service of the State of Andhra Pradesh.

(2) A member of a service or a class of a service shall be confirmed in such service or class of a service irrespective of whether there is a permanent or substantive post or vacancy available in that service.

(3) A person appointed to a Government service shall be confirmed in any service, only once during his service in Government at the entry grade, irrespective of whether subsequently he is promoted within the same service or appointment by transfer to some other service or class of service, from time to time.

**(b)** A person confirmed in a particular category, class or service shall not be confirmed in any other category, class or service.

## **22. SPECIAL REPRESENTATION (RESERVATION) :**

**1** Reservations may be made for appointments to a service, class or category in favour of Scheduled Castes, Scheduled Tribes, Backward Classes, Women, Physically handicapped, Meritorious Sportsman, Ex-Servicemen and such other categories, as may be prescribed by the Government from time to time, to the extent and in the manner specified hereinafter in these rules or as the case may be, in the special rules. The principle of reservation as hereinafter provided shall apply to all appointments to a service, class or category:-

(i) by direct recruitment, except where the Government by a General or special order made in this behalf, exempt such service, class or category;

(ii) otherwise than by direct recruitment the principle of reservation in the matter of promotion and appointment by transfer involving promotion in so far it relates to Scheduled Castes and Scheduled Tribes only shall apply to such Services, Class or Category whose total cadre strength of the post is more than five.

[Amended in G.O.Ms.No. 123, G.A.(Ser. D) Dept., dt:19-04-2003 (w.e.f. 14-02-2003.)]

2. (a) The unit of appointment for the purpose of direct recruitment shall be hundred vacancies of which fifteen shall be reserved for Scheduled Castes, six shall be reserved for Scheduled Tribes, twenty five shall be reserved for Backward Classes and remaining fifty four appointments shall be made on the basis of open competition and subject to Rule 22-A of these rules.

(i) The unit of appointment for the purpose of reservation in the matter of promotion and appointment by transfer involving promotion shall be hundred vacancies of which fifteen shall be reserved for Scheduled Castes and six for Scheduled Tribe employees as per the roster points in sub-rule 2(e).

- A. In the case of appointments / promotions to the posts referred to in clause 2 (a) (i) above, the panels of eligible candidates for promotion, the names of eligible Scheduled Caste and Scheduled Tribe employees from the feeder Category have to be shown against the roster points earmarked for them irrespective of their seniority position in the feeder category.
- B. If a Scheduled Caste and Scheduled Tribe employee gets a higher place in the eligible candidates list by virtue of his seniority in the feeder category he need not be adjusted in a lower position which is earmarked for an Scheduled Caste and Scheduled Tribe employees as per roster system. Such roster point has to be filled up by moving up an Scheduled Caste and Scheduled Tribe employees who is below in the seniority list in the feeder category.
- C. Filling up the roster points shall continue till the required percentage of Scheduled Caste and Scheduled Tribe candidates is obtained. Once the required percentage is obtained by taking into account both the Scheduled Caste and Scheduled Tribe candidates who are found in the list of candidates fit for promotion on account of their seniority in the feeder category and those who are moved up to fill up the required roster point, further adjustment of Scheduled Caste and Scheduled Tribe employees against roster point has to be stopped.
- D. Unutilized roster points after the required Scheduled Caste and Scheduled Tribes percentage is met, shall lapse.
- E. If required number of Scheduled Caste and Scheduled Tribe employees are not available in the feeder category to obtain the required representation in the promotion category. The vacancies earmarked for Scheduled Caste and Scheduled Tribe employees according to the roster points will be carried forward.

[Amended in G.O.Ms.No. 123 G.A.(Ser. D) Dept., dt: 19-04-2003 (w.e.f. 14-02-2003.)]

**(b)** Out of fifty four appointments to be made on the basis of open competition, three appointments shall be reserved for direct recruitment of the physically handicapped persons.

**(c)** In the case of appointments to clerical posts including the posts of typists i.e. in Group II and Group IV services in the case of posts in the Andhra Pradesh Police Subordinate Service, to which the principle of reservation of appointments applies, out of fifty four as the case may be, fifty one appointments to be made on the basis of open competition, two appointments shall be reserved for direct recruitment of Ex-servicemen.

**(d)** In the case of appointments to the posts of Junior Assistants, Junior Stenographers and Typists in the offices of Heads of Departments, Assistant Section Officers, Typist-cum-Assistants and Junior Stenographers in the Secretariat to which the principle of reservation of appointment applies, out of fifty four, as the case may be, forty nine appointments to be made on the basis of open competition, one appointment shall be reserved for direct recruitment of meritorious sportsmen.

[Amended in G.O.Ms.No. 147 G.A.(Ser. D) Dept., dt: 16-05-2003 w.e.f. 01-06-2001.]

Provided that the claims of members of the Scheduled Castes, Scheduled Tribes, Backward Classes, Women and the Physically handicapped persons or the Ex-servicemen as the case may be, shall also be considered for the remaining appointments which shall be filled on the basis of open competition, the number of appointments reserved for that category shall in no way be affected during the period the reservation for that category is in force.

**(e)** Appointments under this rule shall be made in the order of rotation specified below in a unit of hundred vacancies:-

1	Open Competition	Women	
2	Scheduled Castes	Women	
3	Open Competition		
4	Backward Class (Group-A)	Women	
5	Open Competition		
6	Visually Handicapped	Women	Amended in G.O. Ms. No. 252, G (Ser-D) Dept., dt: 28.8.2004 w.e. 27.11.2003
7	Scheduled Castes		
8	Scheduled Tribes	Women	
9	Open Competition		
10	Backward Class (Group-B)	Women	
11	Open Competition		
12	Open Competition	Women	
13	Open Competition		
14	Backward Class (Group-C)	Women	In every 3 <sup>rd</sup> cycle of 100 point rostr (vide GO Ms. No. 476. GA (Ser. Dept., dt: 15.11.97
15	Open Competition		
16	Scheduled Castes		
17	Open Competition	Women	
18	Backward Class (Group-D)	Women	
19	Open Competition		
20	Backward Class (Group-A)		
21	Open Competition		
22	Scheduled Castes	Women	
23	Open Competition	Women	
24	Backward Class (Group-B)		
25	Scheduled Tribes		
26	Open Competition		

27	Scheduled Castes		
28	Open Competition		
29	Backward Class (Group-A)		
30	Open Competition	Women	
31	Hearing Handicapped	(Open)	Amended in G.O. Ms. No. 252, GA (Ser-D) Dept., dt: 28.8.2004 w.e.f. 27.11.2003
32	Open Competition		
33	Scheduled Tribes		
34	Open Competition	Women	
35	Backward Class (Group-B)		
36	Open Competition		
37	Open Competition		
38	Open Competition	Women	
39	Backward Class (Group-D)		
40	Open Competition		
41	Scheduled Castes		
42	Open Competition		
43	Backward Class (Group-D)		
44	Open Competition	Women	
45	Backward Class (Group-A)	Women	
46	Open Competition		
47	Scheduled Castes	Women	
48	Open Competition		
49	Backward Class (Group-B)	Women	
50	Open Competition	Women	
51	Open Competition		
52	Scheduled Castes		
53	Open Competition		
54	Backward Class (Group-A)		
55	Open Competition	Women	
56	Orthopaedically Handicapped	(Open)	Amended in G.O. Ms. No. 252, GA (Ser-D) Dept., dt: 28.8.2004 w.e.f. 27.11.2003
57	Open Competition		
58	Scheduled Tribes	Women	
59	Open Competition	Women	
60	Backward Class (Group-B)		

61	Open Competition	
62	Scheduled Castes	
63	Open Competition	
64	Backward Class (Group-D)	Women
65	Open Competition	Women
66	Scheduled Castes	Women
67	Open Competition	
68	Backward Class (Group-D)	
69	Open Competition	
70	Backward Class (Group-A)	
71	Open Competition	Women
72	Scheduled Castes	
73	Open Competition	
74	Backward Class (Group-B)	
75	Scheduled Tribes	
76	Open Competition	
77	Scheduled Castes	
78	Open Competition	Women
79	Backward Class (Group-A)	
80	Open Competition	
81	Backward Class (Group-B)	Women
82	Open Competition	
83	Scheduled Tribes	
84	Open Competition	Women
85	Backward Class (Group-B)	
86	Open Competition	
87	Scheduled Castes	Women
88	Open Competition	
89	Backward Class (Group-D)	
90	Open Competition	Women
91	Scheduled Castes	
92	Open Competition	
93	Backward Class (Group-D)	
94	Open Competition	
95	Backward Class (Group-B)	
96	Open Competition	Women

- 97 Scheduled Castes  
98 Open Competition  
99 Backward Class (Group-B) Women  
100 Open Competition

Provided that :-

(i) in the case of appointments to a post referred to in sub-rule (c), the 13<sup>th</sup> and 37<sup>th</sup> turns in each unit of hundred vacancies shall be reserved for ex-servicemen. Out of 13<sup>th</sup> and 37<sup>th</sup> roster points, preference to one of the two points for women can be given and if women candidates are not available, both the points with men shall be considered. However, wherever the special or adhoc rules provide that there shall be no reservation for ex-servicemen or if a qualified and suitable candidate is not available from ex-servicemen, the turn allotted to ex-servicemen shall be deemed to be allotted to Open Competition.

(Amended in G.O.Ms.No.310, G.A.(Ser. D) Dept., dt: 19-7-2005 w.e.f. 10.2.2005)

“(ii) In the second cycle of 100 roster points the following points shall be reserved as follows:-

“106. (Visually Handicapped) (Open)  
131. (Hearing Handicapped) (Women)  
156. (Orthopaedically Handicapped) (Open)”

In the third cycle of 100 roster points the following points shall be reserved as follows:-

“206. (Visually Handicapped) (Open)  
231. (Hearing Handicapped) (Open)  
256. (Orthopaedically Handicapped) (Women)”

The 6<sup>th</sup>, 31<sup>st</sup> and 56<sup>th</sup> points in each cycle of 100 vacancies shall be allotted to the Visually Handicapped, Hearing Handicapped and Orthopaedically Handicapped persons respectively as stated above and where qualified and suitable candidates are not available from among them, the turn allotted for them in the unit referred to above shall be carried forward for three succeeding recruitment years. In the third succeeding recruitment year, if disabled candidates from any category are not available for appointment in the turn allotted, the vacancy shall be filled by next group of disabled in rotation by effecting interchange and the reservation shall cease thereafter”.

(Amended in G.O. Ms. No. 252, G.A. (Ser-D) Dept. dt: 28.8.2004 w.e.f  
27.11.2003)

**(f)** The reservation in the case of Backward Classes (Group-A), (Group-B), (Group-C) and as the case may be (Group-D) and Physically Handicapped persons shall be in force for the period commencing from the 23<sup>rd</sup> September, 1990 to 31<sup>st</sup> May, 2011

[Amended in G.O. Ms. No. 147 G.A.(Ser. D) Dept., dt: 16-05-2003 w.e.f.01-06-2001.]

**(g)** If in any recruitment, qualified candidates belonging to the Scheduled Castes, Scheduled Tribes, Backward Classes (Group-A), (Group-B), (Group-C) and as the case may be (Group-D) and women are not available for appointment to any or all the vacancies reserved for them, a limited recruitment confined to candidates belonging to them shall be made immediately after the general recruitment to select and appoint qualified candidates from among the persons belonging to these communities to fill such reserved vacancies.

**(h)** (I) If in any recruitment, qualified candidates belonging to Scheduled Castes or, Scheduled Tribes or, Backward Classes (Group-A), (Group-B), (Group-C) and as the case may be (Group-D) or women are not available for appointment to all or any of the vacancies reserved for them even after conducting a limited recruitment as specified in sub-rule (g), such vacancies or vacancy may be allotted to the Open Competition after obtaining the permission of the Government and may, thereafter, be filled by a candidate or candidates selected on the basis of Open Competition.

(II) Where any vacancies reserved for the Scheduled Castes or Scheduled Tribes or, Backward Classes (Group-A), (Group-B), (Group-C) and as the case may be (Group-D) or Women are so filled by candidates belonging to other communities, an equal number of vacancies shall be reserved in the succeeding recruitment for the Scheduled Castes or Scheduled Tribes or, Backward Classes or Women in addition to the vacancies that may be available for that recruitment for them and if in the said succeeding recruitment year also, qualified candidates belonging to the Scheduled Castes or Scheduled Tribes or, Backward Classes (Group-A), (Group-B), (Group-C) and as the case may be (Group-D) or Women are not available for appointment all or any of the additional vacancies which are so reserved in the that succeeding recruitment year, an equal number of vacancies shall again be reserved in the next succeeding recruitment year for the Scheduled Castes or, Scheduled Tribes or, Backward Classes (Group-A), (Group-B), (Group-C) and as the case may be (Group-D) or Women in addition to the number of vacancies that may be available for the next succeeding recruitment for the Scheduled Castes or, Scheduled Tribes or, Backward Classes (Group-A), (Group-B), (Group-C) and as the case may be (Group-D) or Women.

Provided that if in the said second succeeding recruitment also no qualified candidates belonging to the Scheduled Castes or Scheduled Tribes or Backward Classes (Group-A), (Group-B), (Group-C) and as the case may be (Group-D) or Women are available for appointment to all or any of the additional vacancies which are so reserved in that succeeding recruitment year, an equal number of vacancies shall again be reserved in the next succeeding recruitment year for the Scheduled Castes or, Scheduled Tribes or, Backward Classes (Group-A), (Group-B), (Group-C) and as the case may be (Group-D) or Women in addition to the number of vacancies that may be available for the next succeeding recruitment for the Scheduled Castes or, Scheduled Tribes or Backward Classes or Women.

Provided further that in the third succeeding recruitment if qualified candidates belonging to the Scheduled Tribes or as the case may be Scheduled Castes are not available, a vacancy reserved to be filled by a candidate belonging to Scheduled Tribes may be filled by a candidate belonging to Scheduled Castes and a vacancy reserved to be filled by a candidate belonging to Scheduled Castes may be filled by a candidate belonging to Scheduled Tribes and if a qualified candidate belonging to a particular group of Backward Classes (Group-A), (Group-B), (Group-C) and as the case may be (Group-D) is not available for appointment, the vacancy reserved to that group shall accrue to the next group.

### **Third Proviso omitted**

(G.O. Ms. No. 236, G.A. (Ser-D) Dept., dt: 25.6.1998)

(III) If any additional vacancy or vacancies reserved in favour of candidates belonging to the Scheduled Castes or Scheduled Tribes or Backward Classes (Group-A), (Group-B), (Group-C) and as the case may be (Group-D) or Women in any recruitment in accordance with the provisions in clause (II), appointments thereto shall be made before the appointments in the order of rotation for the relevant recruitments are made.

**(i)** At no selection for recruitment other than any limited recruitment made in accordance with the provisions of sub-rule (g), the number of reserved vacancies including the additional vacancies reserved under sub-rule (h), shall exceed 52% of the total number of vacancies for the selection; and all vacancies in excess of 52% of the total number of vacancies for which recruitment is made on any particular occasion shall, notwithstanding anything in this rule, be treated as unreserved:

Provided further that the carry forward vacancies and current reserved vacancies in a recruitment year shall be available for utilisation even where the total number of such reserved vacancies exceeds 52% of the vacancies filled in that recruitment, in case the overall representation of the Scheduled Castes, Scheduled Tribes, Backward Classes (Group-A), (Group-B), (Group-C) and as the case may be (Group-D) and Women in the total strength of the concerned grade or cadre, has not reached and prescribed percentage of reservation of 15% for the Scheduled Castes, 6% for the Scheduled Tribes, 7% for Backward Classes (Group-A), 10% for Backward Classes (Group-B), 1% for Backward Classes (Group-C), 7% for Backward Classes (Group-D) respectively.

**(j)** Where there is only a single solitary post borne on the class, or category of a service, the rule of special representation shall not apply for appointment to such post, not withstanding anything contained in the foregoing sub-rules.

Provided that the rule of special representation shall be applicable for appointment if the number of posts borne on the cadre, category of grade is more than one, even though selection is to be made against only one vacancy at any recruitment other than limited recruitment.

**(k)** In respect of appointments by promotion or recruitment by transfer from Subordinate Service to State Service, where such appointments or recruitment by transfer is required to be made on the principle of merit and ability, seniority being considered only where merit and ability are approximately equal, the claims of any members of the Scheduled Castes and Tribes shall be considered for such appointment on the basis of seniority subject to fitness.

Provided that a member of the Scheduled Caste or the Scheduled Tribe possessing superior merit and ability shall be allowed to supersede not only others but also the members of Scheduled Castes or Scheduled Tribes as the case may be.

Note:-

- 1) The principle of carry forward of vacancies in respect of Backward Classes (Group-A), (Group-B), (Group-C) and as the case may be (Group-D) shall be with effect from the 18<sup>th</sup> March, 1996.



- 2) The principle of carry forward of vacancies in respect of women shall be with effect from the 28<sup>th</sup> October, 1996.
- 3) The principle of roster points for women candidates shall be with effect from the 1<sup>st</sup> August, 1996.

(As amended in G.O.Ms.No.65, Genl. Admn. Dept., (Ser. D) Dept., dt:15-2-1997)

### **WOMEN RESERVATION IN APPOINTMENTS :-**

Notwithstanding anything contained in these rules or special rules or Adhoc rules:-

(1) In the matter of direct recruitment to posts for which women are better suited than men, preference shall be given to women:

Provided that such absolute preference to women shall not result in total exclusion of men in any category of posts.

(2) In the matter of direct recruitment to posts for which women and men are equally suited, there shall be reservation to women to an extent of 33 1/3% of the posts in each category of Open Competition, Backward Classes (Group-A), Backward Classes (Group-B), Backward Classes (Group-C), Backward Classes (Group-D), Scheduled Castes, Scheduled Tribes and Physically Handicapped and Ex-servicemen quota.

(3) In the matter of direct recruitment to posts which are reserved exclusively for being filled for women, they shall be filled by women only.

### **NOTE:-**

(1) The principle of reservation for women candidates to the extent of 30% in the matter of direct recruitment shall be from 02-01-1984 to 27-05-1996 (G.O.Ms.No.928, General Administration (Services D) Department, dated 06-10-1995).

(2) The principle of reservation for women candidates to the extent of 33 1/3 % in the matter of direct recruitment shall be with effect from the 28<sup>th</sup> May, 1996 (G.O.Ms.No.237, General Administration (Services D) Department, dated 28-5-1996). (As amended in G.O.Ms.No.65, General Administration (Services D) Department Dt:15-2-1997).

### **23. APPEAL, REVISION AND REVIEW OF ORDERS OF APPOINTMENT (INCLUDING PROMOTION) TO HIGHER POSTS :-**

An order appointing a member of a service or class of service or category, to a higher post by transfer or by promotion may, within a period of six months from the date of such order, be revised by an authority to which an appeal would lie against the order of dismissal passed against a member of a service, class or category, such revision may be made by the appellate authority aforesaid, either on its own motion or on an appeal filed by the aggrieved member of the service, class or category:

Provided that the Government may, irrespective of whether they are the appellate authority or not, revise such order of appointment after the expiry of the period of six months aforesaid, for special and sufficient reasons to be recorded in writing:

Provided further that no order or revision under this rule shall be passed unless the person likely to be affected by such revision is given an opportunity of making his representation against the proposed revision.

Provided also that a member of service may submit a revision petition against the order of the Appellate Authority, within three months of the order passed by the Appellate Authority, to the Government.

[ Amended in G.O.Ms.No. 76, G.A.(Ser. D) Dept., dt: 11-3-2003. (3<sup>rd</sup> proviso added)]

#### **24. REVISION OF LISTS OF APPROVED CANDIDATES (PANELS) OR LIST OF ELIGIBLE CANDIDATES FOR APPOINTMENT BY PROMOTION OR BY TRANSFER:-**

**(a)** The State Government shall have the power to revise in any manner they consider suitable, any panel of approved candidates for appointment by transfer or by promotion to any category class or service, prepared by a Head of the Department or any other authority subordinate to the Head of the Department, in exercise of the powers conferred on them by the special rules or these rules:

Provided that before revision of the panel is under taken the cases for review should be placed before the D.P.C/Review D.P.C/ Screening Committee and their recommendations obtained:

Provided that where the panel is prepared by an authority subordinate to a Head of the Department, in exercise of the powers conferred on him by the special rules, the aforesaid power of revision may be exercised by the Head of the Department. This will not preclude the State Government from exercising the powers of the revision aforesaid, against the orders either of the Head of the Department or of any other subordinate authority aforesaid.

**(b)** The State Government and the Head of the Department shall have power to revise in any manner they consider suitable, any list of eligible candidates for promotion to any category, class or service in respect of the subordinate service, prepared in accordance with rule-5. The aforesaid power of revision by the State Government could be exercised by them in respect of an order passed by the Head of the Department or by any other subordinate authority.

**(c)** The aforesaid power or revision mentioned in sub rule (a) and sub-rule (b), may be exercised by the State Government or by the Head of the Department on their own motion, at any time, or on an application made by the aggrieved person, within a period of six months from the date of order of appointment or promotion of a person junior to the aggrieved person:

Provided that the time limit of six months aforesaid may, for good and sufficient reasons to be recorded in writing, be waived by the State Government.

Provided further that where the panel referred to in sub-rule (a) has been partially utilized, any order of revision likely to affect a person who has already been appointed from such panel shall be given an opportunity of making his representation against the proposed revision, before any order of revision is passed.

Provided also that if any revision of list of eligible candidates mentioned in sub-rule (b) is likely to affect a person already promoted from the aforesaid list of eligible candidates, he shall be given an opportunity of making a representation against the proposed revision before any order of revision is passed.

Provided also that where a panel has been prepared on the basis of the recommendations made by a DPC / Screening Committee any revision of such panel shall be made only after consultation with such D.P.C / Screening Committee.

**25. REVIEW:** The State Government may, of their own motion or otherwise, review any original order passed by them, promoting a member of a service or class, to a higher post or approving a panel of candidates for appointment or promotion to any category, class or service, prepared by them, or any order of revision passed by them under rule 24, if it was passed under any mistake, whether of fact or of law, or in ignorance of any material fact or for any other sufficient reason.

Provided that no order of review under this rule shall be passed unless the person affected or likely to be affected thereby is given an opportunity of making his representation against the proposed review.

**26. APPEAL AGAINST SENIORITY OR OTHER CONDITIONS OF SERVICE:-**

**(a)** Except where other-wise provided in these or the special rules, an appeal shall lie against an order fixing the seniority of a person or affecting any conditions of service, passed by the appointing authority, to the authority to whom an appeal would lie against an order of dismissal passed against the member of the service, class or category.

**(b)** The powers in sub-rule(a) shall be exercised by the Head of the Department, if he is not the appellate authority, or by the State Government on its own motion, or on an appeal received by the Head of the Department or the State Government, as the case may be.

**(c)** The appellate authority, if it is not the Head of the Department or the Government, shall dispose of such appeal within a maximum period of one year. If the appeal has not been disposed of within the aforesaid period, the Head of the Department or the State Government may intervene in the matter, for sufficient reasons to be recorded in writing and take such action as may be considered necessary by them in the matter.

**(d)** No appeal for restoration of seniority or assignment of notional seniority on par with his junior shall be entertained by the appellate authority after a period of 90 days from the date on which junior was promoted.

**(e)** A member of service may submit a revision petition against the order of the Appellate Authority, within three months of the orders passed by the Appellate Authority, to the Government.

[Amended in G.O.Ms.No.76, G.A.(Ser. D) Dept., dt: 11-03-2003.]

**27. APPOINTMENT OF ALL INDIA SERVICE OFFICERS AND APAS OFFICERS TO POSTS IN THE STATE SERVICES:- (a)** Notwithstanding anything contained in these rules or the special rules an officiating or permanent member of the All India Services may be appointed to any post in any state service subject to the provisions of the All India Service Rules. Such an officer shall not by reason of such appointment, cease to be a member of the All India Service concerned.

**(b)** Notwithstanding anything contained in these rules or the special rules an officiating or permanent member of the APAS may be appointed to any post in any State service subject to the provisions of the APAS rules. Such an officer shall not by reason of such appointment cease to be a member of the APAS.

**28. RELINQUISHMENT OF RIGHTS BY MEMBERS :-** Any member of a service may, in writing, relinquish any right or privilege to which he may be entitled to, under these rules or the special rules, if, in the opinion of the appointing authority such relinquishment is not opposed to public interest. Such relinquishment once made will be final and irrevocable. Nothing contained in these rules or the special rules shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished:

Provided that no conditional relinquishment or relinquishment of right for a temporary period shall be permitted.

**29. RE-EMPLOYMENT OF MEMBERS OF SERVICE DISCHARGED ON ACCOUNT OF THEIR SUFFERING FROM T.B. ETC.,**

**(a)** A member of the State or Subordinate Service discharged on account of his suffering from T.B. or such other diseases as may be specified by the Government from time to time, shall be eligible for re-appointment to the post held by him prior to his discharge as aforesaid or to a post of the same rank and status in the department concerned, if he is declared non-infective and medically fit for Government service by the Medical authority, authorized for this purpose by the State Government.

**(b)** For the purpose of determining whether any such member possesses the age qualification, where such age qualifications are prescribed in the special rules or these rules the period of his service in the post held by him prior to his discharge shall be deducted from the actual age and if the age so computed does not exceed the prescribed age limit by more than three years, he shall be deemed to be with the prescribed age limit.

**(c)** On re-appointment of any such member the actual service rendered by him prior to his discharge from service, shall count for purposes of seniority and pay, to the extent to which it would have been counted for the said purposes had he not been discharged. The break in service between the date of discharge and the date of reappointment shall not, however, count for any purpose, but his service shall, otherwise, be regarded as continuous. On re-appointment of such a member to the same post or to a post of the same rank and status the service which has not been counted for increments before, upto a maximum of one year and any leave to his credit under the leave rules by which such member was governed at the time of his discharge, shall also be allowed to be carried over to his account.

**(d)** The provisions of this rule shall have effect notwithstanding anything contained in these rules or the special rules applicable to the concerned members of a service.

**30. RESIGNATION:- (a)** A member of a service may resign his appointment and the acceptance of his resignation by the appointing authority shall take effect:-

(i) in case he is on duty, from the date on which he is relieved of his duties in pursuance of such acceptance.

(ii) in case he is on leave, from the date of communication of such acceptance to the member or if the said authority so directs, from the date of expiry of leave; and

(iii) in any other case, from the date of communication of such acceptance to the member or from such other date, not being earlier than the date on which he was last on duty, as the said authority may, having regard to administrative exigencies, specify.

Provided that the resignation of a member of a service shall not be accepted against whom disciplinary proceedings are instituted as per the provisions of the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991 or investigation, inquiry or trial is initiated.

[Amended in G.O.Ms.No. 250, G.A.(Ser. D) Dept., dt: 14-07-2000.]

Provided further that a member of a service may withdraw his resignation before it takes effect.

Provided also that no withdrawal of resignation shall be permitted except with the sanction of the Government, if the withdrawal is made after the resignation takes effect.

**(b)** If the resignation of a member of service has been accepted, but has not taken effect and he withdraws his resignation before it has taken effect, he should be deemed to be continuing in service. If the person is permitted to withdraw his resignation after it has taken effect and is re-appointed to the post from which he resigned, such reappointment shall be subject to the conditions specified in sub-rules (c) and (d).

**(c)** A member of service, shall, if he resigns his appointment, forfeit not only the service rendered by him in the particular post held by him at the time of resignation but all his previous service under the Government,

**(d)** The reappointment of a person, who has resigned from Government service and who is re-appointed to any service, shall be treated in the same way as a first appointment to such service by direct recruitment and all rules governing such appointment shall apply; and on such re-appointment, he shall not be entitled to count any portion of his previous service for any benefit or concession admissible under any rule or order.

Provided that nothing contained in this rule shall affect the operation of clause (b) of Article 418 or Article 422 of the Civil Services Regulations or of any other rules similar thereto for the time being in force.

**(e)** Where a member of a service is selected for appointment by direct recruitment to another post, category or class in the same or different service and is appointed to it, his lien on the service or his probationary right, if any, in the post of the service under the State Government, which he was holding prior to such appointment by direct recruitment, shall be retained for a period of three years or until he becomes an approved probationer in the post, category or class in the same or different service of this State Government, to which he has been selected, whichever is earlier; and if before the expiry of three years he is not an approved probationer in the post to which he was selected for appointment by direct recruitment, in the same or different service of the Government, unless he reverts to the parent Department, he shall be deemed to have resigned from the service of which he was a member prior to such appointment by direct recruitment with effect from the date on which the three years period expires.

Provided that nothing in this sub-rule shall affect the benefits accrued to such member of a service or services in the previous post or posts, except the lien or probationary right, as the case may be, on such post or posts.

Provided further that where a member of a service is selected for appointment by direct recruitment to a post under the service of the Government of India or any other State Government, his lien on a post or probationary right, if any, in the State Government shall be retained for a period of three years or until he becomes an approved probationer in the service of the Government of India as the case may be, whichever is earlier, and if before the expiry of three years he is not an approved probationer in any post under the service of that other Government as the case may be, unless he reverts to the services of the State Government, he shall be deemed to have resigned from the service of which he was a member prior to such appointment by direct recruitment, with effect from the date on which the three years period expires.

### **31. RELAXATION OF RULES BY THE GOVERNOR:-**

Notwithstanding anything contained in these rules or in the special rules, the Governor shall have the power to relax any rules contained in these rules or special rules, in favour of any person or class of persons, in relation to their application to any member of a service or to any person to be appointed to the service, class or category or a person or a class of persons, who have served in any civil capacity in the Government of Andhra Pradesh in such manner as may appear to be just and equitable to him, where such relaxation is considered necessary in the public interest or where the application of such rule or rules is likely to cause undue hardship to the person or class of persons concerned.

### **32. RELAXATION OF RULES BY THE HEAD OF THE DEPARTMENT :-**

**(a)** Notwithstanding anything contained in these rules or in the special rules and without prejudice to the power of the Governor under rule 31, the Head of the Department shall also have the power to relax any rule or rules in these rules or in the special rules in favour of any person or class of persons or category of persons for being appointed to or of any person or class of persons who have served or are

serving in any civil post or posts carrying a scale of pay less than that of Junior Assistant in his department in so far as such cases relate to transfer, promotion or the service conditions governed by these rules or special rules in such manner as may appear to him to be just and equitable in the public interest or where he considers the application of such rule or rules would cause undue hardship to the person or persons concerned.

Provided that nothing in this sub-rule shall apply in regard to the appointment by transfer of a person who is not qualified for such appointment to the post of Junior Assistant or equivalent post in the A.P. Ministerial or any other Subordinate Service.

**Explanation :-** This rule shall be applicable to posts which carry a scale of pay or pay less than that of a Junior Assistant and not to posts of Junior Assistants or any other post carrying an equivalent scale of pay.

**(b)** Notwithstanding anything contained in rule 31 or sub-rule (a), the State Government, may, of their own motion or otherwise, review the orders of relaxation issued in rule 31, or sub rule (a) or cancel any such relaxation orders, within a period of six (6) months from the date of issue of such relaxation orders, if it is found that the said orders were passed under any mistake, whether of fact or of law, or in ignorance of any material fact or for any other sufficient cause to be recorded in writing:

Provided that no order consequent on such review, or an order to cancel the relaxation orders, under this sub-rule, shall be issued unless the person affected thereby is given an opportunity of making his representation against the proposed review or cancellation.

**33. SENIORITY: - (a)** The seniority of a person in a service, class, category or grade shall, unless he has been reduced to a lower rank as a punishment, be determined by the date of his first appointment to such service, class, category or grade.

Provided that the seniority of a probationer or approved probationer in a service, class or category from which he stood reverted on the 1<sup>st</sup> November, 1956 or prior to that date, shall be determined in the state wide gazetted posts and the non-gazetted posts in the Departments of the Secretariat and the offices of the Heads of Departments with reference to the notional date of continuous officiation with or without breaks in that service, class or category prior to the 1<sup>st</sup> November, 1956 to the date of re-appointment made thereafter, but it shall not disturb the inter-seniority which obtained in the Andhra State. (This proviso shall be in force till 31<sup>st</sup> October, 1996).

**(b)** The appointing authority may, at the time of passing an order appointing two or more persons simultaneously to a service, fix either for the purpose of satisfying the rule of reservation of appointments or for any other reason the order of preference among them; and where such order has been fixed, seniority shall be determined in accordance with it.

Provided further that the order of merit or order of preference indicated in a list of selected candidates prepared by the Public Service Commission or other selecting authority, shall not be disturbed inter-se with reference to the candidates position in such list or panel while determining the seniority in accordance with this rule and notional dates of commencement of probation to the

extent necessary, shall be assigned to the persons concerned, with reference to the order of merit or order of preference assigned to them in the said list.

**(c)** Whenever notional date of promotion is assigned, such date of notional promotion shall be taken into consideration for computing the qualifying length of service in the feeder category for promotion to the next higher category and that the notional service shall be counted for the purpose of declaration of probation also in the feeder category.

**(d)** The transfer of a person from one class or category of a service to another class or category of the same service, carrying the same pay of scale of pay shall not be treated as first appointment to the latter class or category for purpose of seniority and the seniority of a person so transferred shall be determined with reference to the date of his regular appointment in the class or category from which he was transferred. Where any difficulty arises in applying this sub-rule, seniority shall be determined by the Government, if they are the appointing authority and in other cases, the authority next higher to the appointing authority shall determine the seniority.

**(e)** Where a number of a service, class or category is reduced for a specific period, to a lower service, class or category or grade:-

(i) in cases where the reduction does not operate to postpone future increment, the seniority of such member on re-promotion shall, unless the terms of the order of punishment provides otherwise, be fixed in the higher service, class or category at which it would have been fixed but for his reduction;

(ii) in cases where the reduction operates to postpone future increment, the seniority of such member on re-promotion shall, unless the terms of the order of punishment provide otherwise, be fixed by giving credit for the period of service earlier rendered by him in the higher service, class or category.

**(f)** Seniority of a retrenched and reappointed person:

The seniority of a member of a service, who is re-appointed after having been retrenched, owing to reduction of staff as a measure of economy, shall be determined in accordance with the date of such reappointment.

Provided that the inter-se-seniority of such members absorbed in the same service, class or category shall be determined.

(i) in any case in which re-appointment of such members was made in consultation with Public Service Commission or the other selecting authority, in accordance with the order of merit or the order of preference indicated by the said Public Service Commission or other selecting authority; and

(ii) in any other case, in accordance with the total length of service, in the same equivalent or higher service, class or category put in by such member prior to retrenchment.

**(g)** The seniority of an approved candidate, who takes up military service before joining his appointment to any service, class or category shall, on his appointment to such service, class or category, on his return from the said military service, be determined in accordance with the order of preference shown in the authoritative list of candidates approved for appointment to the service, class or category.



### **34. PREPARATION OF INTEGRATED OR COMMON SENIORITY LIST OF PERSONS BELONGING TO DIFFERENT UNITS OF APPOINTMENT:-**

Where as integrated or common seniority list of a particular class, or category or grade in any service belonging to different units of appointment has to be prepared for the purpose of promotion or appointment by transfer, to a class or category having different units of appointment or for any other purpose, such an integrated or common seniority list shall be prepared with reference to the provision of sub-rule (a) of rule 33, provided that the seniority list of the persons inter-se belonging to the same units shall not be disturbed.

**Explanation:** The principle specified in this rule shall be applicable even where a common integrated list is required to be prepared for categories in different services classes or categories.

**35. FIXATION OF SENIORITY IN THE CASE OF TRANSFERS ON REQUEST OR ON ADMINISTRATIVE GROUNDS:- (a)** The seniority of a member of a service, class or category transferred from one unit of appointment to another unit of appointment, on administrative grounds, shall be, determined with reference to the date of seniority of such member in the former unit.

**(b)** The seniority of a member of a service, class or category, who is transferred on his own request from one unit of appointment to another unit of appointment shall be fixed with reference to the date of his joining duty in the latter unit of appointment.

### **36. INTER-SE-SENIORITY WHERE THE DATES OF COMMENCEMENT OF PROBATION ARE SAME:-**

The seniority of the persons in the service shall be determined as follows:-

- (i) In respect of the candidate selected by the Andhra Pradesh Public Service Commission or other selecting authorities by direct recruitment, shall be with reference to their ranking assigned irrespective of the date of commencement of their probation in that category.
- (ii) In respect of the persons promoted or appointed by transfer (involving promotion) the dates from which they were placed on their probation;
- (iii) In respect of persons covered under item (ii) above, in case the date of commencement of probation is the same, whoever is aged shall be the senior;
- (iv) In respect of the persons appointed on transfer on administrative grounds, shall be from the date on which the individual was placed on probation in the original department; and
- (v) In respect of the persons appointed on request transfer; the date of joining of such person in the new department / unit.

**37. SENIORITY OF DIRECTLY RECRUITEED CANDIDATES, RE-ALLOTTED IN CONSULTATION WITH A.P.P.S.C.**

The candidates re-allotted under sub-rule (c) of rule-4 shall be assigned seniority below the last regular candidate in the concerned class or category in the unit to which such candidates is re-allotted.

**38. POSTINGS AND TRANSFERS:- (a)** A member of a State Service or class of a State Service may be posted to any post borne on the cadre of such service or class of service anywhere in the State.

Provided that such postings and transfers shall be limited to the territorial jurisdiction of the local cadres specified in accordance with or in pursuance of the Presidential Order, where applicable, or to the units of appointment, if any, specified in the Special Rules.

**(b)** A member of a Subordinate Service or a class of such service may be posted to another post borne on the cadre of such service or class of such service, within the unit of appointment specified in the special rules and subject to the provisions of the Presidential Order.

**(c)** All transfers and postings of a member of State or Subordinate Service shall be made subject to sub-rules (a) and (b) by the appointing authority or such other authority subordinate to the appointing authority, specified in the special rules or to whom the appointing authority has delegated such powers of postings and transfers:

- (i) Provided that such power will be exercised by the appointing authority or the authority to whom the power has been delegated, within their respective jurisdiction but subject to the units of appointment under the Presidential Order, applicable to the relevant post.
- (ii) Provided further that the Head of the Department may transfer a member of a service from the unit of one appointing authority to the unit of another appointing authority, where the Presidential Order is not applicable.
- (iii) Provided also that where the appointing authority is not the State Government, any authority to whom the appointing authority is administratively subordinate will, in respect of any post within the jurisdiction of the appointing authority, also be competent to effect transfers and postings to a post within the jurisdiction of such appointing authority within the units of appointment specified in the special rules and subject to the provisions of the Presidential Order.
- (iv) Provided also that where the State Government are the appointing authority in respect of the members of the State Services, the Head of the Department who is competent to grant leave to such members under F.R.66 or H.C.S.R.374 shall also be competent to issue reposting order in respect of those members on return from leave.

- (v) Provided also that unless otherwise stipulated in any special rules or adhoc rules, the State Government may, on its own motion or on a proposal received from a Head of the Department, Order, for sufficient reasons to be recorded in writing, the transfer of members of the State or Subordinate Services from the local cadres organised in pursuance of the Presidential Order to the office of the concerned Head of the Departments and offices notified under the said Order as State Level Offices or Special Offices or Major Development projects and vice-versa. The seniority of any member of the service who is so transferred on administrative grounds shall be fixed in the unit to which he is transferred with reference to the date of his appointment in the office from which he is transferred and the seniority of any member of the service who is transferred at his own request shall be fixed with reference to the date of his joining in the unit to which he is transferred.
- (vi) Notwithstanding anything in these Rules, or the special or the ad-hoc rules, transfer of a person holding post in a category organised into local cadre, under paragraph 3 of the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975, as amended, from one local cadre to another may be made by the Government:-
- (a) against a vacancy where no qualified or suitable person is available in the latter cadre or where such transfer is otherwise considered necessary in the public interest; and
- (b) on reciprocal basis, subject to the condition that transferee shall be assigned seniority with reference to the date of transfer in the cadre to which he is transferred."

Provided also that the Head of the Department may transfer on tenure, from a local cadre to a post to which the Presidential Order does not apply, where such posts are required to be filled on tenure basis from such local cadres and retransfer him to his local cadre.

**(d)** A member of a State or Subordinate Service or a class of such service may be required by the appointing authority or any other authority superior to such appointing authority, to serve in any post borne on the cadre of any body wholly or substantially owned or controlled by the Government.

**39. SAVINGS :- (a)** (i) Unless a contrary intention is expressly indicated therein, nothing contained in these rules shall adversely affect any person who was a member of any service on the date of the coming into force of these rules.

(ii) Unless a contrary intention is expressly indicated therein, nothing contained in any amendments to any special rules governing a service, shall adversely affect any person who was a member of such service on the date of the coming into force thereof.

**(b)** Subject to the provisions of sub-rules (c) and (d) where these rules or the Special rules would adversely affect in respect of any matter, a person who was a member of any service before the date of coming into force thereof, he shall, in respect of the post held by him immediately prior to such date be governed by the

rules and orders, if any, which were applicable to him immediately prior to such date.

**(c)** A person who was on duty, otherwise than in a substantive capacity in a post, which was subsequently included in a service shall be regarded as a probationer or, as the case may be, as an approved probationer in the service or the class or category thereof in which the post is included and in the lower category, if any, in which he would have been on duty but for his being on duty in a higher category, if he:-

(i) was on duty in such post on the date of issue of the special rules for that service; or

(ii) was absent from duty in such post on that date, on leave granted by a competent authority, having been on duty in such post immediately before and immediately after such absence.

Provided that if there were no rules or orders prescribing the period of probation for such post at the time of his first appointment thereto, the provisions of these rules and of the special rules regarding probation shall apply to him and any period of duty rendered by him in such post before the date of issue of such rules shall count towards probation, if any to the extent such service would have counted had these rules and the special rules come into force at the time of such first appointment.

**(d)** A person, who, before the issue of the special rules for a service had officiated in a post which was subsequently included in the service, class or category thereof, but who is not entitled to be regarded as probationer or as an approved probationer under sub-rule (c) shall, if he is again appointed to such post, after the issue of the special rules without contravening any orders of the State Government, be entitled to count his previous service in such post towards the prescribed period of probation.

Provided that such previous service shall not count towards probation if there was an interval of a continuous period of two years or more during which he was not holding a post in the same or higher category.

**Explanation:-** The re-appointment of a person under this sub-rule shall not, for the purposes of these rules regulating recruitment, be regarded as first appointment to the service, class or category concerned.

**(e)** If, before the issue of the Special Rules, a person had been exempted under the orders then in force, from the possession of any qualification or the passing of such test prescribed by such special rules, they shall not apply to such person to the extent and in respect of the category, grade or post, specially covered by the order of exemption.

**(f)** Where a person appointed to a post in accordance with the provisions of rule 4 of the Hyderabad General Recruitment Rules, was holding such post immediately before the first day of November, 1956 he shall continue to be governed by the provisions of the Hyderabad Cadre and Recruitment Rules and Hyderabad Probationary Rules.

The provisions of this sub-rule shall be deemed to have come into force on the first day of November, 1956 and shall be in force upto 31-10-1996.

**(g)** (i) Nothing in these rules or in the Special Rules shall disqualify or shall be deemed to have ever disqualified an employee of the erstwhile Government of Hyderabad who was allotted to the State of Andhra Pradesh under section 115 of the States Reorganisation Act, 1956, on promotion or recruitment by transfer, on or after the 1<sup>st</sup> November, 1956, to a post one stage above that held by him prior to the said date, if in the opinion of the appointing authority such person would have been qualified for promotion or for appointment to any such post under the Hyderabad Cadre and Recruitment Rules applicable thereto, had recruitment to such post been regulated by the last mentioned rules.

(ii) The promotion or recruitment by transfer on or after the 1<sup>st</sup> November, 1956 of an employee of the erstwhile Government of Hyderabad under these rules or the special rules of the Hyderabad Cadre and Recruitment Rules, to a post one stage above that held by him prior to that date, shall not in any way affect the protection given in favour of such employee in respect of the beneficial pay scale of promotion or transfer, upto one stage, drawal of increments, pension and other similar matters under the Hyderabad Civil Services Rules.

(iii) The appointment of an employee of the erstwhile Government of Hyderabad, either to an intermediary post for which there was no corresponding post under that Government or to a post by way of second and subsequent promotion on or after the 1<sup>st</sup> November, 1956, shall be governed only by these rules or the special rules, as the case, may be, and the protection to be afforded to such employee to opt to the beneficial scale of pay on promotion to an intermediary post, which was either in existence on that date or created subsequently in the regular line of promotion, and which is lower than the one to which such employee would have been promoted in the pre-reorganised set up, shall in each case be determined after obtaining the approval of the Government of India.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**CHIEF M.S. RAJAJEE, SECRETARY TO**

**GOVERNMENT**

To

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All Service Section in GAD

Copy to Law Dept.

**SCHEDULE –I**  
**(See definition 27 of Rule 2)**

**PART – A**

**(Substituted with effect from 27<sup>th</sup> July, 1977 through G.O.Ms.No.838, G.A.  
(Services D) Dept., dt.15.12.1977)**

**Scheduled Castes (Definition 28 of rule 2)**

1. Adi Andhra
2. Adi Dravida
3. Anamuk
4. Aray Mala
5. Arundhatiya
6. Arwa Mala
7. Bariki
8. Bauri
9. Bedajanagam/ Budga Jangam
10. Bindla
11. Byagara
12. Chachati
13. Chalavadi
14. Chamar, Mochi, Muchi,
15. Chambhar
16. Chandala
17. Dakkal, Dokkalwar
18. Dandasi
19. Dhor
20. Dom, Dombara, Paidi, Pano
21. Ellamalwar, Yellammalawandlu
22. Ghasi, Haddi, Relli, Chachandi
23. Godagali
24. Godari
25. Gosangi
26. Holey
27. Holey Dasari
28. Jaggali
29. Jambuwulu
30. Kolupulvandlu
31. Madasi Kuruva, Madari Kuruva
32. Madiga
33. Madiga Dasu, Mashteen
34. Mahar
35. Mala
36. Mala Dasari
37. Mala Dasu
38. Mala Hannai
39. Malajangam
40. Mala Masti

- 41.Mala Sale Netkani
- 42.Mala Sanyasi
- 43.Mang
- 44.Mang Garodi
- 45.Manne
- 46.Mashti
- 47.Matangi
- 48.Mahter
- 49.Mitha Ayyalvar
- 50.Mundala
- 51.Paky, Moti, Thoti
- 52.Pambada, Pambanda
- 53.Pamidi
- 54.Panchama, Pariah
- 55.Relli
- 56.Samagara
- 57.Samban
- 58.Sapru
59. Sindhollu, Chindollu
60. SC Converts to Buddhism Omitted vide G.O.Ms.No.476, G.A.(Ser. D) Dept., dt:15.11.97.

**PART – B**  
**Scheduled Tribes (Definition 29 of rule 2)**

1. Andh.
2. Bagata.
3. Bhil.
4. Chanchu, Chenchwar.
5. Gadabas.
6. Gond, Naikpod, Rajgond.
7. Goudu (in the Agency tracts)
8. Hill Reddis.
9. Jatapus.
10. Kammara.
11. Kattunayakan.
12. Kolam, Mannervalu.
13. Konda Dhoras.
14. Konda Kapus.
15. Konda Reddis.
16. Kodhs, Kodi, Kodhu, Desaya, Kondhs, Dongria, Kondhs, Kuttiya, Khonds, Tikiria Khonds, Yenity Khonds.
17. Kotia, Bentheo, Oriya, Bartika, Dhulia, Dulia, Holva, Paika, Putiya, Sanrona, Sidhopaiko.
18. Koya Goud, Rajah, Rasha Koya, Lingadhari Koya (Ordinary), Kottu Koya, Bhine Koya, Raja Koya.
19. Kulia.
20. Malis, (excluding Adilabad, Hyderabad, Karimnagar, Khammam, Mahabubnagar, Medak, Nalgonda, Nizamabad and Warangal Districts.)
21. Manna Dhora.
22. Nayaks (in the Agency tracts) .
23. Mukha Dhora, Nooka Dhora.
24. Pardhan.
25. Porja, Parangi Perja.
26. Reddi Dhoras.
27. Rona, Rena.
28. Savaras, Kapu Savaras, Maliya Savaras, Khutto Savaras. .
29. Sugalis, Lambadis.
30. Thoti (in Adilabad, Hyderabad, Karimnagar, Khammam, Mahabubnagar, Medak, Nalgonda, Nizamabad and Warangal Districts.)
31. Valimiki (in the Agency tracts)
32. Yenadis.
33. Yerukulas.



**PART – C**  
**BACKWARD CLASSES ( Definition 7 of Rule 2)**  
**GROUP – A**

1. Agnikulakshtriya, Palli, Vadabaliya, Besta jalari, Gangavar, Gangaputra, Goondla, Vanyaakulakshatriya (Vannekapu, Vannereddi, Pallikapu, Pallireddy), Neyyala and Pattapu
2. Balasanthu, Bahurupi
3. Bandara
4. Budabukkala
5. Chopamari
6. Dasari (formerly addicted to crimes and beggary)
7. Dommara
8. Gangiredlavari
9. Gudala
10. Jangam whose traditional occupation is begging.
11. Jogi
12. Joshinandiwalas
13. Kaikadi
14. Kanjara – Bhatta
15. Katipapala
16. Kepamora or Reddika
17. Kalinga (Kinthala) (omitted vide G.O.Ms.No.701, G.A.(Ser. D) Dept., dated: 12.11.1980 w.e.f.7.3.80)
18. Korecha
- 18-A Kunapuli
19. ( ) Omitted in G.O.Ms.No.290, G.A.(Ser. D) Dept., dated: 21.4.1978 w.e.f.27.7.1977,
- 19-A. ( ) Omitted in G.O.Ms.No. 472, G.A.(Ser. D) Dept., dt: 11-11-83
20. Mandula
21. Medari or Mahendra
22. Mehator (Muslim)
23. Mondipatta
24. Mondivaru, Mondibanda, Banda
25. Nakkala
26. Nayi Brahmin (Mangali)  
Mangala Bhoganti
27. Nokkar
28. Odde (Oddulu, Vaddi, Vaddelu)
29. Pambala
30. Pamula
31. Pardhi (Nirshikari)
32. Pariki Muggula
33. Peddammavandlu, Devaravandlu, Yellammavandu, Mutyalammavandlu
34. Vamsa Raj
35. Rajaka (Chakali, Vannar)
36. Valmiki boya (Boya, Bedar, Kirataka, Nishadi, Yellapi Pedda Boya) Talayari and Chunduvellu
37. Veeramushti (Nettikotala)
38. Yata
39. ( ) Omitted in G.O.Ms.No.290, G.A.(Ser. D) Dept., dt:21.4.78 w.e.f.27.7.1977.

### **GROUP-B (Vocational)**

1. Achukatlavandlu
2. Aryakshatriya, Muchi (Telugu Speaking), Chittari, Ciniyar, Chitrakara, Nakshas.
3. Devanga
4. Dudekula, Laddaf, Pinjari or Noorbash.
5. Ediga, Gowda (Gamalla, Kalalee), Goundla. Settibalija of Vishakhapatnam, East Godavari, West Godavari and Krishna Districts.
6. Gandla. Telikula
7. Jandra
8. Karikalabhakthula, Kaikolan or kaikala (Sengundam or sangunther)
9. Karnabhakthula
10. Kummara or Kulala  
Salivahana
11. Kuruba or Kuruma
12. Nagavaddilu
13. Neelakanthi
14. Nossi or kurni
15. Padmasali (sati, Salivan, pattusali, Sanapathulu, Shogata Sali)
16. Patkar (Khatri)
17. Perika (Perika, balija, Urasirikshatriya)
18. Srisayana (segidi)
19. Swakulasali
20. Thogata, Thogati or thogataveerakshtriya
21. Viswabrahmin Ausula or Kamsali, Kummari, Kanchari Vadla or Vadra or Vadrangi and Silpis

### **GROUP – C**

**Scheduled Casts converts to Christianity and their progeny).  
(Substituted in G.O.Ms.No.159, G.A.(Ser. D) Dept., dt: 2.4.81).**

### **GROUP-D (Other Classes)**

1. Agar
2. Arekatika, Katika
3. Atagara
4. Bhatraju
5. Chippolu (Mera)
6. Gavara
7. Godaba
8. Halkar
9. Jakkala
10. Jingar
11. Kachi
12. Surya Balija, Ganika
13. Kandra
14. Koppulavelama
15. Kosthi

16. Krishnabalija (Dasari, Bukka)
17. Mali
18. Mathura
19. Mudiraj, Mustrasi, Tenugolu
20. Munnurukapu (Telangana)
21. Nagavamsam (Nagavamsa) vide G.O.Ms.No.53, BC Welfare Dept., dt:19.9.96
22. Nelli
23. Passi
24. Polinativelmas of Srikakulam and Visakhapatnam Districts
25. Poosala
26. Rangrez or Bhavasarakshtriya
27. Sadhu Chetty
28. Satani (Chattadasrivaishnava)
29. Tammali
30. Turupukapus or Gajula Kapus of Srikakulam, Vizianagaram (inserted in G.O.Ms.No.700, G.A.(Ser. D) Dept., dt:12.11.80 w.e.f.1.6.1979) and Visakhapatnam Districts who are subject to Social customs or divorce and remarriage among their women.
31. Uppara or Sagara
32. Vanjara (Vanjari)
33. Yadava (Golla)

## **SCHEDULE – II**

### **Minimum General Education Qualification**

Referred to in Rule 12(2)

A candidate is said to possess the Minimum General Education Qualification if he has passed one of the following examinations:-

1. Secondary School Certificate Examination conducted by the Board of Secondary Education, Andhra Pradesh, Hyd.
2. Indian Army Special Certificate of Education.
3. A pass in the Higher Education Test of the Royal Indian Navy.
4. A pass in the Anglo – Vernacular School leaving Certificate (Burma Examination)
5. A pass in the Burma High School Final Examination;
6. A pass in the Matriculation Examination of the Rangoon University;
7. A pass in the Secondary School Certificate Examination conducted by the Government of Bombay;
8. A pass in the Admission Examination of the Benaras Hindu University;
9. A pass in the Advanced Class (Indian Navy) Examination held in or before 1953;

Certificate granted by the East Bengal Secondary Education Board, Decca, in any of the following three Examinations conducted by it:-

- i) Matriculation Examination
  - ii) Higher Madrasha Examination.
  - iii) School Final (Science side examination)
11. A pass in the Vidya Vinodini Examination conducted during the period commencing from the year 1946 and ending with May, 1964 by the Prayag Mahila Vidyapitha situated at 556, Daragan, Allahabad and 106, Howett Road, Allahabad, provided the candidate has taken "Advanced English" as one of the optional subjects and produces proof to the satisfaction of the Andhra Pradesh Public Service Commission in cases where appointment has to be made in consultation with it or the appointing authority in other cases, that the candidate has adequate knowledge of one of the language of the Andhra Pradesh State.
  12. Successful completion of two years course at the Joint Services Wing of the National Defence Academy provided that the Cadet's discontinuance of the course at the Academy on completion of the two years was not due to academic reasons;

13. A pass in the High School Examination of the Aligarh University;
14. Cambridge School Certificate Examination (Senior Cambridge);
15. European High School Examination, held by the State Government
16. Tenth Class Examination of the Technical Higher Secondary School Delhi Polytechnic;
17. Pass in the preparatory Examination of the Delhi University;
18. School leaving Examination of the Government of Nepal;
19. A pass in the Vidyadhikari Examination of Gurukula Kanigiri – Viswa Vidyalyaya.
20. A pass in Ceylon Senior School Certificate Examination.
21. A pass in the following French Examinations of Pondicherry;
  - i. Brevet Elementaries;
  - ii. Brevet D" Etudes dupremier Cycle;
  - iii. Brevet D" enseighment Premaire Superior de languo Indienns, and
  - iv. Brevet de langu Indienn (Vernacular).
22. A Certificate of Post-Basic Education awarded by a post-Basic School.
23. General Certificate of Education of Ceylon at Ordinary level, provided that the candidate has passed in six subjects including English, Mathematics and either Sinhalese or Tamil;
24. A pass in the Secondary School leaving Certificate of Kerala State;
25. A pass in the Secondary School Certificate Examination (New Pattern 1967) (10 years course) of Madhya Pradesh State;
26. A pass in HSLC Examination conducted by the Board of Secondary Education, Manipur.
27. A compartmental pass in SSLC Examination of Government of Kerala;
28. A pass in the Matriculation Examination of Haryana State conducted by the Board of School Education, Haryana.
29. A pass in the Secondary School Leaving Certificate Examination of Mysore State.
30. A pass in any other examination declared as equivalent to SSC examination by the Government of Andhra Pradesh.
31. A pass in HSC examinations conducted by the Board of School Examination of Nagaland (G.O.Ms.No. 982 Edn (K2) Dept., dt:6.10.77)

# AP General Subordinate Service Rules

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

2

PUBLIC SERVICES - Andhra Pradesh General Subordinate Service Rules - Issued.

GENERAL ADMINISTRATION (SER.B) DEPARTMENT

G.O.Ms.No.965

Dated: 21<sup>st</sup> October, 1995  
Read the following:-

1. G.O.Ms.No.597, G.A. (Rules) dated: 28.04.1960.
2. G.O.Ms.No.422, GAD, dated: 25.03.1960.
3. G.O.Ms.No.1364, GAD, dated: 26.01.1963.
4. G.O.Ms.No.172, GAD, dated: 02.03.1979.
5. G.O.Ms.No.508, GAD, dated: 13.07.1979.
6. G.O.Ms.No.277, GAD, dated: 20.05.1982.
7. G.O.Ms.No.366, GAD, dated: 07.06.1984.
8. G.O.Ms.No.826, Home (Pri.A) Deptt. dated: 07.07.1976.
9. G.O.Ms.No.544, GA (Ser.B) Deptt. dated: 10.11.1982.
10. D.O.Lr.No.273/OMC/SPF.SER/89-1, dated: 26.05.1989 and 30.07.1989.
11. D.O.Lr.No.750/Ser.B/89-1, dated: 12.12.1989.
12. D.O.Lr.No.273/OMC/SPF.SER/89-7, dated: 27.12.1989.
13. From the Secretary, A.P.P.S.C., Lr.No.695/RR/2/95, dated: 15.05.1995.

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## ORDER:

The One Man Commission after having detailed discussions with the Heads of Departments and the Officers in General Administration Department recommended that the existing different classes in Andhra Pradesh General Subordinate Service Rules commonly applicable to the post of Record Assistants, Lift Operators, Shorffs including Cashiers, Drivers and Motor Cycle Messengers etc., issued in the G.Os. first to ninth read above, be merged into one and reissued. Government after careful examination, in consultation with the General Administration (OP.II) Department finalise the above rules and decided to 'merge them into one as Andhra Pradesh General Subordinate Service Rules.

The following notification will be published in the Andhra Pradesh Gazette.

## NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and of all other powers hereunto enabling and in supersession of the rule governing the posts, the Governor of Andhra Pradesh hereby makes the following Special Rules for the Andhra Pradesh General Subordinate Service for the posts of Record Assistants, Reneo Duplicatro Operator, Xerox Operator, Bill Collectors in Gram Panchayats, Lift Operators, Shroff including Cashier, Driver (Heavy Vehicles) Driver (Light Vehicles), Motor Cycle Messenger and Autorickshaw Driver.

## ANDHRA PRADESH GENERAL SUBORDINATE SERVICE RULES

1. Short title:- These rules shall be called the Andhra Pradesh General Subordinate Service Rules.
2. Constitution:- The service shall consists of the following classes and categories of posts.

**CLASS-A :**

- Category (1) .. (a) Record Assistant  
 (b) Roneo Duplicator Operator  
 (c) Xerox Operator  
 (d) Bill Collectors in Gram Panchayats  
 (e) Laboratory / Library Assistants  
 (G.O.Ms.No.32, G.A. (Ser-B) Department, dated: 23.01.1998)
- Category (2) .. Lift Operator
- Category (3) .. Shroff including Cashier

**CLASS-B :**

- Category (1) .. Driver (Heavy Vehicle), including Lorry Driver,  
 .. Bus Driver, Truck Driver, Van Driver and  
 .. Tractor Driver.
- Category (2) .. (a) Driver (Light Vehicle), including Jeep Driver  
 (b) Motor Cycle Messenger and  
 (c) Autorickshaw Driver.

3. Method of appointment: The method of appointment for the several classes and categories of posts shall be as follows: -

Class and category (1)	Method of appointment (2)
<b><u>CLASS-A</u></b> (1) (a) Record Assistant	By appointment by transfer of a person from the Andhra Pradesh Last Grade Service in the concerned Unit in the department concerned.  OR  By transfer of a Roneo Duplicator Operator or Xerox Operator.
(b) Roneo Duplicator Operator	(i) By transfer of a Record Assistant or Xerox Operator.  (ii) If no Record Assistant or Xerox Operator with the requisite qualification is available, by appointment by transfer of a person in the Andhra Pradesh Last Grade Service in the concerned Department.
(c) Xerox Operator	(i) By transfer of a Record Assistant or Roneo Duplicator Operator.  (ii) If no Record Assistant or Roneo Duplicator Operator with the requisite qualification is available, by appointment by transfer of a person in the Andhra Pradesh Last Grade Service in the concerned Unit in the Department concerned.

Class and category (1)	Method of appointment (2)
(d) Bill Collector in Gram Panchayat	<p>(i) By recruitment by transfer from the category of Office Subordinates in the Gram Panchayats.</p> <p>(ii) If no person is available for appointment by method (i) above, by direct recruitment.</p> <p>(G.O.Ms.No.228, G.A. (Ser-B) Department, dated: 12.04.2007)</p>
(2) Lift Operator	<p>(i) By appointment by transfer of an Attender or of the person in any other category in the Andhra Pradesh Last Grade Service in the concerned Department.</p> <p>(ii) If no qualified person is available for appointment by method (i) above by direct recruitment.</p>
(3) Shroff including Cashier	<p>(i) By appointment by transfer of Record Assistant, Roneo Duplicator Operator, Xerox Operator or Lift Operator.</p> <p>(ii) By appointment by transfer of Office Subordinate (Andhra Pradesh Last Grade Service) in Treasuries and Accounts Department.</p> <p>(iii) If no Person is available for appointment by method (i) &amp; (ii) above, by direct recruitment.</p> <p>(G.O.Ms.No.162, G.A. (Ser-B) Department, dated: 15.05.2000) (G.O.Ms.No.228, G.A. (Ser-B) Department, dated: 12.04.2007)</p>
<b>CLASS-B</b>	
(1) Driver (Heavy Vehicles)	<p>(i) By promotion of Driver (Light Vehicle) or Motor Cycle Messenger or Autorickshaw Driver.</p> <p>(ii) If no Driver (Light Vehicle) or Motor Cycle Messenger or Autorickshaw Driver is available or if the Driver (Light Vehicle) or Motor Cycle Messenger or Autorickshaw Driver is not eligible, by direct recruitment.</p>
(2) (a) Driver (Light Vehicle) (b) Motor Cycle Messenger (c) Autorickshaw Driver	(i) By transfer of Motor Cycle Messenger or Autorickshaw Driver as Driver (Light Vehicle).



	<p>(ii) If no eligible person is available for appointment by method (i) above by appointment by transfer of a person in the Andhra Pradesh Last Grade Service in the concerned Unit of the Department.</p> <p>(iii) If no eligible person is available for appointment by methods (i) and (ii) above, by direct recruitment.</p>
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Note (1): The Record Assistant shall undergo training in Operation of Roneo Duplicating Machine or a Xerox or Copying machine, as and when deputed by the appointing authority, to undergo such training. The persons working as Record Assistants or Roneo Duplicator Operators or Xerox Operators shall be inter-transferable.

Note (2): The person working as Driver (Light Vehicle) Motor Cycle Messenger and Autorickshaw Driver shall be inter-transferable. If directed by the appointing authorities, the persons in any one of these three categories shall acquire licenses from the appropriate authority, to drive the other two types of vehicles, if they do not possess licenses to drive the other types of vehicles.

Note (3): The Laboratory / Library Assistants shall be on par with Record Assistants for all purposes. The existing persons holding the post of Laboratory / library Assistants as on 22.07.1997 shall continue with VIII Class qualification instead of X Class.

(G.O.Ms.No.32, G.A. (Ser-B) Department, dated: 23.01.1998)

4. Appointing authority: - The appointing authority shall be the Assistant Secretary to Government incharge of Establishment matters in the concerned unit of the Department in the case of posts in the departments of Secretariat and the Head of the institution the case of post in an institution. If the post is in any other department or office, the appointing authority in respect of Junior Assistant in those Officer shall be the appointing authority in that department or office.

5. Qualifications: - No person shall be eligible for appointment to the categories specified in Column (1) of the Annexure to these rules by the method specified in Column (2) unless he possesses the qualifications specified in the corresponding entry in Column (3) thereof.

6. Age: - No person shall be eligible for appointment to the post by direct recruitment, if he has completed 34 years of age on the first day of July of the year in which the notification for selection is issued.

(G.O.Ms.No.565, G.A. (Ser-B) Department, dated: 28.09.2011)

7. Minimum Service: - No person shall be eligible for appointment by transfer or promotion unless he has put in not less than three years of service in the category from which promotion or appointment by transfer is made.

8. (i) An amount of Rs.200 (Two hundred) shall be deposited as Security by a person who is appointed to the post of Bill Collector. (ii) Security shall be in case or in form of post office savings, Bank deposit, Government promissory note, Post Office 10 years defence Savings Certificate or Fidelity Bond of Insurance Company approved by Government.

9. Probation: - (a) Every person appointed by direct recruitment to the various posts in this service shall, from the date on which he commences probation, be on probation for a total period of two years on duty within a continuous period of three years.

(b) Every person appointed to any of the posts either by promotion or by transfer shall, from the date on which he commences probation, be on probation for a total period of one year on duty within a continuous period of two years.

(c) Probation shall not be necessary in respect of appointment by transfer from one category to the other, whose scale of pay is one and the same.

10. Unit of appointment: - For the purposes of recruitment discharge for want of vacancies and re-appointment of probationers and approved probationers, appointment of full members and promotions, the jurisdiction of each appointing authority shall be the unit.

Provided that in the case of Record Assistants in the civil and Criminal Courts, all the Courts under the control of each of the District and Sessions Judge, the Chief Judge, City Civil Court and the Chief City Magistrate as the case may be, shall be the Unit.

11. Transfers and Postings: - The appointing authorities specified in Rule 4 shall be competent to effect the transfers and postings of persons in the respective categories.

Provided that the transfer of persons from the Unit of appointment in an office or department to which the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975 applies to a Unit in an office or Department to which the said order does not apply or vice-versa, shall be made only by the Government.

Provided further that the transfer of persons from a unit in any office / department exercising territorial jurisdiction over a part of the state to a Unit in an office to which the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975 applies or vice-versa, shall be made by the Government.

Provided also that the transfer of a person, holding a post in any category in this service, organized into local cadre under paragraph 3 of the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975 from one local cadre to another local cadre shall be made by the Government where no qualified or suitable person is available in the latter cadre or where such transfer is otherwise considered necessary in public interest.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**M.S. RAJAJEE,**  
*Chief Secretary to Government.*

To  
Director of Printing & Stationary, A.P., Hyderabad for publication in the Andhra Pradesh Gazette.  
All Departments of Secretariat.  
All Heads of Departments.  
All Collectors & District Judges.  
Copy to Law (E) Department.  
Copy to Accountant General, A.P., Hyderabad.  
Copy to all Administrative Sections and Service Sections in General Administration Department.  
Copy to Secretary, A.P. Public Service Commission, Hyderabad (with covering letter)  
Copy to SF / SC.

ANNEXURE

(See Rule - 5)

Class and Category	Method of appointment	Qualifications
(1)	(2)	(3)
<u>CLASS - A</u>		
(1) (a) Record Assistant	Appointment by transfer.	Must have passed 10 <sup>th</sup> Class examination or its equivalent qualification.
(b) Roneo Duplicator Operator.	By transfer	(i) Must have passed 10 <sup>th</sup> Class examination or its equivalent qualification. (ii) Must have undergone training in Operating Roneo Duplicators.
(c) Xerox Operator	By transfer	(i) Must have passed 10 <sup>th</sup> Class examination or its equivalent qualification. (ii) Must have undergone training in Operating different type of copying Xerox machines.
(d) Bill Collectors in Gram Panchayaths	Appointment by transfer / Direct recruitment.	Must have passed 10 <sup>th</sup> Class Examination or its equivalent examination.
(2) Lift Operator	Appointment by transfer / Direct recruitment.	Must possess a certificate from any Electrical Supervisor in any Engineering Department of the State Government to the effect that the individual has adequate elementary knowledge of operating an electric lift and can attend to emergencies in the operation of the lifts.
	By direct recruitment	(i) Must have studied upto 10 <sup>th</sup> Class. (ii) Must possess a Wireman Certificate issued by the Electrical Inspector to Government or an equivalent qualification; OR Must have practical experience of 3 years in Electrical Lift Operation.
(3) Shroff	Appointment by transfer / Direct recruitment	Must have passed 10 <sup>th</sup> Class examination or its equivalent examination.

(1)	(2)	(3)
<p><u>CLASS - B</u> (1) Driver (Heavy vehicle)</p>	<p>By any method</p>	<p>(i) Must be able to read and write Telugu and Urdu or English.</p> <p>(ii) Must possess a Current valid Driving Licence of Motor Vehicle issued by competent authority under the Motor Vehicle Act, 1988 to drive a heavy motor transport vehicle, with practical experience of driving motor vehicles for not less than 3 years.</p>
<p>(2) (a) Driver (Light vehicle)</p>	<p>Appointment by transfer / Direct recruitment</p>	<p>(i) Must be able to read and write Telugu and Urdu or English.</p> <p>(ii) Must possess a Current valid Light Motor Vehicle Driving Licence, issued by competent authority under the Motor Vehicle Act, 1988 with practical experience of driving Motor vehicles for a period of not less than 3 years with endorsement to drive Motor Cycle and Auto-rickshaw.</p>
<p>(b) Motor Cycle Messenger</p>	<p>Appointment by transfer / Direct recruitment</p>	<p>(i) Must be able to read and write Telugu and Urdu or English.</p> <p>(ii) Must possess a Current valid Motor Cycle driving Licence, issued by a competent authority under the Motor Vehicle Act, 1988 with practical experience in driving Motor cycles for a period not less than 3 years with endorsement to drive Light vehicles and Autorickshaw.</p>
<p>(c) Auto-rickshaw Driver</p>	<p>Appointment by transfer / Direct recruitment</p>	<p>(i) Must be able to read and write Telugu and Urdu or English.</p> <p>(ii) Must possess a Current valid Autorickshaw Driving Licence, issued by a competent authority under the Motor Vehicle Act, 1988 with practical experience in driving Autorickshaw for a period not less than 3 years with endorsement to drive Motor Cycle and Light Vehicle.</p>

GOVERNMENT OF ANDHRA PRADESH  
**ABSTRACT**

PUBLIC SERVICES – Recognizing the posts of Drivers as Technical Category –  
Cancelled – Orders – Issued.

**GENERAL ADMINISTRATION (SER.B) DEPARTMENTE**

G.O.Ms.No.414

Dated:24s /6/2008  
Read the following:-

1. G.O.Ms.No.965, GA (Ser.B) Deptt., dated 21.10.1995.
2. G.O.Ms.No.289, GA (Ser.B) Deptt., dated 6.7.2001.
3. G.O.Ms.No.167, GA (Ser.B) Deptt., dated 1.4.2002.
4. G.O.Ms.No.168, GA (Ser.B) Deptt., dated 1.4.2002.
5. G.O.Ms.No.127, GA (Ser.B) Deptt., dated 22.4.2003.
6. G.O.Ms.No.255, GA (Ser.B) Deptt., dated 27.8.2003.
7. G.O.Ms.No.285, GA (Ser.B) Deptt., dated 23.9.2003.
8. G.O.Ms.No.298, GA (Ser.B) Deptt., dated 9.10.2003.
9. Representation from the State President,  
A.P.Govt.Vehicles Driver's Central Assn, dated Nil.
10. Representation from the Chairman, JAC of Employees, Teachers and  
Workers, AP, dated 23.9.2006.
11. Representation from the Chairman, JAC of Employees, Teachers and  
Workers, AP, dated 16.6.2007..  
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**ORDER:**

In the G.O. second read above, orders were issued recognizing the posts of Drivers as "Technical Category". Based on the said orders, necessary amendments were issued vide G.Os.third, fourth, seventh and eighth read above. In the G.O.fifth read above, sanction was accorded for creation of a Senior Driver post for every 10 posts of Drivers (LV) as promotion post to the category of Light Vehicle driver in the Departments of Secretariat and in the Office of the Heads of Departments / Directorates as well as in the District Subordinate Offices.

2. In the references ninth to eleventh read above, certain Associations have represented for restoration of promotional avenues to the cadre of Drivers to the post of Junior Assistant etc.

3. Government after careful examination have decided to treat the category of Drivers as one of the categories in A.P. General Subordinate Service Rules making them feeder categories to the post of Jr.Assistant etc., duly retaining the orders issued in GOMs.No.127, GA (Ser.B) Deptt., dt.22.4.2003 by withdrawing the recognition of Drivers as "Technical Category" and the A.P.Government Drivers (Technical Category) Subordinate Service Rules issued in the G.Os second and fourth read above.

4. Necessary amendments to the Andhra Pradesh General Subordinate Service Rules and A.P.Ministerial Service Rules, 1998 will be issued separately.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

S.BALASUBRAMANYAM  
SECRETARY TO GOVERNMENT (SERVICES)

To  
The State President, A.P.Govt.Vehicles Driver's Central Assn, Hyderabad.  
The Chairman, JAC of Employees, Teachers and Workers, AP, Hyderabad.  
All the Departments of Secretariat.  
All Heads of Departments.  
The Accountant General, Andhra Pradesh, Hyderabad.  
The Director of Treasuries and Accounts, Andhra Pradesh, Hyderabad.  
The District Collectors / District Judges.  
The Finance Department.  
The Law (Scrutiny) Department.  
The General Administration (Ser.Wel) Department.  
Sf/Sc.

//FORWARDED:: BY ORDER //

SECTION OFFICER.

GOVERNMENT OF ANDHRA PRADESH

**ABSTRACT**

PUBLIC SERVICES – Andhra Pradesh General Subordinate Service Rules – Amendments – Orders – Issued.

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GENERAL ADMINISTRATION (SER.B) DEPARTMENT

G.O.Ms.No. 485

Dated:4/8/2008

Read the following:-

1. G.O.Ms.No.965, GA (Ser.B) Deptt., dated 21.10.1995.
2. G.O.Ms.No.289, GA (Ser.B) Deptt., dated 6.7.2001.
3. G.O.Ms.No.167, GA (Ser.B) Deptt., dated 1.4.2002.
4. G.O.Ms.No.168, GA (Ser.B) Deptt., dated 1.4.2002.
5. G.O.Ms.No.127, GA (Ser.B) Deptt., dated 22.4.2003.
6. G.O.Ms.No.255, GA (Ser.B) Deptt., dated 27.8.2003.
7. G.O.Ms.No.285, GA (Ser.B) Deptt., dated 23.9.2003.
8. G.O.Ms.No.298, GA (Ser.B) Deptt., dated 9.10.2003.
9. G.O.Ms.No.414, GA (Ser.B) Deptt., dated 24.6.2008.
10. From the Secy, APPSC Lr.No.879/RR/2008, dated:25.7.2008.

\*\*\*\*

**ORDER:-**

The following notification will be published in the Andhra Pradesh Gazette:-

**NOTIFICATION**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and of all other powers hereunto enabling, the Governor of Andhra Pradesh hereby makes the following amendments to the Andhra Pradesh General Subordinate Service Rules, 1995 issued in the G.O.Ms.No.965, General Administration (Services.B) Department, dated 21<sup>st</sup> October, 1995 as subsequently amended.

**AMENDMENTS**

In the said rules:-

1. In rule 2,-
  - (i) the heading "Class-A" shall be inserted above the existing categories (1), (2) and (3).
  - (ii) after Category (3) of "CLASS-A", the following shall be inserted, namely,-

**"CLASS-B:**

Category (1) .. Driver (Heavy Vehicle), including Lorry Driver, Bus Driver, Truck Driver, Van Driver and Tractor Driver.

.....2

Category (1)(a).. Senior Driver (Light Vehicle)

Category (2) .. (a) Driver (Light Vehicle), including Jeep Driver.  
(b) Motor Cycle Messenger and  
(c) Autorickshaw Driver.

2. In rule 3,-

(i) in the table, after Category (3) in "CLASS-A", the following shall be inserted in Columns (1) and (2) thereof respectively:-

**"CLASS-B:**

(1)	(2)
1)Driver(Heavy Vehicles)	(i)By promotion of Senior Driver (LV) or Driver (Light Vehicle) or Motor Cycle Messenger or Auto-rickshaw Driver.  (ii) If no Senior Driver (LV) or Driver (Light Vehicle) or Motor Cycle Messenger or Auto-rickshaw Driver is available or if the Senior Driver (LV) (or) Driver (Light Vehicle) or Motor Cycle Messenger or Auto-rickshaw Driver is not eligible, by direct recruitment.
(1)(a) Senior Driver (Light Vehicle)	By promotion of Driver (Light Vehicle)
(2)(a) Driver (Light Vehicle) (b) Motor Cycle Messenger (c) Auto-rickshaw Driver	(i) By transfer of Motor Cycle Messenger or Auto-rickshaw Driver or Driver (Light Vehicle)  (ii) If no eligible person is available for appointment by method (i) above by appointment by transfer of a person in the Andhra Pradesh Last Grade Service in the concerned Unit of the Department.  (iii) If no eligible person is available for appointment by methods (i) and (ii) above, by direct recruitment.

(ii) under the table the existing "Note" shall be renumbered as Note (1), after so renumbering the following shall be added, after Note (1) namely,-

"Note (2):- The person working as Driver (Light Vehicle) Motor Cycle Messenger and Auto-rickshaw Driver shall be inter-transferable. If directed by the appointing authorities, the persons in any one of these three categories shall acquire licences from the appropriate authority to drive the other two types of vehicles, if they do not possess licenses to drive the other types of vehicles."

(3) In the Annexure in the table, after Category (3) of "CLASS-A", the following entries shall be inserted in columns (1) (2) and (3) thereof respectively.

<b>CLASS (B)</b>		
(1)	(2)	(3)
1.Driver(Heavy Vehicle)	By any method	(i) Must be able to read and write Telugu and Urdu or English. (ii) Must possess a Current Valid Driving Licence of Motor Vehicle issued by competent authority under the Motor Vehicle Act, 1988 to drive a heavy motor transport vehicle, with practical experience of driving motor vehicles for not less than 3 years
2(a)Driver(Light Vehicle)	Appointment by transfer / Direct recruitment	(i) Must be able to read and write Telugu and Urdu or English. (ii) Must possess a current valid Light Motor Vehicle Driving Licence issued by competent authority under the Motor Vehicle Act, 1988 with practical experience of driving Motor Vehicles for a period of not less than (3) years with endorsement to drive Motor Cycle and Auto-rickshaw.
(b)Motor Cycle Messenger	Appointment by transfer / Direct recruitment	(i) Must be able to read and write Telugu and Urdu or English. (ii) Must possess a current valid Motor Cycle Driving Licence issued by competent authority under the Motor Vehicle Act, 1988 with practical experience of driving Motor Cycles for a period of not less than (3) years with endorsement to drive Light Vehicles and Auto-rickshaw.



- (c) Auto-rickshaw Driver Appointment by transfer / Direct recruitment (i) Must be able to read and write Telugu and Urdu or English.
- (ii) Must possess a current valid Auto-rickshaw Driving Licence issued by competent authority under the Motor Vehicle Act, 1988 with practical experience of driving Auto-rickshaw for a period of not less than (3) years with endorsement to drive Motor Cycle and Light Vehicles".

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

S. BALASUBRAMANYAM  
SECRETARY TO GOVERNMENT (SERVICES)

To  
The Commissioner of Printing & Stationary and Stores  
Purchases, A.P., Hyderabad – for publication in the A.P. Gazette.  
All Departments in Secretariat.  
All Heads of Departments.  
All District Collectors.  
All District Judges.  
Copy to; The State President, A.P. Govt. Vehicles Driver's Central Assn,  
Hyderabad.  
The Chairman, JAC of Employees, Teachers and Workers, AP, Hyderabad.  
The Accountant General, Andhra Pradesh, Hyderabad.  
All Administration Sections and Service Sections in GAD. /Asst. Secy. (Ser. I)  
The Secretary, A.P. Public Service Commission, Hyderabad.  
The Law (Scrutiny) Department.  
Sf/Sc.

//FORWARDED:: BY ORDER //

SECTION OFFICER.

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

Public Services - The Andhra Pradesh General Subordinate Service Rules, 1992 - Raising the upper age limit from 33 years to 34 years - Amendment - Orders - Issued.

GENERAL ADMINISTRATION (SERVICES - B) DEPARTMENT

G.O.Ms.No. 565

Dated: 28.09.2011.

Read the following:-

- 1) G.O.Ms.No.965, G.A. (Ser-B) Department, dt.21.10.1995.
- 2) G.O.Ms.No.300, G.A. (Ser-B) Department, dt.10.10.2003.
- 3) G.O.Ms.No.759, G.A. (Ser-D) Department, dt.06.10.2007.
- 4) From the Secretary, A.P.Public Service Commission, Hyderabad  
Lr.No.1305/RR/2011, dated: 13.09.2011.

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**ORDER:**

In the G.O. third read above, orders were issued amending sub-clause (v) of clause (a) in sub-rule(1) of rule 12 of the Andhra Pradesh State and Subordinate Service Rules, 1996, raising the upper age limit from 33 years to 34 years for Direct Recruitment.

2. Accordingly, the following notification will be published in the Andhra Pradesh Gazette:

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of Constitution of India and of all other powers hereunto enabling the Governor of Andhra Pradesh hereby makes the following amendment to the Andhra Pradesh General Subordinate Service Rules, issued in G.O.Ms.No.965, General Administration (Ser-B) Department, dated the 21<sup>st</sup> day of October, 1995, and as subsequently amended from time to time.

**AMENDMENT**

In rule-6 of the said rules, for the figures "33", the figures "34" shall be substituted.

[BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH]

B. VENKATESWARA RAO  
SECRETARY TO GOVERNMENT(SER & HRM)

To

The Commissioner, Printing Stationery & Stores Purchase, A.P.Hyderabad  
(with a request to publish the notification in the A.P. Extraordinary Gazette  
and supply 300 copies for distribution).

All the Departments of Secretariat.

The Registrar General, High Court of A.P., Hyderabad(10 copies).

All the Heads of Departments.

The Secretary, A.P.Public Service Commission, Hyderabad.

All the District Collectors/All District Judges in A.P.

All Service Sections in General Administration Department.

The Law(E)Department.

SF/SC.

//FORWARDED:: BY ORDER//

SECTION OFFICER.

**OFFICIAL USE**



**ANDHRA PRADESH MINISTERIAL SERVICE RULES  
1998**

**GENERAL ADMINISTRATION (SER.B) DEPARTMENT  
GOVERNMENT OF ANDHRA PRADESH  
HYDERABAD**

## ANDHRA PRADEH MINISTERIAL SERVICE RULE

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**GOVERNMENT OF ANDHRA PRADESH**

**ABSTRACT**

PUBLIC SERVICES – Andhra Pradesh Ministerial Service Rules - Issued

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**GENERAL ADMINISTRATION (SERVICES. B) DEPARTMENT**

G.O.Ms.No. 261.

dated the 14th July 1998.

Read the following:-

1. G.O.Ms.No.1271, General Administration (Rules) Department, dated

17.10.1966.

2. D.O.Letter No. 429/OMC/SPF.SER/90-12, dt. 13-6-1991.
3. From the Secretary, Andhra Pradesh Public Service Commission, Letter No. 2503/RR/2/97, dated 1/7/1998.

**ORDER:**

The One Man Commission after having detailed discussion with Officers of this Department and after taking into consideration the views expressed by Heads of Departments have recommended Service Rules Governing the posts in the Andhra Pradesh Ministerial Services. Government after careful examination and in consultation with Law Department have finalised the Andhra Pradesh Ministerial Service Rules.

2.The following notification will be published in the Andhra Pradesh Gazette:-

**NOTIFICATION**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers hereunto enabling and in supersession of the Special Rules issued in G.O.Ms.No.1271, General Administration (Services.B) Department, dated the 17th October, 1966 as amended from time to time, the Governor of Andhra Pradesh hereby makes the following Special Rules for the Andhra Pradesh Ministerial Services.:

**ANDHRA PRADESH MINISTERIAL SERVICE RULES**

**1. SHORT TITLE:**

These rules may be called the Andhra Pradesh Ministerial Service Rules.

**2. CONSTITUTION:**

The service shall consist of the following classes and categories of posts in the Andhra Pradesh Ministerial Service:-

- Class-A:** Superintendents in the Offices of the Heads of Departments, Directorates and other Subordinate Offices:
- Category (I)  
Superintendents: including the posts in the basic scale of pay as that of Superintendents though differently designated but excluding the posts covered by other Special Service Rules-
- (a) (i) Superintendents in Working Women's Hostels and Rescue Homes in the Women Development and Child Welfare Department
  - (ii) Manager, Publication Bureau, Printing, Stationery and Stores Purchase Department and Andhra Pradesh Government Text Book Press, Hyderabad and its Subordinate Offices i.e., District Government Text Book Sales Offices in each District of the State.
  - (iii) Office Managers/Managers in the Cultural Affairs Department and Village Development Officers Training Centres.
  - (iv) Office Assistants in the Archaeology and Museums Department.
  - (v) Managers in Panchayat Raj Bodies.
  - (vi) Managers (Forensic Science Laboratory), Police Department.
  - (vii) Superintendents in Panchayat Raj Bodies (i.e., Zilla Praja Parishads and Mandal Praja Parishads).
  - (viii) Huzur Second Clerks in Revenue Department.
  - (ix) Personal Assistants in the Offices of the Director of State Institute of Educational Technology and Director, Drug Control Administration Department.
  - (x) Head Clerks in the State Institute of Rural Development, Hyderabad and in the Panchayat Raj Engineering Department.
  - (xi) Managers in Forest Department, Medical Education and Health and Family Welfare Department, Vigilance Cell in the Civil Supplies Department, Advocate General's Office, Government Pleaders' Office and Public Prosecutors Office.
  - (xii) Superintendents working in Orphanages and Child Beggar Homes in Social Welfare Department.
  - (xiii) Hostel Managers in the Technical Education Department.
  - (xiv) Upgraded Inspectors in Endowments Department.
  - (xv) Assistants in State Institute of Educational Technology.
  - (xvi) Section Officers in Advocate General's Establishment.

- (xvii) Assistants (Nucleus Cell) in Industries Department.
- (xviii) Caretaker in State Archives Department.
- (b) Accountants, including posts in the basic scale of pay of Superintendents designated as:
  - (i) Cost Accountant
  - (ii) Commercial Accountant
  - (c) Store Keeper including posts in the basic pay scale of Superintendents designated as Store Keeper, Grade-I.
  - (d) Cashier in the basic pay scale of Superintendents.
  - (e) Auditors including posts in the basic pay scale of Superintendents designated as:
    - (i) Auditor / Senior Auditor.
    - (ii) Commercial Auditor.
    - (iii) Internal Auditor.

Category (2) Senior Assistants in the Offices of the Heads of Departments, Directorates and Subordinate and other Offices, including posts in the basic scale of pay of Senior Assistants differently designated, such as:

- (a) (i) U.D. Inspectors of Endowments Department.
- (ii) U.D. Commercial Taxes Inspectors.
- (iii) Senior Assistants and Loans Inspectors in Panchayat Raj Bodies.
- (iv) U.D. Revenue Inspector of the Revenue Department.
- (v) Senior Revenue Inspectors, Senior Checking Inspectors and Food Inspectors in Civil Supplies Department.
- (vi) Head Assistants in Revenue Department
- (vii) Head Clerk, Village Development Officer's Training Centres, Panchayat Raj and Rural Development Department and in Public Libraries Department.
- (viii) Second Grade Clerks in Archaeology and Museums Department.
- (ix) Social Welfare Organisers in the Offices of the Deputy Directors of Social Welfare in Telangana Area.

Note:- This designation (Social Welfare Organiser) shall cease to exist as and



when the present incumbents vacate the posts .for any reason.

- (x) Registrar (Research Department Ayurveda).in Indian Medicine and Homeopathy Department.
- (xi) Assistant Manager in the Government Central Press in the basic pay scale of Senior Assistants.
- (xii) Steward, Manager-cum-Supervisor and Hospital Supervisor-cum-Steward in Indian Medicine and Homeopathy Department.
- (xiii) U.D.Steward and Laision Supervisor in the Medical Education and Health and Family Welfare Departments.
- (b) Accountant including posts in the basic pay scale as that of Senior Assistant other differently designated as such as:-
  - (i) Senior Accountant
  - (ii) U.D. Accountant
  - (iii) Assistant Accountant
  - (iv) Head Accountant
  - (v) Accounts Clerk in Women Development and Child Welfare Dept.
- (c) Senior Store Keeper including posts in the basic pay scale of Senior Assistants designated as:-
  - (i) U.D. Store Keeper
  - (ii) Store Keeper
  - (iii) Senior Assistant-cum-Store Keeper
  - (iv) Assistant Store Keeper
  - (v) Assistant stock Verifier
- (d) (i) Cashier; and in the basic scale of pay of  
(ii) U.D.Cashier Senior Assistant.
- (e) (i) Auditor; and in the basic scale of pay of  
(ii) Senior Auditor Senior Assistant.
- (f) Senior Assistant (Gujarati and Marwadi) in Commercial Taxes Department.

Category (3) Junior Assistants in the Offices of the Heads of Departments, Directorates and the other Subordinate Offices;

Junior Assistants:

including the posts in the basic scale of pay as that of Junior Assistants and those differently designated such as:-

- (a)(i) Depot Clerk in Agriculture Department.
- (ii) Godown Supervisor in Agriculture Department
- (iii) Receptionist in Jawahar Bal Bhavan and in Medical Education and Health and Family Welfare Departments and in A.P. Bhavan.
- (iv) Record Clerk in Medical Education and Health and Family Welfare Departments.
- (v) Lower Division Commercial Tax Inspector.
- (vi) Junior Checking Inspector in Civil Supplies Department.
- (vii) Junior Enquiry Inspector in Civil Supplies Department.
- (viii) L.D.-cum-Store Keeper of Social Welfare Department.
- (ix) L.D. Computer in Institute of Preventive Medicine.
- (x) Issue Clerk in Stationery Wing of Printing, Stationery and Stores Purchase Department.
- (b) Junior Accountant including posts in the basic pay scale of Junior Assistants and differently designated such as:-
  - (i) L.D. Accountant
  - (ii) Accountant
- (c) Store Keeper and posts in the basic pay scale of Junior Assistants and differently designated such as:-
  - (i) Store Keeper
  - (ii) Store Clerk
  - (iii) Junior Assistant-cum-Store Keeper
  - (iv) L.D. Store Keeper/Junior Store Keeper
  - (v) Junior Assistant-cum-Bill Collector in Panchayat Raj and Rural Development Department.
  - (vi) Junior Assistant (Camp Clerk)

- (vii) Hospital Store Keeper in Indian Medicine and Homeopathy Department.
- (viii) Store Keeper, Grade-III in Public Health and Municipal Engineering Department.
- (ix) Stores Assistant in A.P.Bhavan
- (d) L.D. Cashier
- (e) Junior Auditor
- (f) Clerk-cum-Accountant in the basic scale of pay of Junior Assistant.
- (g) Linen Keeper in Medical Education /Health and Family Welfare Department
- (h) Supervisor in Nizamia General Hospital and of Indian Medicine and Homeopathy Department.

Category (4) Assistant-cum- Typist including Clerk-cum- Typist or Junior Assistant cum- Typist, Store Keeper-cum-Typist in women Development and Child Welfare Department. Furniture Clerk in Raj Bhavan, Typist-cum-Clerk in excise and other departments.

Category(5) Telephone Operator including Receptionist-cum -Telephone Operator of Forest Department and Receptionist in State Archives Department.

Class-B: Special Category Stenographer.

Category(I):  
Special Category-  
Steno:

Category(2) Senior Stenographer including the posts in the basic scale of pay of Senior Steno: Senior Stenographer and differently designated such as:-

- (i) Senior Steno
- (ii) U.D .Steno
- (iii) Steno, Grade-III

Category(3) U. D.Typist

- (i) U.D. Typist (Urdu)
- (ii) UD. Typist (Hindi)
- (iii) U.D. Typist (Telugu)
- (iv) U.D. Typist (English)

- Category(4)  
Junior  
Steno/Typist
- (a) Typist/Junior Steno including posts in the basic scale of pay as that of though differently designated such as:-
- (i) Steno-typist  
(ii) L.D. Steno  
(iii) Steno-Typist-cum-Telex Operator
- (b)
- (i) L.D. Typist (Telugu)  
(ii) L.D. Typist (Hindi)  
(iii) L.D. Typist (Urdu)  
(iv) L.D. Typist (English)  
(v) Junior Steno (Telugu)
- (c) Library clerk-cum-Typist in Andhra Pradesh Information Centre, New Delhi

Note: (a) The term "basic scale of pay" used in this rule refers to the scale of pay of a post in which it is sanctioned and not the scale of pay given to the holder of the post after completion of 8, 16 or 22 years of service under the automatic advancement scheme.

(b) There shall be no future recruitment to the category 3 of Class-B viz., U.D. Typist. As and when the present incumbents vacate the posts, they shall automatically deemed to be downgraded to that of Typist under Category 4.

### 3. METHOD OF APPOINTMENT:

- a) Subject to the other provisions in these rules the methods of appointments to the several categories in this service shall be made as follows:-

Category	Post	Method of appointment
(1)	(2)	(3)
Class-A		
Category (1)	Superintendents including the other posts categorised as such in rule 2 .	(i) By promotion from Category 2 of Class-A
		(ii) By conversion from the Special Category Stenographer. (see also Note (1)&(9) below)

Category (2)	Senior Assistants including the other posts included as such in rule 2.	(i) By Promotion from the categories 3 and 4 of Class -A
		(ii) By promotion from Category-4 of Class-B.
		(iii) By conversion of Senior Stenos/ U.D. Typists Category (2)&(3) of Class-B. (see also notes (2)(3)(7)(10) & (16) below)
Category(3)	Junior Assistants including the other posts categorised as such in rule-2.	(i) By direct recruitment
		(ii) By conversion of Assistant –cum-Typist/Telephone Operators and the posts included category 4 of Class-B who are qualified as provided in Rule 14 and 16.
		(iii) By appointment by transfer of Record Assistants and other equivalent categories in Andhra Pradesh General Subordinate Service (see footnote under this table)
		(iv) By appointment by transfer of members of Andhra Pradesh Last Grade Service
Category (4)	Assistant-cum- Typist including the posts categorised as such in rule-2.	(i) By direct recruitment
		(ii) By conversion of Junior Assistant /Typist / Junior Steno /Telephone Operator as provided in rule 14 and 16.
		(iii) By appointment by transfer of Record Assistants and other equivalent categories in Andhra Pradesh General Subordinate Service

		(See foot note under this table).
		(iv) By appointment by transfer of members of the Andhra Pradesh Last Grade Service
Category (5)	Telephone Operator including the posts included as such rule-2.	(i) By direct recruitment
		(ii) By conversion as provided in rule 14 and 16 and 17. (See also note (11) below).
Class B Category (1)	Special Category Stenographer	(i) By promotion of Senior Stenographer.
		(ii) By promotion of U.D. Typist in any language who is qualified for appointment as Special Category Stenographer. (See also note (6) and (12) below).
Category (2)	Senior Stenographer including posts in the scale of pay of Senior Steno designated as in rule-2	(i) By direct recruitment
		(ii) By promotion of Junior Steno /Typist / Assistant - cum - Typist or other language Typists who are qualified.
		(iii) By transfer of U.D. Typist(Telugu)/(English) or (Hindi) or (Urdu) who is qualified for appointment to the post of Senior Steno. (see also note (6) (8) and (13) below):
Category (3)	U.D.Typist including posts in the scale of pay of U.D. Typist designated as:-	
	(i) U.D.Typist (Urdu)	(i) By promotion of Typist in

	(ii) U.D.Typist (Hindi)	the relevant language.
	(iii) U.D.Typist (Telugu)	(ii) By Direct recruitment if no qualified persons is available for promotion (see also notes (12) & (13) below)
	(iv) U.D.Typist (English)	
Category (4) (a)	Typist/ Junior Steno including post in the scale of .pay of Junior Steno/Typist categorised as in rule-2.	(i) By direct recruitment
		(ii)By conversion of Junior Assistant/Telephone operator as provided in rule 14 and 16.
		(iii)By appointment by transfer of Record Assistants and other equivalent categories in' Andhra Pradesh General Subordinate Service. (see footnote under this rule)
		(iv)By appointment by transfer from the members of Andhra Pradesh Last Grade Service.
(b)	(i) L.D.Typist (Telugu)	(i) By direct recruitment
	(ii) L.D.Typist (Urdu)	(ii) By appointment by transfer of Record Assistants and other equivalent categories in Andhra Pradesh General Subordinate Service. (see footnote under this rule)
	(iii) L.D.Typist (English)	
	(iv) L.D.Typist (Hindi)	
		(iii) By conversion of Junior Assistants/Telephone Operators as provided in rule 14 and 16.
		(iv) By appointment by transfer of members of Andhra Pradesh Last Grade Service. (see also note (8) (14) (15) (17) & (18) below)

Foot Note :	The reference to Record Assistants and other equivalent categories in the above methods of appointment or elsewhere in these rules covers the categories of Record Assistants, Roneo Duplicating Operators, Xerox Operators, Lift Operators, Drivers (Light Vehicle) and (Heavy Vehicle), Senior Driver (Light Vehicle), Auto-rikshaw Drivers, Motor Cycle Messengers and Shroffs including Cashier.
	(GO. Ms. No. 298 GA. (Ser-B) Dept. dt. 9-10-2003) (GO. Ms. No. 486 GA. (Ser-B) Dept. dt. 4-8-2008)

Provided further that besides appointments to be made as mentioned in the above rule, appointment to the posts mentioned in Column (1) of the, table below, may also be made and subject to the conditions indicated in Column (2) thereof, as follows:-

	(1)	(2)
1.	One post of Superintendent in each District in Mandal Praja Parishad Offices and Zilla Praja Parishad Offices	By promotion from among Senior Assistants of Offices of the Commissioner, Panchayat Raj and Commissioner, Rural Development and the Assistant Section Officers of Secretariat who have passed Accounts Test for local body employees or an equivalent test in the ratio of 1: 1.
2.	“10% (ten percent) of the posts of Superintendents in Zilla Parishads and Mandal Parishads in each district”.	By appointment by transfer of Village Development Officers, Grade-I who have passed Accounts Test for local body employees or an equivalent test
3.	10% of the posts of Senior Assistants in Panchayat Raj Bodies in each District	By appointment by transfer of Village Development Officers, Grade-II who have put in not less than Ten years of Service and those who have passed the Accounts Test for local body employees or an equivalent test
4.	Senior Assistant in Public Libraries Department other than in the Directorate	By appointment by transfer of Card Writer, Book Keepers and Supervisors, Grade-I in the Public Libraries Department in one out of ten vacancies
5.	Senior Assistant in Andhra Pradesh Text Book Press	By appointment by transfer of Bradma Operator in one out of the ten vacancies



6.	All categories of posts in Endowments Department	Appointments to be made only from among person professing Hindu Religion.
7.	Senior Assistants in Estate Office, Hyderabad	By transfer of Senior Assistants of the Revenue Department in Hyderabad District if no qualified or suitable person is available for promotion in the unit of the Estate Officer, Hyderabad.
8.	Senior Assistants in Information and Public Relations Department.	By appointment by transfer of Telex Operator in the Information and Public Relations Department who have put in not less than five years service and who has passed requisite tests and with Degree qualifications in the 20th vacancy in a unit of 20 vacancies.
9.	Senior Assistants in Commerce and Export Promotion Department.	By appointment by transfer of Telex Operator in Commerce and Export Promotion Department with five years service and who passed requisite tests and with Degree qualification, in the 20th vacancy in a unit of 20 vacancies.
9(a)	Senior Assistant in Sainik Welfare Department.	By appointment by transfer from among Junior Assistants and Welfare Organiser in the ratio of 2:1.
10.	Junior Assistants in State Central Library	By appointment by transfer of Supervisors and library Assistants in the State Central Library, Hyderabad in the tenth vacancy in a unit of ten vacancies.
11.	Junior Assistants:	
	(a) In Stationery Wing of Printing, Stationery and Stores Purchase Department	By appointment by transfer of Warehouseman in the Stationery Wing / Andhra Pradesh Text Book Press in the 20th vacancy in a Unit of 20 vacancies and if qualified candidates are not available for such appointment, by direct recruitment.
	(b) in Andhra Pradesh Text Book Press.	
12.	Junior Assistants in Registration and Stamps Department.	By appointment by transfer of Section Writers. of Registration and Stamps Department in one out of three vacancies.

13.	Junior Assistants, Typists and Junior Steno in Collegiate Education Department.	By appointment by transfer of Herbarium Keeper and Museum Keeper in 20 <sup>th</sup> vacancy in a unit of 20 vacancies.
14.	Junior Assistant in Institute of Administration.	By appointment by transfer of Helper along with Office Subordinates of the Department.

\*(GO. Ms. No. 327, GA. (Ser-B) Dept. dt. 3-10-2000)

Provided further that in case no candidate is available for appointment to a category from anyone of the feeder categories in a cycle, the said vacancy earmarked to be filled from among the incumbents in feeder category, shall lapse and the appointment shall be made from the next feeder category in the cycle.

NOTE (I): The first vacancy out of every eight successive vacancies excluding leave vacancies of Superintendents in the Offices of Heads of Departments and Directorates shall, on or after 23rd December, 1980, shall be filled by transfer from the category of Superintendents working in the Subordinate Offices under the administrative control of the concerned Head of Department or the Directorate as the case may be, and if any person so appointed by transfer faces reversion, he shall be reverted to his parent unit of appointment.

However this does not confirm any claim for seniority which shall be governed by the provisions of the General Rules.

NOTE (2): The first vacancy out of every four successive vacancies, excluding leave vacancies of Senior Assistants in the Offices of Heads of Departments and Directorates shall be filled from among suitable Senior Assistants working in the Subordinate Offices of the concerned Head of the Department or the Directorate. If any person so appointed by transfer suffers reversion he shall be reverted to his parent unit of appointment.

However this does not confirm any claim for seniority which shall be governed by the provisions of the General Rules:

Provided that this provision shall not apply to the Registration and Stamps Department.

NOTE (3): U.D. Commercial Taxes Inspectors and L.D. Commercial Taxes Inspectors in the Commercial Taxes Department shall be appointed by transfer from among Senior Assistants and Junior Assistants respectively in the Department in the relevant unit.

NOTE (4): Out of every four successive vacancies of Junior Assistants and Typists including Junior Stenographers and Assistant-cum-Typists, wherever available in the Offices of the Heads of the Departments or Directorates, excluding leave vacancy the first vacancy shall be filled by transfer of Junior Assistants and Typists including Junior Stenographers and other posts in Category-4 of Class-B and Assistant-cum-Typists working in the Subordinate Offices, under the administrative control of the concerned Head of the Department or Directorate, as the case may be. If any person so appointed faces reversion or retrenchment, he shall be reverted to his parent unit or retrenched, as the case may be.

However this does not confirm any claim for seniority which shall be governed by the provisions of General Rules:

Provided that this method of appointment shall not be ordinarily followed in

Registration and Stamps Department and the posts of Junior Assistants in the Inspector General's Office of Registration and Stamps shall ordinarily be filled by appointment by transfer of the candidates from the lower categories working in that office in accordance with the methods of appointment prescribed in this rule.

NOTE (5): (a) 60% of the substantive vacancies of Junior Assistants (Category 3 of Class-A) and Assistant-cum-Typists (Category 4 of Class-A) shall be filled by direct recruitment.

(b) Vacancies other than those intended for direct recruitment in the category of Junior Assistants and Assistant-cum-Typists shall be filled as follows:-

“Note (5)	The vacancies of Junior Assistants (Category 3 of Class-A) and Assistant-cum-Typist (Category 4 of Class-A) shall be filled in a unit of 10 vacancies as indicated below:
1st Vacancy	By appointment of Junior Assistants and Assistant-cum-Typists working in the Subordinate Offices, where the unit of appointment is the Office of the Head of Department or Directorate.
2 <sup>nd</sup> Vacancy	By Direct Recruitment.
3 <sup>rd</sup> Vacancy	By Direct Recruitment.
4th Vacancy	By Direct Recruitment.
5th Vacancy	Appointment by conversion from the categories of Typist, Junior Stenographers and Telephone Operators working in the unit of appointment of the Department as per rule 14 and 16.
6th Vacancy	Appointment by transfer from lower categories like Record Assistants, Office Subordinates etc., working in the unit of appointment of the Department as in Note 17.
7th Vacancy	By appointment of Junior Assistant and Assistant-cum-Typists working in the Subordinate Offices, where the unit of appointment is the Office of the Heads of Department or Directorate.
8th Vacancy	By Direct Recruitment.
9th Vacancy	By Direct Recruitment.
10th Vacancy	By Direct Recruitment.

Provided that in every cycle 10 Vacancies in the subordinate Offices, the Ist (first) vacancy shall be filled by appointment by transfer from the lower categories like Record Assistants or Attenders etc., working in the unit of appointment of the Department in the District as provided in the Note (17) and the 7<sup>th</sup> vacancy shall be filled by appointment by conversion from the categories of Typists, Junior Stenographers and Telephone Operators working in

the unit of appointment of the Department in the District as per rules 14 and 16.

“Provided further that in every 10 vacancies in the Subordinate Offices of Registration and Stamps Department, the 2<sup>nd</sup> (Second), the 4<sup>th</sup> (fourth) and the 10<sup>th</sup> (tenth) vacancies shall be filled by appointment by transfer from the category of Section Writer of Registration and Stamps Department.

Provided also that in every 10 vacancies in the State Central Library, Hyderabad, the 10<sup>th</sup> (tenth) vacancy shall be filled by appointment by transfer from the category of Supervisor and Library Assistant in State Central Library, Hyderabad.

Provided also that in every 2<sup>nd</sup> cycle, the 10<sup>th</sup> (tenth) vacancy in the stationery Wing of Printing, Stationery and Stores Purchase Department/A.P. Text Book Press shall be filled by appointment by transfer from the category of Warehouseman in the Stationery Wing of Printing, Stationery and Stores Purchase Department/Andhra Pradesh Text Book Press.

Provided also that in every 2<sup>nd</sup> cycle, the 10<sup>th</sup> (tenth) vacancy in the Collegiate Education Department shall be filled by appointment by transfer from the category of Herbarium keeper and Museum Keeper in the Collegiate Education Department.”

**(Vide G.O.Ms.No.471, G.A. (Ser.B) Dept., dt.24.10.2005)**

Provided also, that the vacancies earmarked to be filled by appointment by transfer shall lapse, if eligible qualified candidates are not available for appointment by transfer from any of the categories mentioned above in their turn and consequently such vacancies shall be filled up by direct recruitment.

**(G.O.Ms.No.515, G.A. (Ser.B) Dept., dt.4.12.1999)**

**(G.O.Ms.No.286, G.A. (Ser.B) Dept., dt.22.6.2002)**

NOTE (6): Unless otherwise provided for in any other Special Rules, the Special Category Stenographers and Senior Stenographers should be converted as Superintendents or Senior Assistants, as the case may be, before they are promoted or appointed by transfer to a higher post in the Department.

NOTE (7): For purposes of promotion to the category of Senior Assistant from the category of Junior Assistant or Assistant-cum-Typist, a combined seniority list of the categories of Junior Assistants, Assistant-cum-Typist i.e., category 3 and 4 of Class-A shall be prepared with reference to their date of first regular appointment to the respective categories.

NOTE (8) : 70% of the substantive vacancies of Typists Junior Stenographers, Senior Stenographers shall be filled by direct recruitment and the remaining vacancies shall be filled by promotion and other methods, as specified in Notes 13 and 14 in rule 3 and if no qualified person is available for appointment by other methods, the vacancies intended for them shall also be filled by direct recruitment."

**(G.O.Ms.No. 515, GA. (Ser-B) Dept. dt. 4-02-1999)**

NOTE (9): For appointment to the post of Superintendent (Category (1) of Class-A), the conversion of Special Category Stenographer shall be against the 10th vacancy in a unit of 20 vacancies in the respective unit, the other vacancies shall be filled by promotion.

NOTE (10): For appointment to the post of Senior Assistant (Category (2) of Class-A), the appointments shall be made in the following order:-

- (a) In a unit of 10 vacancies, the conversion of Senior Stenographers/U.D. Typist who are qualified shall be made against the 5th vacancy; and

- (b) the rest shall be filled by promotion from Junior Assistants and Assistant-cum Typists i.e., Category(3) and (4) of Class-A from a combined seniority list of these two categories with reference to their dates of first regular appointment.

NOTE (11) (a) 80% of the posts of Telephone Operators (Category (5) of Class-A) shall be filled by direct recruitment; and

(b) the remaining vacancies shall be by conversion from other categories as provided in rule 14.

NOTE (12): In the matter of appointment to the category of Special Category Stenographer, the sixth vacancy in a unit of 10 vacancies shall be filled by promotion among U.D. Typists in any language if they are qualified for appointment as Special Category Stenographer and the remaining vacancies shall be filled by promotion among Senior Stenographers.

NOTE (13)	For appointment to the post of Senior Stenographer (Category 2 of Class B), the vacancies shall be filled in a unit of 10 vacancies as indicated below:
1st Vacancy	By promotion from among qualified Junior Stenographer/ Typist/ Assistant-cum- Typist/ Lower Division Typist in English/Telugu language.
2 <sup>nd</sup> Vacancy	By Direct Recruitment.
3 <sup>rd</sup> Vacancy	By Direct Recruitment.
4th Vacancy	By Direct Recruitment.
5th Vacancy	By Direct Recruitment.
6th Vacancy	By Transfer of Upper Division Typist in English/Telugu language, who is qualified for appointment to the post of Senior Stenographer.
7th Vacancy	By promotion from among qualified Junior Stenographer/Typist/Assistant-cum-Typist/Lower Division Typist in any language.
8th Vacancy	By Direct Recruitment.
9th Vacancy	By Direct Recruitment.
10th Vacancy	By Direct Recruitment.

Provided that if no qualified person is available in the category of Junior Stenographer, Typist, Assistant-cum- Typist and Lower Division Typists in English/Telugu languages are not available, the vacancy intended for that category shall be filled by Direct Recruitment."

(GO. Ms. No. 515, GA. (Ser-B) Dept. dt. 4-12-1999)

NOTE (14)	The appointments to the post of Junior Stenographer/Typist and the post of Lower Division Typist in any language shall be made in a unit of 10 vacancies in the following order:-
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1st Vacancy	In the office of Heads of Departments and Directorates appointment by transfer of Junior Stenographer/Typist working in the Subordinate Offices under its administrative control.
2 <sup>nd</sup> Vacancy	By Direct Recruitment.
3 <sup>rd</sup> Vacancy	By Direct Recruitment.
4th Vacancy	Appointment by conversion from the categories of Junior Assistants and Telephone Operators working in the unit of appointment of the Department as per rule 14.
5th Vacancy	By Direct Recruitment.
6th Vacancy	By Direct Recruitment.
7th Vacancy	Appointment by transfer from lower categories like Record Assistants, Office Subordinates etc., working in the unit of appointment of the Department as in Note (17).
8th Vacancy	By Direct Recruitment.
9th Vacancy	By Direct Recruitment.
10th Vacancy	By Direct Recruitment.

Provided that the vacancies earmarked to be filled by the transferees shall be filled by direct recruitment, if eligible and qualified candidates are not available for appointment by transfer from any of the three categories mentioned above in their turn".

Provided that 1st vacancy in every cycle of 10 vacancies in the subordinate offices shall be filled by appointment by transfer from lower categories like Record Assistants, Office Subordinates etc., in the unit of appointment of the department as in Note (17).

Provided further that in every 2<sup>nd</sup> cycle, the 10th (tenth) vacancy in the Collegiate Education Department shall be filled by appointment by transfer from the category of Herbarium Keeper and Museum Keeper in the Collegiate Education Department,"

**(GO. Ms. No. 471, GA. (Ser-B) Dept. dt. 24-10-2005)**

Provided also that the vacancies earmarked to be filled by such transferees shall be filled by direct recruitment, if eligible and qualified candidates are not available for appointment by transfer from any of the categories mentioned above when their turn arises".

**(GO. Ms. No. 286, GA. (Ser-B) Dept. dt. 22-6-2002)**

NOTE (15): Notwithstanding the provisions in this rule (rule 3) the Typist and Junior Stenographer already working in the said category of posts on the date of issue of these rules shall be eligible for promotion as Senior Assistant, if such Typists and Junior Stenographers possess the qualifications prescribed in these rules for promotion to the post of Senior Assistants.

NOTE (16): No person working as a Telephone Operator (Category 5 in Class-A) or in any category included in Class-B in rule-2, shall be eligible for appointment to any category in

Class.A except as provided in rule 14 and 16.

Note (17) In the cycles mentioned in Notes (5) and (14) in respect of the appointments to the categories of Junior Assistant, Assistant-cum-Typist, Junior Stenographer and Typists from the feeder category of Record Assistants and other equivalent categories in the Andhra Pradesh General Subordinate Service and Office Subordinate and other categories in the Andhra Pradesh Last Grade Service, eligible persons from these categories shall be divided into three groups as indicated below and the appointments as between the groups I, II and III shall be in the ratio of 1:2:7 respectively, in a unit of 10 vacancies:

GROUP-I: Lift Operators, Motor Cycle Messengers, Drivers, Xerox Operators and Shroffs including cashiers;

GROUP-II: Record Assistants, Roneo Duplicating Operators;

GROUP-III: Office Subordinates, Chowkidars, Sweepers, Scavengers, Cycle Orderlies and other categories in the Andhra Pradesh Last Grade Service.

Appointment to the posts of Junior Assistants, Assistant-cum-Typist, Junior Stenographers and Typists shall be made from among the above three groups, in the order of rotation specified below, in every cycle of ten vacancies:-

1 <sup>st</sup> Vacancy	Group-I
2 <sup>nd</sup> Vacancy	Group-II
3 <sup>rd</sup> Vacancy	Group-III
4 <sup>th</sup> Vacancy	Group-III
5 <sup>th</sup> Vacancy	Group-III
6 <sup>th</sup> Vacancy	Group-II
7 <sup>th</sup> Vacancy	Group-III
8 <sup>th</sup> Vacancy	Group-III
9 <sup>th</sup> Vacancy	Group-III
10 <sup>th</sup> Vacancy	Group-III

(G.O.Ms.No.738, G.A.(Ser.B) Department, dated 22.12.2008)

#### 4. APPOINTING AUTHORITY:

The appointing authority in respect of the posts included in this service shall be as follows.

	Posts	Appointing authority
	(1)	(2)
(i) (a)	Offices of the Heads of Departments and Directorates except the Office of the Principal Chief Conservator of Forests and Office of the Director General and Inspector General of Police:	The Head of the Department or any Gazetted Officer immediately below the rank of the Head of the Department nominated for the purpose by the Head of the Department.

	All posts	
(b)	Offices of the Principal Chief Conservator of Forests:	
	(1) Manager	Principal Chief Conservator of Forests.
	(2) Superintendent, Senior Assistants, Junior Assistants, Stenographers, Typists and Telephone Operators, Assistant-cum-Typist.	Chief Conservator of Forests in charge of Establishment.
(c)	Office of the Director General and Inspector General of Police:	



	All posts	The Assistant Inspector General of Police incharge of establishment.
(d)	(i) All posts in the Office of the Advocate General	Advocate General
	(ii) All posts in the Office of the Public Prosecutor, High Court of Andhra Pradesh.	Public Prosecutor.
	(iii) All posts in the Office of the Government Pleaders, High Court of Andhra Pradesh.	Special Officer.
	(iv) Regional Offices:	(other than Police Department)
	All posts	The Regional Officer concerned.
(ii) (a)	Other Subordinate Offices: (other than Non-ISF Records Office, Hyderabad, Estate Officer. Hyderabad, Panchayat Raj Department, Police Department and Forests Department)	
	(1) Posts carrying pay scales of those above the pay scale of a Junior Assistant (excluding Junior Assistant)	where there is a Regional Officer such officer, and where there is no such Officer. the Head of the Department or an Officer of the Directorate nominated. by the Head of the Department
	2) All other posts of and below the rank of the Junior Assistant.	The District Head of the Department or the Head of the Institution or such other Officer nominated. by the Head of the Departments as the case may be having jurisdiction over the area of the unit of appointment specified in role 13.
	(b) Senior Assistants, Junior Assistants in the Office of the Non-ISF Records, Hyderabad.	Deputy Secretary to Government, General Administration(poll) Department or any other officer not lower in rank than the Deputy Secretary to Government in General Administration Department in charge of the establishment of the Office of the Non-ISF Records.

	(c) Senior Assistants, Junior Assistants, and Typists in the Office of the Estate Officer, Hyderabad and Secunderabad.	Deputy Secretary/ Joint Secretary/Addl. Secretary to Government General Administration (Accommodation) Department.
(d)	Mandal Parishads and Zilla Praja Parishads	
	(1) Posts of the rank above Junior Assistants in Mandal Praja Parishads and Zilla Praja Parishads	District Development Officer, Zilla Praja Parishad.
	(2) other posts of and below the rank of Junior Assistant	Deputy District Development Officer, Zilla Praja Parishad.
(e)	Gram Panchayats:	
	(1) Posts above the rank of Junior Assistants.	District Collector.
	(2) All other posts of and below the rank of Junior Assistant.	District Panchayat Officer

(f) Posts of Superintendents/Managers/Accountants in Police Department other than the Director General and Inspector General of Police Office.

Sl.No.	Name of the Offices in the Group	Appointing Authority/Unit Officer.
(1)	(2)	(3)
I.	(i) All District Police Offices in Visakhapatnam Range i.e. Srikakulam, Vizianagararm and Visakhapatnarm and Office of the Deputy Inspector General of Police, Visakhapatnarm Range.	Dy. Inspector General of Police, Visakhapatnam Range.
	(ii) Office of the Commandant, V (Fifth) Battalion, Andhra Pradesh Special Police, Vizianagaram.	
II.	(i) All District Police Offices in Eluru Range i.e. East Godavari, West Godavari and Krishna and Office of the Deputy Inspector General of Police, Eluru Range.	Deputy Inspector General of Police Eluru Range
	(ii) Office of the Commandant, III Battalion, Andhra Pradesh Special Police, Kakinada.	

III.	(i) All District Police Offices in Guntur Range i.e Guntur, <u>Prakasam</u> and Nellore and Office of the Deputy Inspector General of Police, Guntur Range.	Deputy Inspector General of Police, Guntur Range.
	(ii) Office of the Commandant, VI (Sixth) Battalion, Andhra Pradesh Special Police, Mangalagiri.	
IV.	(i) All District Police Offices in Kurnool Range i.e. Ananthapur, Cuddapah, Kurnool and Chittoor and Office of the Deputy Inspector General of Police, Kurnool Range.	Deputy Inspector General of Police, Kurnool Range.
	(ii) Office of the Commandant, II Battalion, Andhra Pradesh Special Police, Kurnool	
V.	(i) All District Police Offices in Warangal Range i.e. Warangal, Khammam, Karimnagar and Adilabad and Office of the Deputy Inspector General of Police, Warangal Range.	Deputy Inspector General of Police, Warangal Range.
	(ii) Office of the Commandant, IV (Fourth) Battalion, Andhra Pradesh Special Police, Warangal.	
VI.	(i) All District Police Offices in Hyderabad Range, i.e. Hyderabad, Ranga Reddy, Medak, Mahabubnagar, Nizamabad and Nalgonda and Office of the Deputy Inspector General of Police, Hyderabad Range.	Deputy Inspector General of Police, Hyderabad Range.
	(ii) Office of the Commandant, Special Armed Reserve, Central Police Lines Hyderabad Range.	
	(iii) Office of the Commandant, 1st Battalion, Andhra Pradesh Police.	
	(iv) Office of the Deputy Inspector General of Police, Andhra Pradesh Special Police, Battalions.	
	(v) Office of the Commandant, VII Battalion, Andhra Pradesh Special Police.	
VII.	Police Training College, Ananthapur.	Principal, Police Training College, Ananthapur
VIII.	Office of the Superintendent, Railway Police, Vijayawada.	Superintendent, Railway Police, Vijayawada.

IX.	Office of the Superintendent, Railway Police, Secunderabad	Superintendent, Railway Police, Secunderabad.
X.	(i) Office of the Crime Branch, Investigation Department.	Deputy Inspector General of Police, Hyderabad
	(ii) Office of the Intelligence Branch.	
	(iii) Police Transport Organisation.	
	(iv) Office of the Superintendent, Police Communication.	
XI.	Office of the Commissioner of Police, Hyderabad.	Commissioner of Police, Hyderabad.
XII.	Office of the Director, Forensic Science Laboratory.	Director, Forensic Science Laboratory, Hyderabad.

Posts of Senior Assistants, Junior Assistants, Typists including Junior Stenos and Senior Stenos and other equivalent or lower posts in this service.

(1)	(2)	(3)
I.	(a) Office of the Deputy Inspector General of Police, Vizianagaram, Visakhapatnam Range, District Police Offices. Visakhapatnam and Police Recruits School, Vizianagaram.	Superintendent of Police, Visakhapatnam.
	(b) Each other office in Visakhapatnam Range namely District Police Office, Srikakulam and Vth Battalion, Andhra Pradesh Special Police, Vizianagaram.	Head of the Office concerned.
II.	(a) Office of the Deputy Inspector General of Police, Eluru Range and District Police Office, West Godavari.	Superintendent of Police, West Godavari.
	(b) Each other office in Eluru Range namely, District Police Offices, East Godavari, Krishna and III (third) Battalion, Andhra Pradesh Special Police, Kakinada.	Head of the Office concerned.
	(c) Office of the Superintendent, Railway Police, Vijayawada.	Superintendent. Railway Police, Vijayawada.
III.	(a) Office of the Deputy Inspector General of Police, Guntur Range and District Police Office. Guntur.	Superintendent of Police; Guntur.

	(b) Each other office in Guntur Range namely District Police Offices, Prakasam, Nellore and VI Battalion, Andhra Pradesh Special Police, Mangalagiri.	Head of the Office concerned.
IV.	(a) Office of the Deputy Inspector General of Police, Kurnool Range and Superintendent of Police, Kurnool.	Superintendent of Police, Kurnool.
	(b) Each other office in Kurnool Range namely District Police Offices Cuddapah, Chittoor, Anantapur and office of the Commandant II (Second) Battalion, Andhra Pradesh Special Police, Kurnool.	Head of the Office concerned.
	(c) Police Training College, Anantapur.	Principal, Police Training College, Anantapur.
V.	(a) Office of the Deputy Inspector General of Police, Warangal Range and District Police Office, Warangal.	Superintendent of Police, Warangal
	b) Each other office in Warangal Range namely District Police Offices Khammam, Karimnagar and Adilabad and Office of the Commandant IV Battalion Andhra Pradesh Special, Police, Warangal.	Head of the Office concerned.
VI.	(a) Office of the Deputy Inspector General of Police, Hyderabad Range and District Police Office, Ranga Reddy Dist. Hyderabad	Superintendent of Police, Ranga Reddy District, Hyderabad
	(b) Each other District Police Office in Hyderabad Range namely Medak, Mahabubnagar, Nizamabad and Nalgonda and VII Battalion, Andhra Pradesh Special Police, Dichpalli, Nizamabad District.	Head of the Office concerned
	(c) Office of the Deputy Inspector General of Police, Andhra Pradesh Special Police, Battalion and Commandant 1st Battalion Andhra Pradesh Special Police Hyderabad.	Commandant, 1st Battalion, Andhra Pradesh Special Police.
	(d) Office of the Special Armed Reserve, Central Police Lines, Amberpet.	Commandant, Special Armed Reserve, Central Police Lines.
	(e) Office of the Superintendent, Railway Police, Secunderabad.	Superintendent, Railway Police, Secunderabad.

VII.	(a) Office of the Crime Branch, Criminal Investigation Department.	Superintendent, Crime Branch, Criminal Investigation Department Hyderabad.
	(b) Office of the Intelligence Branch.	Superintendent of Police, Intelligence Hyderabad.
	(c) Office of the Superintendent, Police Communications.	Superintendent of Police, Communication, Hyderabad
	(d) Police Transport Organisation	Police Transport Organisation, Hyderabad
	(e) Office of the Director, Forensic Science Laboratory.	Director, Forensic Science Laboratory.
VIII.	Office of the Commissioner of Police, Hyderabad.	Deputy Commissioner of Police incharge of Office Establishment.

Provided that the Director General and Inspector General of Police may, with the approval of the Government, nominate any other officer, other than those mentioned in Column (3) of the Table above, as the appointing authority in respect of posts in any of the Offices mentioned in the above table or in respect of any other Offices in the Police Department.

Provided further that in the case of offices, other than the offices of Heads of Departments and Directorates, the Head of Department may, with the approval of Government, nominate any other officer as appointing authority in respect of anyone or more categories in this service in respect of posts in an office or a group of offices in the unit or units specified in rule 13 and the provisions of the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975.

## 5. RESERVATION OF APPOINTMENTS:

### (a) Reservation of appointment in favour of Scheduled Castes, Scheduled Tribes and Backward Classes:

The rule of Special representation (General Rule 22) shall apply to appointments by direct recruitment to the various posts in this service provided that no reservation shall be made for Physically Handicapped persons except as provided in sub-rule (b) of this rule.

### (b) Reservation of appointment for Physically Handicapped persons:

General Rule 22 of the Andhra Pradesh State and Subordinate Service Rules, in so far as it relates to the reservation of vacancies for the physically handicapped persons, shall apply to each of the following categories in each Departmental unit referred to in rule 13, when they are appointed by direct recruitment

- i. Junior Assistants in the Offices of Heads of Departments and Directorates.
- ii. Junior Assistants in the Subordinate Offices.
- m. Telephone Operators.
- iv. Typists/Junior Stenos.
- v. Assistant-cum- Typist.

(GO. Ms. No. 378, GA. (Ser-B) Dept. dt. 17-12-2003)

**(c) Reservation for women in appointment:**

In the matter of direct recruitment to the various posts, women shall be selected to an extent of atleast 33 1/3% of posts in each category of Open Competition, Backward Classes (Group-A), Backward Classes (Group--B), Backward Classes (Group-C), Backward Classes (Group-D), Scheduled Castes and Scheduled Tribes quota.

In the matter of direct recruitment to posts which are reserved exclusively for being filled by women, they shall be filled by women only.

**(d)** In the case of appointment by direct recruitment in the Scheduled areas, a person belonging to any of the Scheduled Tribes specified in Schedule-I of the Andhra Pradesh State and Subordinate Service Rules. shall be entitled to selection in preference to any other persons.

**6. QUALIFICATIONS:**

(1) No person shall be eligible for appointment to the categories specified in column (I) of Annexure-I to these rules by the method specified in column (2) thereof, unless he possesses the qualifications specified in the corresponding entry in column (3) thereof

(2) No person shall be eligible for appointment to any post in the service either by direct recruitment or by appointment by transfer or by promotion, including conversion, unless he possesses the Intermediate qualification and where a higher educational qualification is prescribed for such post, such higher qualification:

Provided that those who were already appointed in the Offices of HOD and Directorates in prior to 15th December, 1984 and those appointed in Offices other than the Heads of Departments and Directorates prior to 29-10-1987 shall be eligible for appointment as Junior Assistant etc., if they passed S.S.C.. or any equivalent examination.

"Provided also that in the matter of appointment by transfer/conversion/ promotion to any post in the service for which Intermediate qualification or where a higher educational qualification is prescribed as the basic qualification, the person in the feeder categories who possesses higher qualification such as Bachelor's Degree and/ or Post Graduation qualification directly from any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognised by the University Grants Commission or any equivalent qualification without the basic educational qualification prescribed for the post shall also be eligible for appointment by transfer/conversion as Junior Assistant etc. or for promotion to the post of Senior Assistant along with candidates who have the prescribed qualification."

**(G.O. Ms. No. 568 G.A. (Ser.B) Department dt. 26-12-2005)**

(3) Record Assistants and members of equivalent categories in other services and members of Andhra Pradesh Last Grade Service and members of any other service, as specified in rule 3, shall not be eligible for appointment to the post of Junior Assistant or Assistant-cum- Typist in the Offices of Heads of Departments and Directorates unless they hold a degree of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act, or of an Institution recognised by the University Grants Commission, or any other equivalent qualifications and unless they have put in. not less than five years of regular service in such categories:

Provided that those appointed to these categories in the Offices specified in this sub-rule prior to 31st October, 1980 shall be eligible for appointment by transfer to the post of Junior Assistant or Assistant-cum-Typist even if they do not hold a degree of a University referred to above but they shall possess the following qualifications:

- (i)(a) Intermediate Certificate issued by the Board of Intermediate examination or its equivalent;
- (b) Typewriting qualifications in higher grade wherever necessary., and
- (ii) put in not less than five years, regular service in such categories.

Provided further that service rendered in the category of Andhra Pradesh Last Grade Service shall also be taken as qualifying service of five years to the categories of Record Assistant and members of equivalent categories in other service for appointment to the post of Junior Assistant or Assistant-cum-Typist”

(G.O.Ms.No.738, G.A.(Ser.B) Department, dated 22.12.2008)

(4) Record Assistants and members of equivalent categories in other services and members of Andhra Pradesh Last Grade Services as specified in rule 3 shall not be eligible for appointment by transfer to the posts of Junior Assistant, Assistant-cum-Typist, Typist and Junior Stenographer in the Subordinate Offices, viz., Offices other than the Heads of Departments and Directorates, unless they possess the qualification of pass in Intermediate Examination/ Typewriting Higher in Telugu and put in not less than five years of regular service in such categories:

Provided that those appointed prior to 29-10-1987 may be considered for appointment by transfer to the posts mentioned above, if they possess the Minimum General Educational Qualification and other Technical Qualifications and put in not less than five years of regular service.

Provided further that service rendered in the category of Andhra Pradesh Last Grade Service shall also be taken as qualifying service of five years to the categories of Record Assistant and members of equivalent categories in other service for appointment to the post of Junior Assistant, Assistant-cum-Typist, Typist and Junior Stenographer”

(G.O.Ms.No.738, G.A.(Ser.B) Department, dated 22.12.2008)

(5) No member of the service shall be eligible for appointment to the posts of Superintendent, Senior Assistant or Junior Assistant or Assistant-cum- Typist in the Office of the concerned Head of the Department or Directorate, as the case may be, by transfer from its Subordinate Offices, under Notes (1), (2) and (4) under rule 3, unless he holds a Degree of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or of an Institution recognised by the University Grants Commission or any other equivalent qualification.

(6) No member of the service, shall be eligible for promotion or conversion to the posts of Superintendent in the Office of the Commissioner of Land Revenue, Office of the Commissioner for Survey, Settlement and Land Records and Commissioner for Land Reforms and Urban Land Ceilings



and the Directorate of Settlements, Survey and Land Records, unless he has, in addition to the prescribed special qualifications, rendered service as Revenue Inspector in-charge of a firka for a period of not less than one year.

(7) No Typist or a Junior Stenographer shall be eligible for transfer or for conversion before he has satisfactorily completed the period of probation in the post of Typist or Junior Stenographer as the case may be.

(8) Telephone Operators shall not be eligible for conversion or for appointment as Junior Assistant, Assistant-cum-Typist unless they have satisfactorily completed the period of their probation in the category of Telephone Operator.

(GO. Ms. No. 517, GA. (Ser-B) Dept. dt. 29-10~1987)

(G.O. Ms. No. 568, GA. (Ser-B) Dept. dt. 26-12-2005)

## **7. AGE:**

1. No person shall be eligible for appointment by direct recruitment to any post in this service, if he has completed 34 years of age on the first day of July of the year in which the notification for selection is made'

2. Nothing in this rule shall apply in the case of appointment of any person transferred from an institution belonging to a Municipal or other local authority in consequence of transfer of such institution to the control of the State Government.

3. The upper age limit prescribed in sub-rule (1) shall, apply also to posts, the direct recruitment to which is made otherwise than by the Andhra Pradesh Public Service Commission.

4. The upper age limit prescribed in sub-rule (1) shall not apply to the posts of Junior Assistants in the Non-ISF Records Office, Hyderabad.

5. Notwithstanding anything in sub-rule (1) :-

(a) The age limit of emergency candidates selected by District Collectors in accordance with G.O.Ms.No.443, General Administration (SER.A) Department, dated the 14th August, 1973 shall not exceed 28 years as on the 1st January, 1973 after deducting the temporary service with or without break, put in by them; and .

(b) the age limit shall be raised in the case of emergency employees belonging to Backward Classes/Scheduled Castes/Scheduled Tribes by five years and after deducting the temporary service with or without break put in by them.

(GO. Ms. No. 188, GA. (Ser-B) Dept. dt. 20-4-2006)

## **8. MINIMUM SERVICE:**

Unless otherwise specified in these rules no person shall be eligible for appointment by transfer or promotion unless he has put in not less than three years of service in the category from which such promotion or appointment by transfer is made:

. Provided. that the person converted from one category to another shall commence his probation afresh in the category to which he is converted and takes the rank below the last probationer in the converted category.

## **9. PROBATION:**

(1)(a) Every person appointed by direct recruitment to any of the posts shall, from the date on which he commences probation, be on probation for a total period of two years on

duty within a continuous period of three years.

(b) Every person appointed to any of the posts either by promotion or by appointment by transfer shall, from the date on which he commences probation, be on probation for a total period of one year on duty within a continuous period of two years.

(2) The period of service rendered as Deputy Tahsildar in the Andhra Pradesh Revenue Subordinate Service shall not count for probation in the category of Superintendents in the Office of the Commissioner of Land Revenue.

(3) The period of service rendered as Assistant Commercial Tax Officer in the Andhra Pradesh Commercial Taxes Subordinate Service shall not count for probation in the category of Superintendents in the Office of the Commissioner of Commercial Taxes.

(4) Every person who has been converted from one category to another under rule 14 shall commence his probation in the converted category from the date of conversion.

(5) The period of service rendered as Manager (Co-operative Sub-Registrar), or as Superintendent (Senior Inspector of Co-operative Societies) in the Office of the Registrar of "Co-operative Societies shall count for probation in the category of Manager or Superintendents or Senior Assistants, as the case may be, in the said Office.

#### **10. TRAINING:**

(1)(a) Every person selected by the Andhra Pradesh Public Service Commission or any other competent authority for appointment to any post in this service by direct recruitment, shall undergo training for a period of not less than three months or for such period as the Government may prescribe from time to time.

(aa) Every person promoted as Senior Assistant from the category of Typist and the Junior Stenographer shall undergo training for a period of three months.

(G.O.Ms.No.144, G.A.(Ser.B) Department, Dated 12.5.2003)

(b) Every person appointed to the service by direct recruitment shall, before the commencement of training, execute an agreement in such form as may be prescribed by the Government that he serves the State Government for a period of not less than three years after the completion of training referred to in clause (a).

(c) He will be liable to refund to the Government the pay and allowances and any other remuneration received by him in addition to the amount spent by the Government on his training:-

- (i) if he fails to serve the State Government for a period of three years after the completion of his training, for any reason; or
- (ii) if he discontinues the training or is discharged from training course for misconduct or any other reason; or" \_
- (iii) if he secures any other employment elsewhere than under the State Government.
- (d) The period of training shall count for purpose of probation, increments leave and pension.
- (e) A direct recruit shall be eligible, during the period of training, for the initial pay of the post with usual allowances admissible at the place of training:

Provided that the appointing authority, may, in deserving cases, exempt a candidate from undergoing the course of training prescribed for the relevant post, if the candidate

concerned has rendered previously a satisfactory service for a minimum period of six months in a temporary capacity in the concerned category of the service or in the corresponding category in any other service of the State Government:

Provided further that notwithstanding the exemption granted from undergoing training, he shall execute the agreement prescribed in clause (b) of this sub-rule.

(2) Every member of Service, if so required by the Head of the Department or a higher authority to undergo any further special training, shall undergo such further special training if any.

## **11. TESTS:**

(a) A person appointed by direct recruitment shall pass such tests as may be prescribed by the Government from time to time in respect of the relevant category.

(b) No person shall be eligible for promotion or appointment by transfer to the posts mentioned in Annexures-II unless he has passed the tests or acquired such qualifications, as are prescribed in the said Annexure.

(c) Where a test is newly prescribed for appointment to a category or grade, the members holding post in the said category or grade, shall, within a period of two years from the date of prescribing the test, pass the said tests failing which their annual increments in the category or grade shall be stopped without cumulative effect and their confirmation shall also be withheld till such time that he passes the test.

## **12. TRANSFERS AND POSTINGS:**

### **(1) Transfers and postings within a unit of appointment:**

Subject to the other provisions in this rule, the appointing authorities specified in rule 4 or as other Subordinate authority who may be authorised in this behalf shall be competent to effect the transfers and postings of persons in the respective categories within the units specified in rule 13.

### **(2) Other Transfers:**

Junior Assistants, Typists/Junior Stenographers or Assistant-cum- Typists i.e., those included in Categories (3) and (4) of Class-A and Category-4 of Class-B may be transferred from the Subordinate Offices to the Offices of the Heads of Departments and Directorates:

Provided that they satisfy the qualifications prescribed for direct recruitment to such posts.

### **(3) Transfers from local cadres to Regional Offices:**

In respect of Regional Offices exercising territorial jurisdiction over more than one District or over more than one zone and which office constitutes a separate unit of appointment, in respect of certain categories, those categories of posts can be filled up by transfer of persons holding equivalent categories of posts in the local cadres located within the area over which that office has territorial jurisdiction and vice-versa.

### **(4) Transfers of probationers and approved probationers:**

Notwithstanding anything contained in rules 18, 19, 20 and 21 all the transfers of probationers and approved probationers either on administrative grounds or on request of the individuals from the unit of the office of the Head of the Department originally allotted, to another unit of the office of the Head of the Department or to the Offices notified as State level offices or Special Offices, to which the Andhra Pradesh Public Employment (Organisation of Local

Cadres and Regulation of Direct Recruitment) Order, 1975, does not apply may be made by the Head of the Department concerned with the concurrence of the other Head of the Department, subject to the condition that their seniority shall be regulated in accordance with the provisions contained in rule 15 of these rules.

### **13. UNIT OF APPOINTMENT:**

#### **Departmental Unit, recruitment, discharge and re-appointment:**

For purposes of direct recruitment, promotion, appointment by transfer, seniority, discharge and re-appointment and appointment as full member to a service and such other matters as may be specified by the State Government, a Departmental unit shall mean:-

(a) each office of a Head of the Department or the Directorate as the case may be:

Provided that in the case of. Irrigation, Roads and Buildings and Panchayat Raj Engineering Departments, all the Offices of Chief Engineers including the Offices of Engineer-in-Chiefs in each Department shall constitute one unit: .

Provided further that the offices of the Commissioner of Land Revenue, Commissioner of Settlements, Survey and Land Records, Commissioner of Land Reforms and Urban Land Ceilings, shall constitute a single unit:

Provided also that the office of the Director of Anti-corruption Bureau and the Offices Subordinate to it in the State shall be treated as a single unit for all purposes.

(b) each office of a State Level Office/State Level Institution notified under Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975 or a combination of such State Level Offices/Institutions into which several such Offices/Institutions are grouped by an order of the Head of the Department or the Directorate, issued with the prior approval of the Government;

(c) each of the Special Offices and Special Establishments notified under the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975, unless otherwise specified by an order to be issued by the Head of the Department, with the prior approval of the State Government;

(d) in the case of posts which are within the purview of the Andhra Pradesh Public Employment (Organisation of Local Cadres .and Regulation of Direct Recruitment) Order, 1975;

(i) each department in each District or a group of offices in a part of the District into which the several offices in a District in that Department may be grouped, by an order of the Head of the Department issued with the approval of the Government for the categories of posts the minimum of the scale of pay which is equivalent to or less than the minimum of the scale of pay of Junior Assistants;

(ii) each Department in each zone specified in the second schedule to the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975 or a group of zones, as may be specified by the Government by an order under the said Presidential Order, 1975; or an administrative unit or units to be specified in a zone for all categories of posts, the minimum of the scale of pay of the post of Junior Assistants, by an order to be issued by the Head of the Department with the approval of the Government;

and

(e) in all other cases, the unit of appointment shall be, as may be specified by an order of the Head of the Department, with the prior approval of the Government.

**14. CONVERSION AS BETWEEN JUNIOR ASSISTANTS/ TYPISTS /JUNIOR STENOS/ TELEPHONE OPERATORS, ASSISTANT-CUM-TYPISTS AND TRANSFERS BETWEEN CATEGORIES OF JUNIOR ASSISTANTS AND TYPISTS/JUNIOR STENOGRAPHERS AND TELEPHONE OPERATORS AND ASSISTANT -CUM-TYPISTS:**

(a) Any person working in a post in the category in column (1) of the table below, shall be eligible for conversion to the category in column (2) that of if he possesses the qualifications prescribed for appointment by direct recruitment to the latter post and is suitable for such appointment and has satisfactorily completed the period of probation in the category in column (1).

(1)	(2)
Assistant -cum- Typist, Junior Assistant, Typist or Junior Stenographer.	Telephone Operator
Junior Assistant, Typist, Junior Stenographer, Telephone Operator.	Assistant -cum- Typist
Assistant-cum-Typist, Typist, Junior Stenographer, Telephone Operator.	Junior Assistant
Assistant-cum-Typist, Junior Assistant or Telephone Operator.	Typist/ Junior Stenographer.

(b) Typist and Junior Stenographers and Telephone Operators in the Offices of Heads of Departments and Directorates shall-not be eligible for conversion as Junior Assistants or Assistant-cum- Typists, unless they. hold a degree of a University in India established or incorporated by or under a Central Act, Provincial Act or State Act or of an institution recognised by the University Grants Commission, or possess any other equivalent qualifications;

Provided that those appointed to the aforesaid categories in the Offices specified in this sub-rule prior to the 31 It October, 1980 and had passed the two paper test OR General Educational Test of Group-IV standard conducted by the Andhra Pradesh Public Service Commission shall be eligible for promotion to the post of Senior Assistant or for conversion to the post of Junior Assistant:

Provided further that the Non-Graduate Junior Assistants, Typists and Junior Stenographers appointed after the 31st October, 1980 and appeared for the Special General Educational Test of Degree Standard conducted by the Andhra Pradesh Public Service Commission in pursuance of the orders issued by Government from time to time and passed the said test shall also be eligible for appointment as Junior Assistant by conversion, or for promotion to the post of Sr. Assistant

(c) Typists or Junior Stenographers and Telephone Operators shall not be eligible for conversion as Junior Assistant in the Subordinate Offices i.e., Offices other than the Heads

of Departments and Directorates, unless they have passed the Intermediate Examination conducted by the Andhra Pradesh State Board of Intermediate Education or its equivalent examination:

Provided that those appointed prior to 29.10.1987 to the categories mentioned in this sub-rule are eligible for conversion as Junior Assistants or for promotion as Senior Assistants in the Subordinate Offices if they possess Minimum General Educational Qualification.

(GO. Ms. No. 114, GA. (Ser-B) Dept. dt. 9-11-2003)

## **15.SENIORITY:**

(1) Service rendered in a post or group of posts bearing a distinct designation and included in a category as constituted by rule (2). shall count for seniority in such category. post or group of posts irrespective of the Department or Office in which such service was rendered:

Provided that;

(i) in the case of a person those services are lent from one Department or office to another, the service rendered by him in any higher post in the Department or office to which his services were lent shall count for seniority in the parent Department or office only from the date of regular appointment to such higher post, in the parent Department or office;

(ii) the seniority of a member of the service who is transferred on administrative grounds from one department or office or unit of appointment to another department .or office or unit of appointment shall be fixed in the latter department or office or unit with reference to the date of his first appointment in the former department or office or unit;

(iii) the seniority of a member of the service who is transferred at his own request from one department or office or unit of appointment to another department or office or unit of appointment shall be fixed in the latter department or office or unit with reference to the date of his first appointment in the latter department or office or unit;

(2) (i) The seniority of a member of the service who is appointed by conversion from the post of Special Category Stenographer to the post of Superintendent or from the post of Senior Stenographer or U.D. Typist to the post of Senior Assistant shall be fixed with reference to the date of his first appointment as Special Category Stenographer or Senior Stenographer or UD. Typist as the case may be.

(2) (ii) The seniority of a member of service who is appointed by conversion from the post of Junior Stenographer / Typist to the post of Junior Assistant or Assistant-cum-Typist after 14.7.1998 shall be fixed with reference to the date of his first appointment as Junior Stenographer/ Typist as the case may be.

Provided that the seniority of the Junior Assistants, who were already promoted as Senior Assistants shall be protected.

(G.O.Ms.No.491, G.A.(Ser.B) Department, Dated 5.8.2008)

(3) The seniority of a Telephone Operator converted as Junior Assistant or Typist or Junior Stenographer or Assistant-cum-Typist shall be fixed in the latter category from the date of such appointment to the latter category.

(4) The seniority of a Superintendent, Senior Assistant and Junior Assistant or Typist or Junior Steno or Assistant-cum- Typist transferred and appointed as Superintendent, Senior. Assistant or. Junior Assistant or Typist or Junior Steno or Assistant-cum- Typist in the Office of the concerned Head of the Department or Directorate in terms of Note (1) , (2) and (4) of

rule 3 shall be determined .with reference to the date of his joining as Superintendent or Senior Assistant or Junior Assistant or Typist or Junior Steno or Assistant--cum- Typist, as the case may be, in the unit of office to which he is transferred.

(5) The members of the service working in the Government House Department, Hyderabad including the Guest House there under, may be transferred to the Andhra Pradesh Guest House, New Delhi and Vice-versa, subject to the condition that the seniority of a member who is transferred on administrative grounds shall be fixed with. reference to the date of his appointment in the Department or office from which he is transferred; the seniority of member who is transferred at his own request shall be fixed with reference to the date of his appointment in the department or office to which he is transferred.

(6) A person converted from one category to another under rule-14 except the categories mentioned in rule 15(2)(ii) shall take his seniority in the converted category from the date of commencement of probation in the latter category and shall be ranked below the last probationer in the latter category, as on the date of commencement of probation of such person in the latter category.

(G.O.Ms.No.491, G.A.(Ser.B) Department, Dated 5.8.2008)

#### **16.PROMOTION AND ABSORPTION OF STENOGRAPHERS AND TYPISTS: .**

(a) No member of the service shall be eligible for appointment, from the post mentioned in column (1) of the table below to the post mentioned in column (2), unless he has put in satisfactory service for minimum period in the category specified in column (3) thereof. and acquired the other qualifications referred to in Column (3)

### THE TABLE

	(1)	(2)	(3)
(1)	Special Category Stenographers who has opted for absorption in clerical line	Superintendent	(i) Two years service as Special Category Stenographer.  (ii) Must have passed Departmental or Special Tests or both prescribed for the post of Superintendent in the Department or Office concerned as Specified in Annexure-II.
(2)	Senior Stenographers who has opted for absorption in clerical line.	Senior Assistant.	(i) Two years service as Stenographer.  (ii) Must have passed Departmental or Special Tests or both prescribed for the post of Senior Assistant in the Department or Office concerned as Specified in Annexure-II.

"(b). A Telephone operator opting for absorption in clerical line, shall first be converted to the category of Junior Assistant / Assistant-cum-Typist / Typist/Junior Stenographer and put in satisfactory service of one year in such category and shall have passed the departmental or other special tests prescribed in Annexure-II for promotion as Senior Assistant."

(GO. Ms. No. 144, GA. (Ser-B) Dept. dt. 12-5-2003)

#### **17. REVISION AND REVIEW OF ORDERS OF PROMOTION OR APPOINTMENT BY TRANSFER:**

An order of appointment by transfer or promotion of a member of a service or class to a category, grade of post therein, made by the competent authority may, within a period of six months from the date of such order, be revised by an authority to which an appeal would lie against an order of dismissal passed against a full member of the service, class, category or grade, as the case may be. Such revision may be made by appellate authority aforesaid either on its own motion or otherwise:

Provided that where the Government are the appellate authority they may revise such an order after the expiry of the period of six months aforesaid for special and sufficient reasons to be recorded in writing:

Provided further that no order of revision under this rule shall be passed unless the persons-affected adversely thereby are given an opportunity of making their representations against the revision proposed:

Provided also that notwithstanding anything in this rule, the State Government may, of its own motion or otherwise, review any order or revision if it was passed under any mistake, whether of fact, or of Law or of any rules or in ignorance of any material fact or for any other sufficient cause, and the provisions contained in the foregoing second proviso shall



apply in respect of any order under this proviso.

## **18. LIST OF APPROVED CANDIDATES FOR CERTAIN CATEGORIES AND POSTS:**

(1) Subject to the provisions of rule 19 there shall be one list of approved candidates for appointment by direct recruitment to the posts of Junior Assistants taken together and another list of approved candidates for appointments by direct recruitment to the posts of Typists and Junior Stenographers and another list for appointment by direct recruitment to the post of Assistant-cum- Typist.

(2) Such lists shall be drawn up by the Andhra Pradesh Public Service Commission separately for each departmental unit in two parts:-

(i) for offices and institutions other than those solely managed by, or intended for, women; and ,

(ii) for offices and institutions solely managed by, or intended for, women.

## **19. PREPARATION OF LISTS OF APPROVED CANDIDATES:**

The lists referred to in rule 18 shall be prepared in accordance with the application made annually to the Commission by the appointing authority for the departmental unit concerned or, if there are more than one appointing authority in the unit, by the authority to be nominated for the purpose by the Head of the Department.

## **20. PERMANENT ALLOTMENT OF CANDIDATES TO DEPARTMENTAL UNITS AND THEIR APPOINTMENT:**

The candidates included by the Commission in the list for . each departmental unit shall be regarded as permanently allotted to the Department of which that unit forms part and appointments to the service in each unit shall be made from the list for that unit by the appointing authority for the unit:

Provided that. if there is more than one appointing authority in. the unit, such appointments shall be made in consultation with the authority nominated for the purpose by the Head of the Department.

## **21. CANDIDATES ALLOTTED BUT NOT ACTUALLY EMPLOYED IN A DEPARTMENTAL UNIT:**

A candidate included in the list for a departmental unit but not actually employed for the time being in the department of which that unit forms part may. with the consent of the appointing authority for the departmental unit or if there are more than one appointing authority in the unit with the consent of the authority nominated for the purpose by the Head of the Department. be appointed temporarily in any office in the corresponding departmental unit of any other department, if no candidate is available from the current list for the latter departmental unit; but such temporary appointment shall not count for probation in the service and shall cease if the candidate is required to fill a vacancy in the departmental unit to which he has been allotted.

## **22. LIST OF PROBATIONERS FOR ADMINISTRATIVE UNITS:**

As soon as a candidate is placed on probation in a department, a Service Book shall be opened for him by the appointing authority and his name shall be removed from the list of approved candidates and shall be transferred to the list of probationers in the administrative unit. The latter list shall be maintained separately for each of the administrative units by an officer nominated for the purpose by the Head of the Department.

A probationer or an approved probationer may be employed in any of the offices of the Department within the administrative unit.

### **23. ALLOTMENT OF CANDIDATES WITH SPECIAL QUALIFICATIONS:**

When a candidate is required to fill any post for which special qualifications are prescribed by these rules, the order indicated in the list of approved candidates may be departed from in so far as such departure may be necessary in order to secure the appointment of a candidate possessing such special qualifications.

### **24. FAILURE OF APPROVED CANDIDATES / DISCHARGED PROBATIONERS AND APPROVED PROBATIONERS TO JOIN DUTY WHEN REQUIRED:**

When an approved candidate, or a probationer or an approved probationer who has been discharged from the service for want of vacancy, fails without adequate reason, to join, when directed to do so by the competent authority, the duty on a post in the service, the pay of which is, if it is on a time scale of pay not less than that of a Junior Assistant or if it is on a fixed rate of pay, not less than the minimum of the pay scale of a Junior Assistant, his name shall forthwith be removed from the list of approved candidates or, as the case may be, from the list of probationers or approved probationers by an Order of that authority. In the case of an approved probationer such order shall be passed after observing the procedure prescribed in the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991. An approved candidate, a probationer or an approved probationer whose name has been removed from the list of approved candidates or, as the case may be, from the list of probationers or approved probationers by an order so passed by the competent authority, shall not be eligible for appointment again on the basis of the inclusion of his name in the said list.

**Explanation:** For the purpose of this rule, the competent authority shall be the officer nominated by the Head of the Department to maintain the list of probationers for the administrative unit.

### **25. SEPARATE LIST OF APPROVED CANDIDATES:**

For each of the categories, other than those specified in rule 18 to which recruitment has to be made through the Andhra Pradesh Public Service Commission or any other agency specified by Government from time to time, in respect of any category, a separate list of approved candidates shall be drawn up by the Commission or such other agency as may be specified by Government in respect of any category.

### **26. SECURITIES:**

(1) The Head of the Department shall prepare a list of posts, the holders of which shall be required to deposit security for the due and faithful performance of duties attached to such posts, and obtain the approval of Government for such list. The Head of the Department or such other officer, as may be specified by him, shall thereafter obtain security from the holders of such posts, in such manner as may be specified by the Head of the Department.

(2) When a member of the service who has furnished security takes leave, other than casual leave, or is deputed to other duty, the person who is appointed to officiate for him shall be required to furnish the full amount of the security prescribed for the post.

### **27. MEMBERS DESIRING COURSES OF STUDY NOT CONNECTED WITH PROBATION:**

(1) A member of a service who desires to undergo any course of study which, though not essentially connected with his probation is likely to enhance his usefulness as a member of the service

shall, on his application, be permitted by the competent authority, as is referred to in rule 4 to undergo the desired course of study. He shall also be granted the entire amount of leave, if any, admissible under the rules applicable to him, if, but for such leave, he would have continued to be on duty.

(2) Notwithstanding anything in the General Rules regulating seniority, such probationer shall, on the completion of the course of study, be entitled to reappointment according to the rank and seniority held by him in his category before undergoing the said course of study for increments in the time scale of pay applicable to him, if, but for his absence from the service (whether on leave or otherwise) for undergoing the said course of study, he would have continued to be on duty

(3) This rule shall not have the effect of excluding the period of absence during the course of study in computing the continuous period within which the prescribed period of probation has to be completed. under rule 8.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**N. V. H . SASTRY,  
SECRETARY TO GOVERNMENT(SERVICES).**

To

The Commissioner, Printing, Stationery and Stores  
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All Administrative Sections in G.A.D.

The Secretary. A.P.Public Service Commission, Hyderabad. (10 copies)

**ANNEXURE -I (Rule 6(1))  
QUALIFICATIONS**

Class & Category	Method of recruitment	Qualifications
1. Cost Accountant, Commercial Accountant, Commercial Auditor.' Internal Auditor, Auditors in the rank of Superintendents. "	By Posting of Superintendents.	Must possess a Bachelor's Degree in Commerce or Accountancy from any University in India established or incorporated by or under a Central Act. State Act or Provincial Act or an Institution recognized by the University Grants Commission or any equivalent qualifications.
3. Junior Assistants in the offices of Heads of Departments and Directorates.	By direct recruitment or by appointment by transfer.	Must hold a Bachelor's Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognised by the University Grants Commission or any equivalent qualification.
Junior Assistants in the Governor's household establishment.	By direct	(i) Must hold a Bachelor's Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognised by the University Grants Commission or any equivalent qualification.
		(ii) Must have passed type writing (English) by the Lower Grade.
Junior Assistant in the Offices other than Heads of Departments and Directorates.	By direct recruitment	Must have passed Intermediate Examination conducted by the Andhra Pradesh State Board of Intermediate Examination or its equivalent Examination.
Junior Assistant in the Offices other than Heads of Departments and Directorates.	By appointment by transfer.	(a) Must have passed the Intermediate Examination conducted by the Andhra Pradesh State Board of Intermediate Examination or its equivalent Examination.

		(b) Must have put in not less than 5 years service in the relevant feeder category.
Junior Assistants in the Non- ISF Records Office Hyderabad.	By direct recruitment.	Must be retrenched employees of the Army Possessing sufficient experience in "A" "AC" "QM" Sections with the knowledge of batch <u>organization</u> and demobilization and conversant in the Urdu and English preference being given to retrenched employees of the Ex-Hyderabad Army (Non-ISF) possessing the above qualification.
4. Assistant-cum- Typist in the offices of Heads of Departments/ Directorates.	By any method	i) Must hold a Bachelor's Degree of any -University in India established or incorporated by or under a Central Act, Provincial Act. or an Institution recognised by the University Grants Commission or any equivalent qualification.
		ii) Must have passed the Government Technical examination in Typewriting by the Higher Grade in Telugu on a Government Standard Key Board.
		iii) Provided that if persons with the qualifications prescribed in item (ii) above are not available candidates who have passed the above examination in Typewriting by Lower Grade may if otherwise qualified be appointed.
		iv) Provided further that candidates who possess Typewriting qualification in English by Lower Grade besides the qualifications mentioned in items (ii) and (iii) above shall be given preference for appointment . by direct recruitment.

		Note : "If sufficient number of candidates with Telugu Type writing qualifications are not available for appointment by direct recruitment as Typists candidates with English Type writing qualification may be appointed subject to the condition that he/she should acquire the Telugu Type writing qualification within the period of probation on pain of postponement of increment without cumulative effect."
4. Assistant - cum-Typist in the sub-offices other than offices of Heads of Departments & Directorates.	By any method of appointment.	i) Must have passed the Intermediate examination conducted by the Andhra Pradesh State Board of Intermediate Examination or its equivalent examination.
		ii) Must have passed the Government Technical Examination in Typewriting by the Higher Grade in Telugu on Government Standard Key Board.
		iii) Provided that if persons with the qualification prescribed in item (ii) above are not available candidates who have passed the above examination in typewriting by Lower Grade if otherwise qualified be appointed.
		iv) . Provided further that candidates who possess Type writing qualifications in English by Lower Grade besides the qualifications mentioned in items (ii) and (iii) above shall be given preference for appointment by direct recruitment.
		Note: "If sufficient number of candidates with Telugu Typewriting qualification are not available for appointment as

		Typists- candidates with English Typewriting qualification may be appointed subject to the condition that he/she should acquire Telugu Typewriting qualification within the period of probation on pain of postponement of increment without cumulative effect. "
5. Telephone Operator.	By any method of appointment.	<p>i) Must possess Intermediate; Examination or its equivalent qualification.</p> <p>ii) Must possess a certificate issued by the District Manager Telephones that the Telephone Operator has sufficient knowledge and experience to operate the Telephone Exchange.</p>
Class – B 1. Special Category Stenographer.	By promotion.	<p>i) Must have passed the Government Technical Examination in Shorthand by the Higher Grade of the Andhra Pradesh Government or 120 words per minute speed test conducted by the Department of Technical Education, Hyderabad or: must possess any other equivalent qualification; and</p>
		<p>ii) Typewriting by the Higher Grade of the Andhra Pradesh Government or 40 words per minute speed test conducted by the Department of the Technical Education, Hyderabad or must possess any other equivalent qualification.</p>
2. Senior Stenographer (English or Telugu).	By direct recruitment	<p>i) Must have passed the Intermediate Examination conducted by the Board of Intermediate Examination or must possess any other equivalent qualification.</p>
		<p>ii) Must have passed the Government Technical Examination in Shorthand and Typewriting by Higher Grade in</p>

		the concerned Language conducted by State Board of Technical Education of Andhra Pradesh Government or any other equivalent qualification.
	By promotion or by transfer.	Must have passed the Government Technical Examination in Shorthand and Typewriting by Higher Grade conducted by the State Board of Technical Education of the Andhra Pradesh Government or any other equivalent qualification.
		Note: In the case of Telugu Typist, the pass in the Typewriting exam shall be on the Type writer with Government standard Key Board.
3. Junior Stenographer in the offices of Heads of Departments and Directorates. (Telugu or English)	By direct recruitment.	i) Must have passed Intermediate examination or its equivalent examination.
		ii) Must have passed the Government Technical Examination in Typewriting by the Higher Grade in the relevant language;
		<b>and</b>
		iii) The Government Technical Examination in Shorthand by the Higher Grade in the relevant language. If however persons who have passed the examinations on Typewriting or Shorthand by the Higher Grade are not available those who have passed the examination by the Lower Grade may be appointed.
		Note: In the case of Telugu Typist the pass in the Typewriting exam shall be on the Typewriter with Government . Standard Key Board.



Junior Stenographers in the Offices other than Heads of Departments and Directorates (Telugu) or (English).	By direct recruitment or by transfer	i) Must have passed Intermediate examination or its equivalent examination.
		ii) Must have passed the Government Technical Examination in Typewriting by the Higher Grade in the relevant language; and
		iii) Must have passed the Government Technical examination in Shorthand by the Higher Grade in the relevant language. If however persons who have passed the examination in Typewriting or Shorthand by the Higher Grade are not available those who have passed the examination by the Lower Grade may be appointed.
		Note: In the case of Telugu Typist the pass in the Typewriting examination shall be on the typewriter with Government Standard Key Board.
CLASS-B Category-3 :		
1. U.D.Typist (Urdu)	(i)By direct recruitment	i) Must have passed the Intermediate examination conducted by the Board of Intermediate Examination or must possess any other equivalent qualification.
2.U.D.Typist (Hindi)	ii) By promotion of L.D. Typist in the relevant language.	
3.U.D.Typist (Telugu)		ii) Must have passed the Government Technical examination in Typewriting by Higher Grade in the language concerned conducted by the State Board of Technical Education of the Andhra Pradesh Government or any other equivalent qualification.
4.U.D.Typist (English)		
in the Offices of the Heads of Departments and Directorates.		

		NOTE: In the case of Telugu Typist the pass in the Typewriting exam shall be on the Type writer with Government Standard Key Board.
4. Typist in the Offices of Heads of Departments and Directorates.	By direct recruitment or by transfer	i) Must have passed Intermediate examination or its equivalent examination.
		(ii) Must have passed the Government Technical Examination in Typewriting By the Higher Grade in Telugu on a Government Standard Key Board.
		iii) Provided that if persons with the qualification prescribed in item (ii) above are not available candidates who have passed the above examination in Typewriting by Lower Grade may if otherwise qualified be appointed.
		iv) Provided further that candidates who possess Typewriting qualification in English by Lower Grade besides the qualifications mentioned in items (ii) and (iii) above shall be given preference for appointment by direct recruitment.

		NOTE:"(1) If sufficient number of candidates with Telugu Typewriting qualifications. are not available for appointment by direct recruitment as Typists candidates with English Typewriting qualification may be appointed subject to the condition that he/she should acquire the Telugu Type writing qualification within the period of probation on pain of postponement of Increment without Cumulative effect. "
		NOTE: "(2) In the case of Telugu Typist the pass in the Typewriting exam shall be on the Typewriter with Government standard Key Board."
4 (i) L.D.Typist (Urdu) (ii) L.D.Typist (Hindi) in the Offices other than Heads of Departments and Directorates.	By direct Recruitment or by transfer.	i) Must have passed the Intermediate examination conducted by the Board of Intermediate Examination or must possess any other equivalent qualification.

		<p>ii) Must have passed the Government Technical Examination in Typewriting by the Higher Grade in the Language concerned conducted by the State Board of Technical Education of the Andhra Pradesh Government or any other equivalent qualification. Provided that if persons with the qualification prescribed in item(ii) above are not available candidates who have passed the Government Technical Examination in Typewriting by the Lower Grade in the Language concerned conducted by the Andhra Pradesh Government or any other equivalent qualification be appointed.</p>
Typists in Telugu/ English in the Offices other than Heads of Departments and Directorates	By direct recruitment or by transfer.	<p>i) Must have passed Intermediate Examination or its equivalent Qualification.</p>
		<p>ii) Must have passed the Government Technical Examination in Type writing by the Higher Grade in Telugu on Government standard Key Board.</p>
		<p>iii) Provided that if persons with the qualification prescribed in item (ii) above are not available candidates who have passed the above examination in Typewriting by Lower Grade if otherwise qualified be appointed.</p>

		iv) Provided further that candidates who possess Type writing qualification in English by Lower Grade besides the qualifications mentioned in items (ii) and (iii) above shall be given preference for appointment by direct recruitment.
		NOTE: "(1) If sufficient number of candidates with Telugu Type writing qualification are not available for appointment as Typists candidates with English Type writing qualification may be appointed subject to the condition that he/she should acquire Telugu Type writing qualification within the period of probation on pain of postponement of increment without cumulative effect."
		NOTE: "(2) In the case of Telugu Typist the pass in the Type writing examination shall be on the Type writer with Government Standard Key Board.
L.D.typist (Telugu) in Oriental Manuscripts Library.	By direct recruitment.	i) Must hold a Bachelor's Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognised by the University Grants Commission or any equivalent Qualification.

		ii) Must have passed the Government Technical Examination in Type writing English and Telugu (Higher or Lower Grade) conducted by the State Board of Technical Education of the Andhra Pradesh Government or any other equivalent qualification.
	By appointment by transfer.	i) Must hold a Bachelors Degree of any University in India established or incorporated by or under a Central Act State Act or Provincial Act or an Institution recognised by the University Grants Commission or any, equivalent qualification.
		ii) Must possess the minimum General Educational qualification prescribed in the schedule to General Rules.
		iii) Must have passed the Government Technical Examination in Typewriting English and Telugu (Higher or Lower Grade) conducted by the State Board of Technical Education of the Andhra Pradesh Government or any other equivalent qualification.
		NOTE: In the case of Telugu Typist the pass in the Type writing examination shall be on the Type writer with Government Standard Key Board.
4(c) Library Clerk-cum-Typist in Andhra Pradesh Information Centre, New Delhi.	By direct recruitment.	i) Must possess the minimum General Education qualifications prescribed in the Schedule to general Rules.

		ii) Must have passed the Government Technical Examination in English-Typewriting Lower Grade;
		and
		iii) Must possess a diploma in Library Science or Librarianship.
		NOTE: i) If a person possessing diploma in Library Science is not available a person possessing a certificate in Library Science or Librarianship may be appointed.
		NOTE: ii) Preference shall be given to the candidates who are graduates and who have taken Telugu as one of the subject in the degree for appointment to the said post.

**ANNEXURE-II (Rule 11 (b))**

**TESTS TO BE PASSED OR TRAINING TO BE UNDERGONE SPECIAL QUALIFICATIONS TO BE ACQUIRED BEFORE PROMOTION OR APPOINTMENT BY TRANSFER TO THE POSTS MENTIONED BELOW.**

Posts	Tests to be passed/Training to be completed
(1)	(2)
<b>ADULT EDUCATION DEPARTMENT</b>	
Superintendents and Senior Assistants.	(1) Accounts Test for Subordinate Officers, Part-I.
	(2) Deputy Inspector of Schools Test Paper-I, II & III.
<b>ADVOCATE GENERAL'S ESTABLISHMENT</b>	
Superintendent including Manager and Section Officers and Senior Assistants.	(1) Civil Judicial Test.
	(2) Accounts Test for Subordinate Officers, Part-I.
N.B:- Persons who have passed the Bachelor's Degree in Law with Civil Procedure Code will not be required to pass the Civil Judicial Test.	
<b>AGRICULTURE DEPARTMENT</b>	
Superintendents and Senior Assistants.	(1) Accounts Test for Subordinate Officers, Part-I.
	(2) Agriculture Department Test.
(GO. Ms. No. 402, GA. (Ser-B) Dept. dt. 27-9-2000)	
<b>ANIMAL HUSBANDRY DEPARTMENT</b>	
Superintendents and Senior Assistants.	(1) Accounts Test for Subordinate Officers, Part-I.
	(2) Animal Husbandry Department Test.
<b>ARCHAEOLOGY AND MUSEUMS DEPARTMENT</b>	
Superintendents and Senior Assistants.	(1) Accounts Test for Subordinate Officers, Part-I.
<b>ANTI-CORRUPTION BUREAU</b>	
Accountant in the Anti-Corruption Bureau.	(I) Must have passed the Account Test for Subordinate Officers Part-I and



	(2) Departmental Test prescribed in the Andhra Pradesh Police Manual.
<b>BACKWARD CLASSES WELFARE DEPARTMENT</b>	
Superintendents and Senior Assistants.	(1) Accounts Test for Subordinate Officers, Part-I.
	(2) First paper of Revenue Test. Part-I.
<b>BOILERS DEPARTMENT</b>	
Superintendents and Senior Assistants.	(1) Accounts Test for Subordinate Officers, Part-I.
	(2) A, B & C of Labour, Factories and Boilers Departmental Test.
<b>BUREAU OF ECONOMICS AND-STATISTICS</b>	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
<b>CENTRAL RECORDS OFFICE</b>	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
<b>CIVIL DEFENCE AND EMERGENCY RELIEF TRAINING INSTITUTE, HYDERABAD</b>	
Superintendents, Senior Assistants and U.D. Accountant.	(1) Accounts Test for Subordinate Officers, Part-I.
<b>CIVIL SUPPLIES DEPARTMENT</b>	
Senior Assistants.	(1) Accounts Test for Subordinate Officers, Part-I.
	(2) Revenue Tests Parts I, II & III.
<b>COLLEGIATE EDUCATION DEPARTMENT</b>	
Superintendents and Senior Assistants.	(1) Accounts Test for Subordinate Officers, Part-I.
	(2) Collegiate Educational Statistics Test.
	(3) Deputy Inspectors Test Papers I, II & III.

N.B.: Collegiate Education Statistics Test is proposed to be prescribed. Till the syllabus etc., is finalized the persons to be promoted as Senior Assistants or Superintendents should pass the Deputy Inspectors Test, Papers I, II & III.

**COMMERCE AND EXPORT PROMOTION DEPARTMENT**

Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
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**COMMISSIONER FOR GOVERNMENT EXAMINATIONS**

Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
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**CO-OPERATIVE DEPARTMENT**

Senior Assistants.	Must have passed the Co-operative Central Institute examinations in co-operative, Auditing, Banking and Book Keeping or an examination declared equivalent to them in the Andhra Pradesh Co-operative Subordinate Service Rules.
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**COMMERCIAL TAXES DEPARTMENT**

Superintendents.	(1) Accounts Test for Subordinate Officers, Part-I.
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	(2) Departmental Test in Commercial Taxes Laws.
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Senior Assistants.	Departmental Test in Commercial Taxes Laws.
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Senior Assistants (Marwri & Gujarathi)	A pass in Departmental Test in Commercial taxes Laws. Gujarathi & Marwri by Andhra Pradesh Public Service Commission.
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**SALES TAX APPELLATE TRIBUNAL**

Superintendents.	(1) Accounts Test for Subordinate Officers, Part-I.
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	(2) Departmental Test in Commercial Taxes Laws.
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Senior Assistants.	Departmental Test in Commercial Taxes Laws.
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**CULTURAL AFFAIRS DEPARTMENT**

Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers,Part-I.
<b>DISTRICT GAZETTEERS</b>	
Superintendents.	Accounts Test for Subordinate Officers,Part-I.
<b>DRUGS CONTROL ADMINISTRATION DEPARTMENT</b>	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers,Part-I.
<b>ELECTRICAL INSPECTORATE</b>	
Superintendents and Senior Assistants.	(1) Departmental Test
	(2) Accounts Test for Subordinate Officers, Part-I.
<b>EMPLOYMENT AND TRAINING DEPARTMENT</b>	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers,Part-I.
	(2) Departmental Test for National Employment Service Organisation, Parts I & II.
<b>ENDOWMENTS DEPARTMENT</b>	
Superintendents and Senior Assistants and Inspectors.	Accounts Test for Subordinate Officers,Part-I and Endowments Departmental Test Parts-I and II.
<b>ENGINEERING RESEARCH LABORATORIES</b>	
Superintendents and Senior Assistants.	Accounts Test for P.W.D. Officers and Subordinate.
<b>ESTATE OFFICER, HYDERABAD AND SECUNDERABAD</b>	
Senior Assistants.	Accounts Test for Subordinate Officers,Part-I.
<b>EXCISE DEPARTMENT</b>	
Superintendents and Senior Assistants.	(1) Civil and Criminal Law (Test.A)
	(2) Accounts Test for Subordinate Officers, Part-I.

N.B: Persons who have passed Bachelor of Law Degree examination of any University with Criminal Procedure Code, Indian Penal Code and C.P.C. will not be required to pass the papers in Civil and Criminal Laws.

**FACTORIES DEPARTMENT**

Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers,Part-I.
	(2) A, B & C of the Labour, Factories and Boilers Departmental Test.

**FIRE SERVICES**

Superintendents and Senior Assistants.	(1) Accounts Test for Subordinate Officers, Part-I.
	(2) Andhra Pradesh Fire Service Manual.

**FISHERIES DEPARTMENT**

**1. Office of the Director of Fisheries:**

(i) Superintendents	(1) Accounts Test for Subordinate Officers, Part-I and
	(2) Fisheries Departmental Test, Part-I. Accounts Test for Subordinate Officers,Part-I

**2. Other Offices :**

(i) Senior Assistants.	Accounts Test for Subordinate Officers,Part-I.
(ii) Junior Assistants and Farm Fieldman.	

**FOREST DEPARTMENT**

Superintendents and Senior Assistants.	(1) Accounts Test for Subordinate Officers, Part-I.
	(2) Departmental Test prescribed in Section 28 of the Andhra Pradesh Forest Department Code.

**GOVERNMENT HOUSE DEPARTMENT**

Superintendents, Accountants, Senior Assistants including Senior Accountant.	Accounts Test for Subordinate Officers,Part-I.
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**GOVERNMENT PRESS**

(i) Accountant and Chief Accountant	Accounts Test for Subordinate Officers,Part-I.
(ii) Senior Accounts Clerk I Grade.	(a) Accounts Test for Subordinate Officers, Part-I. (b) Book-keeping (Lower-Grade)
(iii) Senior Assistants	
(a) Senior Clerk, Pay Bill Section.	Accounts Test for Subordinate Officers,Part-I.
(b) Senior Clerk, Book Section.	
<b>GOVERNMENT PLEADERS' ESTABLISHMENT</b>	
Superintendents including Managers and Senior Assistants. .	(1) Civil judicial Test
	Accounts Test for Subordinate Officers,Part-I.
N.B: Persons who have passed the Bachelor's degree in Law with Civil Procedure Code will not be required to pass the Civil Judicial Test.	
<b>GROUND WATER DEPARTMENT</b>	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers,Part-I or Accounts Test for P.W.D. Officers and Subordinate.
<b>HANDICAPPED WELFARE DEPARTMENT</b>	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers,Part-I.
<b>HANDLOOMS AND TEXTILES DEPARTMENT</b>	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers,Part-I.
<b>HORTICULTURE DEPARTMENT</b>	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers,Part-I.
	(2) Horticulture Departmental Test.
N.B: Agriculture Department Test will have to be passed till Horticulture Department Test is finalised.	
<b>INDIAN MEDICINE AND HOMEOPATHY DEPARTMENT</b>	

Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers,Part-I.
<b>INDIAN PREVENTIVE MEDICINE PUBLIC HEALTH LABS AND FOOD (HEALTH) AUTHORITY</b>	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers,Part-I.
<b>INSURANCE MEDICAL DEPARTMENT</b>	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers,Part-I.
<b>INDUSTRIAL TRIBUNAL</b>	
Superintendents, Accountants and Senior Assistants.	(1) Accounts Test for Subordinate Officers, Part-I and
	(2) Labour, Factories and Boilers Departmental Test Parts A, B & C
<b>ADDITIONAL INDUSTRIAL TRIBUNAL</b>	
Superintendents, Accountants and Assistants.	(1) Accounts Test for Subordinate Officers, Part-I and
	(2) Labour, Factories and Boilers Departmental Test Parts A, B & C
<b>INDUSTRIES DEPARTMENT</b>	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers,Part-I.
<b>INFORMATION AND PUBLIC RELATIONS DEPARTMENT</b>	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers,Part-I.
<b>INSTITUTE OF ADMINISTRATION</b>	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers,Part-I.
<b>INTERMEDIATE EDUCATION DEPARTMENT</b>	
Senior Assistants	Accounts Test for Subordinate Officers,Part-I.
	(2) Deputy Inspector of Schools Tests I, II

	&III.
<b>IRRIGATION DEPARTMENT</b>	
Superintendents and Senior Assistants.	Accounts Test for P.W.D. Officers and Subordinate.
<b>JAGIR ADMINISTRATION</b>	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers,Part-I.
<b>JAWAHAR BAL BHAVAN</b>	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers,Part-I.
<b>LABOUR DEPARTMENT</b>	
Superintendents and Senior Assistants.	(i) Accounts Test for Subordinate Officers, Part-I.
	(ii) Labour Factories and Boilers Departmental Tests Parts A, B & C.
<b>MARKETING DEPARTMENT</b>	
Superintendents and Senior Assistants.	(i) Accounts Test for Subordinate Officers, Part-I.
	(ii) Marketing Departmental Test.
<b>MEDICAL EDUCATION/ HEALTH AND FAMILY WELFARE DEPARTMENTS</b>	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers,Part-I.
<b>MINES AND GEOLOGY DEPARTMENT</b>	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers,Part-I.
<b>MUNICIPAL ADMINISTRATION DEPARTMENT</b>	
Superintendents, Accountant and Senior Assistants.	Accounts Test for Subordinate Officers,Part-I.
	<b>OR</b>
	Accounts Test for Local Body Employees
<b>NATIONAL CADET CORPS</b>	

Superintendents

Accounts Test for Subordinate Officers,  
Part-I.



<b>A.P. OREIENTAL MANUSCRIPTS LIBRARY AND RESEARCH INSTITUTE</b>	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
<b>PANCHAYAT RAJ DEPARTMENT</b>	
Superintendents and Senior Assistants.	Accounts Test for Local Body Employees or
	Accounts Test for Subordinate Officers, Part-I & II.
<b>PANCHAYAT RAJ ENGINEERING DEPARTMENT</b>	
Superintendents and Senior Assistants.	Accounts Test for P.W.D. Officers and Subordinate.
<b>POLICE DEPARTMENT</b>	
Superintendents	Accounts Test for Subordinate Officers, Part-I.
Senior Assistants.	Departmental Test in Andhra Pradesh Police Manual
<b>PORT DEPARTMENT</b>	
Superintendents	Accounts Test for Subordinate Officers, Part-I and Departmental Test held prior to 1938 or Departmental Test by the Higher Grade.
Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
<b>PRINTING, STATIONERY AND STORES PURCHASE DEPARTMENT</b>	
Superintendents and Senior Assistants including Assistant Store Keeper, Accountant and Cashier.	(1) Accounts Test for Subordinate Officers, Part-I. (2) Department Test in Stationary Manual Volume I & II.

<b>PRISONS DEPARTMENT</b>	
Superintendents and Senior Assistants.	(1) Jail Departmental Test, Part I & Part III.
	(2) Accounts Test for Subordinate Officers, Part-I.
N.B.: Persons who have passed Bachelor's degree in Law with I.P.C. and Criminal Procedure Code are exempted from passing I.P.C. and Criminal Procedure Code in Jail Departmental Test, Part-I.	
<b>PROSECUTIONS DEPARTMENT</b>	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
<b>PUBLIC HEALTH ENGINEERING DEPARTMENT</b>	
Superintendents and Senior Assistants.	Accounts Test for P.W.D. Officers and Subordinates.
<b>PUBLIC LIBRARIES DEPARTMENT</b>	
Superintendents and Auditors and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
<b>PUBLIC PROSECUTOR'S ESTABLISHMENT DEPARTMENT</b>	
Superintendents including Manager and Assistants.	(i) Criminal Judicial Test.
	(ii) Accounts Test for Subordinate Officers, Part-I.
N.B.: Persons who have passed Bachelor's degree in Law with I.P.C. and Criminal Procedure Code will not be required to pass the Criminal Judicial Test.	
<b>RAJ BHAVAN (GOVERNOR'S HOUSEHOLD ESTABLISHMENT)</b>	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
<b>REGISTRAR OF PUBLICATIONS</b>	
Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.

<b>REVENUE DEPARTMENT</b>	
Superintendent in the Offices of the Commissioner of Land Revenue, Survey Settlement and Land Records, Commissioner of Land Records and Urban Land Ceilings	(1 )Revenue Test, Papers, I, II & III. (2) Successful completion of Revenue Survey Training for Six Weeks (3) Accounts Test for Subordinate Officers, Part-I. (4) Must have worked as Revenue Inspector for one year.
Senior Assistants in the Office of the Commissioner of Land Revenue, Survey Settlement and Land ReCords, Commissioner of Land Records and Urban Land Ceilings.	(1) Revenue Test Parts), I, II & III. (2) Accounts Test for Subordinate Officers, Part-I. (3) Successful completion of Revenue Survey Training for six weeks.
Senior Assistants in Offices other than Commissioner of Land Revenue, Survey, Settlement and Land Records, Commissioner" Land Records. and Urban Land Ceiling, Head Clerks in Collectors Offices.	(1) Revenue Test, Parts, I, II & III. (2) Accounts Test for Subordinate Officers, Part-I (3) Successful completion of Revenue Survey Training for six weeks.
<b>REGISTRATION AND STAMPS DEPARTMENT</b>	
Senior Assistants (even conversion of Senior Stenos as Senior Assistants.)	Registration Departmental Test and Accounts Test for Subordinate Officers, Part-I.
<b>ROADS AND BUILDINGS DEPARTMENT</b>	
Superintendents and Senior Assistants.	Accounts Test for P.W.D. Officers and Subordinates
<b>SAINIK WELFARE DEPARTMENT</b>	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
<b>SCHOOL EDUCATION DEPARTMENT</b>	
Superintendents, Auditors and Senior Assistants.	(i) Deputy Inspector's Test, Paper I, II & III
	(2) Accounts Test for Subordinate Officers, Part-I.

<b>SERICULTURE DEPARTMENT</b>	
Superintendents in the Directorates and in the Districts and Regional Officers.	Accounts Test for Subordinate Officers, Part-I & II (Director of Sericulture)
<b>STATE INSTITUTE OF EDUCATIONAL TECHNOLOGY</b>	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
<b>SMALL SAVINGS DEPARTMENT</b>	
Superintendents.	Accounts Test for Subordinate Officers, Part-I and Part-II
Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
<b>SOCIAL WELFARE DEPARTMENT</b>	
Superintendents and Senior Assistants.	(1) Accounts Test for Subordinate Officers, Part-I.
	(2) First Paper of Revenue Test, Part-I
<b>SURVEY AND LAND RECORDS DEPARTMENT</b>	
Superintendents.	(1) Revenue Test Parts I, II & III. (2) Accounts Test for Subordinate Officers, Part-I. (3) Successful completion of Revenue Survey Training for six weeks.
Senior Assistants.	(1) Revenue Test. Part-I, II & III. (2) Accounts Test for Subordinate Officers, Part-I.
<b>SETTLEMENT DEPARTMENT</b>	
Superintendents.	(1) Revenue Test Parts I, II & III. (2) Accounts Test for Subordinate Officers, Part-I. (3) Successful completion of Revenue Survey Training for six weeks.
Senior Assistants.	1) Revenue Test. Part-I, II & III. (2) Accounts Test for Subordinate Officers, Part-I.

<b>STATE ARCHIVE DEPARTMENT</b>	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
<b>SUGAR DEPARTMENT</b>	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
<b>TECHNICAL EDUCATION DEPARTMENT</b>	
Superintendents and Senior Assistants (Accountants and Storekeepers in Senior Assistants Scale of Pay)	Accounts Test for Subordinate Officers, Part-I.
<b>GOVERNMENT TEXT BOOK PRESS DEPARTMENT</b>	
Superintendents including Commercial Accountant and Manager, Senior Assistants including Assistant Store keepers, Assistant Accountants and Cashiers	Accounts Test for Subordinate Officers, Part-I.
<b>TOURISM DEPARTMENT</b>	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
<b>TOWN PLANING DEPARTMENT</b>	
Superintendents and Senior Assistants, Accountant, Storekeeper	Accounts Test for Subordinate Officers, Part-I.
<b>TRANSLATION DEPARTMENT</b>	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
<b>TRANSPORT DEPARTMENT</b>	
Superintendents and Senior Assistants.	(1) Accounts Test for Subordinate Officers, Part-I.
	(2) Departmental Test on Motor Vehicles Rules and Regulations.
<b>TRIBAL WELFARE DEPARTMENT</b>	
Superintendents and Senior Assistants.	(1) Accounts Test for Subordinate Officers, Part-I.

	(2) First Paper of Revenue Test, Part-I.
<b>DEPARTMENT OF LEGAL METROLOGY</b>	
Superintendents and Senior Assistants including Head clerks.	Account Test for Subordinate Officers, Part-I.
<b>WOMEN DEVELOPMENT AND CHILD WELFARE DEPARTMENT</b>	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
<b>WORKS ACCOUNTS DEPARTMENT</b>	
Senior Assistants.	Accounts Test for P.W.D. Officers and Subordinates.
<b>YOUTH SERVICES DEPARTMENT</b>	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Public Services – A.P. Ministerial Service Rules – Raising the age limit from 33 years to 34 years for direct recruitment – Amendment to Rule 7 of A.P. Ministerial Service Rules, 1998 – Orders-Issued.

-----  
**GENERAL ADMINISTRATION (SER.B) DEPARTMENT**

G.O. Ms. No.115

Dated : 29-02-2008  
Read the following:

1. G.O. Ms. No. 261 G.A. (Ser.B) Dept. dt. 14-7-1998.
2. G.O.Ms.No.188, G.A.(Ser.B) Deptt., dt.20.4.2006.
3. G.O.Ms.No.759, G.A.(Ser.D) Deptt., Dated 6.10.2007.
4. From the Secretary, APPSC, Hyd. Lr. No.147/RR/2008, Dated 7.2.2008.

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**ORDER:-**

In the G.O. third read above, orders were issued to raise the upper age limit for direct recruitment from 33 years to 34 years and accordingly certain amendments were issued to sub-clause (V) of clause (a) of sub-rule (1) of rule 12 of the Andhra Pradesh State & Subordinate Service Rules, 1996, raising the upper age limit from 33 years to 34 years for direct recruitment.

2. The Government after careful consideration, have decided to amend rule 7 of the Andhra Pradesh Ministerial Service Rules, 1998 issued in the G.O. first read above, to raise the upper age limit from 33 years to 34 years for direct recruitment.

3. Accordingly, the following Notification will be published in the Extraordinary issue of the Andhra Pradesh Gazette.

**NOTIFICATION**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and of all other powers hereunto enabling, the Governor of Andhra Pradesh hereby makes the following amendment to the Andhra Pradesh Ministerial Service Rules, 1998 issued in G.O.Ms.No.261, General Administration (Ser.B) Department, dated 14<sup>th</sup> July, 1998 and published in the Andhra Pradesh Gazette Part.I, Extraordinary, dated the 29<sup>th</sup> October, 1998 and as subsequently amended.

**AMENDMENT**

In the said rules, in rule 7 in sub-rule (1), for the expression “**33 years of age**” the expression “**34 years of age**” shall be substituted.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**PRABHAKER THOMAS  
PRINCIPAL SECRETARY TO GOVT.(ACCOM) /  
SECRETARY TO GOVERNMENT (SERVICES) (FAC)**

To

The Commissioner of Printing, Stationery & Stores Purchase Department,  
Andhra Pradesh Hyderabad (with a request to publish in Andhra Pradesh Gazette  
and supply 300 copies for distribution)

All the Departments of Secretariat./ All the Heads of the Departments

All the District Collectors./All District Training Managers,

District Training Centres at all District Collectorates.

The Secretary, Andhra Pradesh Public Service Commission, Hyderabad.(with a covering letter)

**Copy to:**

The Law (E) Department./

The Assistant Secretary (Ser.I) and all the Service Sections in G.A.D.

SF/SC

//FORWARDED:: BY ORDER//

**SECTION OFFICER.**

GOVERNMENT OF ANDHRA PRADESH

**ABSTRACT**

PUBLIC SERVICES – Recognizing the posts of Drivers as Technical Category –  
Cancelled – Orders – Issued.

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**GENERAL ADMINISTRATION (SER.B) DEPARTMENTE**

G.O.Ms.No.414

Dated:24s /6/2008  
Read the following:-

1. G.O.Ms.No.965, GA (Ser.B) Deptt., dated 21.10.1995.
2. G.O.Ms.No.289, GA (Ser.B) Deptt., dated 6.7.2001.
3. G.O.Ms.No.167, GA (Ser.B) Deptt., dated 1.4.2002.
4. G.O.Ms.No.168, GA (Ser.B) Deptt., dated 1.4.2002.
5. G.O.Ms.No.127, GA (Ser.B) Deptt., dated 22.4.2003.
6. G.O.Ms.No.255, GA (Ser.B) Deptt., dated 27.8.2003.
7. G.O.Ms.No.285, GA (Ser.B) Deptt., dated 23.9.2003.
8. G.O.Ms.No.298, GA (Ser.B) Deptt., dated 9.10.2003.
9. Representation from the State President,  
A.P.Govt.Vehicles Driver's Central Assn, dated Nil.
10. Representation from the Chairman, JAC of Employees, Teachers and  
Workers, AP, dated 23.9.2006.
11. Representation from the Chairman, JAC of Employees, Teachers and  
Workers, AP, dated 16.6.2007..

\*\*\*\*

**ORDER:**

In the G.O. second read above, orders were issued recognizing the posts of Drivers as "Technical Category". Based on the said orders, necessary amendments were issued vide G.Os.third, fourth, seventh and eighth read above. In the G.O.fifth read above, sanction was accorded for creation of a Senior Driver post for every 10 posts of Drivers (LV) as promotion post to the category of Light Vehicle driver in the Departments of Secretariat and in the Office of the Heads of Departments / Directorates as well as in the District Subordinate Offices.

2. In the references ninth to eleventh read above, certain Associations have represented for restoration of promotional avenues to the cadre of Drivers to the post of Junior Assistant etc.

3. Government after careful examination have decided to treat the category of Drivers as one of the categories in A.P. General Subordinate Service Rules making them feeder categories to the post of Jr.Assistant etc., duly retaining the orders issued in GOMs.No.127, GA (Ser.B) Deptt., dt.22.4.2003 by withdrawing the recognition of Drivers as "Technical Category" and the A.P.Government Drivers (Technical Category) Subordinate Service Rules issued in the G.Os second and fourth read above.

4. Necessary amendments to the Andhra Pradesh General Subordinate Service Rules and A.P.Ministerial Service Rules, 1998 will be issued separately.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

S.BALASUBRAMANYAM  
SECRETARY TO GOVERNMENT (SERVICES)

To  
The State President, A.P.Govt.Vehicles Driver's Central Assn, Hyderabad.  
The Chairman, JAC of Employees, Teachers and Workers, AP, Hyderabad.  
All the Departments of Secretariat.  
All Heads of Departments.  
The Accountant General, Andhra Pradesh, Hyderabad.  
The Director of Treasuries and Accounts, Andhra Pradesh, Hyderabad.  
The District Collectors / District Judges.  
The Finance Department.  
The Law (Scrutiny) Department.  
The General Administration (Ser.Wel) Department.  
Sf/Sc.

//FORWARDED:: BY ORDER //

SECTION OFFICER.



GOVERNMENT OF ANDHRA PRADESH

**ABSTRACT**

PUBLIC SERVICES – Andhra Pradesh General Subordinate Service  
Rules – Amendments – Orders – Issued.

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GENERAL ADMINISTRATION (SER.B) DEPARTMENT

G.O.Ms.No. 485

Dated:4/8/2008

Read the following:-

1. G.O.Ms.No.965, GA (Ser.B) Deptt., dated 21.10.1995.
2. G.O.Ms.No.289, GA (Ser.B) Deptt., dated 6.7.2001.
3. G.O.Ms.No.167, GA (Ser.B) Deptt., dated 1.4.2002.
4. G.O.Ms.No.168, GA (Ser.B) Deptt., dated 1.4.2002.
5. G.O.Ms.No.127, GA (Ser.B) Deptt., dated 22.4.2003.
6. G.O.Ms.No.255, GA (Ser.B) Deptt., dated 27.8.2003.
7. G.O.Ms.No.285, GA (Ser.B) Deptt., dated 23.9.2003.
8. G.O.Ms.No.298, GA (Ser.B) Deptt., dated 9.10.2003.
9. G.O.Ms.No.414, GA (Ser.B) Deptt., dated.24.6.2008.
10. From the Secy, APPSC Lr.No.879/RR/2008, dated:25.7.2008.

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**ORDER:-**

The following notification will be published in the Andhra Pradesh Gazette:-

**NOTIFICATION**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and of all other powers hereunto enabling, the Governor of Andhra Pradesh hereby makes the following amendments to the Andhra Pradesh General Subordinate Service Rules, 1995 issued in the G.O.Ms.No.965, General Administration (Services.B) Department, dated 21<sup>st</sup> October, 1995 as subsequently amended.

**AMENDMENTS**

In the said rules:-

1. In rule 2,-
  - (i) the heading "Class-A" shall be inserted above the existing categories (1), (2) and (3).
  - (ii) after Category (3) of "CLASS-A", the following shall be inserted, namely,-

**"CLASS-B:**

Category (1) .. Driver (Heavy Vehicle), including Lorry Driver, Bus Driver, Truck Driver, Van Driver and Tractor Driver.

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- Category (1)(a).. Senior Driver (Light Vehicle)
- Category (2) .. (a) Driver (Light Vehicle), including Jeep Driver.  
(b) Motor Cycle Messenger and  
(c) Autorickshaw Driver.

2. In rule 3,-

(i) in the table, after Category (3) in "CLASS-A", the following shall be inserted in Columns (1) and (2) thereof respectively:-

**"CLASS-B:**

(1)	(2)
1)Driver(Heavy Vehicles)	(i)By promotion of Senior Driver (LV) or Driver (Light Vehicle) or Motor Cycle Messenger or Auto-rickshaw Driver.  (ii) If no Senior Driver (LV) or Driver (Light Vehicle) or Motor Cycle Messenger or Auto-rickshaw Driver is available or if the Senior Driver (LV) (or) Driver (Light Vehicle) or Motor Cycle Messenger or Auto-rickshaw Driver is not eligible, by direct recruitment.
(1)(a) Senior Driver (Light Vehicle)	By promotion of Driver (Light Vehicle)
(2)(a) Driver (Light Vehicle) (b) Motor Cycle Messenger (c) Auto-rickshaw Driver	(i) By transfer of Motor Cycle Messenger or Auto-rickshaw Driver or Driver (Light Vehicle)  (ii) If no eligible person is available for appointment by method (i) above by appointment by transfer of a person in the Andhra Pradesh Last Grade Service in the concerned Unit of the Department.  (iii) If no eligible person is available for appointment by methods (i) and (ii) above, by direct recruitment.

:: 3 ::

(ii) under the table the existing "Note" shall be renumbered as Note (1), after so renumbering the following shall be added, after Note (1) namely,-

"Note (2):- The person working as Driver (Light Vehicle) Motor Cycle Messenger and Auto-rickshaw Driver shall be inter-transferable. If directed by the appointing authorities, the persons in any one of these three categories shall acquire licences from the appropriate authority to drive the other two types of vehicles, if they do not possess licenses to drive the other types of vehicles."

(3) In the Annexure in the table, after Category (3) of "CLASS-A", the following entries shall be inserted in columns (1) (2) and (3) thereof respectively.

<b>CLASS (B)</b>		
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
1.Driver(Heavy Vehicle)	By any method	(i) Must be able to read and write Telugu and Urdu or English. (ii) Must possess a Current Valid Driving Licence of Motor Vehicle issued by competent authority under the Motor Vehicle Act, 1988 to drive a heavy motor transport vehicle, with practical experience of driving motor vehicles for not less than 3 years
2(a)Driver(Light Vehicle)	Appointment by transfer / Direct recruitment	(i) Must be able to read and write Telugu and Urdu or English. (ii) Must possess a current valid Light Motor Vehicle Driving Licence issued by competent authority under the Motor Vehicle Act, 1988 with practical experience of driving Motor Vehicles for a period of not less than (3) years with endorsement to drive Motor Cycle and Auto-rickshaw.
(b) Motor Cycle Messenger	Appointment by transfer / Direct recruitment	(i) Must be able to read and write Telugu and Urdu or English. (ii) Must possess a current valid Motor Cycle Driving Licence issued by competent authority under the Motor Vehicle Act, 1988 with practical experience of driving Motor Cycles for a period of not less than (3) years with endorsement to drive Light Vehicles and Auto-rickshaw.

:: 4 ::

- |                          |   |  |
|--------------------------|---|--|
| (c) Auto-rickshaw Driver | Appointment<br>by transfer /<br>Direct<br>recruitment | (i) Must be able to read and write<br>Telugu and Urdu or English.<br><br>(ii) Must possess a current valid<br>Auto-rickshaw Driving Licence<br>issued by competent authority<br>under the Motor Vehicle Act, 1988<br>with practical experience of driving<br>Auto-rickshaw for a period of not<br>less than (3) years with<br>endorsement to drive Motor Cycle<br>and Light Vehicles”. |
|--------------------------|---|--|

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

S.BALASUBRAMANYAM  
SECRETARY TO GOVERNMENT (SERVICES)

To  
The Commissioner of Printing & Stationary and Stores  
Purchases, A.P., Hyderabad – for publication in the A.P.Gazette.  
All Departments in Secretairat.  
All Heads of Departments.  
All District Collectors.  
All District Judges.  
Copy to; The State President, A.P.Govt.Vehicles Driver’s Central Assn,  
Hyderabad.  
The Chairman, JAC of Employees, Teachers and Workers, AP, Hyderabad.  
The Accountant General, Andhra Pradesh, Hyderabad.  
All Administration Sections and Service Sections in GAD. /Asst.Secy.(Ser.I)  
The Secretary, A.P.Public Service Commission, Hyderabad.  
The Law (Scrutiny) Department.  
Sf/Sc.

//FORWARDED:: BY ORDER //

SECTION OFFICER.

GOVERNMENT OF ANDHRA PRADESH

**ABSTRACT**

PUBLIC SERVICES – Andhra Pradesh Ministerial Service Rules – Amendment – Orders – Issued.

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GENERAL ADMINISTRATION (SER.B) DEPARTMENT

G.O.Ms.No.486

Dated:4/8/2008

Read the following:-

1. G.O.Ms.No.261, GA (Ser.B) Deptt., dated 14.7.1998.
2. G.O.Ms.No.289, GA (Ser.B) Deptt., dated 6.7.2001.
3. G.O.Ms.No.167, GA (Ser.B) Deptt., dated 1.4.2002.
4. G.O.Ms.No.168, GA (Ser.B) Deptt., dated 1.4.2002.
5. G.O.Ms.No.127, GA (Ser.B) Deptt., dated 22.4.2003.
6. G.O.Ms.No.255, GA (Ser.B) Deptt., dated 27.8.2003.
7. G.O.Ms.No.285, GA (Ser.B) Deptt., dated 23.9.2003.
8. G.O.Ms.No.298, GA (Ser.B) Deptt., dated 9.10.2003.
9. G.O.Ms.No.414, GA (Ser.B) Deptt., dated.24.6.2008.
10. From the Secretary, APPSC Lr.No.879/RR/2008, Dated.25.7.2008.

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**ORDER:-**

The following notification will be published in the Andhra Pradesh Gazette:-

**NOTIFICATION**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and of all other powers hereunto enabling, the Governor of Andhra Pradesh hereby makes the following amendments to the Andhra Pradesh Ministerial Service Rules, 1998 issued in the G.O.Ms.No.261, General Administration (Services.B) Department, dated 14<sup>th</sup> July, 1998 as amended subsequently.

**AMENDMENTS**

In rule 3 of the said rules, in the “Foot Note” after the words “Lift Operators” the words “Drivers (Light Vehicle) and (Heavy Vehicle), Senior Driver (Light Vehicle), Auto-rickshaw Drivers, Motor Cycle Messengers” shall be inserted.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

S.BALASUBRAMANYAM  
SECRETARY TO GOVERNMENT (SERVICES)

To

The Commissioner of Printing & Stationary and Stores

Purchases, A.P., Hyderabad – for publication in the A.P.Gazette.

All Departments in Secretariat.

All Heads of Departments.

All District Collectors.

All District Judges.

Copy to; The State President, A.P.Govt.Vehicles Driver’s Central Assn,  
Hyderabad.

The Chairman, JAC of Employees, Teachers and Workers, AP, Hyderabad.

The Accountant General, Andhra Pradesh, Hyderabad.

All Administration Sections and Service Sections in GAD./ Asst.Secy.(Ser.I)

The Secretary, A.P.Public Service Commission, Hyderabad.

The Law (Scrutiny) Department.

Sf/Sc.

//FORWARDED:: BY ORDER //

SECTION OFFICER.

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

Public Services – Andhra Pradesh Ministerial Service Rules, 1998 – Amendment  
– Orders – Issued.

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**GENERAL ADMINISTRATION (SER.B) DEPARTMENT**

G.O.Ms.No. 491

Dated:5/8/2008  
Read the following:-

1. G.O.Ms.No.261, GA (Ser.B) Deptt., dated 14.7.1998.
2. Representations of A.P.State Typists & Stenographers' Association, dated 17.4.2006, 12.7.2007, dt.21.8.2007.
3. Representation of Joint Action Committee of Employees, Teachers and Workers, A.P., dated 23.8.2007.
4. From the Secretary, APPSC Lr.No.877/RR/2008, Dated 25.7.2008.

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**ORDER**

In the references second and third read above, the Associations have represented for fixing of the seniority of the Typists/Junior Stenographers who were converted as Junior Assistants after 14-7-1998 with effect from the date of their appointment as Typists/Junior Stenographer only as was available to the categories of Senior Stenographer/U.D. Typists and Spl.Category Stenographers under rule 15(2) of A.P.Ministerial Service Rules, 1998.

2. Government after careful consideration have accepted the above representation of the Associations.

3. Accordingly, the following Notification will be published in the Andhra Pradesh Gazette:-

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Andhra Pradesh, hereby makes the following amendment to the Andhra Pradesh Ministerial Service Rules issued in G.O.Ms.No.261, General Administration (Ser.B) Department, Dated 14<sup>th</sup> July, 1998 as subsequently amended.

**AMENDMENTS**

**In rule 15 of the said Rules,**

(1) The existing sub-rule (2) shall be re-numbered as sub-rule 2(i) and after sub-rule 2(i) as re-numbered, the following shall be inserted, namely,-

“(2) (ii) The seniority of a member of service who is appointed by conversion from the post of Junior Stenographer / Typist to the post of Junior Assistant or Assistant-cum-Typist after 14.7.1998 shall be fixed with reference to the date of his first appointment as Junior Stenographer/ Typist as the case may be.

Provided that the seniority of the Junior Assistants, who were already promoted as Senior Assistants shall be protected.

.....2

(2) For sub-rule (6), the following shall be substituted, namely,-

“(6) A person converted from one category to another under rule-14, except the categories mentioned in Rule 15(2)(ii), shall take his seniority in the converted category from the date of commencement of probation in the latter category and shall be ranked below the last probationer in the latter category, as on the date of commencement of probation of such person in the latter category”.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**S.BALASUBRAMANYAM  
SECRETARY TO GOVERNMENT (SERVICES)**

To

The Commissioner of Printing & Stationary and Stores

Purchases, A.P., Hyderabad – for publication in the A.P.Gazette.

All Departments in Secretariat.

All Heads of Departments.

All District Collectors.

All District Judges.

**Copy to:**

1. The State President, A.P.State Typists & Stenographers' Association, Hyderabad.
2. The Chairman, JAC of Employees, Teachers and Workers, AP, Hyderabad.
3. All Administration Sections and Service Sections in GAD/  
Asst.Secy(Ser.I)
4. The Secretary, A.P.Public Service Commission, Hyderabad.
5. The Law (Scrutiny) Department.  
Sf/Sc.

**//FORWARDED:: BY ORDER //**

**SECTION OFFICER.**

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Public Service- A.P. Secretariat Subordinate Service Rules-Amendment-Issued.

GENERAL ADMINISTRATION (SER.B)DEPARTMENT

G.O.Ms.No. 659

Dated 21.10.2008.  
Read the following.

1. G.O.Ms.No.455,G.A. (Ser.B) Department, Dated 31.10.1997.
2. From the APPSC Lr. No. 1015/RR/2008, Dated 26.8.2008.

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**ORDER:**

The following notification will be published in the Andhra Pradesh Gazette:-

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and of all other powers hereunto enabling the Governor of Andhra Pradesh, hereby makes the following amendments to the Andhra Pradesh Secretariat Subordinate Service Rules issued in G.O.Ms.No.455, General Administration (Ser.B) Department, Dated 31<sup>st</sup> October, 1997 as subsequently amended.

**AMENDMENTS**

In the annexure to the said rules, in the table in Class-B, in column(3):-

- (i) against category 3, Librarian, Law Department, for the existing entry the following entry shall be substituted; namely:-

**“ Must possess a Bachelors Degree and Degree in Library Science from any recognized University”.**

- (ii) against category 8, Assistant Librarian, Law Department for the existing entry, the following entry shall be substituted, namely:-

**“Must possess a Bachelors Degree and Degree in Library Science form any recognized University”.**

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH )**

S. BALASUBRAMANYAM  
**SECRETARY TO GOVERNMENT (SERVICES)**

To,  
The Commissioner, Printing, Stationery & Store Purchase, A.P., Hyderabad.  
(With a request to publish in A.P. Gazette and supply 300 Gazette Copies).  
The Law (Scrutiny Cell) Department.  
All the Departments of Secretariat.  
The Secretary, A.P. Public Service Commission, Hyderabad.  
(With covering letter( 10 Copies)  
Law ( M.1) Department.  
Sf/Sc.

**// FORWARDED :: BY ORDER//**

**SECTION OFFICER**



**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Public Services – The Andhra Pradesh Ministerial Service Rules, 1998  
– Amendments - Orders – Issued.

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**GENERAL ADMINISTRATION (SER.B) DEPARTMENT**

G.O.Ms.No. 738

Dated:22/12/2008

Read the following:-

1. G.O.Ms.No.261, G.A.(Ser.B) Department, Dated 14.7.1998.
2. G.O.Ms.No.515, G.A.(Ser.B) Department, Dated 4.12.1999.
3. G.O.Ms.No.286, G.A.(Ser.B) Department, Dated 22.6.2002
4. G.O.Ms.No.298, G.A.(Ser.B) Department, Dated 9.10.2003.
5. G.O.Ms.No.365, G.A.(Ser.B) Department, Dated 17.8.2005.
6. Representation from the A.P.Class-IV Employees Joint Action Committee, dated 22.7.2006.
7. From the Secretary, APPSC Lr.No.880/RR/2008, Dt.3.12.2008.

\*\*\*\*

**ORDER:**

In G.O.fifth read above, the following amendment was issued to Note (17) under rule 3 of the A.P.Ministerial Service Rules, 1998

“In the cycles mentioned in Notes (5) and (14) in respect of the appointments to the categories of Junior Assistants, Assistant-cum-Typists, Junior Stenographers and Typists/ L.D. Typists from the feeder category of Record Assistants and equivalent categories in Andhra Pradesh General Subordinate Service Rules and Attenders and other categories in Andhra Pradesh Last Grade Service Rules, the eligible person from the category of Record Assistant and equivalent categories in Andhra Pradesh General Subordinate Service Rules shall be considered first for appointment by transfer to the categories mentioned in note (5) and (14) and when suitable persons in the categories in Andhra Pradesh General Subordinate Service Rules are not available, the Attenders and other categories in Andhra Pradesh Last Grade Service Rules have to be appointed by transfer to the categories mentioned in note (5) and (14).”

2. The Andhra Pradesh Class IV Employees Joint Action Committee in their representation sixth read above have represented that prior to 17.8.2005, there was a provision to Last Grade Service Employees to get promotion directly to the post of Junior Assistant, Assistant cum Typist as well as Junior Stenographer. Due to the above amendment the eligible Class IV employees having appropriate educational qualification etc. are not getting promotion to the post of Junior Assistant etc. They have therefore requested to cancel the G.O. Ms. NO. 365 G.A. (Ser.B) Dept. dt. 17.8.2005 and to restore the Note (17) of rule (3) of Andhra Pradesh Ministerial Service Rules, 1998 existing prior to 17.8.2005.

.....2

:: 2 ::

3. Government after careful examination of the matter, decided to restore the provisions existing prior to issuance of G.O.Ms.No.365, GA (Ser.B) Deptt., Dt.17.8.2005 by taking the qualifying service both in the categories of Record Assistant etc., in Andhra Pradesh General Subordinate Service Rules and Office Subordinate etc., in Andhra Pradesh Last Grade Service Rules together as 5 years for considering appointment by transfer to the post of Junior Assistant etc.

4. Accordingly, the following notification will be published in the Andhra Pradesh Gazette:-

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and of all other powers hereunto enabling, the Governor of Andhra Pradesh hereby makes the following amendments to the Andhra Pradesh Ministerial Service Rules, 1998 issued in the G.O.Ms.No.261, General Administration (Services.B) Department, dated 14<sup>th</sup> July, 1998 as subsequently amended.

**AMENDMENTS**

In the said rules,

(1) in rule 3, for Note (17), the following shall be substituted, namely:-

“Note (17) In the cycles mentioned in Notes (5) and (14) in respect of the appointments to the categories of Junior Assistant, Assistant-cum-Typist, Junior Stenographer and Typists from the feeder category of Record Assistants and other equivalent categories in the Andhra Pradesh General Subordinate Service and Office Subordinate and other categories in the Andhra Pradesh Last Grade Service, eligible persons from these categories shall be divided into three groups as indicated below and the appointments as between the groups I, II and III shall be in the ratio of 1:2:7 respectively, in a unit of 10 vacancies:

GROUP-I: Lift Operators, Motor Cycle Messengers, Drivers, Xerox Operators and Shroffs including cashiers;

GROUP-II: Record Assistants, Roneo Duplicating Operators;

GROUP-III: Office Subordinates, Chowkidars, Sweepers, Scavengers, Cycle Orderlies and other categories in the Andhra Pradesh Last Grade Service.

Appointment to the posts of Junior Assistants, Assistant-cum-Typist, Junior Stenographers and Typists shall be made from among the above three groups, in the order of rotation specified below, in every cycle of ten vacancies:-

1 <sup>st</sup> Vacancy	Group-I
2 <sup>nd</sup> Vacancy	Group-II
3 <sup>rd</sup> Vacancy	Group-III
4 <sup>th</sup> Vacancy	Group-III
5 <sup>th</sup> Vacancy	Group-III
6 <sup>th</sup> Vacancy	Group-II
7 <sup>th</sup> Vacancy	Group-III
8 <sup>th</sup> Vacancy	Group-III
9 <sup>th</sup> Vacancy	Group-III
10 <sup>th</sup> Vacancy	Group-III

(2) In rule 6-,

(i) in sub-rule (3), after the first proviso the following shall be inserted, namely,-

“Provided further that service rendered in the category of Andhra Pradesh Last Grade Service shall also be taken as qualifying service of five years to the categories of Record Assistant and members of equivalent categories in other service for appointment to the post of Junior Assistant or Assistant-cum-Typist”

(ii) in sub-rule (4), after the first proviso the following shall be inserted, namely,-

“Provided further that service rendered in the category of Andhra Pradesh Last Grade Service shall also be taken as qualifying service of five years to the categories of Record Assistant and members of equivalent categories in other service for appointment to the post of Junior Assistant, Assistant-cum-Typist, Typist and Junior Stenographer”

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**S.BALASUBRAMANYAM  
SECRETARY TO GOVERNMENT (SERVICES)**

To

The Commissioner of Printing & Stationary and Stores

Purchases, A.P., Hyderabad – for publication in the  
A.P.Gazette.

All Departments in Secretairat.

All Heads of Departments.

All District Collectors.

All District Judges.

**Copy to:** The Chairman, A.P.Class-IV Employees Joint Action  
Committee, Hyderabad.

The Accountant General, Andhra Pradesh, Hyderabad.

All Administration Sections and Service Sections in GAD.

The Secretary,A.P.Public Service Commission, Hyderabad(10 copies)

The Law (Scrutiny) Department.

Sf/Sc.

**//FORWARDED:: BY ORDER//**

**SECTION OFFICER.**



**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

PUBLIC SERVICE – Andhra Pradesh Secretariat Subordinate Service  
Rules – Amendments to rules – Orders – Issued

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**GENERAL ADMINISTRATION (SER.B) DEPARTMENT**

G.O.Ms.No. 199

Dated:28/4/2009

Read the following:-

1. G.O.Ms.No.455, GA (Ser.B) Deptt., dated 31.10.1997.
2. Representation of A.P.State Typists & Stenographers' Association, dated 24.1.2007.
3. From the Secy,APPSC Lr.No.1059/RR/2008, Dt.20/2/2009.

\*\*\*\*

**ORDER**

In the representation second read above, the A.P.State Typists & Stenographers' Association have requested for extending the benefit of the scheme of transfer of personnel from the Offices of the Heads of Department to the Departments of Secretariat and from Subordinate Offices to the Offices of the Heads of Departments to the Categories of Senior Stenographer.

2. Government after careful consideration have accepted the above request of the A.P.State Typists & Stenographers' Association and decided to amend the Andhra Pradesh Secretariat Subordinate Service Rules suitably. The Andhra Pradesh Public Service Commission accorded its concurrence to amend the said rules.

3. Accordingly, the following Notification will be published in the Andhra Pradesh Gazette:-

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Andhra Pradesh hereby makes the following amendments to the Special Rules for the Andhra Pradesh Secretariat Subordinate Service Rules, 1997 issued in G.O.Ms.No.455, General Administration (Services.B) Department, dated the 31<sup>st</sup> October, 1997.

**AMENDMENTS**

In rule 4 of the said Rules,-

- 1) in the table in Column (2) against category (5) Senior Stenographer under Class-B after item (ii), the following shall be added namely,-
  - (iii) "by appointment by transfer of Senior Stenographers from the Offices of Heads of Departments and Directorates."

:: 2 ::

2) For Note (3) (a) and (b), the following shall be substituted, namely, -

“Note (3) (i) 50% of the vacancies of Senior Stenographers shall be filled by direct recruitment.

(ii) The vacancies other than those meant for direct recruitment, shall be filled in a unit of 8 vacancies in the following order:

- 1.) By appointment by transfer of Senior Stenographer from Office of Heads of Departments / Directorates.
- 2.}
- 3.}
- 4.) By promotion from qualified and eligible Junior Stenographers.
- 5.}
- 6.}
- 7.}
- 8.}

If qualified and eligible candidates are not available in any of those above categories, such vacancies shall be filled by direct recruitment.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

R.M.GONELA  
PRINCIPAL SECRETARY TO GOVERNMENT (POLL) &  
SECRETARY TO GOVERNMENT (SER) (I/C)

To  
The Commissioner of Printing & Stationary and Stores  
Purchases, A.P., Hyderabad – for publication in the A.P.Gazette.  
All Departments in Secretariat.  
All Heads of Departments.  
All District Collectors.  
All District Judges.  
Copy to; The President, A.P.State Typists & Stenographers' Association,  
Hyderabad.  
The General Administration (SU.III) Department.  
All Administration Sections and Service Sections in GAD./ A.S.(Ser.I)  
The Secretary, A.P.Public Service Commission, Hyderabad. (10 copies)  
The Law (Scrutiny) Department.  
Sf/Sc.

//FORWARDED:: BY ORDER //

SECTION OFFICER.

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Public Services – Andhra Pradesh Ministerial Service Rules, 1998 –  
Amendment – Orders – Issued.

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**GENERAL ADMINISTRATION (SER.B) DEPARTMENT**

G.O.Ms.No. 200

Dated:28/4/2009

Read the following:-

1. G.O.Ms.No.261, GA (Ser.B) Deptt., dated 14.7.1998.
2. Representation of A.P.State Typists & Stenographers' Association, dated 24.1.2007.
3. From the Secy, APPSC Lr.No.1059/RR/2008,Dt.20/2/2009.

\*\*\*\*

**ORDER**

In the representation second read above, the A.P.State Typists & Stenographers' Association have requested for extending the benefit of the scheme of transfer of personnel from the Offices of the Heads of Department to the Departments of Secretariat and from Subordinate Offices to the Offices of the Heads of Departments to the Categories of Senior Stenographer.

2. Government after careful consideration have accepted the above request of the A.P.State Typists & Stenographers' Association and decided to amend the Andhra Pradesh Ministerial Service Rules suitably. The Andhra Pradesh Public Service Commission has accorded its concurrence to amend the said Rules.

3. Accordingly, the following Notification will be published in the Andhra Pradesh Gazette:-

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Andhra Pradesh, hereby makes the following amendments to the Andhra Pradesh Ministerial Service Rules issued in G.O.Ms.No.261, General Administration (Ser.B) Department, Dated 14<sup>th</sup> July, 1998 as subsequently amended.

**AMENDMENTS**

In rule 3 of the said rules,

- (1) for "note 8" the following shall be substituted, namely,-

**"Note 8:** 60% of the substantive vacancies of the Senior Stenographers and 70% of the substantive vacancies of Typists, Junior Stenographers shall be filled by direct recruitment and the remaining vacancies shall be filled by promotion and other methods, as specified in Notes 13 and 14 in rule 3 and if no qualified person is available for appointment by other methods, the vacancies intended for them shall also be filled by direct recruitment".

.....2

2) For note 13, the following shall be substituted, namely,-

“Note (13): For appointment to the posts of Senior Stenographer (Category 2 of Class B) the vacancies shall be filled in a unit of 10 vacancies as indicated below:

- 1<sup>st</sup> Vacancy :} In the office of Heads of Departments and Directorates appointment by transfer of Senior Stenographers working in the Subordinate Offices under its administrative Control
- 2<sup>nd</sup> Vacancy :} By promotion from among qualified Junior Stenographer /Typist/Assistant-cum-Typist/ Lower Division Typist in any language
- 3<sup>rd</sup> Vacancy }  
4<sup>th</sup> Vacancy } By Direct Recruitment.  
5<sup>th</sup> Vacancy }
- 6<sup>th</sup> Vacancy :} By transfer of Upper Division Typist in any language, who is qualified for appointment to the post of Senior Stenographer
- 7<sup>th</sup> Vacancy :} By promotion from among qualified Junior Stenographer /Typist/Assistant-cum-Typist/ Lower Division Typist in any language
- 8<sup>th</sup> Vacancy : }  
9<sup>th</sup> Vacancy : } By Direct Recruitment.  
10<sup>th</sup> Vacancy :}

Provided that the first vacancy in every cycle of 10 vacancies in the subordinate offices shall be filled by promotion from among qualified Junior Stenographer/Typist/ Assistant –cum-Typist/ Lower Division Typist.

Provided further that if no qualified person is available in the category of Junior Stenographer, Typist, Assistant-cum-Typist and Lower Division Typists for promotion the vacancy shall be filled by direct recruitment.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

R.M.GONELA  
PRINCIPAL SECRETARY TO GOVERNMENT (POLL) &  
SECRETARY TO GOVERNMENT (SER) (I/C)

To  
The Commissioner of Printing & Stationary and Stores  
Purchases, A.P., Hyderabad – for publication in the A.P.Gazette.  
All Departments in Secretariat.  
All Heads of Departments.  
All District Collectors.  
All District Judges.  
Copy to; The President, A.P.State Typists & Stenographers' Association,  
Hyderabad.  
All Administration Sections and Service Sections in GAD. / A.S.(Ser.I)  
The Secretary, A.P.Public Service Commission, Hyderabad. (10 copies)  
The Law (Scrutiny) Department.  
Sf/Sc.

//FORWARDED:: BY ORDER //

**SECTION OFFICER.**



**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

Public Services – A.P. Ministerial Service Rules, 1998 – Departmental Tests prescribed for promotion to the Higher posts to the persons working in Juvenile Welfare, Correctional Services & Welfare of Street Children Department - Amendment – Orders - Issued.

**GENERAL ADMINISTRATION (SER.B) DEPARTMENT**

G.O.Ms.No. 503

Dated: 21-10-2009

Read the following:

1. G.O. Ms. NO. 261 G.A. (Ser.B) Dept. dt. 14-7-1998.
2. Lr. No. EA2/512/03 Dt. 29.1.2005 from the Commissioner, of Juvenile Welfare, Correctional Services & Welfare of Street Children, A.P. Hyd.
3. G.O.Ms.No.342, GA (Ser.C) Department, dt.4.7.2009
4. From the Secretary, APPSC, Hyd. Lr.No.1092/RR/09, Dated 7.10.2009

\*\*\*

**ORDER:-**

The following Notification will be published in the Andhra Pradesh Gazette.

**NOTIFICATION**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and of all other powers hereunto enabling, the Governor of Andhra Pradesh hereby makes the following amendment to the Andhra Pradesh Ministerial Service Rules, 1998 issued in G.O.Ms.No.261, General Administration (Ser.B) Department, dated 14<sup>th</sup> July, 1998 and published in the Andhra Pradesh Gazette Part.I, Extraordinary, dated the 29<sup>th</sup> October, 1998 as subsequently amended from time to time.

**AMENDMENT**

In the Annexure-II to the said rules in the Table after the Department of JAWAHAR BAL BHAVAN and entries there-under the following shall be inserted, namely,-

**"JUVENILE WELFARE, CORRECTIONAL SERVICES & WELFARE OF STREET CHILDREN DEPARTMENT**

- |  |   |
|--|---|
| <b>(1)</b><br>Superintendents & Senior Assistants. | <b>(2)</b><br>(1) Juvenile Welfare, Correctional Services & Welfare of Street Children Departmental tests Parts-I, II & III.<br><br>2. Accounts Test for Subordinate Officers, Part-I |
|--|---|

N.B:- Persons who have passed Bachelors Degree in Law with Indian Penal Code and Code of Criminal Procedure papers are exempted from passing Indian Penal Code and Code of Criminal Procedure papers in Juvenile Welfare, Correctional Services & Welfare of Street Children Department Test Part-I."

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**Y.SRILAKSHMI**  
**SECRETARY TO GOVERNMENT (SERVICES)**

To  
The Commissioner of Printing, Stationery & Stores  
Purchase Department, Andhra Pradesh Hyderabad (with a request to publish in  
Andhra Pradesh Gazette and supply 300 copies for distribution)  
The Commissioner of Juvenile Welfare, Correctional  
Services & Welfare of Street Children, A.P. Hyderabad  
The W.D., CW & DW Department.  
The Law Department.  
The Secretary, Andhra Pradesh Public Service Commission, Hyderabad.  
The Law (Scrutiny Cell) Department.  
All the Service Sections in G.A.D.  
SF/SC.

**// FORWARDED :: BY ORDER //**

**SECTION OFFICER**

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Public Services – A.P. Ministerial Service Rules,1998 –Departmental Tests prescribed for promotion to the Higher posts to the persons working in Rural Development Department - Amendment orders - Issued.

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**GENERAL ADMINISTRATION (SER.B) DEPARTMENT**

G.O.Ms.No. 271

Dated:28-5-2010

Read the following:

1. G.O. Ms. No. 261 G.A. (Ser.B) Dept. dt. 14-7-1998.
2. From the Commissioner, Rural Development, Hyderabad  
Lr.No.9206/RD.V(3)/2009, Dated 7.12.2009.
3. From the Secretary, APPSC, Hyd. Lr.No.552/RR/2010, dt.1.5.2010.

\*\*\*

**ORDER:-**

The following Notification will be published in an extra-ordinary issue of Andhra Pradesh Gazette.

**NOTIFICATION**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and of all other powers hereunto enabling, the Governor of Andhra Pradesh hereby makes the following amendment to the Andhra Pradesh Ministerial Service Rules, 1998, issued in G.O.Ms.No.261, General Administration (Ser.B) Department, dated 14<sup>th</sup> July, 1998 and published in the Andhra Pradesh Gazette Part.I, Extraordinary, dated the 29<sup>th</sup> October, 1998 as subsequently amended from time to time:

**AMENDMENT**

In the Annexure–II to the said Rules, in the Table, after the heading ROADS AND BUILDINGS DEPARTMENT and entries there-under, the following shall be inserted, namely,-

**“RURAL DEVELOPMENT DEPARTMENT”**

(1)	(2)
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Parts-I & II

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**Y.SRILAKSHMI  
SECRETARY TO GOVERNMENT (SERVICES & HRM)**

To  
The Commissioner of Printing, Stationery & Stores Purchase Department,  
Andhra Pradesh Hyderabad (with a request to publish in Andhra Pradesh Gazette and supply 300 copies for distribution)  
The Commissioner, Rural Development, Hyderabad.  
The PR & RD Department.  
The Law Department.  
The Secretary, Andhra Pradesh Public Service Commission, Hyderabad.  
The Law (E) Department.  
All the Service Sections in G.A.D.  
SF/SC.

**//FORWARDED:: BY ORDER ///**

**SECTION OFFICER.**

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

Public Services – A.P. Ministerial Service Rules, 1998 –Departmental Tests prescribed for Prisons Department revision of scheme and syllabi of Departmental Tests - Amendment – Orders - Issued.

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**GENERAL ADMINISTRATION (SER.B) DEPARTMENT**

G.O.Ms.No. 592

Dated:07.10.2010  
Read the following:

1. G.O. Ms. No. 261 G.A. (Ser.B) Dept. dt. 14-7-1998.
2. G.O.Ms.No.47, Home (Prisons.A) Department, Dated 10.2.04
3. G.O.Ms.No.361, G.A. (Ser.C) Department, dated 3.11.2004.
4. G.O.Ms.No.76, Home (Pri.A) Department, dated 28.4.2005.
5. G.O.Ms.No.77, Home (Pri.A) Department, dated 28.4.2005
6. From the Director General and Inspector General of Prisons and correctional Services, A.P. Hyderabad. Lr.No.EB.2/212/2006 dated, 17.02.2010.
7. From the Secretary, APPSC, Hyd. Lr.No.1123/RR/10, dated 8.9.2010.

\*\*\*

**ORDER:-**

The following Notification will be published in the Andhra Pradesh Gazette.

**NOTIFICATION**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and of all other powers hereunto enabling, the Governor of Andhra Pradesh hereby makes the following amendment to the Andhra Pradesh Ministerial Service Rules, 1998 issued in G.O.Ms.No.261, General Administration (Ser.B) Department, dated 14<sup>th</sup> July, 1998 and published in the Andhra Pradesh Gazette Part.I, Extraordinary, dated the 29<sup>th</sup> October, 1998 as subsequently amended from time to time.

**AMENDMENT**

In the Annexure-II to the said rules, under the heading Prisons Department,-

1. in column (2), for the expression (1) "Jail Departmental Test, Part-I & III" the expression "(1) "Jail Departmental Test Paper-I, Paper-II, Paper-III and Paper-IV" shall be substituted.
2. in the N.B: for the expression "Jail Departmental Test, Part-I" the expression "Jail Departmental test, Paper-II & III" shall be substituted.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**B.VENKATESWARA RAO**  
**SECRETARY TO GOVERNMENT (SERVICES)**

To

The Commissioner of Printing, Stationery & Stores Purchase Department, Andhra Pradesh Hyderabad. (with a request to publish in Andhra Pradesh Gazette and supply 300 copies for distribution)

The Commissioner, Rural Development, Hyderabad.

The PR & RD Department.

The Law Department.

The Secretary, Andhra Pradesh Public Service Commission, Hyderabad.

The Law (Scrutiny Cell) Department.

All the Service Sections in G.A.D.

**Copy to:**

The P.S. to Chief Secretary Govt., A.P., Hyderabad.

The P.S. to Secy.(Ser), GAD.

SF/SC.

// FORWARDED BY :: ORDER //

**SECTION OFFICER**

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

PUBLIC SERVICES – Change of nomenclature of ‘Battery Transport Attender’ in Information and Public Relations Department as ‘Technical Subordinate’ – Amendment to the Andhra Pradesh Last Grade Service Rules – Orders – Issued.

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GENERAL ADMINISTRATION (SERVICES-B) DEPARTMENT

G.O.Ms.No. 667

Dated: 26.11.2010.

Read the following: -

- 1) G.O.Ms.No.565, G.A. (Ser.B) Department, dated: 24.10.1992.
- 2) G.O.Ms.No.321, G.A. (I&PR-I) Department, dated: 19.06.2010.
- 3) U.O. Note No.183/I&PR-I/A2/2008-8, General Administration (I&PR.I) Department, dated: 24.06.2010.
- 4) From the Principal Secretary, APPSC, Hyderabad, Letter No.1450/RR/2010, dated: 11.11.2010.

\*\*\*\*\*

ORDER: -

In the Government order second read above, orders were issued changing the nomenclature of the post of ‘Battery Transport Attender’ in Information and Public Relations Department as ‘Technical Subordinate’. Therefore, it is decided to amend the Andhra Pradesh Last Grade Service Rules, 1992 suitably.

2. Accordingly, the following notification will be published in the Andhra Pradesh Gazette:

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Andhra Pradesh hereby makes the following amendment to the Andhra Pradesh Last Grade Service Rules, 1992 issued in G.O.Ms.No.565, General Administration (Services-B) Department, dated the 24<sup>th</sup> October, 1992 and as amended from time to time.

The amendment hereby made shall be deemed to have come into force with effect on and from the 19<sup>th</sup> June, 2010.

AMENDMENT

In rule 2 of the said rules, in Category 2(a), for the expression “Battery Transport Attenders in Information & Public Relations & Tourism Department” the following shall be substituted, namely: -

“Battery Transport Attenders in Tourism Department and Technical Subordinates in Information & Public Relations Department.”

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

B. VENKATESWARA RAO,  
SECRETARY TO GOVERNMENT (SERVICES & HRM)

To

The Commissioner, Printing, Stationery & Stores Purchase, Hyderabad. (with a requested to publish in A.P. Gazette and supply 300 Gazettee copies)

The Law (Scrutiny Cell) Department / Law (M) Department.

All the Departments of Secretariat / All the Heads of Departments.

The Special Commissioner, Information & Public Relations Department.

All the District Collectors / All the Service Sections in G.A.D.

The Secretary, Andhra Pradesh Public Service Commission, Hyderabad.

P.S. to Secretary to Government (Services), G.A.D.

SF / SC.

// FORWARDED :: BY ORDER //

SECTION OFFICER

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Public Services – Andhra Pradesh Ministerial Service Rules, 1998 – Creation of promotion channel to the category of Village Revenue Officers as Junior Assistant and Senior Assistant in Revenue department at the District level in the respective unit of appointment - Amendment orders - Issued.

-----

**GENERAL ADMINISTRATION (SER.B) DEPARTMENT**

G.O.Ms.No. 25

Dated: 19-01-2011

Read the following:

1. G.O. Ms. No. 261, General Administration (Ser.B) Department, dt. 14.7.1998.
2. G.O.Ms.No.186, Revenue (VA) Department, Dt.4.3.2010
3. G.O.Ms.No.458, Revenue (VA) Department, Dt.18.5.2010
4. From the Prl. Secretary, APPSC, Hyderabad Letter No.1449/RR/2010, Dt.04.12.2010.

\*\*\*

**ORDER:-**

In the G.O. second read above, the Revenue (VA) Department have issued orders (1) to earmark the 10<sup>th</sup> vacancy in a unit of ten vacancies of Junior Assistants for appointment by promotion of Village Revenue Officers drawing Record Assistant pay scale. These promotions shall be only in the Revenue Department at the District level in the respective unit of appointment; and (2) also to include the Village Revenue Officers drawing the Junior Assistant Scale of pay as one of the feeder categories to the post of Senior Assistant by suitably amending the Andhra Pradesh Ministerial Service Rules, 1998 and these promotions shall also be only in the Revenue Department at the District level in the respective Unit of appointment and the said promotional channel would cease to exist after all the Village Revenue Officers drawing Junior Assistant pay scale are exhausted.

2. In the G.O. third read above, certain amendments were issued to Andhra Pradesh Village Revenue Officers Service Rules, 2008.
3. Accordingly, the following Notification will be published in an extraordinary issue of Andhra Pradesh Gazette, dated 19.01.2011.

**NOTIFICATION**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and of all other powers hereunto enabling, the Governor of Andhra Pradesh hereby makes the following amendments to the Andhra Pradesh Ministerial Service Rules, 1998 issued in G.O.Ms.No.261, General Administration (Ser.B) Department, dated the 14<sup>th</sup> July, 1998 and published in the Andhra Pradesh Gazette Part.I, Extraordinary, dated the 29<sup>th</sup> October, 1998, as subsequently amended from time to time:

**AMENDMENTS**

In rule 3 of the said rules,-

- (i) In the Table under the first proviso, after the entry 9(a) Senior Assistant in Sainik Welfare Department, the following shall be inserted, namely,-

9(b) Senior Assistants in Revenue Department	By appointment by transfer of Village Revenue Officers drawing the pay scale of Junior Assistant in Revenue Department in the Districts  Note:- Provided that the above promotion channel would cease to exist, after all the Village Revenue Officers drawing the Junior Assistant scale of pay are exhausted.
--	---

(P.T.O.)

- (ii) in Note (5), after 5<sup>th</sup> proviso, the following proviso shall be inserted, namely,-

“Provided also that in every 10 vacancies in the Revenue Department, the 10<sup>th</sup> (tenth) vacancy shall be filled by appointment by transfer from the category of Village Revenue Officers drawing Record Assistant scale of pay in that Department”

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

B.VENKATESWARA RAO  
SECRETARY TO GOVERNMENT (SER. & HRM)

To

The Commissioner of Printing, Stationery & Stores Purchase Department,  
Andhra Pradesh Hyderabad (with a request to publish in Andhra Pradesh  
Gazette and supply 300 copies for distribution)

The Chief Commissioner of Land Administration, Hyderabad.

The Revenue (VA) Department.

The Law Department.

The Secretary, Andhra Pradesh Public Service Commission, Hyderabad.

The Law (E) Department.

All the Service Sections in G.A.D.

SF/SC.

//FORWARDED:: BY ORDER//

SECTION OFFICER

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

Public Services – The Andhra Pradesh Last Grade Service Rules, 1992 -  
Raising the upper age limit from 33 years to 34 years for Direct Recruitment –  
Amendment – Orders – Issued.

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GENERAL ADMINISTRATION (SERVICES – B) DEPARTMENT

G.O.Ms.No. 564

Dated: 28.09.2011.  
Read the following:-

- 1) G.O.Ms.No.565, G.A. (Ser-B) Department, dt.24.10.1992.
- 2) G.O.Ms.No.162, G.A. (Ser-B) Department, dt.27.05.2003.
- 3) G.O.Ms.No.759, G.A. (Ser-D) Department, dt.06.10.2007.
- 4) Lr.Roc.No.851/2009-RC, dated: 31.08.2010 from the Registrar,  
High Court of Andhra Pradesh, Hyderabad.
- 5) From the Secretary, A.P.Public Service Commission, Hyderabad  
Lr.No.1305/RR/2011, dated: 13.09.2011.

\* \* \*

**ORDER:**

In the G.O. third read above, orders were issued amending sub-clause (v) of clause (a) in sub-rule(1) of rule 12 of the Andhra Pradesh State and Subordinate Service Rules, 1996, raising the upper age limit from 33 years to 34 years for Direct Recruitment.

2. Accordingly, the following notification will be published in the Andhra Pradesh Gazette:

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of Constitution of India and of all other powers hereunto enabling the Governor of Andhra Pradesh hereby makes the following amendment to the Andhra Pradesh Last Grade Service Rules, 1992, issued in G.O.Ms.No.565, General Administration (Ser-B) Department, dated the 24<sup>th</sup> day of October, 1992 and as subsequently amended from time to time.

AMENDMENT

In rule-8 of the said rules, for the figures "33", the figures "34" shall be substituted.

[BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH]

B. VENKATESWARA RAO  
SECRETARY TO GOVERNMENT(SER & HRM)

To  
The Commissioner, Printing Stationery & Stores Purchase, A.P.Hyderabad  
(with a request to publish the notification in the A.P. Extraordinary Gazette  
and supply 300 copies for distribution).  
All the Departments of Secretariat.  
The Registrar General, High Court of A.P., Hyderabad(10 copies),  
All the Heads of Departments.  
The Secretary, A.P.Public Service Commission, Hyderabad.  
All the District Collectors/All District Judges in A.P.  
All Service Sections in General Administration Department.  
The Law(E)Department.  
SF/SC.

//FORWARDED :: BY ORDER//

SECTION OFFICER.

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

Public Services – The Andhra Pradesh General Subordinate Service Rules, 1992 -  
Raising the upper age limit from 33 years to 34 years – Amendment – Orders –  
Issued.

---

GENERAL ADMINISTRATION (SERVICES – B) DEPARTMENT

G.O.Ms.No. 565

Dated: 28.09.2011.  
Read the following:-

- 1) G.O.Ms.No.965, G.A. (Ser-B) Department, dt.21.10.1995.
- 2) G.O.Ms.No.300, G.A. (Ser-B) Department, dt.10.10.2003.
- 3) G.O.Ms.No.759, G.A. (Ser-D) Department, dt.06.10.2007.
- 4) From the Secretary, A.P.Public Service Commission, Hyderabad  
Lr.No.1305/RR/2011, dated: 13.09.2011.

\*\*\*

**ORDER:**

In the G.O. third read above, orders were issued amending sub-clause (v) of clause (a) in sub-rule(1) of rule 12 of the Andhra Pradesh State and Subordinate Service Rules, 1996, raising the upper age limit from 33 years to 34 years for Direct Recruitment.

2. Accordingly, the following notification will be published in the Andhra Pradesh Gazette:

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of Constitution of India and of all other powers hereunto enabling the Governor of Andhra Pradesh hereby makes the following amendment to the Andhra Pradesh General Subordinate Service Rules, issued in G.O.Ms.No.965, General Administration (Ser-B) Department, dated the 21<sup>st</sup> day of October, 1995, and as subsequently amended from time to time.

**A M E N D M E N T**

In rule-6 of the said rules, for the figures "33", the figures "34" shall be substituted.

[BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH]

B. VENKATESWARA RAO  
SECRETARY TO GOVERNMENT(SER & HRM)

To

The Commissioner, Printing Stationery & Stores Purchase, A.P.Hyderabad  
(with a request to publish the notification in the A.P. Extraordinary Gazette  
and supply 300 copies for distribution).

All the Departments of Secretariat.

The Registrar General, High Court of A.P., Hyderabad(10 copies).

All the Heads of Departments.

The Secretary, A.P.Public Service Commission, Hyderabad.

All the District Collectors/All District Judges in A.P.

All Service Sections in General Administration Department.

The Law(E)Department.

SF/SC.

//FORWARDED:: BY ORDER//

SECTION OFFICER.



**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

Public Services – Andhra Pradesh General Subordinate Service Rules – Inclusion of Assistant (Despatch, Records and Tappals) Category in the said Rules – Amendments – Orders – Issued.

-----  
**GENERAL ADMINISTRATION (SER-B) DEPARTMENT**

G.O.Ms.No. 44

Dated:21.01.2013.

Read the following: -

- 1) G.O.Ms.No.965, General Admn. (Ser-B) Department, dated: 21.10.1995.
- 2) G.O.Ms.No.537, General Admn. (SU-III) Department, dt. 06.09.2011.
- 3) U.O. Note. No.18696/SU-III/2011, General Administration (SU-III) Department, dated: 07.09.2011.
- 4) From the Secretary, A.P.P.S.C., Hyderabad, Lr.No.524/RR/2012, dated:20.09.2012.

\*\*\*\*\*

**ORDER:**

In the Government order second read above, orders were issued, among others, to amend the Andhra Pradesh General Subordinate Service Rules, by incorporating the Category of Assistant (Despatch, Records and Tappals) in Class-A under rule 2 of the said rules and to amend the rules, wherever necessary. Accordingly, it is decided to amend the Andhra Pradesh General Subordinate Service Rules, 1995 suitably.

2. Accordingly, the following notification will be published in the Andhra Pradesh Gazette:

**NOTIFICATION**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Andhra Pradesh hereby makes the following amendments to the Andhra Pradesh General Subordinate Service Rules, 1995 issued in G.O.Ms.No.965, General Administration (Services-B) Department, dated the 21<sup>st</sup> October, 1995 and as subsequently amended from time to time.

These amendments shall be deemed to have come into force with effect on and from the 6<sup>th</sup> September, 2011.

**AMENDMENTS**

In the said rules: -

(1) In rule 2 under Class-A, the existing Categories (1), (2) and (3) shall be re-numbered as Categories (2), (3) and (4) respectively and above the categories (2) as re-numbered the following shall be inserted, namely, - "Category (1) ... Assistant (Despatch, Records and Tappal)"

(2) In rule 3 : -

- (i) In the table under Class-A the existing Categories (1), (2) and (3) shall be re-numbered as Categories (2), (3) and (4) respectively and above the categories (2) as re-numbered, the following shall be inserted in Columns (1) and (2) respectively namely: -

(1)	(2)
(1) Assistant (Despatch, Records and Tappals)	(i) By promotion from among full members or approved Probationers in this Service, working in the Andhra Pradesh Secretariat.
	(ii) By appointment by transfer from among full members (OR) approved Probationers in the Andhra Pradesh Last Grade Service working in the Andhra Pradesh Secretariat. (Subject to Note 1 below).

p.t.o.

- (ii) Under the table the existing Notes (1) and (2) shall be re-numbered as (2) and (3) respectively and above the Note (2) as re-numbered, the following shall be inserted as Note 1 namely.

**"Note (1) (a):-** For appointment to the posts of Assistant (Despatch, Records and Tappals Branches) all eligible Candidates in the feeder categories will be divided into three groups as indicated below and the appointments between the groups I, II & III will be in the ratio of 1:2:7 respectively in a cycle to 10 vacancies in each of the units of appointment referred to in rule-10 of the Andhra Pradesh General Subordinate Service Rules, 1995."

**Group - I:-**

Lift operator, Motor Cycle Messengers, Drivers, Xerox Operators and Shorffs.

**Group - II: -**

Record Assistants, Roneo Duplicating Operators.

**Group - III: -**

Office Subordinates, Chowkidars, Sweepers, Scavengers Cycle Orderlies and other categories in the Andhra Pradesh Last Grade Service in the Andhra Pradesh Secretariat.

Appointments to the posts of Assistant (Despatch, Records and Tappals) shall be made from among the above three groups in the order of rotation specified below in every cycle of the ten vacancies.

1 <sup>st</sup> Vacancy	Group-I
2nd Vacancy	Group-II
3rd Vacancy	Group-III
4th Vacancy	Group-III
5th Vacancy	Group-III
6th Vacancy	Group-II
7th Vacancy	Group-III
8th Vacancy	Group-III
9th Vacancy	Group-III
10th Vacancy	Group-III

- (b) If candidates qualified for appointment are not available in any particular group, the posts intended to be filled by that group will be filled by the members from other groups in proportion to the ratio."

(3) In rule 7 the existing provision shall be renumbered as sub-rule (a) and the words "excepting the Category of Despatch, Records & Tappals Assistant" shall be added at the end of sub-rule (a) and after sub-rule (a) as re-numbered, the following shall be inserted, namely, --

"(b) No person shall be eligible for promotion to the post of Assistant (Despatch, Records and Tappal) (Category 1 of Class-A) from the other categories in the Andhra Pradesh General Subordinate Service or by appointment by transfer from the categories in the Andhra Pradesh Last Grade Services, unless he has put in not less than five years of service in the category from which promotion / appointment by transfer is made."

:: 03 ::

(4) In the Annexure in the table under Class-A the existing Categories (1), (2) and (3) shall be re-numbered as Categories (2), (3) and (4) respectively and above Category (2) as re-numbered as the following shall be inserted in Columns (1), (2) and (3) respectively, namely, --

Class and Category	Method of appointment	Qualifications
(1)	(2)	(3)
"1. Assistant for Despatch Record and Tappals Branch	By promotion or by appointment by transfer	(i) Must possess the minimum general Educational qualification. (ii) Must have put in not less than 5 years of regular service in the respective categories."

**[BY ORDER AND IN THE NAME OF GOVERNOR OF ANDHRA PRADESH]**

**B.VENKATESWARA RAO**  
**SECRETARY TO GOVERNMENT (SERVICES &HRM)**

To

The Commissioner, Printing Stationer & Store Purchase, A.P., Hyderabad (with a request to publish the notification in the A.P. Extraordinary Gazette and supply 1000 copies for distribution)

All the Departments of Secretariat.

All the Heads of Departments

The Secretary, A.P.Public Service Commission, Hyderabad.

All the District Collectors / All District Judges, in A.P.

All Service Sections in General Administration Department.

Law (E) Department.

Copy to:

Private Secretary to Chief Minister.

Private Secretary to Chief Secretary to Government.

Private Secretary to Secretary to Government (Services), G.A.D.

"A copy of this order is available on the Internet and can be accessed at the address - <http://goir.ap.gov.in>."

SF / SC.

**//FORWARDED:: BY ORDER //**

**SECTION OFFICER.**

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

Public Services – The Andhra Pradesh Secretariat Subordinate Service Rules – Omission of the Category of Assistant (Despatch, Records and Tappals) from the said Rules, 1997 – Amendments – Orders – Issued.

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**GENERAL ADMINISTRATION (SER-B) DEPARTMENT**

G.O.Ms.No. 45

Dated:21.01.2013.  
Read the following: -

- 1) G.O.Ms.No.455, General Admn. (Ser-B) Department, dated: 31.10.1997.
- 2) G.O.Ms.No.537, General Admn. (SU-III) Department, dt. 06.09.2011.
- 3) U.O. Note. No.18696/SU-III/2011, General Administration (SU-III) Department, dated: 07.09.2011.
- 4) From the Secretary, A.P.P.S.C., Hyderabad, Lr.No. 524/RR/2012, dated:20.09.2012.

\*\*\*\*\*

**ORDER:**

In the Government order second read above, orders were issued, among others, to amend the Andhra Pradesh Secretariat Subordinate Service Rules, 1997 by omitting the category of Assistant (Despatch, Records and Tappals) included in Category 7 (b) of Class-B under rule 2 of the said rules and duly amending the rules wherever necessary. Accordingly, it is decided to amend the Andhra Pradesh Secretariat Subordinate Service Rules, 1997 suitably.

2. Accordingly, the following notification will be published in the Andhra Pradesh Gazette:

**NOTIFICATION**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Andhra Pradesh hereby makes the following amendments to the Andhra Pradesh Secretariat Subordinate Service Rules, 1997 issued in G.O.Ms.No.455, General Administration (Services-B) Department, dated the 31<sup>st</sup> October, 1997 and as subsequently amended from time to time.

These amendments shall be deemed to have come into force with effect on and from the 6<sup>th</sup> September, 2011.

**AMENDMENTS**

In the said rules;

1) In rule 2

(i) in Class-B Category (7) (b) shall be omitted.

2) In rule 4 : -

(i) In the table under Class-B

(a) Category 7 (b) in Column (1) and the existing entries against it in Column (2) shall be omitted.

(b) in column (2) against Category 8 (a) for entry (vi), the following shall be substituted namely, -

“(vi) By appointment by transfer of Assistant (Dispatch, Record and Tappals (Category 1 of Class-A) of Andhra Pradesh General Subordinate Service Rules, 1995 working in the Secretariat, if they possess the qualifications prescribed (subject to Notes 4 and 7 below).”

(ii) Note (4) (a) & (b) under the Table shall be omitted and Notes (5) to (12) shall be re-numbered as Note (4) to (11) respectively.

(p.t.o.)

(iii) In items (2) and (4) under Note 4 (ii) and in items 2 and 4 under Note 4 (v) (i) as re-numbered for the existing words, the following words shall be substituted namely, -  
"Appointment by transfer from the cadre of Assistant (Despatch, Records and Tappals) (Category 1 of Class-A) of the Andhra Pradesh General Subordinate Service Rules, 1995, working in the Andhra Pradesh Secretariat."

3) In rule 10

(i) In sub-rule (d), the expression "Assistant (Despatch, Tappal and Record) (Category 7 (b) of Class-B) and" shall be omitted.

4) In rule 15

(i) In item (1), the words "Assistants for Despatch, Records and Tappals" shall be omitted.

5) In the Annexure, in the Table under Class - B: -

the Category-2 i.e., Assistant for Despatch, Records & Tappal Branch and the corresponding entries against it in columns (2) and (3) shall be omitted and Category Nos 3, 4, 5, 6, 7, 8 and 9 shall be re-numbered as 2, 3, 4, 5, 6, 7 and 8 respectively.

**[BY ORDER AND IN THE NAME OF GOVERNOR OF ANDHRA PRADESH]**

**B.VENKATESWARA RAO  
SECRETARY TO GOVERNMENT (SERVICES &HRM)**

To

The Commissioner, Printing Stationer & Store Purchase, A.P., Hyderabad (with a request to publish the notification in the A.P. Extraordinary Gazette and supply 1000 copies for distribution).

All the Departments of Secretariat.

All the Heads of Departments

The Secretary, A.P.Public Service Commission, Hyderabad.

All the District collectors / All District Judges, in A.P.

All Service Sections in General Administration Department.

Law (E) Department.

Copy to:

Private Secretary to Chief Minister.

Private Secretary to Chief Secretary to Government.

Private Secretary to Secretary to Government (Services), G.A.D.

"A copy of this order is available on the Internet and can be accessed at the address - <http://goir.ap.gov.in>."

SF / SC.

**//FORWARDED:: BY ORDER//**

**SECTION OFFICER.**

**GOVERNMENT OF ANDHRA PRADESH**

**ABSTRACT**

Public Services – The Andhra Pradesh Last Grade Service Rules, 1992 –  
Amendments – Orders – Issued.

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**GENERAL ADMINISTRATION (SER.B) DEPARTMENT**

G.O.Ms.No. 101

Dated: 6/03/2013

Read the following:-

1. G.O.Ms.No.565, G.A.(Ser.B) Deptt., dt:24.10.1992.
2. Representation, dt:17.3.2012 from the General Secretary  
A.P. Secretariat Class-IV Employees Central Association.
3. From the Secretary, APPSC, Letter No.298/ RR/13, Dt.15.2.2013.

**ORDER:**

The following notification will be published in the Andhra Pradesh Gazette:

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Andhra Pradesh hereby makes the following amendments to the Andhra Pradesh Last Grade Service Rules, 1992 issued in G.O.Ms.No.565, General Administration (Ser.B) Department, dated:24<sup>th</sup> October, 1992 as subsequently amended from time to time.

**AMENDMENTS**

In rule 12 of the said rules :-

- (1) In sub-rule (a) the words "and seniority" shall be omitted.
- (2) After sub-rule (a), the following sub-rule shall be inserted namely,-

"(aa) the seniority of a member of the service who is transferred on administrative grounds from one Department or Office or unit of appointment to another Department or Office or unit of appointment shall be fixed in the latter Department or Office or unit with reference to the date of his first appointment in the former department or office or unit; and the seniority of a member of the service who is transferred at his own request from one department or office or unit of appointment to another department or office or unit of appointment shall be fixed in the latter department or office or unit with reference to the date of his first appointment in the latter department or office or unit".

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**B.VENKATESWARA RAO**  
**SECRETARY TO GOVERNMENT(SERVICES & HRM)**

To  
The Commissioner, Printing Stationery & Stores Purchase, A.P.Hyderabad  
(with a request to publish the notification in the A.P. Gazette and supply 500 copies  
for distribution).  
All the Departments of Secretariat.  
All the Heads of Departments.  
The Secretary, A.P.Public Service Commission, Hyderabad.  
All the District Collectors.  
All District Judges in A.P.  
All Service Sections in General Administration Department.  
The Law(E)Department.  
SF/SC.

//Forwarded by Order//

**SECTION OFFICER**

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

Rules – The Andhra Pradesh Ministerial Service Rules - Amendment orders - Issued.

-----  
**GENERAL ADMINISTRATION (SER.B) DEPARTMENT**

G.O.Ms.No. 341

Dated:14/05/2013  
Read the following:-

- 1.G.O. Ms. No. 261 G.A. (Ser.B) Dept. dt. 14.7.1998.
- 2.G.O.Ms.No.186, Revenue (VA) Department, dt.4.3.2010
- 3.G.O.Ms.No.25, G.A.(Ser.B)Dept., dt.19.1.2011.
- 4.G.O.Ms.No.514,Revenue(VA)Department, dt.13.8.2012.
- 5.From the Secretary, APPSC,Hyd., Lr.No.731/RR/2013,dt. 27/04/2013.

\*\*\*

**ORDER:-**

In the G.O. 4<sup>th</sup> read above, the Government have issued orders fixing a ratio of 60:40 between the Jr.Assistants/Typists working in the Revenue Department at the District level and Village Revenue Officers drawing the Jr.Assistant scale of pay, for promotion to the post of Sr.Assistant in Revenue Department at the District level in the cycle of rotation. It was also ordered that this promotional channel would however cease to exist after all the Village Revenue Officers drawing Jr.Assistant pay scale are exhausted. In para 5 of the said G.O., it was ordered that necessary amendments to the Andhra Pradesh Ministerial Service Rules,1998 shall be issued by the General Administration(Ser.B)Department;

2. Accordingly, the following Notification will be published in an extra-ordinary issue of Andhra Pradesh Gazette, dated.14.05.2013.

**NOTIFICATION**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and of all other powers hereunto enabling, the Governor of Andhra Pradesh hereby makes the following amendments to the Andhra Pradesh Ministerial Service Rules, 1998 issued in G.O.Ms.No.261, General Administration (Ser.B) Department, dated the 14<sup>th</sup> July, 1998 and published in the Andhra Pradesh Gazette Part.I, Extraordinary, dated the 29<sup>th</sup> October, 1998, as subsequently amended from time to time:

**AMENDMENTS**

In rule 3 of the said rules, in the Table under the first proviso, for entry in Column (2), against entry 9(b) the following shall be substituted, namely,-

"A ratio of 60:40 shall be fixed between the Jr.Assistants / Typists working in the Revenue Department at the District level and VROs., drawing the Jr.Assistant scale of pay, for promotion to the post of Sr.Assistant in Revenue Department at the District level in the following cycle of rotation".

- |                          |   |
|--------------------------|---|
| 1 <sup>st</sup> vacancy  | :: Junior Assistants / Typists;                                   |
| 2 <sup>nd</sup> vacancy  | :: Village Revenue Officer(drawing the scale of pay of Jr.Asst.)  |
| 3 <sup>rd</sup> vacancy  | :: Junior Assistants / Typists;                                   |
| 4 <sup>th</sup> vacancy  | :: Junior Assistants / Typists;                                   |
| 5 <sup>th</sup> vacancy  | :: Village Revenue Officer (drawing the scale of pay of Jr.Asst.) |
| 6 <sup>th</sup> vacancy  | :: Junior Assistants / Typists;                                   |
| 7 <sup>th</sup> vacancy  | :: Village Revenue Officer (drawing the scale of pay of Jr.Asst.) |
| 8 <sup>th</sup> vacancy  | :: Junior Assistants / Typists;                                   |
| 9 <sup>th</sup> vacancy  | :: Junior Assistants / Typists;                                   |
| 10 <sup>th</sup> vacancy | :: Village Revenue Officer (drawing the scale of pay of Jr.Asst.) |

...Contd. P.2

:2:

Note:- Provided that the above promotion channel would cease to exist, after all the Village Revenue Officers drawing the Junior Assistant scale of pay are exhausted.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**B.VENKATESWARA RAO  
SECRETARY TO GOVERNMENT(SERVICES & HRM)**

To  
The Commissioner of Printing, Stationery & Stores Purchase Dept.,  
A.P.Hyderabad (with a request to publish in Andhra Pradesh  
Gazette and supply 300 copies for distribution)  
The Spl.Chief Secretary and Chief Commissioner of Land  
Administration, Hyderabad.  
The Revenue (VA) Department.  
The Law Department.  
The Secretary, Andhra Pradesh Public Service Commission,  
Hyderabad.  
The Law (E) Department.  
All the Service Sections in G.A.D.  
SF/SC.

// Forwarded By Order//

**SECTION OFFICER**



GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

Public Services – The Andhra Pradesh Ministerial Service Rules, 1998 –  
Amendments - Orders - Issued.

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GENERAL ADMINISTRATION (SER.B) DEPARTMENT

G.O.Ms.No. 32

Dated: 03.02.2014  
Read the following:-

- 1.G.O. Ms. No. 261, G.A. (Ser.B) Dept., dated 14.7.1998.
- 2.G.O. Ms. No. 515, G.A. (Ser.B) Dept., dated 4.12.1999.
- 3.G.O. Ms. No. 286, G.A. (Ser.B) Dept., dated 22.06.2002.
- 4.G.O. Ms. No. 298, G.A. (Ser.B) Dept., dated 9.10.2003.
- 5.G.O. Ms. No. 365, G.A. (Ser.B) Dept., dated 17.08.2005.
- 6.G.O. Ms. No. 738, G.A. (Ser.B) Dept., dated 22.12.2008.
- 7.Orders of the Hon'ble APAT, dated:29.04.2010 in  
O.A.No.860/2009.
- 8.Orders of the Hon'ble High Court, dated:26.04.2013 in WP  
No.13051 & 18722/2010.
- 9.From the Secretary I/c, APPSC, Hyderabad, Letter  
No.2230/RR/2/2013, dated 25.01.2014.

\*\*\*

**ORDER:-**

As per Note(17) under rule 3 of the Andhra Pradesh Ministerial Service Rules, 1998 (prior to the amendments issued in G.O.Ms. No.365) in the cycles mentioned in Notes (5) and (14), in respect of the appointments to the categories of Junior Assistants, Assistant cum Typists, Junior Stenographers and Typists from the feeder category of Record Assistants and other equivalent categories, Attenders (Office Subordinates) and other categories in the Andhra Pradesh Last Grade Service, eligible persons from these categories shall be divided into three groups and the appointments as between the groups I, II and III shall be in the ratio of 1:2:7 respectively, in a unit of 10 vacancies.

2. Subsequently, orders were issued in G.O. Ms. No. 365, G.A. (Ser.B) Dept. dated 17.08.2005, amending Note (17) under rule 3 of the Andhra Pradesh Ministerial Service Rules as below:

“In the cycles mentioned in Notes (5) and (14) in respect of the appointments to the categories of Junior Assistants, Assistant-cum-Typists, Junior Stenographers and Typists/ L.D. Typists from the feeder category of Record Assistants and equivalent categories in Andhra Pradesh General Subordinate Service Rules and Attenders and other categories in Andhra Pradesh Last Grade Service Rules, the eligible person from the category of Record Assistant and equivalent categories in Andhra Pradesh General Subordinate Service Rules shall be considered first for appointment by transfer to the categories mentioned in note (5) and (14) and when suitable persons in the categories in Andhra Pradesh General Subordinate Service Rules are not available, the Attenders and other categories in Andhra Pradesh Last Grade Service Rules have to be appointed by transfer to the categories mentioned in note (5) and (14).”

3. Aggrieved by the above, the AP Class IV Association has represented to restore the provision existing prior to G.O.Ms. No. 365, G.A.(Ser.B) Deptt., dt.17.08.2005. Government after careful examination of the matter and having detailed discussion with various Associations, have issued orders in G.O.Ms No.738, GA(Ser.B)Deptt., dated: 22.12.2008 restoring the provisions existing prior to issuance of G.O.Ms. No. 365, G.A.(Ser.B)Deptt., dated 17.08.2005.

4. Aggrieved by the above, certain Record Assistants have approached the APAT and the Hon'ble Tribunal in its orders dated 29.04.2010 in O.A.No. 860/2009 & batch filed by Sri K.Krishna Murthy, Record Assistant and others, have set aside the G.O.Ms.No.738, G.A.(Ser.B) Department, dated 22.12.2008.

5. Subsequently, Government have filed W.P.No.18722/2010 against the orders of Hon'ble Tribunal Dt.29.4.2010 in O.A. No.860/2009. A.P. Class-IV Association has also filed WP No.13051/2010 against the said orders of Hon'ble APAT. The Hon'ble High Court in its orders, dated 26.4.2013 while dismissing the WP No.13051 & 18722/2010 have ordered as follows:

".....No doubt, the rules regulating the conditions of service are within the exclusive domain of the State under the proviso to Article 309, but even so, such rules have to be reasonable, fair and not grossly unjust, if they are to survive the test of Articles 14 and 16. Coming to the facts of the case, we are of the view that the impugned amendments made vide G.O.Ms.No.738, dated.22.12.2008, are not reasonable and are grossly unjust and they do not survive the test of Articles 14 and 16, as much as the senior most employees in A.P. Last Grade Service who are promoted to the post of Record Assistant, are unduly deprived of their chances for promotion to the further superior posts of Junior Assistants or its equivalent categories under A.P. Ministerial Service Rules, 1998.

For the aforesaid reasons, we are in agreement with the reasoned order passed by the Tribunal in O.A. No.860 of 2009. Both the writ petitions are accordingly dismissed, confirming the orders, dated:29.4.2010 passed by the Tribunal in OA No.860 of 2009. As there was an interim order during the pendency of these writ petitions and it is brought to our notice that certain promotions are already effected in terms of the impugned G.O. Ms. No. 738, dt: 22.12.2008, we declare that this order will not have any effect on the promotees who are promoted based on the orders issued vide G.O.Ms.No.738, dated 22.12.2008. It is further directed that henceforth, the vacancies in the category of Junior Assistant and other equivalent categories governed by the A.P. Ministerial Service Rules, 1998, shall be made without reference to the impugned amendments made vide G.O.Ms.No.738, dated: 22.12.2008, but the same shall be made by following the earlier amendments made to rule-3 vide G.O.Ms.No.365, dated:17.8.2005. No costs.

As a sequel, miscellaneous petitions if any, pending in these writ petitions, shall stand closed".

6. Government, after careful examination of the matter have decided to implement the orders of the Hon'ble High Court of A.P., dated 26.04.2013 in W.P. No. 13051 & 18722/2010 and to carry out certain amendments in the A.P. Ministerial Service Rules,1998.

7. Accordingly, the following notification will be published in the Andhra Pradesh Gazette, dated. 03.02.2014.

### **NOTIFICATION**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers hereunto enabling, the Governor of Andhra Pradesh hereby makes the following amendments to the Andhra Pradesh Ministerial Service Rules, 1998 issued in G.O.Ms.No.261, General Administration (Ser.B) Department, dated the 14<sup>th</sup> July, 1998 and published in the Andhra Pradesh Gazette Part.I, Extraordinary, dated the 29<sup>th</sup> October, 1998 and as subsequently amended from time to time:

**AMENDMENTS**

In the said rules,

(1) in rule 3, for the Note (17), the following shall be substituted, namely;-

“In the cycles mentioned in Notes (5) and (14) in respect of the appointments to the categories of Junior Assistants, Assistant-cum-Typists, Junior Stenographers and Typists/ L.D. Typists from the feeder category of Record Assistants and equivalent categories in Andhra Pradesh General Subordinate Service Rules and Office subordinates and other categories in Andhra Pradesh Last Grade Service Rules, the eligible person from the category of Record Assistant and equivalent categories in Andhra Pradesh General Subordinate Service Rules shall be considered first for appointment by transfer to the categories mentioned in note (5) and (14) and when suitable persons in the categories in Andhra Pradesh General Subordinate Service Rules are not available, the Office Subordinates and other categories in Andhra Pradesh Last Grade Service Rules have to be appointed by transfer to the categories mentioned in note (5) and (14).”

(2) In rule 6,

(i) in sub-rule (3), the second proviso shall be omitted;

(ii) in sub-rule (4), the second proviso shall be omitted.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

S.K.SINHA  
PRL.SECRETARY TO GOVERNMENT(SER.&HRM)

To  
The Commissioner of Printing, Stationery &  
Stores Purchase Dept., A.P. Hyderabad  
(with a request to publish in Andhra Pradesh  
Gazette and supply 500 copies for distribution)  
All the Departments of Secretariat.  
All Heads of Departments.  
All District Collectors.  
All District Judges.  
The Law Department.  
The Secretary, APPSC, Hyderabad.  
All the Service Sections in G.A.D.  
SF/SC.

//FORWARDED BY ORDER//

SECTION OFFICER

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

Rules - The Andhra Pradesh Ministerial Service Rules, 1998 - Amendment  
- Orders - Issued.

XX

GENERAL ADMINISTRATION (SER.B) DEPARTMENT

G.O.Ms. No. 133

Dated:12/05/2014

Read the following:-

1. G.O. Ms. No. 261 G.A. (Ser.B) Dept. dt. 14.7.1998.
2. From the Secretary, APPSC, Hyderabad D.O.Lr No. 1442/RS-22/2007, dt.12.08.2011 & dt:7.9.2011.
3. From the Commissioner of Technical Education & Chairman, SBTET, AP, Hyderabad Lr.No. SBTET/TE-01/27316/2012, dt. 19.01.2012.
4. From the Commissioner of Technical Education & Chairman, SBTET, AP, Hyderabad, Lr.No. SBTET/B-1/801 T.L/2011, dt. 20.01.2012.
5. D.O.Lr.No.27316/Ser.B/A2/2011-06, G.A.(Ser.B)Dept., dt.4.09.2012.
6. From the Spl.CS & CCLA's Lr.No.C1 / 739/ 2011, dt.21.05.2013.

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**ORDER:-**

The usage of computers, with associated software for enhancing efficiency of an employee in Office Automation, in discharging his day-to-day administrative responsibility and to deliver services to the common public, is well known. Computers have become a part of day to day functioning of the Government, and, therefore, it is essential that Government employees must have adequate knowledge of usage of computers and the associated softwares. Government, therefore, desires that the Government employees should possess proficiency in computer usages along with associated softwares.

2. After due consideration, the Government decides that for the employees holding the posts of Junior Assistants, Assistant-cum-Typists, Senior Stenographers, Junior Stenographers, U.D.Typists, Typists, L.D.Typists etc., whose service conditions are governed by the Andhra Pradesh Ministerial Service Rules, 1998 must have knowledge to use computers with associated software like M.S. Office etc.

3. Accordingly, the following notification will be published in the Andhra Pradesh Gazette:-

**NOTIFICATION**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and of all other powers hereunto enabling, the Governor of Andhra Pradesh hereby makes the following amendment to the Andhra Pradesh Ministerial Service Rules, 1998 issued in G.O.Ms.No.261, General Administration (Ser.B) Department, dated the 14<sup>th</sup> July, 1998 and published in the Andhra Pradesh Gazette Part.I, Extraordinary, dated the 29<sup>th</sup> October, 1998 and as subsequently amended from time to time.

...Contd P2

**AMENDMENT**

In the said rules;

(1) in rule 6, after sub-rule (8), the following shall be added, namely:-

“ (9) No person shall be eligible for appointment to the posts of Jr.Assistants, Assistant-cum-Typist, Senior Stenographers, Junior Stenographers, U.D. Typists, Typists, L.D. Typists etc., in the Offices of Heads of Departments/ Directorates and in the Sub-Offices other than Offices of Heads of Departments/Directorates by direct recruitment through APPSC / DSCs unless he qualifies in the test i.e. **“Proficiency in Office Automation with usage of computer and associated software”** conducted by the APPSC or the recruiting agency (District Selection Committee) as the case may be, by following the procedure prescribed hereunder:-

*“The APPSC/DSCs shall first undertake recruitment as per the existing procedure of recruitment and shortlist the names of the candidates by following the process of selection in the ratio prescribed by APPSC/ Recruiting agencies. Thereafter, a further test shall be conducted i.e. **“Proficiency in Office Automation with usage of computers and associated software”**, only for the short listed candidates after a gap of not less than three months from the date of short listing of candidates, to assess the proficiency in Office Automation with usage of computers and associate software, before finalizing the selection list. Only those candidates who pass the qualifying test to assess **“Proficiency in Office Automation with usage of computers and associate software”**, would be eligible for appointment to the relevant post. Qualifying marks for this qualifying test shall be prescribed by APPSC before getting such qualifying test conducted”.*

The above procedure shall be specified in the Notification by the recruiting agencies i.e. APPSC/ DSC. The syllabus for the said qualifying test shall be as prescribed by the APPSC and APPSC will also conduct the qualifying test itself or arrange to conduct the test by Dr.MCR HRD Institute. In case of appointment through any other recruiting agency or DSC, such test shall be conducted by making arrangements as may be necessary by the District Collectors concerned, using the same syllabus as prescribed by the APPSC.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

S.K. SINHA  
SPL.CHIEF SECRETARY TO GOVERNMENT(SER. &HRM) (FAC)

To  
The Commissioner, Printing, Stationery & Stores Purchase,  
A.P. Hyderabad (with a request to publish in Andhra Pradesh  
Gazette and supply 500 copies of the same)  
All the Departments of Secretariat.  
All the Heads of Departments.  
All the District Collectors.  
All District Judges.  
The Law (E) Department.  
The Secretary, APPSC, Hyderabad.  
All Service Sections in G.A.D.  
SF/SC.

//FORWARDED BY ORDER//

SECTION OFFICER

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Rules - Andhra Pradesh Secretariat Subordinate Service Rules, 1997 –  
Amendment Orders – Issued.

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**GENERAL ADMINISTRATION (SER.B) DEPARTMENT**

G.O.Ms. No. 134

Dated: 12/05/2014  
Read the following:-

G.O.Ms. No. 455, G.A.(Ser.B)Department, dated 31.10.1997

\*\*\*

**ORDER:-**

The usage of computers, with associated software for enhancing efficiency of an employee in Office Automation, in discharging his day-to-day administrative responsibility and to deliver services to the common public, is well known. Computers have become a part of day to day functioning of the Government, and, therefore, it is essential that Government employees must have adequate knowledge of usage of computers and the associated softwares. Government, therefore, desires that the Government employees possesses proficiency in computer usage along with associated softwares.

2. After due consideration, the Government decides that for the employees holding the posts of Assistant Section Officers, Sr.Stenos, Jr.Stenos and Typist-cum-Assistant whose service conditions are governed by the Andhra Pradesh Secretariat Subordinate Service Rules, 1997 must have knowledge to use computers with associated software like M.S. Office etc.

3. Accordingly, the following notification will be published in the Andhra Pradesh Gazette:-

**NOTIFICATION**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and of all other powers hereunto enabling, the Governor of Andhra Pradesh hereby makes the following amendment to the Andhra Pradesh Secretariat Subordinate Service Rules, 1997 issued in G.O.Ms.No.455, General Administration (Ser.B) Department, dated the 31<sup>st</sup> October, 1997 and as subsequently amended from time to time.

**AMENDMENT**

In the said rules;

(1) in rule 9, after clause (b), the following shall be added namely:-

“(c). No person shall be eligible for appointment to the posts of Assistant Section Officers, Senior Stenos, Jr.Stenos, Typist-cum-Assistant in the A.P. Secretariat by direct recruitment through APPSC unless he qualifies in the test i.e. “**Proficiency in Office Automation with usage of computers and associated software**” conducted by the APPSC by following the procedure prescribed hereunder:-

(P.T.O.)

: 2 :

“The APPSC shall first undertake recruitment as per the existing procedure of recruitment and short list the names of the candidates by following the process of selection in the ratio prescribed by APPSC. Thereafter, for the short listed candidates, a further test shall be conducted i.e. **“Proficiency in Office Automation with usage of computers and associated software”**, after a gap of not less than three months from the date of short listing of candidates, to assess the proficiency in ‘Office Automation with usage of computers and associate software’, before finalizing the selection list. Only those candidates who pass the said qualifying test of “Proficiency in Office Automation with usage of computers and associate software”, would be eligible for appointment to the relevant post. Qualifying marks for this said qualifying test shall be prescribed by APPSC before conducting the qualifying test.

The procedure shall be specified in the Notification by the recruiting agency i.e. APPSC. The syllabus for the said qualifying test shall be as prescribed by the APPSC and the APPSC will also conduct the qualifying test itself or arrange to conduct the test by Dr.MCR HRD Institute”.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

S.K. SINHA  
SPL.CHIEF SECRETARY TO GOVERNMENT (SER. &HRM) (FAC)

To  
The Commissioner, Printing, Stationery & Stores Purchase,  
A.P. Hyderabad (with a request to publish in Andhra Pradesh  
Gazette and supply 500 copies of the same)  
All the Departments of Secretariat.  
All the Heads of Departments.  
All the District Collectors.  
All District Judges.  
The Law(E) Department.  
The Secretary, APPSC, Hyderabad.  
All Service Sections in G.A.D.  
SF/SC.

//FORWARDED BY ORDER//

SECTION OFFICER

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

Rules – The Andhra Pradesh Ministerial Service Rules,1998 -  
Amendment orders - Issued.

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**GENERAL ADMINISTRATION (SER.B) DEPARTMENT**

G.O.Ms.No. 135

Dated: 12/05/2014  
Read the following:

- 1.G.O. Ms. No. 261 G.A. (Ser.B) Dept. dt. 14.7.1998.
- 2.Lr.No.1365/RR/2013, dt:24.06.2013 received from  
the Secretary, APPSC.
- 3.Lr.No. 1850/RR/2013, dt:9.10.2013 received from  
the Secretary, APPSC.

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**ORDER:-**

As per the existing A.P. Ministerial Service Rules, 1998, one should possess the qualification of 'Degree' for appointment to the posts of Junior Assistants and Assistant-cum-Typists in Heads of Departments, whereas, the qualification of Intermediate is prescribed for appointment to the posts of Senior Stenographers; Junior Stenographers and Typists in Heads of the Departments and in Subordinate Offices and Junior Assistants in Subordinate Offices. In order to improve the standard and also to meet emerging requirements of the Departments, it has been decided to enhance the educational qualification from "Intermediate" to that of "Degree" for the above said posts at entry level itself.

Accordingly, the following notification will be published in the Andhra Pradesh Gazette.

**NOTIFICATION**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and of all other powers hereunto enabling, the Governor of Andhra Pradesh hereby makes the following amendment to the Andhra Pradesh Ministerial Service Rules, 1998 issued in G.O.Ms.No.261, General Administration (Ser.B) Department, dated the 14<sup>th</sup> July, 1998 and published in the Andhra Pradesh Gazette Part.I, Extraordinary, dated the 29<sup>th</sup> October, 1998 and as subsequently amended from time to time.

**AMENDMENTS**

In the said rules;

I. In rule 6,-

(1) in sub-rule-2, after the second proviso, the following proviso shall be added, namely:-

Provided further that those who were already appointed in the Offices of HOD and Directorates and those appointed in the offices other than HOD and Directorates prior to 12.05.2014 shall be eligible for appointment as Sr.Stenograher; Jr.Stenographer; UD Typist; Typist and also Junior Assistants; Assistant-cum-Typist; LD Typist etc., in Offices other than the Heads of Departments and Directorates, if they passed Intermediate or any equivalent examination".

....Contd. P2



:2:

(2) in sub-rule-4, after the first proviso, the following proviso shall be added namely:-

Provided further that those who were already appointed in the subordinate Offices ie., other than Offices of HOD and Directorates prior to 12.05.2014 shall be eligible for appointment by transfer to the posts mentioned above, if they passed Intermediate or any equivalent examination”.

II In rule 14,-

(1) in clause(c), for the words “Intermediate” examination conducted by the “Andhra Pradesh State Board of Intermediate Education”, the words “Bachelors Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission” shall be substituted.

(2) after the existing proviso, the following proviso shall be added:-

Provided further that those appointed prior to 12.05.2014 to the Categories mentioned in this sub-rule are eligible for conversion as Junior Assistants or for promotion as Senior Assistants in the Subordinate Offices if they possess Intermediate or any equivalent examination”.

III In the table under Annexure-I to rule 6 (1);-

(a) Under Class-A,

(i) against the Category ‘Junior Assistants in the Offices other than Heads of Departments and Directorates’ in column (1) and “by direct recruitment” in column(2), for the qualification prescribed in Column (3), the following shall be substituted, namely:-

“Must hold a Bachelor's Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission or any equivalent qualification”.

(ii) against the category “Junior Assistants in the Offices other than Heads of Departments and Directorates in column(1) and by appointment by transfer” in column(2), for the qualification prescribed in the entry (a) of Column (3), the following shall be substituted, namely:-

(a)“Must hold a Bachelor's Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission or any equivalent qualification”.

(iii) against the Category “4.Assistant-cum-Typist in the sub-Offices other than Offices of Heads of Departments and Directorates’ in column (1) “By any method of appointment” in column(2), for the qualification prescribed in the entry(1) of column(3), the following shall be substituted, namely:-

“(i) Must hold a Bachelor's Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission or any equivalent qualification”.

(a) Under Class-B,-

- (i) against the category "2. Senior Stenographer (English or Telugu) in column (1) and "By direct recruitment in column(2), for the qualification prescribed in the entry (i) of Column (3), the following shall be substituted, namely:-

"(i)Must hold a Bachelor's Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission or any equivalent qualification".

- (ii) against the category of "3. Junior Stenographer in the offices of Heads of Departments and Directorates (Telugu or English) in column(1) and "By direct recruitment" in column(2), for the qualification prescribed in the entry (i) of column(3), the following shall be substituted, namely:-

"(i)Must hold a Bachelor's Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission or any equivalent qualification".

- (iii) against the category 'Junior Stenographers in the Offices other than Heads of Departments and Directorates (Telugu) or (English)" in column(1) and "By direct recruitment or by transfer in column(2), for the qualification prescribed in the entry (i) of Column (3), the following shall be substituted namely:-

"(i)Must hold a Bachelor's Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission or any equivalent qualification".

- (iv) against the category "3. U.D. Typist (Urdu); U.D. Typist (Hindi); U.D. Typist (Telugu); U.D. Typist (English) in the Offices of the Heads of Departments and Directorates" in column(1) and "(i) by direct recruitment (ii) By promotion of L.D.Typist in the relevant language" in column(2), for the qualification prescribed in the entry (i) of column(3), the following shall be substituted:-

"(i)Must hold a Bachelor's Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission or any equivalent qualification".

- (v) against the category "4. Typist in the Offices of Heads of Departments and Directorates in column(1), and (i) By direct recruitment or by transfer" in column(2), for the qualification prescribed in the entry (i) of column(3), the following shall be substituted, namely:-

"(i)Must hold a Bachelor's Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission or any equivalent qualification".

:4:

- (vi) against the category of “4(i) L.D. Typist (Urdu); (ii) L.D. Typist (Hindi) in the Offices other than Heads of Departments and Directorates” in column(1), and “(i) By direct recruitment or by transfer” in column(2), for the qualification prescribed in the entry (i) of column(3), the following shall be substituted, namely:-

“(i) Must hold a Bachelor's Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission or any equivalent qualification”.

- (vii) against the category ‘Typists in Telugu / English in the Offices of other than Heads of Departments and Directorates’ in column(1), and (i) “By direct recruitment or by transfer” in column(2), for the qualification prescribed in the entry (i) of column(3), the following shall be substituted, namely:-

“(i) Must hold a Bachelor's Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission or any equivalent qualification”.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

S.K. SINHA  
SPL.CHIEF SECRETARY TO GOVERNMENT(SER. &HRM) (FAC)

To  
The Commissioner, Printing, Stationery & Stores Purchase,  
A.P. Hyderabad (with a request to publish in Andhra Pradesh  
Gazette and supply 500 copies for distribution)  
All the Departments of Secretariat.  
All the Heads of Departments.  
All the District Collectors.  
All District Judges.  
The Law (E) Department.  
The Secretary, APPSC, Hyderabad.  
All Service Sections in G.A.D.  
SF/SC.

//FORWARDED BY ORDER//

SECTION OFFICER

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

PUBLIC SERVICES –Andhra Pradesh Secretariat Subordinate Service Rules 1997 – Typist-cum-Assistants - Re-designation of 40 posts of Typist-cum-Assistants as Section Assistants Grade-I without Technical Qualification of Typewriting – Amendment to Andhra Pradesh Secretariat Subordinate Service Rules - Orders – Issued.

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GENERAL ADMINISTRATION (SERVICES-B) DEPARTMENT

G.O.MS.No. 72

Dated: 09-06-2017  
Read the following: -

- 1) G.O.Ms.No.455, G.A. (Ser.B) Department, dt. 31-10-1997.
- 2) G.O.Ms.No.897, G.A. (SU.III) Department, dt. 27-12-2013.
- 3) U.O. Note No.19558/SU.III/A2/2011, G.A. (SU.III) Dept., dt. 31-12-2013.
- 4) From GA (SU.III) Department, U.O.No. 002419/SU.II/A2/16, dated 17.11.2016.
- 5) Letter No. 148/Ser.B/A1/2014-2, G.A.(Ser.B)Department, dated 15.03.2017.
- 6) From Secretary, A.P. Public Service Commission, Hyderabad, Letter No. 311/RR/2017, dt.29.05.2017.

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ORDER: -

In the Government order second read above, orders have been issued for Re-designation of 40 posts of Typist-cum-Assistants as Section Assistants Grade-I without Technical Qualification of Typewriting. Therefore, it is decided to amend the Andhra Pradesh Secretariat Subordinate Service Rules, 1997 suitably.

2. Accordingly, the following notification will be published in the Andhra Pradesh Gazette:

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Andhra Pradesh hereby makes the following amendment to the Andhra Pradesh Secretariat Subordinate Service Rules, 1997 issued in G.O.Ms.No.455, General Administration (Services-B) Department, dated the 31<sup>st</sup> October 1997 and as amended from time to time.

AMENDMENT

In the Said Rules: -

- I. In Rule-2 Under Class-B,
  - (i) The existing entry of Category-8 shall be numbered as Category 8(a).
  - (ii) The "Section Assistant Grade-I" shall be inserted as Category 8(b).

II. In Rule-4, in the Table under Class-B, against the category "4 Assistant Section Officer, the following shall be inserted

(P.T.O.)

(i)

(1)	(2)
Category-4 Assistant Section Officer	(vii) by promotion of Section Assistant Grade-I.  <b>Note:</b> The feeder category mentioned above (vii) shall be eligible for the post of Assistant Section Officer under the control of General Administration (Single Unit) Department only.

(ii)

(1)	(2)
Category-8 (c) Section Assistant Grade-I under the control of General Administration (Single Unit) Department	(i) By direct recruitment.  (ii) By appointment by transfer from the category of Assistant (Despatch, Records and Tappals) under the control of General Administration (Single Unit) Department (Category-1 of Class-A of A.P. General Subordinate Service Rules, 1995).

III. In Rule-4, in Note-2(b) under explanation after the item (iii), the following shall be inserted:-

(iv) The vacancies earmarked for Typist-cum-Assistants shall be in the ratio of 1:1 between Typist-cum-Assistants and Section Assistants Grade-I for promotion to the category of Assistant Section Officer under the control of General Administration (Single Unit) Department.

IV. In rule-4, after Note-10, the following shall be inserted as Note-11:-

Note (11): In a cycle of 10 vacancies of Section Assistant Grade-I, 1, 5 & 9 vacancies shall be filled with Direct Recruitment and remaining vacancies shall be filled up appointment by transfer from the category of DR&T Assistants.

V. In Rule-4, the existing Note-11 shall be renumbered as Note-12.

VI. In the Annexure to the Rule-9(a), under Class-B (Other posts), after the entries 1(b), the following shall be inserted in columns (1), (2) and (3) respectively,

Class-B 1(c) Section Assistant Grade-I	(i) By direct recruitment	Must hold a Bachelor's Degree of a University in India established or incorporated by or under a Central Act or any other equivalent qualification by an Institution recognized by the University Grants Commission.  Subject to undergoing accredited course in MS Office and obtaining certificate in MS Office application within a period of probation. The APHRD shall conduct the training programme for MS Office.
	By appointment by transfer from the category of DR&T Assistant	(i) Must hold a Bachelor's Degree of a University in India established or incorporated by or under a Central Act or by an Institution recognized by the University Grants Commission. (OR) Must pass General Eligibility Test (GET) conducted by the Andhra Pradesh Public Service Commission.  (ii) Subject to undergoing accredited course in MS Office and obtaining certificate in MS Office application within a period of probation. The APHRD shall conduct the training programme for MS Office.

VII. In rule-10, after (e), the following shall be inserted as (f).

(f) No Section Assistant Grade-I shall be eligible for promotion to the category of Assistant Section Officer, unless he/she has put in a minimum service of 5 years in the category of Section Assistant Grade-I.

VIII. In rule-15, in the item (1) after Bradma Operators, the word "Section Assistant Grade-I" shall be added.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr. B. KISHORE  
SECRETARY TO GOVERNMENT(SER.& HRM)

To  
The Commissioner, Printing, Stationery & Stores Purchase. (with a request to publish in A.P. Gazette and supply 300 Gazettee copies)  
The Law (Scrutiny Cell) Department / Law (M) Department.  
All the Departments of Secretariat.  
The Secretary, Andhra Pradesh Public Service Commission, Hyderabad.  
P.S. to Secretary to Government (Services), G.A.D.  
SF/SC

//FORWARDED::BY ORDER//

SECTION OFFICER

GOVERNMENT OF ANDHRA PRADESH  
A B S T R A C T

A.P. Secretariat Subordinate Services – Amendment to A.P. Secretariat Subordinate Service Rules, 1997 – Orders - Issued.

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GENERAL ADMINISTRATION (SER-B) DEPARTMENT

G.O.Ms.No:165

Dated: 09-11-2017

Read the following:-

1. G.O.Ms.No:455, GA (Ser.B) Department, dated 31-10-1997.
2. G.O.Ms.No:534, GA (Ser.B) Department, dated 15-12-1999.
3. Letter No. 26022/6/2017, G.A.(Ser.B) Dept., dated 31.10.2017.
4. From the Secretary, APPSC Lr No. 820/RR/2017, dated 08.11.2017.

-ooOoo-

O R D E R:

The following notification will be published in the Andhra Pradesh Gazette.

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and of all other powers hereunto enabling, the Governor of Andhra Pradesh, hereby makes the following amendments to the Andhra Pradesh Secretariat Subordinate Service Rules, 1997 issued in G.O.Ms.No:455, General Administration (Ser.B) Department, dated 31<sup>st</sup> October, 1997, and as subsequently amended from time to time.

AMENDMENT

In the Annexure to the said rules, under the heading "Class-B" (other posts):-

(i) Against "Category-4 Special Category Steno" for the entries in column (3), the following entries shall be substituted, namely;-

- "(1) Must hold a Bachelor's Degree of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or any other equivalent qualification; and
- (2) (a) Pass in Typewriting and Shorthand Higher Grade in English; and  
(b) Pass in Typewriting and Shorthand Lower Grade in Telugu."

(ii) Against "Category-5, Senior Steno" for the entries in column (3), the following entries shall be substituted, namely:-

- "(1) Must hold a Bachelor's Degree of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or any other equivalent qualification; and
- (2) Must have passed the Government Technical Examination in Typewriting and Shorthand by Higher Grade either in Telugu or in English and Typewriting and Shorthand by Lower Grade in the other language in which they do not possess the Higher Grade qualifications."

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SRIKANT NAGULAPALLI  
SECRETARY TO GOVERNMENT(POLL.) &  
SECRETARY TO GOVERNMENT(SER. &HRM) (FAC)

...Contd P2

: 2 :

To

The Commissioner, Printing, Stationery & Stores Purchase, Andhra Pradesh, Muthyalampadu, Vijayawada. (with a request to publish in A.P. Gazette and supply 100 Gazettee copies)

The Law (Scrutiny Cell) Department / Law (M) Department.

All the Departments of Secretariat.

The Secretary, Andhra Pradesh Public Service Commission, Hyderabad.

P.S. to Secretary to Government (Services), G.A.D.

SF/SC

//FORWARDED BY ORDER//

SECTION OFFICER



GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

Public Services – The Andhra Pradesh Secretariat Subordinate Service Rules,  
1997 - Raising the upper age limit from 28 years to 34 years for Direct Recruitment  
– Amendment – Orders – Issued.

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GENERAL ADMINISTRATION (SERVICES-B) DEPARTMENT

G.O.Ms.No. 347

Dated: 25.06.2012.  
Read the following:-

- 1) G.O.Ms.No.455, G.A. (Ser-B) Department, dt.31.10.1997.
- 2) G.O.Ms.No.342, G.A. (Ser-D) Department, dt.02.08.2002.
- 3) G.O.Mss.No.759, G.A.(Ser-D)Department, dt:6.10.2007.
- 4) G.O.Ms.No.417, G.A. (SU-II) Department, dt.20.07.2011.
- 5) From the Secretary, A.P. Public Service Commission,  
Hyderabad, Lr.No.1768/RR/2011, dated: 02.12.2011.

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**ORDER:**

In the G.Os. second and third read above, orders were issued amending sub-clause (v) of clause (a) in sub-rule(1) of rule 12 of the Andhra Pradesh State and Subordinate Service Rules, 1996, raising the upper age limit from 28 years to 34 years, for appointment to any service by way of Direct Recruitment.

2. By virtue of the above, orders were issued raising the upper age limit from 28 years to 34 years for appointment to the post of Assistant Section Officer by Direct Recruitment through Andhra Pradesh Public Service Commission in the G.O. fourth read above.

3. After careful examination of the matter, the Government have decided to amend the Andhra Pradesh Secretariat Subordinate Service Rules, 1997 by raising the upper age limit from 28 years to 34 years for appointment to various categories of posts included in the said Rules for direct recruitment through Andhra Pradesh Public Service Commission.

4. Accordingly, the following notification will be published in the Andhra Pradesh Gazette:

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and of all other powers hereunto enabling, the Governor of Andhra Pradesh hereby makes the following amendment to the Andhra Pradesh Secretariat Subordinate Service Rules 1997, issued in G.O.Ms.No.455, G.A. (Ser-B) Department, dated the 31<sup>st</sup> day of October, 1997 and as subsequently amended from time to time.

2. This amendment shall be deemed to have come into force with effect on and from the 20<sup>th</sup> July, 2011.

contd..2

A M E N D M E N T

In rule-8 of the said rules, for the figure “28”, the figure “34” shall be substituted.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

N.V. RAMANA REDDY  
SECRETARY TO GOVERNMENT(SER & HRM)FAC

To

The Commissioner, Printing Stationery & Stores Purchase, A.P.Hyderabad (with a request to publish the notification in the A.P. Extraordinary Gazette and supply 1000 copies for distribution).

All the Departments of Secretariat.

All the Heads of Departments / All the District Collectors.

The Secretary, A.P. Public Service Commission, Hyderabad (10 copies).

All Service Sections in General Administration Department.

The Law (E) Department.

“A copy of this order is available on the Internet and can be accessed at the address – <http://goir.ap.gov.in>.”

SF / SC.

//FORWARDED :: BY ORDER//

SECTION OFFICER

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Public Services – Andhra Pradesh Ministerial Service Rules, 1998 – Amendment  
– Orders – Issued.

GENERAL ADMINISTRATION (SER.B) DEPARTMENT

G.O.Ms.No.72

Dated:13/2/2008  
Read the following:-

1. G.O.Ms.No.324, G.A.(GH.I) Department, Dated 7.5.2007.
2. From the APPSC Lr.No.1047/RR/2007, Dated 18.1.2008.

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ORDER

The Resident Commissioner, AP Bhavan has proposed to include the categories of Receptionist and Stores Assistant, Office of the Andhra Pradesh Government Guest House in the Andhra Pradesh Ministerial Service Rules, 1998 making those categories as feeder categories to the post of Senior Assistant on par with Junior Assistant. The General Administration (GH.I) Department have issued an executive order in G.O.Ms.No.324, GA (GH.I) department, Dated 7.5.2007 providing promotional avenues to the post of Receptionist / Store Assistant for promotion to the post of Senior Assistant.

2. Accordingly, the following notification shall be published in the Andhra Pradesh Gazette:-

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Andhra Pradesh, hereby makes the following amendments to the Andhra Pradesh Ministerial Service Rules issued in G.O.Ms.No.261, General Administration (Ser.B) Department, Dated 14<sup>th</sup> July, 1998 and as subsequently amended.

**AMENDMENTS**

In the said rules, in rule 2 under Class-A under the Category (3) under the heading Junior Assistant,-

- (1) for item (iii) in clause (a), the following shall be substituted namely,

“(iii) Receptionist in Jawahar Bal Bhavan, Medical Education, Health and Family Welfare Departments and in A.P.Bhavan”.

- (2) after item (viii) in Clause (c), the following shall be added namely,

“(ix) Stores Assistant in A.P.Bhavan”

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

PRABHAKAR THOMAS  
PRINCIPAL SECRETARY TO GOVT.(ACCOM) /  
SECRETARY TO GOVERNMENT (SERVICES) (FAC)

To

The Commissioner, Printing, Stationery & Stores Purchase, A.P.,  
Hyderabad (with a request to publish in A.P.Gazette and supply 300  
Gazette copies)

The Law (Scrutiny Cell) Department. /All the Departments of Secretariat.

The Secretary, APPSC, Hyderabad. (with covering letter – 10 copies)

The G.A.(GH.I) Department.

The Resident Commissioner, A.P.Bhavan, No.1, Ashok Road, New Delhi.

Copy to: The Asst.Secy.(Ser.I), GAD.

All services sections in GAD.

Sf/Sc.

//FORWARDED:: BY ORDER //

SECTION OFFICER.