



**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR
ANANTHAPURAMU- 515 002 (A.P) INDIA**

JNTUA Recruitment & Promotion Policy

a. Recruitment Policy:

The JNTUA is being State Government University; the recruitment of Faculty is done by following AICTE/UGC Norms as stipulated by the Higher Education Department of Government of Andhra Pradesh through its G.Os from time to time. The University Constitutes a screening cum evaluation committee to scrutinize the eligibility and other requirements and the final selection will be through interviews by duly constituted selection committee as per the norms given by AICTE/UGC. These guide lines and norms for various faculty positions are appended.

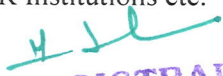
Regarding the recruitment of non-teaching staff, the procedures and guidelines given by the Government of Andhra Pradesh through its G.Os and service rules are being followed.

b. Promotion Policy:

The University is adopting Career Advancement Scheme (CAS) for teaching staff as per the guidelines stipulated by AICTE & UGC and also the guidelines given by the Higher Education Department of Government of Andhra Pradesh through its G.Os from time to time. The guide lines being adopted are appended. The University will issue circular time to time and invited applications in prescribed format from eligible faculty members for CAS promotions under the following categories

1. Assistant Professor(Academic Level 10) to Assistant Professor (Academic Level 11)
2. Assistant Professor(Academic Level 11) to Assistant Professor (Academic Level 12)
3. Assistant Professor(Academic Level 12) to Associate Professor (Academic Level 13A)
4. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

The University constitutes a screening cum evaluation committee to scrutinize the received eligible applications as per the guidelines provided by the state government of Andhra Pradesh. The final selection will be through interviews by duly constituted selection committee as per the norms given by AICTE/UGC. The subject experts are drawn from premiere institutions like IISC/IIT/NIT/ Central Universities/CSIR Institutions etc.


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Similarly for promotion of Non-Teaching Staff, the guidelines and regulations stipulated by the AP State Government various G.Os are being followed. The related G.Os (Andhra Pradesh Ministerial Service Rules 1998, Andhra Pradesh Last Grade Service Rules, Andhra Pradesh State And Subordinate Service Rules, Andhra Pradesh Technical Education Service Rules, Andhra Pradesh Technical Education Sub-Ordinate Service), are appended.


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JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR
(Established by Govt. of A.P., Act. No. 30 of 2008)
ANANTHAPURAMU - 515002 (A.P.) INDIA

Prof. C. Sashidhar
M.Tech., Ph.D



Phone: + 918554 272433
Mobile: + 91 9908 088806
Email : registrar@jntua.ac.in

Registrar

Circular No.JNTUA/Estt./CAS/2022-23

Date:08-10-2022

CIRCULAR

Sub:-JNTUA-Estt - Career Advancement Scheme (CAS) - Applications called for - Reg.

- Ref:- 1. G.O .Ms No 38, Higher Education (UE.II) dept., Dt 23.06.2016
2. G.O.Ms.No.14, Higher Education (UE.II) dept., Dated:13-02-2019
3. Circular No C2/Estt/JNTUA/CAS/2022 Dt 25.01.2022
4. Note Orders of the Vice-Chancellor dated: 08-10-2022.

In continuation to the circular ref cited (3), Applications are invited in the prescribed format with all supporting documents through proper channel from the teachers of JNTUA Constituent Colleges, who are eligible for consideration for the following next higher grade/promotion under career advancement scheme (CAS) as per G.O.Ms No 14 Dt:13.02.2019:

1. Assistant Professor (Academic Level 10) to Assistant Professor (Academic Level 11)
2. Assistant Professor (Academic Level 11) to Assistant Professor (Academic Level 12)
3. Assistant Professor (Academic Level 12) to Associate Professor (Academic Level 13 A)
4. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

The followings points will be considered in this notification:

1. The norms under old regulations are as per G.O.Ms.No.38, dated 23.06.2016 and cutoff date is 17.07.2021
2. The norms under new regulations are as per G.O.Ms.No.14, dated 13.02.2019.
3. The candidates can opt for old or new regulations as per eligibility.
4. The faculty who have already applied in response to the earlier notification need not apply again if they satisfy either point (1) or point (2).

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5. The candidates who are not eligible but applied as per the point (1) above have to apply again as per the point (2).
6. Further, the faculty who are eligible on or before 30.06.2022 can also apply in response to this notification.

The teachers eligible for the above promotions under CAS are requested to download the applications from the website (www.jntua.ac.in) and submit 4 sets of the filled in applications along with necessary documents (each application and enclosures in paper bound book form) so as to reach the office of the Registrar, JNTUA through proper channel on or before 15.10.2022. The applications received after the due date will be summarily rejected.

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Copy to

The OSD to VC of JNTUA, ANANTAPUR for information
all the Directors, JNTUA, Anantapur for information

The Principal, JNTUACEA, Anantapur

The Principal, JNTUACEP, Pulivendula

The Principal, JNTUACEK, Kalikiri

The Director, JNTUA OTPRI, Anantapur

The Head, SMS, JNTUA, Anantapur for information

The P.S. to VC, P.A. to Rector, P.A. to Registrar, JNTUA, ANANTAPUR for information

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	महाविद्यालय पुस्तकालयाध्यक्ष (चरण 3 से चरण 4) तक		विश्वविद्यालय द्वारा विकसित पीबीएस गणना प्रारूप 12 वर्षों की अवधि में 3 प्रकाशन होने चाहिए और महाविद्यालयों में 1 प्रकाशन की छूट एम.फिल. धारकों को दी जाएगी तथा 2 प्रकाशनों की छूट पीएच.डी. धारकों को दी जाएगी। (ii) साथ ही, पुस्तकालय ऑटोमेशन/अकादमिक प्रलेखीकरण हेतु विश्लेषणात्मक साधन विकास की श्रेणियों में एक पाठ्यक्रम/प्रशिक्षण (iii) विनियम और तालिका VIII(क) में यथा विनिर्दिष्ट एक चयन समिति प्रक्रिया
4	विश्वविद्यालय पुस्तकालयाध्यक्ष (चरण 5) (केवल विश्वविद्यालयों हेतु)	विश्वविद्यालयों में चरण 4 में 3 वर्ष की पूरी सेवा वाले उप-पुस्तकालयाध्यक्ष	(i) तालिका VIII(क) में दिए गए मानदंडों के अनुसार वि.अ.आ. द्वारा विकसित पीबीएस गणना प्रारूप का उपयोग कर न्यूनतम सकल एपीआई प्राप्तांक। न्यूनतम एपीआई प्राप्तांक प्राप्त करने के लिए पुस्तकालयाध्यक्ष दो आकलन अवधियों (चरण 3 और 4 में) को जोड़ सकते हैं, यदि आवश्यक हो। (ii) कार्मिक के चरण 3 में आने के बाद से कम से कम 5 प्रकाशन। (iii) नवोन्मेष पुस्तकालय सेवाओं और प्रकाशित कार्य की आयोजना का प्रमाण। (iv) विनियम और तालिका VIII (क) में यथा विनिर्दिष्ट एक चयन समिति प्रक्रिया

नोट: शिक्षकों हेतु पीबीएस के लिए तालिका II (क) हेतु उपलब्ध विवरणात्मक नोट इस संदर्भ हेतु विनिर्दिष्ट एपीआई प्राप्तांकों के अनुसार पुस्तकालयाध्यक्ष संवर्गों पर भी लागू है।

UNIVERSITY GRANTS COMMISSION

NOTIFICATION

New Delhi, the 11th July, 2016

No.F.1-2/2016(PS/Amendment) -In exercise of the powers conferred under clauses (e) and (g) of sub-section (1) of Section 26 of University Grants Commission Act, 1956 (3 of 1956), the University Grants Commission hereby frames the following amendment Regulations, namely :-

1. Short title, application and commencement:
 - 1.1 These Regulations may be called the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment) Regulations, 2016.
 - 1.2 They shall apply to every University established or incorporated by or under a Central Act, Provincial Act or a State Act, every institution including a constituent or an affiliated College recognized by the Commission, in consultation with the University concerned under clause (f) of Section 2 of the University Grants Commission Act, 1956 (3 of 1956) and every Institution Deemed to be a University under Section 3 of the said Act.
 - 1.3 They shall come into force with immediate effect from the date of their publication in the Official Gazette.
2. The following regulations in the University Grants Commission (Minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and other measures for the maintenance of standards in higher education) Regulations, 2010 shall stand amended and be read as under:-

Regulation	Existing provisions in Principal Regulations on Minimum Qualifications for	Amended provisions in principal Regulations on Minimum Qualifications for
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	Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010	Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010
3.4.1	A relaxation of 5% may be provided at the graduate and Master's level for the Scheduled Castes/Scheduled Tribes/Differently-abled (physically and visually differently-abled) categories for the purpose of eligibility and for assessing good academic records during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.	A relaxation of 5% may be provided at the graduate and Masters level for the Scheduled Castes/Scheduled Tribes/Differently-abled (physically and visually differently-abled) /Other Backward Classes (OBC) (Non-creamy layer) categories for the purpose of eligibility and for assessing good academic records during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
8.2.1 of Schedule for clause 6.8.0	The posts of Vice-Chancellor shall carry a fixed pay of Rs.75,000/- alongwith a special pay of Rs.5,000/- per month. All other eligibility and facilities for the Vice-Chancellor as provided in the Act/Statutes of the University concerned shall be applicable besides the pay.	The post of Vice-Chancellor shall carry a fixed pay of Rs.75,000/- alongwith a special allowance of Rs.5,000/- per month. All other eligibility and facilities for the Vice-Chancellor as provided in the Act/Statutes of the University concerned shall be applicable besides the pay.
5.1.6(d)	The term of appointment of the College Principal shall be FIVE years with eligibility for reappointment for one more term only after a similar Selection Committee process.	The term of appointment of the College Principal shall be five years with eligibility for reappointment for one more term only after a similar Selection Committee process which shall take into account an external peer review, its recommendations and its outcomes. The framework of the external peer review shall be specified by the UGC.
6.0.5(i)	Besides the indexed publications documented by various discipline-specific databases, the University concerned shall draw through committee(s) of subject experts and ISBN/ISSN experts : (a) a comprehensive list of National/Regional level journals of quality in the concerned subject(s); and (b) a comprehensive list of Indian language journals/periodicals/official publication volumes of language bodies and upload them on the University website which are to be updated periodically.	The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suomotu, recommend journals for inclusion in the "List of Journals".

3. The proviso prescribed under Regulation 3.3.1, 4.4.1, 4.4.2, 4.4.2.2, 4.4.2.3, 4.5.3 and 4.6.3 in the University Grants Commission (Minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and other measures for the maintenance of standards in higher education) (3th Amendment) Regulations, 2016 regarding exemption to the candidates registered for Ph.D. programme prior to July 11, 2009 shall stand amended and be read as under:-

"Provided further, the award of degree to candidates registered for the M.Phil/Ph.D programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bylaws/Regulations of the Institutions awarding the degree and the Ph.D candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfilment of the following conditions:-

- a) Ph.D. degree of the candidate awarded in regular mode only;

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OF INDIA EXTRAORDINARY

[PART III—SEC. 4]

			academic year ÷7.5		academic year ÷7.75		academic year ÷7.75
	b. Examination duties (question paper setting, invigilation, evaluation of answer scripts) as per allotment	20	Actual hours spent per academic year ÷10	20	Actual hours spent per academic year ÷10	10	Actual hours spent per academic year ÷10
	c. Innovative Teaching - learning methodologies, updating of subject contents/courses, mentoring etc.	10	Actual hours spent per academic year ÷10	15	Actual hours spent per academic year ÷10	20	Actual hours spent per academic year ÷10

Note:

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals /Project Supervision/Field Work.
2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

Category II	Nature of Activity	Maximum API Score	Actual score
a.	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	15	Actual hours spent per academic year ÷ 10
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees	15	Actual hours spent per academic year ÷ 10
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures	15	Actual hours spent per

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- b) Evaluation of the Ph.D. thesis by at least two external examiners;
- c) Open-Ph.D. viva voce of the candidate had been conducted;
- d) Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
- e) Candidate has made at least two presentations in conferences/seminars, based on his/her Ph.D work.

(a) to (e) as above are to be certified by the Vice-Chancellor/Pro-Vice-Chancellor/Dean(Academic Affairs)/Dean(University instructions)."

4. The second proviso prescribed under Regulation 6.0.1 in the University Grants Commission (Minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and other measures for the maintenance of the standards in higher education) (2nd Amendment) Regulations, 2013 shall be substituted with the following: -

"Provided also that the API score claim of each of the sub-categories in the Category III (Research and Academic Contributions) shall not have a cap except for the sub-category of invited lectures/papers."

As a consequence, the table at Regulation 6.0.1 of the University Grants Commission (Minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and other measures for the maintenance of the standards in higher education) (2nd Amendment) Regulations, 2013 stands deleted.

5. Student Feedback is an integral part of the institutional and academic development of higher educational institutions and in fostering quality. Student feedback and teacher response plays a catalytic role towards improvement in teaching-learning and institutional development. Feedback from students on teaching, delivery, methodology and pedagogy is pivotal with a view to enhancing clarity of concepts, subject understanding and developing and deepening an interest in the academic discipline. Universities and Colleges should encourage teachers to assist students in providing constructive feedback on teaching-learning in order to enhance quality education and in responding to the feedback.

6. Tables-I,II(A),II(B),III,IV,V(A),V(B),VI,VII,VIII(A), VIII(B) and IX of Appendix-III of the University Grants Commission (Minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and other measures for the maintenance of standards in higher education) (3rd Amendment) Regulations, 2016 shall be substituted with Appendix-III : Tables-I,II(A),II(B),III,IV,V(A),V(B),VI,VII,VIII(A), VIII(B) and IX appended to these 4th Amendment Regulations.

Prof. (Dr.) JASPAL SINGH SANDHU, Secy.
[ADVT III/4/Exty./113(165)]

APPENDIX - III: TABLE I

ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR AND FOR DIRECT RECRUITMENT OF ASSOCIATE PROFESSOR AND PROFESSOR IN UNIVERSITIES AND COLLEGES.

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14
Professor	14

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Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self-assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Category	Nature of Activity	Assistant Professor		Associate Professor		Professor	
		Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score
I	a. Direct Teaching	70	Actual hours spent per	60	Actual hours spent per	60	Actual hours spent per

EXTRAORDINARY					[PART III—SEC. 4]
III (C) (iii)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies	respectively 30 for each International/ 20 for each national level output or patent. Major policy document of International bodies - 30 Central Government - 20, State Govt.-10 Local bodies - 5	
III (D)	RESEARCH GUIDANCE				
III(D)(i)	M.Phil.	Degree awarded	Degree awarded		
III(D) (ii)	Ph.D.	Degree awarded / Thesis submitted	Degree awarded / Thesis submitted	5 per candidate	
III E	Fellowships, Awards and Invited lectures delivered in conferences / seminars			15/10 per candidate	
III(E) (i)	Fellowships/ Awards	International Award/Fellowship from academic bodies	International Award/Fellowship from academic bodies/associations	15 per Award / 15 per Fellowship	
		National Award/Fellowship from academic bodies	National Award/Fellowship from academic bodies/associations	10 per Award / 10 per Fellowship	
		State/University level Award from academic bodies	State/University level Award from academic bodies/associations	5 Per Award	
III(E) (ii)	Invited lectures/ papers	International	International	7 per lecture / 5 per paper presented	
		National level	National level	5 per lecture / 3 per paper presented	
		State/University level	State/University level	3 per lecture / 2 per paper presented	
The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period					
III(F)	Development of e-learning delivery process/material			10 per module	
* Wherever relevant to any specific discipline, the API score for paper in referred follows: (i) paper with impact					

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author/supervisor/mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

APPENDIX - III TABLE - II (A)

MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS AND COLLEGES, AND WEIGHTAGES FOR EXPERT ASSESSMENT

Category	Activity	Assistant Professor/ equivalent	Assistant Professor/ equivalent	Assistant Professor (Stage 3) to Assee. Professor/equivalent	Associate Professor (Stage 4) to	Professor (Stage 5) to
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	in-refresher/-faculty-development courses, dissemination and general articles and any other contribution)		academic year
			10

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Category	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	Other Reputed Journals as notified by the UGC#	10 per Publication
III (B)		Text/Reference Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
	Publications other than journal articles (books, chapters in books)	Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International - 10 per Chapter National - 5 per Chapter
III (C)	RESEARCH PROJECTS			
III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs. 10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs. 10 lakhs and Rs. 2 lakhs,

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Scores	Qualification as stipulated in these regulations	of 300 points from categories II & III of APIs (cumulative)	requirement of 400 points from categories II & III of APIs (cumulative)
Selection Committee criteria / weightages (Total Weightages = 100)	a) Academic Record and Research Performance (50%) b) Assessment of Domain Knowledge & Teaching Skills (30%) c) Interview Performance (20%)	a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%) c) Assessment of Domain Knowledge and Teaching Skills (20%) d) Interview performance: (20%)	a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%). c) Assessment of Domain knowledge and Teaching Skills (20%). d) Interview performance: (20%)

APPENDIX-III - TABLE: III

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES AND COLLEGES

S.No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor/ equivalent cadres from Stage-1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil / PG Degree in Professional Courses such as LL.M, M.Tech, M.V.Sc., M.D., or six years of service who are without Ph.D/ M.Phil / PG Degree in Professional courses	(i) Minimum cumulative API scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table II(A). (ii) One Orientation and one Refresher / Research Methodology Course of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.
2	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II(A) (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration. (iii) Screening cum Verification process for recommending promotion.
3	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders. (iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration. (iv) A selection committee process as stipulated in the regulation and in Tables II(A).
4	Associate Professor (Stage 4) to Professor (Stage 5)	Associate Professor with three years of completed service in Stage 4.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A).

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		cadres: (Stage 1 to Stage 2)	cadres: (Stage 2 to Stage 3)	cadres (Stage 4)	Professor /equivalent cadres (Stage 5)	Professor (Stage 6)
I	Teaching-learning, Evaluation Related Activities	80/Year	80/year	75/year	70/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively.	50 / Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period	100 / Assessment period
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period	400 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period	600 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee	Expert Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening Committee to verify API scores	30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50% Research Contribution. 30% Assessment of domain knowledge & teaching practices. 20% - Interview performance	50% Research Contribution. 50%- Performance evaluation and other credential by referral procedure

* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

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APPENDIX - III TABLE - II(B)

Minimum Scores for APIs for direct recruitment of teachers in university departments / Colleges and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.

	Assistant Professor (Stage 1)	Associate Professor (Stage 4)	Professor (Stage 5)
Minimum API	Minimum	Consolidated API score requirement	Consolidated API score

b) Management of Physical Education & Sports Program for students (planning, executing and evaluating the policies in physical education & Sports) (10 Points) Organizing and conducting sports and games competitions at the International / National / State / Inter University/Inter Zonal Levels (10 Points)	10	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷ 10
c) Upgradation of scientific and technological knowledge in Physical Education and Sports (10 Points) Extending services, sports facilities and training on holidays to the institutions and organizations (10 Points)	10	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷ 10

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Based on the Physical Education Cadre's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Director of Physical Education / College Director of Physical Education & Sports to higher grades and selection committee for the promotion of Assistant DPE&S to Deputy DPE&S and for direct recruitment of Deputy DPE&S and DPE&S.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

Nature of Activity	Maximum API Score	Actual score
a) Student related co-curricular, extension and field based activities (i) Discipline related co-curricular activities (Cultural, Sports, NSS, NCC etc.) (various levels of intramural and extramural programmes) (ii) Extension and dissemination activities (public / popular lectures/talks/seminars etc.)	15	Actual hours spent per academic year ÷ 10
b) Contribution to Corporate life and management of the sports units and institution through participation in sports and administrative committees and responsibilities (including as Principal / Director / Convener / similar other duties that require regular office hrs for its discharge)	15	Actual hours spent per academic year ÷ 10
c) Professional Development activities (such as participation in seminars, conferences, short term training courses, camps & events, talks, lectures in refresher / faculty development courses, membership of associations, dissemination and general articles and any other contribution)	15	Actual hours spent per academic year ÷ 10

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the self-assessment, API scores are proposed for research and sports contributions. The minimum API scores required from this category are different for different levels of promotion in universities/colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Director of Physical Education & Sports to higher grades and Selection Committee for the promotion of Assistant Director of Physical Education & Sports to Deputy Director of Physical Education & Sports and for direct recruitment of Deputy Director of Physical Education & Sports and Director of Physical Education & Sports.

Category	Activity	Faculties of Physical Education & Sports	Max score for University/College DPE*

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	4) to Professor (Stage 5)	service in Stage 4.	in Table II (A). Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required. (ii) A minimum of five publications since the period that the teacher is placed in stage 3. (iii) A selection committee process as stipulated in the regulation and in Tables II (A).
5.	Professor (Stage 5) to Professor (Stage 6).	Professor with ten years of completed service (universities only)	(i) Minimum cumulative API scores for the assessment period as per the norms provided in Table II (A). (ii) Additional credentials are to be evidenced by: (a) post-doctoral research outputs of high standard; (b) awards / honours / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc., D.Litt., Ph.D., etc., (iii) A review process by an Expert Committee as stipulated in this regulation and in Tables II (A).

APPENDIX - III: TABLE IV

ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF ASSISTANT DIRECTOR OF PHYSICAL EDUCATION & SPORTS AND FOR COLLEGE DIRECTOR OF PHYSICAL EDUCATION & SPORTS AND FOR DIRECT RECRUITMENT OF DEPUTY DIRECTOR AND DIRECTOR OF PHYSICAL EDUCATION & SPORTS IN UNIVERSITIES.

Direct Workload and weightage to be given to different levels of Physical Education Personnel

	Direct working hours per week	Weightage
Assistant Director of Physical Education	40	100
Deputy Director of Physical Education	36+4*	90
Director of Physical Education	32+8*	80

Based on the Physical Education Personnel's self-assessment, API scores are proposed for (a) Lecture cum practice based athlete / sports classes, coaching and training related activities; (b) Organizing and conducting sports and games competitions and management related activities; and (c) upgradation of sports infrastructure and extension services etc. The minimum API score required by Physical Education Personnel from this category is different for different levels of promotion. The self assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

*Hours spent on administrative responsibilities, innovation, upgradation of services, extension services etc.

CATEGORY I: TEACHING, TRAINING, COACHING, SPORTSPERSON DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES

Nature of Activity	Assistant Director / College Director		Deputy Director		Director	
	Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score
a) Lecture cum practice based athlete / sports classes, seminars undertaken as per allotted hours / organizing and conducting coaching camps / sports person development / training programmes (50 Points)	80	Actual hours spent per academic year	70	Actual hours spent per academic year	60	Actual hours spent per academic year
Identifying sports talents and Mentoring sports excellence among students (20 Points)		÷ 17.5		÷ 17.25		÷ 16.75
Development and maintenance of play fields, purchase and maintenance of other sports facilities (10 Points)						

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III (A)	Research Publications in	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International - 10 per Chapter National - 5 per Chapter
III (C)	RESEARCH PROJECTS		
III (C) (i)	Sponsored Projects	Major Projects with grants above Rs. 5 lakhs	20 per Project
		Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project
		Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs. 2 lakhs
III (C) (iii)	Projects Outcome / Outputs	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies	Major policy document of International bodies - 30 Central Government - 20, State Govt. - 10 Local bodies - 5
III (D)	RESEARCH GUIDANCE		
III (D) (i)	M.Phil.	Degree awarded	5 per candidate
III (D) (ii)	Ph.D.	Degree awarded / Thesis submitted	15 / 10 per candidate 10 per candidate
III E	Awards / Fellowships/Invited lectures delivered / papers presented in conferences / seminars		
III (E) (i)	Award / Fellowship	International Award/Fellowship from Govt./recognized International Sports Bodies/International Sports Organizations	15 per Award / 15 per Fellowship
	Award / Fellowship	National Award/Fellowship from Govt./recognized National Sports Bodies/National Sports Organizations	10 per Award / 10 per Fellowship
	Award / Fellowship	State / University Award/Fellowship from Govt./recognized State Sports Bodies/State Sports Organizations	5 Per Award
III (E) (ii)	Invited lectures / papers presented	International	7 per lecture / 5 per paper presented
		National level	5 per lecture / 3 per paper presented
		State/University level	3 per lecture / 2 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period		
III (F)	Development of e-learning delivery process/material		10 per module

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(iii)

* Wherever relevant, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications/books shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author / supervisor / mentor of the teacher would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

APPENDIX - III TABLE - V (A)
MINIMUM API AS PROVIDED IN APPENDIX - III TABLE I TO BE APPLIED FOR THE CAREER
ADVANCEMENT SCHEME (CAS) PROMOTION OF ASSISTANT/COLLEGE DIRECTOR AND DEPUTY
DIRECTOR OF PHYSICAL EDUCATION AND WEIGHTAGES FOR EXPERT ASSESSMENT IN
SELECTION COMMITTEES, IN UNIVERSITIES AND COLLEGES

Category	Activity	Assistant / College Director of Physical Education (Stage 1 to Stage 2)	Assistant / College Director of Physical Education (Stage 2 to Stage 3)	Assistant/College Director of Physical Education (Stage 3) to Deputy/College Director of Physical Education (Stage 4)	Deputy Director of Physical Education (Stage 4) to Director of Physical Education (Stage 5)
I	Teaching, training, coaching, sports person development and sports management activities	80/Year	80/year	75/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50/ Assessment period	50/ Assessment period	50/ Assessment period	50/ Assessment period
III	Research and Academic Contributions - Minimum score required - to be assessed cumulatively	20/ Assessment period	50/ Assessment period)	75/ Assessment period	100/ Assessment period
II + III	Minimum total API score under Categories II and III*	90/ Assessment period	120/ Assessment period)	150/ Assessment period	180/ Assessment period
	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50)	No separate points. Screening Committee to verify API scores	No separate points. Screening Committee to verify API scores	30%- Research contribution 50% - Assessment of domain knowledge & teaching practices. 20%- Interview performance	50%- Research contribution. 30%- Assessment of domain knowledge and teaching practices. 20 %- Interview

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* One may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

APPENDIX - III TABLE - V(B)

Minimum Scores for APIs for direct recruitment of Physical Education Cadres in Universities / Colleges, and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.

	Assistant DPE (Stage 1)	Deputy DPE (Stage 4)	DPE (Stage 5)
Minimum API Scores	Minimum Qualification as stipulated in the regulations	Consolidated API score requirement of 300 points from categories II & III of APIs (cumulative)	Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative)
Selection Committee criteria / weightages (Total Weightages = 100)	a) Track Record of championship won (30%) b) Sports and athletic skills (40%) c) Interview performance (30%)	a) Research papers (3 nos) evaluation: (40%) b) Organisational skills / Plans of sports (30%) c) Interview performance (30%)	a) Research papers (5 nos) evaluation (50%) b) Organisational track vision plan: (25%) c) Interview performance (25%)

APPENDIX-III - TABLE VI

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF PHYSICAL EDUCATION CADRES IN UNIVERSITIES AND COLLEGES

Sl.No.	Promotion of Physical Education Cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant DPE / College DPE to Assistant DPE (Senior Scale) / College DPE (Senior Scale) (Stage 1 to Stage 2)	Assistant DPE / College DPE completed four years of service in Stage 1 with Ph.D. or five years of service with M.Phil. or six years of service without Ph.D./ M.Phil	(i) Minimum cumulative API scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table V (A). (ii) One Orientation and one Refresher / Research Methodology Course of 3/4 weeks duration. (iii) Screening cum Verification process for recommending promotion.
2.	Assistant DPE (senior scale) / College DPE (senior scale) to Deputy DPE / Assistant DPE (selection grade) / College DPE (selection grade) (Stage 2 to Stage 3)	Assistant DPE (senior scale) / College DPE (senior scale) with completed service of five years in Stage 2	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table V(A) (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 3/4 week duration. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant DPE (Selection Grade) / College DPE (Selection Grade) to Deputy DPE / College DPE (Selection Grade) (Stage 3 to Stage 4).	Assistant DPE (Selection Grade) / College DPE (Selection Grade) with three years of completed service in Stage 3.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table V(A). (ii) At least three publications in the entire period as Assistant/College DPE (twelve years). However, in the case of College DPE, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders. (iii) Evidence of having produced teams / athletes

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			(iv) A selection committee process as stipulated in the regulation and in Tables V(A).
4.	University DPE (Stage 5) (For universities only)	Deputy DPE in universities with three years of completed service in Stage 4.	<p>(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table V(A). Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>(ii) A minimum of five publications since the period the personnel is placed in stage 3</p> <p>(iii) Evidence of having produced teams / athletes</p> <p>(iv) A selection committee process as stipulated in the regulation and in Tables V(A).</p>

Note: The explanatory note provided for Table IIA for CAS for teachers is also applicable for the Physical Director cadres as per the API score specified for this cadre.

APPENDIX- III TABLE VII

ACADEMIC PERFORMANCE INDICATORS (API) FOR PROMOTIONS OF ASSISTANT LIBRARIAN IN UNIVERSITIES / FOR COLLEGE LIBRARIAN UNDER CAREER ADVANCEMENT SCHEME (CAS) AND FOR DIRECT RECRUITMENT OF DEPUTY LIBRARIAN AND LIBRARIAN IN UNIVERSITIES.

Direct Work load and weightage to be given to different levels of Librarians

	Direct working hours per week	Weightage
Assistant Librarian/College Librarian	40	100
Deputy Librarian	36+4*	90
Librarian	32+8*	80

Based on the Librarian Cadre's self-assessment, API scores are proposed for (a) Library resources organization and maintenance of books, journals, reports, Development, organization and management of e-resources; User awareness and instruction programmes; (b) ICT and other new technologies' application for upgradation of library services and (c) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms. The minimum API score required by Library Personnel from this category is different for different levels of promotion. The self assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

*Hours spent on administrative responsibilities, innovation, upgradation of services, extension services etc.

CATEGORY I: Procurement, organization, and delivery of knowledge and information through Library services

Nature of Activity	Univ. Assistant Librarian/College Librarian		Deputy Librarian		Librarian	
	Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score
a) Library resources organization and maintenance of books, journals, reports; Provision of library reader services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc. (40 Points)	70	Actual hours spent per academic year ÷ 20	60	Actual hours spent per academic year ÷ 20	55	Actual hours spent per academic year ÷ 20
Development, organization and management of e-resources including their accessibility over Intranet / Internet, digitization of library						

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promotion of Assistant Librarian / College Librarian to higher grades and Selection Committee for the promotion of Assistant Librarian to Deputy Librarian and for direct recruitment of Deputy Librarian and Librarian.

Category	Activity	University/College Librarians	Max.score *
III (A)	Research Publications in	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International - 10 per Chapter National - 5 per Chapter
III (C)	RESEARCH PROJECTS		
III (C) (i)	Sponsored Projects	Major Projects with grants above Rs. 5 lakhs	20 per Project
		Major Projects with grants above Rs.3 lakhs up to Rs.5 lakhs	15 per Project
		Minor Projects with grants above Rs. 1 lakh up to Rs.3 lakhs	10 per Project
III (C)(ii)	Consultancy Projects	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.2 lakhs
III (C)(iii)	Projects Outcome / Outputs	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies prepared	Major policy document of International bodies - 30 Central Government - 20. State Govt.-10 Local bodies - 5
III (D)	RESEARCH GUIDANCE		
III(D)(i)	M.Phil.	Degree awarded	5 per candidate
III(D)(ii)	Ph.D.	Degree awarded / Thesis submitted	15/10 per candidate
III E	Awards / Fellowships/Invited lectures delivered / papers presented in conferences / seminars		
III(E) (i)	Award / Fellowship	International Award/Fellowship from academic bodies/ associations	15 per Award / 15 per Fellowship
	Award / Fellowship	National Award/Fellowship academic bodies/ associations	10 per Award / 10 per Fellowship
	Award/Fellowship	State / University Award/Fellowship from academic bodies/associations	5 Per Award
III(E) (ii)	Invited lectures / papers presented	International	7 per lecture / 5 per paper presented
		National level	5 per lecture / 3 per paper presented
		State/University level	3 per lecture / 2 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period		

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resources, e-delivery of information, etc. (15 Points)						
User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc. (15 Points)						
b) ICT and other new technologies' application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management	15	Actual hours spent per academic year ÷ 10	15	Actual hours spent per academic year ÷ 10	15	Actual hours spent per academic year ÷ 10
c) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms	15	Actual hours spent per academic year ÷ 10	15	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷ 10

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Based on the Librarian Cadre's self-assessment, category-II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Librarian / College Librarian to higher grades and selection committee for the promotion of Assistant Librarian to Deputy Librarian and for direct recruitment of Deputy Librarian and Librarian.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

Nature of Activity	Maximum API Score	Actual score
a) Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels.	15	Actual hours spent per academic year ÷ 10
b) Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15	Actual hours spent per academic year ÷ 10
c) Professional Development activities (such as participation in seminars, conferences, short term, e- library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15	Actual hours spent per academic year ÷ 10

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the self-assessment, API scores are proposed for research and library contributions. The minimum API scores required from this category are different for different levels of promotion in universities/colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the

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Minimum required (50)			Organizational skills 20 % - Interview performance	services 20% Interview performance
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* One may score the balance points from either Category II or Category III to achieve the minimum score required under Category II+ III.

APPENDIX - III TABLE - VIII (B)

Minimum APIs and Other Norms for the Direct Recruitment of Librarian Positions in University Departments/Colleges and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.

Minimum Norm / Criteria	Assistant University Librarian / College Librarian (Stage 1)	Deputy Librarian in universities (Stage 4)	Librarian (university only) (Stage 5)
API score (Research and Academic Contribution - Category III)	Minimum Qualification as stipulated in the regulations	Consolidated API score requirement of 300 points from categories II & III of APIs (cumulative)	Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative)
Selection Committee criteria/weightages (Total weightage = 100)	a) Teaching / computer and communication skills by a Lecture demonstration (50%) b) Record of Library management skills (20%) c) Interview performance (30%)	a) Library related Research / Theme papers (3 Nos) Evaluation: (50%) b) Library automation skills and Organizational Plans (20%) c) Interview performance (30%)	a) Library Research papers (Five) evaluation (60%) b) organizational track record of innovation library service and vision plan (20%) c) Interview performance (20%)

APPENDIX-III - TABLE IX

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIAN CADRES IN UNIVERSITIES AND COLLEGES

Sl.No.	Promotion of Librarian Cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Librarian/ College Librarian to Assistant Librarian (Senior Scale) / College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant Librarian/ College Librarian completed four years of service in Stage 1 with Ph.D. or five years of service with M.Phil. or six years of service without Ph.D./ M.Phil	(i) Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table VIII (A) of Appendix III for Librarian cadres in universities and for college Librarian cadres. (ii) One Orientation and one Refresher Course of 3/4 weeks duration (iii) Screening cum Verification process for recommending promotion.
2	Assistant Librarian (senior scale) / College Librarian (senior scale) to Assistant Librarian (selection grade) / College Librarian (selection grade) (Stage 2 to Stage 3)	Assistant Librarian (senior scale) / College Librarian (senior scale) with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provided in Table VIII (A) of Appendix III for Librarian Cadres in universities and for college librarian cadres. (ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period. (iii) Screening cum Verification process for recommending promotion.
3	Assistant Librarian (Selection Grade) / College Librarian (Selection Grade) to Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian	Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian	(i) Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII (A) of Appendix III. Three publications over twelve years. In Colleges, an exemption of one publication

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III(E)	Development of e-delivery process/material	10 per module
(iii)		

* Wherever relevant, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications/books shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author / supervisor / mentor of the teacher would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo motu, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

APPENDIX - III TABLE - VIII (A)

MINIMUM APIS FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF ASSISTANT/COLLEGE LIBRARIAN AND DEPUTY LIBRARIAN AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES, IN UNIVERSITIES AND COLLEGES

Category	Activity	Assistant / College Librarian (Stage 1 to Stage 2)	Assistant / College Librarian (Stage 2 to Stage 3)	Assistant/College Librarian (Stage 3) to Deputy/College Librarian (Stage 4)	Deputy Librarian (Stage 4) to Librarian (Stage 5)
I	Procurement, organization, and delivery of knowledge and information through Library services	80/Year	80/year	75/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50/ Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period
III	Research and Academic Contributions - Minimum Score required - to be assessed cumulatively	20/ Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 Assessment period
	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee
IV	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and	50% Library publication work 30% Assessment of innovative Library service and organization of digital library

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	to Deputy Librarian / College Librarian (Selection Grade) (Stage 3 to Stage 4)	(Selection Grade) with three years of completed service in Stage 3.	will be given to M. Phil holders and two publications to Ph. D. Holders. (ii) Additionally one course/training under the categories of Library automation / Analytical tool Development for academic documentation. (iii) A selection committee process as stipulated in the Regulation and in Table VIII (A)
4.	University Librarian (Stage 5) (For universities only)	Deputy Librarian in universities with three years of completed service in Stage 4.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table VIII (A). Librarians may combine two assessment periods (in Stages 3 and 4) to achieve minimum API scores, if required. (ii) A minimum of five publications since the period that the teacher is placed in stage 3 (iii) Evidence of innovative library service and organization of published work. (iv) A selection committee process as stipulated in the regulation and in Table VIII (A)

Note: The explanatory note provided for Table IIA for CAS for teachers is also applicable for the Librarian cadres as per the API score specified for this cadre.

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UNIVERSITY GRANTS COMMISSION

NOTIFICATION

New Delhi, the 18th July, 2018

UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018

No. F.1-2/2017(EC/PS).—In exercise of the powers conferred under clause (e) and (g) of sub-section(I) of Section 26 read with Section 14 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the "UGC Regulations on Minimum qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010" (Regulation No.F.3-1/2009 dated 30th June, 2010) together with all amendments made therein from time to time, the University Grants Commission, hereby, frames the following Regulations, namely:-

1. **Short title, application and commencement:**

- 1.1 These Regulations may be called the University Grants Commission. (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.
- 1.2 These shall apply to every University established or incorporated by or under a Central Act, Provincial Act or a State Act, every Institution including a Constituent or an affiliated College recognized by the Commission, in consultation with the University concerned under Clause (i) of Section 2 of the University Grants Commission Act, 1956 and every Institution deemed to be a University under Section 3 of the said Act.
- 1.3 These shall come into force from the date of notification.
2. The Minimum Qualifications for appointment and other service conditions of University and College teachers, Librarians, and Directors of Physical Education and Sports as a measure for the maintenance of standards in higher education, shall be as provided in the Annexure to these Regulations.
3. If any University contravenes the provisions of these Regulations, the Commission after taking into consideration the cause, if any, shown by the University for such failure or contravention, may withhold from the University, the grants proposed to be made out of the Fund of the Commission.

UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND OTHER MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018

Minimum qualifications for the posts of Senior Professor, Professors and Teachers, and other Academic Staff in Universities and Colleges and revision of pay scales and other Service Conditions pertaining to such posts.

1.0 Coverage

These Regulations are issued for minimum qualifications for appointment and other service conditions of University and College teachers and cadres of Librarians, Directors of Physical Education and Sports for maintenance of standards in higher education and revision of pay-scales.

- 1.1 For the purposes of direct recruitment to teaching posts in disciplines relating to university and collegiate education, interalia in the fields of health, medicine, special education, agriculture, veterinary and allied fields, technical education, teacher education, norms or standards laid down by authorities established by the relevant Act of Parliament under article 246 of the Constitution for the purpose of co-ordination and determination of standards in institutions for higher education or research and scientific and technical institutions, shall prevail
 - i. Provided that where no such norms and standards have been laid down by any regulatory authority, UGC Regulations herein shall be applicable till such time as any norms or standards are prescribed by the appropriate regulatory authority.
 - ii. Provided further that for appointment to the post of Assistant Professor and equivalent positions pertaining to disciplines in which the National Eligibility Test (NET), conducted by the University Grants Commission or Council of Scientific and Industrial Research as the case may be, or State level

6.1 Assessment Criteria and Methodology:

- (a) Tables 1 to 3 of Appendix II are applicable to the selection of Assistant Professors/ Associate Professors/ Professors/Senior Professor in Universities and Colleges;
- (b) Table 4 of Appendix II is applicable to Assistant Librarians/ College Librarians and Deputy Librarians for promotion under Career Advancement Scheme; and
- (c) Table 5 of Appendix II is applicable to Assistant Directors/ College Director of Physical Education sports and Deputy Directors/Directors of Physical Education and Sports for promotions under Career Advancement Scheme

6.2 The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either through direct recruitment or through Career Advancement Scheme, shall be in accordance with these Regulations.

6.3 The criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing regulations, a choice may be given to them, for being considered for promotions under the existing Regulations. This option can be exercised only within three years from the date of notification of these Regulations.

I. A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university/college, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the university concerned supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Regulations. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the University/College may initiate the process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfil all other criteria mentioned in these Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfil these eligibility conditions.

II. The Selection Committee specifications as contained in Clauses 5.1 to 5.4 shall be applicable to all direct recruitments of faculty positions and equivalent cadres and Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.

III. The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in Table I of Appendix II.

IV. The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.

V. For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.

VI. The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.

- i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
- ii) If, however, the candidate finds that he/she would fulfil the CAS promotion criteria, as defined in Tables 1, 2, 4, and 5 of Appendix II at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
- iii) The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.

6454509/2022/JNTUA-EHE73

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

UNIVERSITIES AND COLLEGES – Implementation of UGC Revised Pay Scales, 2016 to the Teaching staff in the Universities and Colleges with effect from 01.01.2016 – Orders – Issued.

HIGHER EDUCATION (UE) DEPARTMENT

G.O.Ms.No.14.

Dated:13.02.2019.

Read the following:-

1. G.O.Ms.No. 14 Higher Education (UE.II) Department, Dated:20.2.2010.
2. G.O.Ms.No 38, Higher Education(U.E.II) Department, Dated: 23.6.2016
3. Govt.Lr.No. 2398/UE/A1/2017 Dated:29.6.2017 with UGC Regulations 2016
4. MHRD Govt. of India F.No.1-7/2015-U.II(1) Dated:2.11.2017
5. Secretary, UGC F.No.23-4/2017(PS), Dated:31.1.2018
6. UGC Regulations F.No.1-2/2017(EC/PS), Dated:18.7.2018
7. G.O.Rt.No.267 Higher Education (UE) Department Dated:27.11.2018
8. Report of the Committee, Dated: 23.1.2019.

ORDER :

In the G.O. first read above, orders have been issued extending the UGC Revised Pay Scales of 2006 which are analogous to the University Grants Commission Scales of pay to the Teachers, Librarians and Physical Education personnel in the Universities and Colleges in the State.

2. In the G.O. second read above and letter 3rd read above, orders were issued substituting the appendix of G.O.Ms.No.14, to that of UGC Regulations 2010 and communicated the UGC Regulations, 2016.

3. In the reference 4th and 5th read above, Government of India has revised the UGC Scales for University and College Teachers with effect from 01.01.2016 and communicated the same by the University Grants Commission to all State Governments for immediate action in a time a bound manner. It is stated, among other things, that the Government of India will provide financial assistance to the State Governments who wish to adopt and implement the revision of Pay scales subject to the following terms and conditions:

- (a) The Central Government will provide financial assistance to the State Governments for the period from 1.1.2016 to 31.3.2019, which have opted for these revised pay scales, to the extent of 50% of the additional expenditure involved in the implementation of the revision.
- (b) The State government will meet the remaining 50% of the expenditure from their own sources for the period from 1.1.2016 to 31.3.2019 and the entire liability on account of revision of pay scales, etc., of University and college teachers would be taken over by the State Government w.e.f. 1.4.2019.

through direct recruitment or through Career Advancement Scheme, shall be in accordance with these Regulations.

- 2.8 The criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing regulations, a choice may be given to them, for being considered for promotions under the existing Regulations. This option can be exercised only within three years from the date of notification of these Regulations.

- I. A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university/college, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the university concerned supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Regulations. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the University/College may initiate the process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfil all other criteria mentioned in these Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfil these eligibility conditions.
- II. The Selection Committee specifications as contained in Clauses 5.1 to 5.4 shall be applicable to all direct recruitments of faculty positions and equivalent cadres and Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.
- III. The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in Table1 of Appendix II.
- IV. The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.
- V. For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.
- VI. The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The

		है तो पदोन्नति 1 जुलाई से दी जाएगी। यदि अंतिम मूल्यांकन 1 जुलाई और 31 दिसंबर के बीच है तो पदोन्नति 1 जनवरी से दी जाएगी।
6.3 VIII	सी.ए.एस के अंतर्गत प्रत्याशित पदोन्नति के लिए अपेक्षित ओरिएंटेशन कोर्स और रीफ्रेशर कोर्स की आवश्यकता 31 दिसंबर, 2018 तक अनिवार्य नहीं होगी।	जहां कहीं ओरिएंटेशन कोर्स (ओसी)/रीफ्रेशर कोर्स (आरसी) की आवश्यकता अधूरी रह गई है, वहां पदोन्नति नहीं रोकी जाएगी लेकिन इन अपेक्षाओं को आयोग द्वारा समय-समय पर अधिसूचित या 31 दिसंबर, 2023 तक पूरा किया जाना चाहिए।
तालिका 3एके अंतर्गत क्रम सं. 3	एम.फिल.	एम.फिल./एलएल.एम/ एम.टेक/ एम.आर्क/एम.ई./एम.वी.एससी./एम.डी आदि।
तालिका 3ए के नीचे नोट श्रेणी के अंतर्गत क्रम. सं.डी	स्कोर केवल संबंधित राज्य स्लेट/सेट विश्वविद्यालयों/महाविद्यालयों/संस्थानों में नियुक्ति के लिए मान्य होगा।	स्लेट/सेट स्कोर केवल संबंधित राज्य विश्वविद्यालयों/ महाविद्यालयों/ संस्थानों में नियुक्ति के लिए मान्य होगा।
तालिका 3बी के अंतर्गत क्रम. सं.3	एम.फिल.	एम.फिल./एलएल.एम/एम.टेक/एम.आर्क/एम.ई/ एम.वी.एससी./एम.डी आदि।

प्रो. मनिष जोशी, सचिव

[विज्ञापन-III/4/असा./317/2023-24]

टिप्पणी : प्रमुख विनियम का प्रकाशन भारत के राजपत्र, असाधारण भाग III, खण्ड 4 के अंतर्गत संदर्भ सं. एफ.1-2/2017 (ईसी/पीएस) दिनांक 18 जुलाई, 2018 को हुआ था।

UNIVERSITY GRANTS COMMISSION

NOTIFICATION

New Delhi, the 31st July, 2023

F. No. 9-1/2010(PS/MISC)Pt. Vol.II.—In exercise of the powers conferred under clause (e) and (g) of sub-section (1) of section 26 read with section 14 of the University Grants Commission Act, 1956 (3 of 1956), the University Grants Commission hereby makes the following amendment in the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018, namely:-

1. **Short title and commencement.**—(1) These regulations may be called the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) (3rd Amendment) Regulations, 2023.

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(2) These shall come into force on the date of their publication in the Official Gazette.

2. The following regulations in the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018, shall stand amended and be read as under:-

Regulation	Existing Provisions in Principal Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018	Amended provisions in principal Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018
3.12	No person shall be appointed to the post of University and College teacher, Librarian or Director of Physical Education and Sports, in any university or in any of institutions including constituent or affiliated colleges recognized under clause (f) of Section 2 of the University Grants Commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfill the requirements as to the qualifications for the appropriate post as provided in the Schedule 1 of these Regulations.	No person shall be appointed to the post of University and College teacher, Librarian, or Director of Physical Education and Sports, in any university or in any of the institutions including constituent or affiliated colleges recognized under clause (f) of Section 2 of the University Grants Commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfill the requirements as to the qualifications for the appropriate post as provided in these Regulations.
6.3	The criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing regulations, a choice may be given to them, for being considered for promotions under the existing Regulations. This option can be exercised only within three years from the date of notification of these Regulations.	The criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify within six months (till 17 th January, 2019) as per the UGC Regulations on <i>Minimum Qualifications for Appointment of Teachers and other Academic staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education, 2010</i> , a choice may be given to them either, for being considered for promotions under the 2010 or 2018 Regulations. This option can be exercised only up to 31 st December 2023 and the date of eligibility shall be retained as the date of promotion. On the date of submission of the application, the candidate should fulfil all eligibility criteria required for promotion.
6.3 VI (iii)	The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.	The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be effected either from 1 st January or 1 st July depending on the date of eventual assessment, as detailed below: If the eventual assessment is between 1 st January and 30 th June of a year, the promotion shall be granted from 1 st July of

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		the year. If the eventual assessment is between 1 st July and 31 st December of a year, the promotion shall be granted from 1 st January of next year.
6.3 VIII	The requirement for the Orientation Course and Refresher Course for promotions due under the CAS shall not be mandatory up to 31st December 2018.	Wherever the requirement of the Orientation Course (OC)/Refresher Course (RC) has remained incomplete, the promotions would not be held up, but these requirements should be fulfilled by 31 st December 2023 or as notified by the Commission from time to time.
S.No. 3 under Table 3A	M.Phil.	M.Phil/ LLM /M.Tech/ M.Arch/ M.E./ M.V.Sc./M.D etc.
S.No. D under the category of Note below Table 3A	The score shall be valid for appointment in respective State SLET/ SET Universities/ Colleges/Institutions only.	SLET/SET score shall be valid for appointment in respective State Universities/Colleges/Institutions only.
S.No. 3 under Table 3B	M.Phil.	M.Phil./ LLM / M.Tech / M.Arch / M.E / M.V.Sc. /M.D etc.

Prof. MANISH JOSHI, Secy.

[ADVT.-III/4/Exty./317/2023-24]

Note : The Principal Regulations were published in the Gazette of India, Extraordinary under Part III, Section 4 *vide* No. F. 1-2/2017 (EC/PS) dated 18th July 2018.


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**THE ANDHRA PRADESH GAZETTE
PART I – EXTRAORDINARY
PUBLISHED BY AUTHORITY**

No. 341

HYDERABAD, MONDAY, JANUARY 27, 1997.

NOTIFICATIONS BY GOVERNMENT

**GENERAL ADMINISTRATION DEPARTMENT
(services-D)**

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

(G.O.Ms.No.436, General Administration (Services-D), 15th October, 1996).

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 supercession of the Andhra Pradesh State and Subordinate Service 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 Govt., of Andhra Pradesh.

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 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 provisions 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 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 of 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 first appointment thereto he is an approved probationer in the Andhra Pradesh High Court Service or A.P.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 Government 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 concurrence authority.

(13) Discharge of a probationer:- “Discharge of a probationer” means, in case of 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 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 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 during the period of training in Air Defence Reserve of 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 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 service; 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) Bosing
- (n) Cycling
- (o) Gymnastics
- (p) Judo
- (q) Rifle shooting
- (r) Kabaddi
- (s) Kho Kho
- (t) Ball Badminton
- (u) Archery

- (v) Equestrian Sports
- (w) Hand Ball
- (x) Rowing
- (y) Chess
- (z) Taek Wondo
- (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 regularized.

(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 Orders: "Presidential Orders" wherever it occurs in these rules shall mean the Andhra Pradesh Public Employment (Organisation 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 of a member of any category of 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 denied.

(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 pensions 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 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 a member of a 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 of privilege to which he is entitled by or under 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) In respect of posts in the State and Subordinate Service the percentage earmarked for direct recruitment should not fall short of 30%.

(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 the sub-rule (a) of rule 7 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 a 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 months 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 31st 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 1st September of the year to the 31st August of the succeeding year shall be reckoned for purpose of determining the number of vacancies during the panel.

Provided 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 placed immediately below.

Provided further 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 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 1st 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 the 31st December of the succeeding year or till the next panel is prepared whichever is earlier. The period from first September of the year to 31st 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 $\frac{1}{2}$ 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
- (iv) suspension,

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 for 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 including 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 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 31st 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 Head of the Department shall be the appointing authority in respect of the initial categories of posts in a State Service and the Government shall be the appointing authority for all other posts in the State Service.

8. ELIGIBILITY FOR PROMOTION OR APPOINTMENT BY TRANSFER:

For Appointment to a higher post either by promotion from one category to another with a service or by appointment by transfer from one service to an other 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 the 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 appointing 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 the 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 be entitled by reason only of such appointment to any preferential claim to future appointment 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 test, 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/APPSC 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 any special qualifications, knowledge or experience, any person who possesses such qualifications, knowledge or experience and who is considered to be 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 ON 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 45 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 45 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.

(b) Time to join a post on appointment, shall be allowed a joining time of 30 days, other than by direct recruitment, shall be allowed a joining time of 30 days from the date of receipt of the order of appointment sent to the candidate by Registered Post with acknowledgement due or by any other means. Where a person fails to join the new post to which he is appointed within the said time limit or evades to join the post by proceeding on leave, he shall forfeit his right of appointment both for the present and in future for the post.

12. QUALIFICATIONS FOR DIRECT RECRUITMENT:

(i) (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;

(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 28 years of age as on the 1st day of July of the year in which the notification for selection to the relevant post, category or class or a service is made.

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) Uniformly 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:

Provided that his age concession in the case of BCs shall not exceed 40 years.

N.B: The age concession in favour of B.Cs will be in force for 10 years from 23rd September, 1990:

(vide G.O.Ms.No.311 G.A.(Ser.D) dt. 24.4.91)

Provided also 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, subject to the condition that it does not exceed 45 years:

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

N.B.: This concession shall be in force during the period between 28th March, 1967 and 22nd September, 2000.

(vide G.O.Ms.No.311 G.A.(Ser.D) dt. 24.4.91)

(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.

(c) When the 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 1st 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 the 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 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, at the time or on the date on which the selection process commences, for direct recruitment i.e., to say, the first date on which the examination (Written) or where such written examination is not there, the first date on which the interview for selection takes place.

(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 endeavoured to enlist for his candidature

extraneous support, whether from official and 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 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, that 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.

Provided that a person who was appointed to a service but who has not passed the Language Test in Telugu shall be allowed time to pass the said test upto 31-12-1997 or till the expiry of a total period of 3 years from the date of his appointment whichever is later, by extending the period of probation:

Provided further 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 also 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 2nd class language test in Telugu.

(b) A person who has passed the 7th or 8th Class Examination with Telugu as a subject or medium of instruction shall be exempted from passing the 3rd 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 post 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 tests 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 Reorganisation Act, 1956 Central Act 37 of 1956 need not pass the tests prescribed for promotion or recruitment by transfer on or after the 1st 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 1st 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 1st November, 1956, where:-

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

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 above the one held by him prior to the same 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 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 requirement 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 be 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 of 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 tests or acquire such qualifications as may be prescribed in these rules or in the special rules, the appointing authority shall, by orders, 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) of 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 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 a 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 32, 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 9th 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.

(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 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 FOR REAPPOINTMENT:-

(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) (1) 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 of the Scheduled Tribes in that unit falls, short of the percentage of posts reserved for those cases or 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 order or juniority;
Second	Probationers, other than those belonging to the Schedule Castes and the Scheduled Tribes, in the order of junirotiy;
Third	Approved probationers, other then 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 the 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 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 (i) of rule 16 of 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 a 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.

20. SPECIAL REPRESENTATION (RESERVATION): Reservations may be made for appointments to a service, class or category in favour of Scheduled Castes, Scheduled Tribes, Backward Classes, 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 in the special rules.

(a) (1) The Principle of reservation as hereinafter provided shall apply in 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 where the special rules lay down specifically that the principle of reservation in so far as it relates to Scheduled Castes, and Scheduled Tribes only shall apply to such service, class or category to the extent specified therein.

(2) The unit of appointments for the purposes of this rule shall be one hundred, of which 15 shall be reserved for Scheduled Castes, six shall be reserved for Scheduled Tribes, Twenty five shall be reserved for the Backward Classes and the remaining fifty four appointments shall be made on the basis of open competition.

(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 and 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 Senior Assistants, Junior Assistants, Junior Stenographers, typists and Record Assistants in the offices of Heads of Departments, Assistant Section Officers, Typist-cum-Assistants, Junior Stenographers and Record Assistants in the Secretariat to which the principle of reservation of appointments 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.

Provided that the claims of members of the SCs and STs and BCs, 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
2. Scheduled Castes
3. Open competition
4. Backward Classes
5. Open competition
6. Open competition
7. Scheduled Castes
8. Scheduled Tribes
9. Open competition
10. Backward Classes
11. Open competition
12. Open competition
13. Open competition
14. Backward Classes
15. Open competition
16. Scheduled Castes
17. Open competition
18. Backward Classes

19. Open Competition	
20. Backward Classes	
21. Open competition	
22. Scheduled Castes	
23. Open competition	
24. Backward Classes	
25. Scheduled Tribes	
26. Open competition	
27. Scheduled Castes	
28. Open competition	
29. Backward Classes	
30. Open competition	
31. Open competition	
32. Open competition	
33. Scheduled Tribes	
34. Open competition	
35. Backward Classes	(Group-B)
36. Open competition	
37. Open competition	
38. Open competition	
39. Backward Classes	(Group-D)
40. Open competition	
41. Scheduled Castes	
42. Open competition	
43. Backward Classes	(Group-D)
44. Open competition	
45. Backward Classes	(Group-A)
46. Open competition	
47. Scheduled Castes	
48. Open competition	
49. Backward Classes	(Group-B)
50. Open competition	
51. Open competition	
52. Scheduled Castes	
53. Open competition	
54. Backward Classes	(Group-A)
55. Open competition	
56. Open competition	
57. Open competition	
58. Scheduled Tribes	
59. Open competition	
60. Backward Classes	(Group-B)
61. Open competition	
62. Scheduled Castes	
63. Open competition	

64. Backward Classes	(Group-D)
65. Open competition	
66. Scheduled Castes	
67. Open competition	
68. Backward Classes	(Group-D)
69. Open competition	
70. Backward Classes	(Group-A)
71. Open competition	
72. Scheduled Castes	
73. Open competition	
74. Backward Classes	(Group-B)
75. Scheduled Tribes	
76. Scheduled Tribes	
77. Scheduled Castes	
78. Open competition	
79. Backward Classes	(Group-B)
80. Open competition	
81. Backward Classes	(Group-B)
82. Open competition	
83. Scheduled Tribes	
84. Open competition	
85. Backward Classes	(Group-B)
86. Scheduled Castes	
87. Scheduled Castes	
88. Scheduled Castes	
89. Backward Classes	(Group-B)
90. Open competition	
91. Scheduled Castes	
92. Open competition	
93. Backward Classes	(Group-B)
94. Open competition	
95. Backward Classes	(Group-B)
96. Open competition	
97. Scheduled Castes	
98. Open competition	
99. Backward Classes	(Group-B)
100. Open competition	

Provided that:

(i) In the case of appointments to a post referred to in sub-rule (c), the 12th and 37th turns in each unit of hundred vacancies shall be reserved for ex-servicemen. 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 the open competition.

(ii) The 6th, 31st and 56th turns in each unit of hundred vacancies shall be allotted to the physically handicapped persons and where qualified and suitable candidates are not available from among the physically handicapped persons, the turn allotted lot for them in the unit referred to above, shall be carried forward for three succeeding recruitment years and the reservation for these vacancies shall cease thereafter.

(f) (i) If a qualified and suitable candidate belonging to any particular group of the Backward Classes is not available, for appointment in the turn allotted for them in the cycle, the turn shall accrue to the next group of the B.Cs in the rotation and only if no suitable and qualified candidate is available in any of the four groups, the turn shall stand allotted to open competition.

(ii) The reservation in the case of B.Cs and Physically handicapped persons shall be in force for the period commencing from the 23rd September, 1990 to 22nd September, 2000.

(g) If in any recruitment, qualified candidates belonging to the Scheduled Castes or as the case may be and S.Ts are not available for appointment to any or all the vacancies reserved for the S.Cs or as the case may be S.Ts, a limited recruitment confined to candidates belonging to SCs or as the case may be S.Ts., 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 SCs or, as the case may be STs are not available for appointment to all or any of the vacancies reserved for SCs, or as the case may be STs 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 SCs or, as the case may be the S.Ts are so filled by candidates belonging to other communities, an equal number of vacancies shall be reserved in the succeeding recruitment for the SCs or, as the case may be STs, in addition to the vacancies that may be available for that recruitment for the S.Cs or, as the case may be, STs, and if in the said succeeding recruitment also, Qualified candidates belonging to the SCs, or as the case may be STs, are not available for appointment to all or any of the additional vacancies which are so reserved in that succeeding recruitment, an equal number of vacancies shall again be reserved in the next succeeding recruitment for the SCs or, as the case may be STs, in addition to the number of vacancies that may be available for the next succeeding recruitment for the SCs or, as the case may be, the STs.

Provided that if in the said second succeeding recruitment also no qualified candidates belonging to the SCs, or, as the case may be, the STs are available for appointment to all or any of the additional vacancies which are so reserved in that

succeeding recruitment, an equal number of vacancies shall again be reserved in the next succeeding recruitment for the Scheduled Castes, or as the case may be, the STs, in addition to the number of vacancies, that may be available for the next succeeding recruitment for the SCs or, as the case may be, STs.

Provided further that in the third succeeding recruitment if qualified candidates belonging to STs, or as the case may be SCs, are not available, a vacancy reserved to be filled by a candidate belonging to STs may be filled by a candidate belonging to SCs and a vacancy reserved to be filled by a candidate belonging to SCs may be filled by a candidate belonging to STs.

Provided further that if after three successive recruitments, if no candidate belonging to SC or ST is available, such vacancy will be treated as dereserved.

(iii) In any additional vacancy or vacancies reserved in favour of candidates belonging to the SCs or, as the case may be STs, 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 recruitment 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 shall be available for utilization 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 SCs and STs in the total strength of the concerned grade or cadre, has not reached and prescribed percentage of reservation of 15% for the Scheduled Castes and 6% for the Scheduled Tribes respectively.

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

Provided that the rule of special representation shall be applicable for appointment of the number of posts born on the cadre, category or grade is more than one, even through 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 Scheduled 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.

22-A PREFERENCE IN APPOINTMENT: Notwithstanding anything contained in these rules or special rules or Adhoc rules:

(1) In the matter of direct recruitment to posts for which 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 to 33 1/3% of the posts in each category of O.C., B.C-A, B.C-B, B.C.-C, B.C-D, S.C., S.T., and Physically Handicapped and Ex-Service men quota. Provided that if sufficient number of women candidates are not available the vacancies shall be filled by men”.

EXPLANATION: “It is hereby clarified that all selections made in accordance with sub-rule (2) prior to its amendment shall be, and shall be deemed always to have been made in accordance with this rule; and shall not entitle any person to enforce 33 1/3% reservation merely on the ground that this amendment is made with retrospective effect.”

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

23. APPEAL, REVISION AND REVIEW OF ORDERS OF APPOINTMENT (INCLUDING PROMOTION) TO HIGHER POSTS:-An order appointing a member of a service or class 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 or 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.

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 the order of appointment or promotion of a person junior to the aggrieved person:

Provided that the time time 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 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 or television 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 hereby 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 Department or the State Government may 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.

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 on 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 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 within 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 reappointment 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, who is placed under suspension from service, pending investigation or enquiry into grave charges or who is deemed to have been suspended under rule 8 of the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991 shall not be accepted during the period of such suspension.

Provided further 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 a 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, has 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 subrule (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 1st November, 1956 or prior to that date, shall be determined in the statewide 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 1st November, 1956 to the date of re-appointment made thereafter, but it shall not disturb inter-seniority which obtained in the Andhra State. (This proviso shall be in force till 31st 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 or in other cases, the authority next higher to the appointing authority shall determine the seniority.

(e) Where a member 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 provide otherwise, be fixed by giving credit for the period of service earlier rendered by him in the higher service, class or category.

(ii) in cases where the reduction operates to postpone future increment, the seniority of such member on repromotion 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 RECRUITED 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 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) & (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 repositing 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 organized in pursuance of the Presidential Orders, 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 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 organized 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 effect 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 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 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 employees 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 1st 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 1st 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 1st 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.

M.S.RAJAJEE,
CHIEF SECRETARY TO GOVERNMENT

SCHEDULE-I

(See definition 27 of Rule 2)

PART-A

(Submitted with effect from 27th July, 1977 through G.O.Ms.No.838 G.A.(Services.D) Dept., dt. 15-12-1977)

Scheduled Castes (Definition 26 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. Chambar
16. Chandala
17. Dakkal, Dokkalwar
18. Dandasi

19. Dhor
20. Dom, Dombara, Paidi, Pano
21. Ellamalwar, Yellammatawandlu
22. Ghasi, Haddi, Relli, Chachandi
23. Godagali
24. Godari
25. Gosangi
26. Holey
27. Holey Dasari
28. Jaggali
29. Jumbuwulu
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 Budhism

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, Mannervarlu
13. Konda Dhoras
14. Konda Kapus
15. Konda Reddis
16. Kodhs, Kodi, Kodhu, Desaya, Kondhs, Dongria, Kondhs, Kuttiya, Khonds, Tikiria
Khondhs, 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. Mukhra 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. Valmiki (in the Agency tracts)

32. Yenadis

33. Yerukulas

PART – C

BACKWARD CLASSES (Definition 7 of Rule 2)

GROUP – A

1. Agnikulakshatriya, Palli, Vadabaliya, Besta jalari, Gangavar, Gangaputra, Goondla, Vanyakulakshtriya (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. Kalkadi
14. Kanjara – Bhatta
15. Katipapala
16. Kepamora or Reddika
17. Kalinga (Kinthala) (omitted vide G.O.Ms.No.701, GA(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 () Ommitted 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

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 Vishakapatnam, East Godavari, West Godavari and Krishna districts.
6. Gandla, Telikula
7. Jandra
8. Karikalabhakthula, Kaikolan or Kaikala (Sengundam or Sangunther)
9. Karnabhakthulu
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 Castes 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. Agaru
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, B.C.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 Educational Qualification

(Referred to in Rule 12(2))

A candidate is said to possess the Minimum General Educational 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 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;
- 10) A 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 Madrasa 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 procedures 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 Vidyalaya.
- 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 Sinhaless 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 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.

M.S.RAJAJEE,

CHIEF SECRETARY TO GOVERNMENT

ANDHRA PRADESH LAST GRADE SERVICE

G.O. Ms. No. 565 GA (Service-B) Dept, Dt. 24.10.1992.

In exercise of the powers conferred by the proviso to the Article 309 of the Constitution of India, the Governor of Andhra Pradesh hereby makes the following Special Rules in supersession of the existing rules issued in the G.O.Ms.No. 580 GA (Rules) Department dt. 12.5.1961.

SPECIAL RULES

1. SHORT TITLE:

These rules shall be called the Andhra Pradesh Last Grade Service Rules, 1992.

2. CONSTITUTION:

The service shall consist of the following categories of posts; namely:-

CATEGORY (1)	(a) Jamedar (b) Jamedar sweeper/Jamedar Scavenger (c) Head Mali/head Malan (d) Daroga/Head Chowkidar/Head Watchman
CATEGORY (2)	(a) Attenders. Attender Warder/Peon-Warder in the Prisons Department Attender for Oil extraction be Indian Medicine and Homeopathy. Attendant Assistant Record Keeper in Medical Education/Health and Family Welfare Department. Battery Transport Attenders in Information & Public Relations & Tourism Department. Daffadars Dalayats Dafedars, Jamedars and other Government Servants in the scale of pay of Attenders in the Judicial Department (see note 2 below) Dafrari in the scale of pay of Attender. Doctor Boy Herb Collector in the Indian Medicine and Homeopathy Department. Junior Attendant. Kamagara (Knitting) Medical Education Department/Knitting men. Maiotries Museum Attender (formerly designated as Museum Curator) in the Indian Medicine and Homeopathy Department.

	Museum Attendant in Medical Education Department
	Office Boy
	Ophthalmic Assistant
	Process Servers/Process Amins.
	Sub-Jail Warders in the scale of pay of Attenders.
	Store Attendant in the General Administration Deptt
	Telephone Attendant
	Depot Helper
	Lab Attender
	Daffadar in the Indian Medicine and Homeopathy Department
	Jawans not included in any other special Rules.
	Switch Board Operator in the Tourism Department
	Stage Technician in Information and Public Relations Department
	Telephone Messenger
	(b) Attenders in the office of the Non-ISF Record, Hyderabad.
CATEGORY (3)	Watchman
	Attender-cum-Watchman
	Chowkidars
	Gatekeeper
	Gate Peon
	Gate Porter
	Gate man
	Gurkha Watchman
	Hawaldar
	Mali-cum-Watchman
	Monument Attendant
	Night Watchman/Day Watchman
	Night Guard
	Office Watcher
	Treasury Guard
	Tappal Watcher
CATEGORY (4)	Watchman-cum-Pump Driver in Tourism Department
CATEGORY (5)	Auto-Rickshaw Driver in the Scale of pay of Attender.
CATEGORY (6)	Cycle Orderly in the scale of pay of Attender.
	Ambulance Cleaner
	Attender-cum-Cleaner
	Lorry Cleaner
	Motor Cleaners
	Truck Cleaner; and
	Van Cleaner
CATEGORY (7)	Helper
	Chainman in the Settlement, Survy and Land Records and Agriculture Department and Town Planning Department.
	Female Attendants in the Prisons Department.
	Followers in the Police Department.
	Lascars including Tent Lascars.

CATEGORY (8)

Masalchi
Packer
Store Mazdoor in the Department of Industries
Tent Tindals
Ward Boy in the Prisons Department
Games Boy
Mattes in the Tourism Department
Nurses, Class Room Attendant
Plant Helper
Stewards
Workshop Boy in Medical Education Department
Gas Plant Attendant in Medical Education Department
Sweeper including sweeper-cum-Scavenger and Head
Sweeper.

Scavenger including scavenger-cum-Sweeper.
Scavenger-cum-Thoti.
Sweeper –cum-Gardener in the **** Department

Bhoi
Cleaner Attendant
Washer Attendant
Cart Driver in Women Development, Child Welfare and
Labour Department
Drainage Cleaner
Drainage Coolie
Dusting Women
Dispensary Servants
Gangman
Head Sweeper
Kamatees/Kamatens

CATEGORY (9)

Mortuary Attendant in the Medical Education and Health
and family Welfare Department
Post Mortem Attendant/Post Mortem Boy in the Medical
Education/ Health and Family welfare Department.
Post-Mortem Attendant and Animal Attendant in the
Animal Husbandry Department.
Watchman-cum-Scavenger/watchman-cum-Sweeper.
Cooks
Butlers
Assistant Butlers
Bearer-cum-Cook
Bearer
Cook mate
Kitchen Boy/Kitchen Attendant
Lachi/Lachan in the Medical Education and Health and
Family Welfare Department.
Maitee/Maiten/Maitee boy
Nurses Quarter Table Attendant

CATEGORY (10)

Room Boy
Suppliers in the Technical Education Department.
Servant Girls.
Table Boy/Table women/Table Servant.
Head Farash
Dog Boy in the Police Department
Lab picker of Civil Supplies Department
Hamalies
Mutchies
Animal Attendant
Animal Caretaker and Animal Keeper
Ayas
Chenchu Headmen in Nallamalai Forest Area Comprising
Kurnool, Nandyal, Atmakur in Kurnool District and
Giddalur Division in Prakasam District.
Conductress.
Dog Attender
Cattle Attendant
Fireman
Fisherman
Farm Hand in Women Development, Child welfare and
Labour Department
Gas House Cleaner
Handler
Khalasi
Women Servant
Waterman/Water women/Water Boy Worker including
Mazdoor in the scale of pay of Attenders.
Cobbles
Washerman in Excise Department
Limon Room Attendant.
Milk Vandor, Shepherd, Bullman & Flockman, Grade-II
in the Animal Husbandry Department.

CATEGORY (11)

Craft Attendant
Gardener
Malan
Mali
Mali, Malan of Herbal Gardens in Indian Medicine and
Homeopathy Department.

CATEGORY (12)

Other posts by whatever designations known, in the scale
of pay of Attenders and with qualifications for direct
recruitment prescribed as a pass in VII Class or below
and not included in any other Special Rules.

NOTE-1

For purposes of appointment promotion, probation,
seniority, discharge for rent of vacancies and re-
appointment, postings and transfers and appointment as
full member on for confirmation every post or group of
posts in any category bearing a distinct designation, shall
be deemed to constitute a separate category.

NOTE-2

The posts with any of the designations mentioned in

these rules but included in any other Special Rules shall be governed by the relevant Special Rules in which such other posts are included.

NOTE-3

Appointment to the posts of process Servers, I Grade in the Judicial Department shall be made only by promotion from process Servers, II Grade, in the Department.

3. (a) APPLICABILITY OF GENERAL RULES:

The Andhra Pradesh State and Subordinate services Rules shall apply to the service except to the extent different provisions are made in these rules.

(b) SCOPE OF THE RULES:

These rules shall not apply to the posts borne on the Contingent Establishment.

4. METHOD OF APPOINTMENT:

Subject to the other provisions in these rules, the method of appointment to the several categories shall be made as follows:-

Category	Method of Appointment
1. (a) Jamedar	By promotion from category-2(a) or 2(b) as the case may be
(b) Jamedar Sweeper/Jamedar Scavenger	By promotion from Category – 8
(c) Head Mali Head Malan	By promotion from Category-11
(d) Daroga/Head chowkidar/Head watchman	By promotion from Category-3
2. (a) Attendar and other posts listed in category-2(a)	(i) By direct recruitment
	OR
	(ii) If any persons in Category 2 (a) or categories 3 to 12 possesse the qualifications prescribed for direct recruitment for appointment to the post in Category 2 (a) and are willing for transfer, by of transfer such personnel.
(b) Attender in the O/o Non-ISF Records, Hyderabad.	(i) By direct recruitment.
	OR
	(ii) If any person in Category-2(a) or Categories 3 to 12 prossesses the qualifications prescribed for direct recruitment for appointment to the post in Category 2(b) and are willing for transfer, by transfer of such personnel.
3 to 12 (31/(4)/(5) (6)/(7)/(8)(9)/(10)/(11)/(12)	By direct recruitment

NOTE-1:- All promotions and transfers indicated in the above table shall be made within each unit of appointment.

Provided that notwithstanding anything contained in these rules preference shall be given to the ex-National Cadet Corps and Auxiliary Cadet Corps personnel in making appointments to the posts of Lascars and Attenders in the National Cadet Corps Offices.

NOTE-2:- Appointment to the posts of Attenders, the qualified village servants shall be given preference for such appointment by transfer in the District Revenue Establishment (G.O.Ms.No. 566, General Administration (services – B) Department, Date 9.10.1990).

5. QUALIFICATIONS:-

(a) No person shall be eligible for appointment to the category specified in Column (1) of the Annexure-1 by the method specified in the corresponding entry in Column (2) unless he possesses the qualifications specified in the corresponding entry in Column (3) thereof.

(b) No person shall be eligible for appointment to any Category in this service, unless he is able to read and write the language or one of languages of the District specified in Annexure-II in which appointment is to be made.

6. APPOINTING AUTHORITY:

In the case of all the posts, the appointing authority shall be the Head of the Office or Institution or the Gazetted Officer of a Department exercising jurisdiction over a District, as the case may be, and where the Head of the Office or Institution has a Gazetted Officer dealing with Establishment matters, such officer.

Provided that in the case of Watchman, Gardener, Scavenger, Cleaner, Sweeper, Maitee, Mali and Malan in the District State Guest Houses at Vijayawada, Kurnool and Governor's Summer Residence-cum-Circuit House at Waltair, the Appointing Authority shall be the District Collector Concerned.

Provided also that the District and Sessions Judge concerned, Chief Judge, City Civil Court, Hyderabad and the Chief City Magistrate, Hyderabad, as the case may be, shall be the Appointing Authority in respect of all the appointment to the posts in the Last Grade Service in all the respective Courts under their respective control.

7. RESERVATION OF APPOINTMENTS:

(a) In selecting candidates for direct recruitment to the posts included in the service, the following principles shall be adopted:-

(i) Posts of Sevikas, Ayas, malans and Kamatons and other posts for which women alone are considered suitable, may be filled by women only:

- (ii) In the matter of direct recruitment for appointment to the post of Sweeper for which women are better suited they may be preferred.

(b) In the matter of appointment to the posts of Chowkidars, Attenders required to ride Bicycle or Drive Motor Cycle, Process Servars, Dalayats and sub-Jail Warders, only men shall be appointed.

(c) In the case of appointments to the posts in the Secretariat and Offices of Head of Departments to which the principle of reservation of appointments applies, out of the fifty four vacancies meant for open competition one vacancy shall be reserved for direct recruitment of "Meritorious Sportsman".

(d) The appointments to the service in the Endowments Department shall be made only from among persons professing the Hindu Religion.

8. AGE:

Candidates for appointment by direct recruitment to any of the categories in the service, must not have completed 28 years of age and must have completed 18 years of age on the first day of July of the year in which the notification for selection is made.

"Provided that in the case of candidates released from bonded labor the maximum age limit shall be forty years".

Provided further that in the case of direct recruitment to the categories of watchmen etc., in Category (3), in the case of Ex-servicemen, the maximum age limit shall be as provided in the A.P. State and Subordinate Service Rules (General Rules).

Provided also that the age limits aforesaid shall not apply in the case of appointment of any person transferred from a local body or municipal institution in consequence of the transfer of such local body/institution to the control of the State Government.

9. 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 appointment by transfer or by promotion is made.

10. PROBATION:

(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.

Every person appointed to any of the posts by promotion 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) A person transferred from one post to another within a category or to a post included in another category in the service, shall not be required to be on probation again in that latter category.

11. TRAINING:

Every member of the service, shall, whenever required by the appointing authority undergo training as Home Guard for a period of two years. The said training shall be restricted to places where the training facilities exist. Women who have attained the age of 35 years are exempted from training in Home Guards.

12. SERVICE IN A CATEGORY IN DIFFERENT DEPARTMENT OR OFFICES TO COUNT FOR PROBATION AND SENIORITY:

(a) Service rendered in a post included in any one of the categories in a Department or office shall count for probation and seniority in regard to the same or another post in the same category whether in the same or another Department or Office.

(b) The seniority of any member of the service who was re-employed after having been retrenched (by the erstwhile Government of Hyderabad or by the Government of Andhra Pradesh) owing to reduction of staff as a measure of economy shall ordinarily be determined in accordance with the date of his absorption into the service.

Provided that the inter-se-seniority of a member absorbed, into the same category of this service shall be determined:-

- (i) in any case in which absorption of such member was made in consultation with any selecting authority, in accordance with the order of merit or order of preference indicated by the said selecting authority;
- (ii) in any other case, in accordance with the total length of service in the same, equivalent or higher service, class or category or grade put in by such members prior to retrenchment.

13. UNIT OF RECRUITMENT, APPOINTMENT, DISCHARGE AND RE-APPOINTMENT ETC.,:-

For purpose of recruitment, appointment, discharge for want of vacancy, seniority, promotion, transfer and appointment as full member, the unit of appointment for the categories covered by these rules shall be each of the officer of the Heads of the Departments or Directorates; or an office or group offices; or a District or a part of a District; or an Institution or office or a group of Institutions or offices within the District, in each Department, as may be specified by an order issued by the Head of the Department with the approval of the Government.

EXPLANATION: For the purpose of this rule, all the Courts under the control of each of the District and Sessions Judge and the Chief Judge, City Civil Court and the Chief City Magistrate, as the case may be, shall be a separate unit.

14. POSTINGS AND TRANSFERS:

- (a) No member of the service shall be required to serve outside the unit to appointment in which he is appointed.
- (b) The appointing authority may transfer a person from one post to another, within a category, irrespective of the functions attached to such posts for reasons to be recorded in writing.
- (c) All transfers and postings shall be made by the appointing authority.

Provided that the powers conferred on the appointing authority by this sub-rule may be exercised also by any authority to whom the appointing authority is administratively subordinate.

(d) All transfers and posting from the jurisdiction of one appointing authority to that of another shall be made by the authority to which such appointing authorities are administratively subordinate, subject to the provisions contained in para 5 (2) of the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975.

Provided that transfers and posting from a local cadre to any Special Office or Establishment or State Level Office/Offices/Institutions notified under the A.P. Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975 or to the Directorate or the Office of the Head of the Department or to Secretariat and vice versa shall be made by the concerned Head of the Department after obtaining the prior approval of the Government.

Provided further that in respect of Regional offices exercising territorial jurisdiction over more than one District or more than one zone and where such offices constitute separate units of appointment in respect of certain categories, these categories of posts in such officers can be filled by transfer of persons holding equivalent categories of posts in the local cadres located within the area over which that office has territorial jurisdiction or vice versa.

(e) All transfers and postings from the unit of one appointing authority to that of another shall be made by the former appointing authority with the consent of the later subject to the provisions of Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975.

15. JAMEDARS FOR ATTENDANCE ON MINISTERS:

(a) Ministers may select such persons, as are, in their opinion, suitable, for appointment as their Jamedars, from among Jameder sweepers, Jamader scavengers, Daffadars and Attenders and other equivalent categories of the General Administration Department or other Department or office and a person so selected shall not, by reason only of his appointment under a Minister, be regarded as regularly appointed, nor shall such appointment confer on him any preferential claim for continuance in the category to which he is appointed, in the General Administration Department or such other Department or Office as the case may be. The number of persons so appointed shall not exceed, under each Minister, such number as may be specified by Government from time to time.

Provided that whenever the service of such person is not required by a Minister, such person may be reverted to the General Administration Department or such other respective Department or office, as the case may be, without any reasons being assigned for such reversion.

(b) ATTENDERS AND SWEEPERS FOR ATTENDANCE ON MINISTERS:

Ministers may select such persons as are in their opinion, suitable for appointment as their Attenders and sweepers but a person so selected shall not by reason only of his appointment under a Minister, be regarded as appointed to the service, nor shall such appointment confer on him any preferential claim for appointment to any service. The number of persons so appointed shall not exceed two Attenders and One Sweeper under each of the Minister and two Attenders and two Sweepers under the Chief Minister. The Services of such person may be terminated at any time by the Minister concerned or Chief Minister as the case may be without any reasons being assigned for such termination.

Notwithstanding anything contained in these rules regarding qualifications, special representation and medium of Employment exchange, the Attenders and Sweepers who have been appointed under Sub-rule (b) of rule 15 and have put in a minimum period of four years of continuous service in the peshies of Ministers/Chairman of Planning and Development Committees shall be eligible for absorption as Attenders and Sweepers for regular appointment as such whenever vacancies arise in the Departments of Secretariat/Offices of Heads of Departments.

(c) STAFF OF THE GOVERNMENT WHIP:

The Government whip may select such persons as are, in his opinion, suitable for appointment as his Attenders but a person so selected shall not, by reason only of his appointment under the Government whip, be regarded as appointed to the service, nor shall such appointment confer in him any preferential claim for appointment to the service.

The services of such persons may be terminated at any time by the Government whip concerned without any reasons being assigned for such termination.

16. SERVICE COUNTING FOR LEAVE AND PENSION IN RESPECT OF PERSONS TRANSFERRED FROM A LOCAL BODY OR MUNICIPAL INSTITUTION.

(a) Any person transferred from a Local Body or Municipal Institution to the control of the State Government shall not be entitled to count his previous service under any local body or Institution for pension, unless:-

- (i) Such service was rendered in a pensionable post or posts and pensionary contributions were being paid on his behalf by such local body/Institution; or
- (ii) Such person was subscribing to a provident fund maintained by such local body/Institution; and

- (iii) Such local body/Institution agrees to contribute its share of the pensionary benefits calculated according to the rule of proportion; and
- (iv) Such person agrees to forego the bonus earned by him in respect of his service under the local body/Institution.

(b) Any person transferred from a local body or Municipal Institution in consequence of the transfer of such local body/Institution to the control of the state Government shall not be entitled to have his leave account credited with the amount of the leave, if any, earned by him prior to such appointment, employed agree to bear the entire leave salary for the period of the leave so earned, calculated on the average pay of such member at the time of his proceeding on leave.

17. SPECIAL PROVISIONS:

Direct recruitment means recruitment of suitable candidates through the Employment exchange. If probationers or approved probationers are ousted from service for want of vacancy or retrenched, the appointing authority shall issue a certificate to the effect indicating the full particulars regarding the service, work and conduct and reasons for discharge of the person. Such probationer or approved probationer will be allotted for appointment in the unit in the vacancy that may be notified to the Employment exchange.

Where two or more such persons are available the senior most in terms of length of service shall be allotted by the Employment Exchange.

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

**D. AURORA,
CHIEF SECRETARY TO GOVERNMENT.**

ANNEXURE – I

Category (1)	Method of appointment (2)	Qualification (3)
2.(a) Attenders and other posts listed in Category-2 (a)	By any method specified	<p>(i) Must have passed VII Class examination</p> <p>(ii) Must be able to ride a Bicycle.</p>
(b) Attenders in the O/o the Non-ISF Records, Hyderabad	By any method specified	<p>(i) Must have passed VII Class examination with Urdu as a subject</p> <p>(ii) Must be able to ride a Bicycle.</p>
3. Watchman and other posts (Category-3)	By any method specified	<p>(i) Must have passed V Class or its equivalent examination.</p> <p>(ii) Must be an ex-Serviceman or must have been trained in Civil Defence or as a Home Guard.</p> <p>(iii) Must be able to ride a Bicycle.</p>
4. Autorickshaw Driver in scale of pay of Attender	By any method specified	<p>(i) Must be able to read and write Telugu and Urdu or English or Hindi</p> <p>(ii) Must possess a current valid licence issued by competent authority under the M.V.Act, 1939, to drive an Autorickshaw with experience of one year in driving an Autorickshaw.</p>
5. Cycle orderly in the scale of pay of Attender	By any method specified	<p>(i) Must have passed VII Class examination.</p> <p>(ii) Must be able to ride a Bicycle.</p>
6. Ambulance Cleaner and other posts listed in (Category-6)	By any method specified	<p>(i) Must be able to read and write Telugu and Urdu or English or Hindi</p> <p>(ii) Must possess experience as a Cleaner of Motor vehicle for one year.</p>

7. Helper and other posts listed in (Category-7)	By any method specified	(i) Must be able to read and write Telugu or Urdu or English or Hindi.
8. Sweeper Scavenger other posts listed in (Category-8)	-do-	-do-
9. Cooks and other posts listed in (Category-9)	By any method specified	(i) Must be able to read and write Telugu or Urdu or English or Hindi.
10. Farash and other posts listed in (Category-10)	By any method specified	(i) Must be able to read and write Telugu or Urdu or English or Hindi.
11. Mali, Malan and other posts listed in((Category-11)	By any method specified	(ii) Must have experience for one year in the relevant vacatio.
12. Other posts by whatever designations known in the scale of pay of Attenders and with qualification for direct recruitment prescribed as a pass in VII Class or below and not included in any other special Rules.	By any method specified	Depending on the factions and and responsibilities of the posts.
		(a) (i) Must have passed VII Class examination.
		(ii) Must be able to ride a Bicycle.
		OR
		(b) (i) Must be able to read and write Telugu or Urdu or English or Hindi.
		(ii) Must have experience for one year in the relevant vacation as may be required for the post.

ANNEXURE – II

Referred to in Rule 5 (b)

District (1)	Language (2)
Ananthapur	Telugu
Chittoor	Telugu and Tamil
Cuddapah	Telugu and Urdu
East Godavari	Telugu
West Godavari	Telugu
Guntur	Telugu and Urdu
Kurnool	Telugu and Urdu
Krishna	Telugu
Nellore	Telugu
Prakasam	Telugu
Srikakulam	Telugu
Visakhapatnam	Telugu
Vizianagaram	Telugu
Hyderabad	Telugu and Urdu
Medak	Telugu and Urdu
Nizamabad	Telugu and Urdu
Warangal	Telugu and Urdu
Mahabubnagar	Telugu and Urdu
Karimnagar	Telugu and Urdu
Khamam	Telugu and Urdu
Adilabad	Telugu/Urdu or Marathi
Nalgonda	Telugu and Urdu
Ranga Reddy	Telugu and Urdu

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

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: 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:
- Junior Assistants in the Offices of the Heads of Departments, Directorates and the other Subordinate Offices;
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	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:	Telephone Operator including Receptionist-cum -Telephone Operator of Forest Department and Receptionist in State Archives Department.
Class-B: Category(I): Special Category- Steno:	Special Category Stenographer.
Category(2)	Senior Stenographer including the posts in the basic scale of pay of Senior Steno: Senior Stenographer and differently designated such as:- <ul style="list-style-type: none"> (i) Senior Steno (ii) U.D .Steno (iii) Steno, Grade-III
Category(3) U. D.Typist	<ul style="list-style-type: none"> (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 (I)	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) (I4) (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 th 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 nd Vacancy	By Direct Recruitment.
3 rd 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 1st (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 7th 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 2nd (Second), the 4th (fourth) and the 10th (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 10th (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 2nd cycle, the 10th (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 2nd 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.”

(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 nd Vacancy	By Direct Recruitment.
3 rd 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 nd Vacancy	By Direct Recruitment.
3 rd 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 2nd 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 st Vacancy	Group-I
2 nd Vacancy	Group-II
3 rd Vacancy	Group-III
4 th Vacancy	Group-III
5 th Vacancy	Group-III
6 th Vacancy	Group-II
7 th Vacancy	Group-III
8 th Vacancy	Group-III
9 th Vacancy	Group-III
10 th 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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The Law (E) Department.

All Administrative Sections in G.A.D.

The Secretary. A.P.Public Service Commission, Hyderabad. (10 copies)

ANN E X U R E -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;
		and
		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)
ADULT EDUCATION DEPARTMENT	
Superintendents and Senior Assistants.	(1) Accounts Test for Subordinate Officers, Part-I.
	(2) Deputy Inspector of Schools Test Paper-I, II & III.
ADVOCATE GENERAL'S ESTABLISHMENT	
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.	
AGRICULTURE DEPARTMENT	
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)	
ANIMAL HUSBANDRY DEPARTMENT	
Superintendents and Senior Assistants.	(1) Accounts Test for Subordinate Officers, Part-I.
	(2) Animal Husbandry Department Test.
ARCHAEOLOGY AND MUSEUMS DEPARTMENT	
Superintendents and Senior Assistants.	(1) Accounts Test for Subordinate Officers, Part-I.
ANTI-CORRUPTION BUREAU	
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.
BACKWARD CLASSES WELFARE DEPARTMENT	
Superintendents and Senior Assistants.	(1) Accounts Test for Subordinate Officers, Part-I.
	(2) First paper of Revenue Test. Part-I.
BOILERS DEPARTMENT	
Superintendents and Senior Assistants.	(1) Accounts Test for Subordinate Officers, Part-I.
	(2) A, B & C of Labour, Factories and Boilers Departmental Test.
BUREAU OF ECONOMICS AND-STATISTICS	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
CENTRAL RECORDS OFFICE	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
CIVIL DEFENCE AND EMERGENCY RELIEF TRAINING INSTITUTE, HYDERABAD	
Superintendents, Senior Assistants and U.D. Accountant.	(1) Accounts Test for Subordinate Officers, Part-I.
CIVIL SUPPLIES DEPARTMENT	
Senior Assistants.	(1) Accounts Test for Subordinate Officers, Part-I.
	(2) Revenue Tests Parts I, II & III.
COLLEGIATE EDUCATION DEPARTMENT	
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.
	(2) Departmental Test in Commercial Taxes Laws.
Senior Assistants.	Departmental Test in Commercial Taxes Laws.
Senior Assistants (Marwari & Gujarathi)	A pass in Departmental Test in Commercial taxes Laws. Gujarathi & Marwari by Andhra Pradesh Public Service Commission.

SALES TAX APPELLATE TRIBUNAL

Superintendents.	(1) Accounts Test for Subordinate Officers, Part-I.
	(2) Departmental Test in Commercial Taxes Laws.
Senior Assistants.	Departmental Test in Commercial Taxes Laws.

CULTURAL AFFAIRS DEPARTMENT

Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
DISTRICT GAZETTEERS	
Superintendents.	Accounts Test for Subordinate Officers, Part-I.
DRUGS CONTROL ADMINISTRATION DEPARTMENT	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
ELECTRICAL INSPECTORATE	
Superintendents and Senior Assistants.	(1) Departmental Test
	(2) Accounts Test for Subordinate Officers, Part-I.
EMPLOYMENT AND TRAINING DEPARTMENT	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
	(2) Departmental Test for National Employment Service Organisation, Parts I & II.
ENDOWMENTS DEPARTMENT	
Superintendents and Senior Assistants and Inspectors.	Accounts Test for Subordinate Officers, Part-I and Endowments Departmental Test Parts-I and II.
ENGINEERING RESEARCH LABORATORIES	
Superintendents and Senior Assistants.	Accounts Test for P.W.D. Officers and Subordinate.
ESTATE OFFICER, HYDERABAD AND SECUNDERABAD	
Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
EXCISE DEPARTMENT	
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.	
GOVERNMENT PLEADERS' ESTABLISHMENT	
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.	
GROUND WATER DEPARTMENT	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I or Accounts Test for P.W.D. Officers and Subordinate.
HANDICAPPED WELFARE DEPARTMENT	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
HANDLOOMS AND TEXTILES DEPARTMENT	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
HORTICULTURE DEPARTMENT	
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.	
INDIAN MEDICINE AND HOMEOPATHY DEPARTMENT	

Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
INDIAN PREVENTIVE MEDICINE PUBLIC HEALTH LABS AND FOOD (HEALTH) AUTHORITY	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
INSURANCE MEDICAL DEPARTMENT	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
INDUSTRIAL TRIBUNAL	
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
ADDITIONAL INDUSTRIAL TRIBUNAL	
Superintendents, Accountants and Assistants.	(1) Accounts Test for Subordinate Officers, Part-I and
	(2) Labour, Factories and Boilers Departmental Test Parts A, B & C
INDUSTRIES DEPARTMENT	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
INFORMATION AND PUBLIC RELATIONS DEPARTMENT	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
INSTITUTE OF ADMINISTRATION	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
INTERMEDIATE EDUCATION DEPARTMENT	
Senior Assistants	Accounts Test for Subordinate Officers, Part-I.
	(2) Deputy Inspector of Schools Tests I, II

	&III.
IRRIGATION DEPARTMENT	
Superintendents and Senior Assistants.	Accounts Test for P.W.D. Officers and Subordinate.
JAGIR ADMINISTRATION	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
JAWAHAR BAL BHAVAN	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
LABOUR DEPARTMENT	
Superintendents and Senior Assistants.	(i) Accounts Test for Subordinate Officers, Part-I.
	(ii) Labour Factories and Boilers Departmental Tests Parts A, B & C.
MARKETING DEPARTMENT	
Superintendents and Senior Assistants.	(i) Accounts Test for Subordinate Officers, Part-I.
	(ii) Marketing Departmental Test.
MEDICAL EDUCATION/ HEALTH AND FAMILY WELFARE DEPARTMENTS	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
MINES AND GEOLOGY DEPARTMENT	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
MUNICIPAL ADMINISTRATION DEPARTMENT	
Superintendents, Accountant and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
	OR
	Accounts Test for Local Body Employees
NATIONAL CADET CORPS	

Superintendents	Accounts Test for Subordinate Officers, Part-I.
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A.P. OREIENTAL MANUSCRIPTS LIBRARY AND RESEARCH INSTITUTE	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
PANCHAYAT RAJ DEPARTMENT	
Superintendents and Senior Assistants.	Accounts Test for Local Body Employees or
	Accounts Test for Subordinate Officers, Part-I & II.
PANCHAYAT RAJ ENGINEERING DEPARTMENT	
Superintendents and Senior Assistants.	Accounts Test for P.W.D. Officers and Subordinate.
POLICE DEPARTMENT	
Superintendents	Accounts Test for Subordinate Officers, Part-I.
Senior Assistants.	Departmental Test in Andhra Pradesh Police Mannual
PORT DEPARTMENT	
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.
PRINTING, STATIONERY AND STORES PURCHASE DEPARTMENT	
Superintendents and Senior Assistants including Assistant Store Keeper, Accountant and Cashier.	(1)Accounts Test for Subordinate Officers, Part-I. (2) Department Test in Stationary Mannual Volume I & II.

PRISONS DEPARTMENT	
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.	
PROSECUTIONS DEPARTMENT	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
PUBLIC HEALTH ENGINEERING DEPARTMENT	
Superintendents and Senior Assistants.	Accounts Test for P.W.D. Officers and Subordinates.
PUBLIC LIBRARIES DEPARTMENT	
Superintendents and Auditors and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
PUBLIC PROSECUTOR'S ESTABLISHMENT DEPARTMENT	
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.	
RAJ BHAVAN (GOVERNOR'S HOUSEHOLD ESTABLISHMENT)	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
REGISTRAR OF PUBLICATIONS	
Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.

REVENUE DEPARTMENT	
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. 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. (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.
REGISTRATION AND STAMPS DEPARTMENT	
Senior Assistants (even conversion of Senior Stenos as Senior Assistants.)	Registration Departmental Test and Accounts Test for Subordinate Officers, Part-I.
ROADS AND BUILDINGS DEPARTMENT	
Superintendents and Senior Assistants.	Accounts Test for P.W.D. Officers and Subordinates
SAINIK WELFARE DEPARTMENT	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
SCHOOL EDUCATION DEPARTMENT	
Superintendents, Auditors and Senior Assistants.	(i) Deputy Inspector's Test, Paper I, II & III
	(2) Accounts Test for Subordinate Officers, Part-I.

SERICULTURE DEPARTMENT	
Superintendents in the Directorates and in the Districts and Regional Officers.	Accounts Test for Subordinate Officers, Part-I & II (Director of Sericulture)
STATE INSTITUTE OF EDUCATIONAL TECHNOLOGY	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
SMALL SAVINGS DEPARTMENT	
Superintendents.	Accounts Test for Subordinate Officers, Part-I and Part-II
Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
SOCIAL WELFARE DEPARTMENT	
Superintendents and Senior Assistants.	(1) Accounts Test for Subordinate Officers, Part-I.
	(2) First Paper of Revenue Test, Part-I
SURVEY AND LAND RECORDS DEPARTMENT	
Superintendents.	(I) 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.
SETTLEMENT DEPARTMENT	
Superintendents.	(I) 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.

STATE ARCHIVE DEPARTMENT	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
SUGAR DEPARTMENT	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
TECHNICAL EDUCATION DEPARTMENT	
Superintendents and Senior Assistants (Accountants and Storekeepers in Senior Assistants Scale of Pay)	Accounts Test for Subordinate Officers, Part-I.
GOVERNMENT TEXT BOOK PRESS DEPARTMENT	
Superintendents including Commercial Accountant and Manager, Senior Assistants including Assistant Store keepers, Assistant Accountants and Cashiers	Accounts Test for Subordinate Officers, Part-I.
TOURISM DEPARTMENT	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
TOWN PLANING DEPARTMENT	
Superintendents and Senior Assistants, Accountant, Storekeeper	Accounts Test for Subordinate Officers, Part-I.
TRANSLATION DEPARTMENT	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
TRANSPORT DEPARTMENT	
Superintendents and Senior Assistants.	(1) Accounts Test for Subordinate Officers, Part-I.
	(2) Departmental Test on Motor Vehicles Rules and Regulations.
TRIBAL WELFARE DEPARTMENT	
Superintendents and Senior Assistants.	(1) Accounts Test for Subordinate Officers, Part-I.

	(2) First Paper of Revenue Test, Part-I.
DEPARTMENT OF LEGAL METROLOGY	
Superintendents and Senior Assistants including Head clerks.	Account Test for Subordinate Officers, Part-I.
WOMEN DEVELOPMENT AND CHILD WELFARE DEPARTMENT	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
WORKS ACCOUNTS DEPARTMENT	
Senior Assistants.	Accounts Test for P.W.D. Officers and Subordinates.
YOUTH SERVICES DEPARTMENT	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.

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**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

**RULES - Andhra Pradesh Technical Education Service - Special Rules for
Andhra Pradesh Technical Education Service - Notification - Issued.**

HIGHER EDUCATION (TE.I-2) DEPARTMENT

G.O.Ms.No. 178

**Dated: 09th Dec., 2005
Read the following:-**

1. G.O.Ms.No. 1146, GA (Rules) Dept., Dated: 13.09.1961.
2. From the One Man Commission (SPF.Services), General Administration Department's Letter No. 297/OMC (SPF.Sr.)/89-8, Dated: 08.08.1990.
3. Government D.O. Letter No. 1724/T.E.2/90-27, Dated: 15.09.2001, 11.11.2003 & 31.01.2004.
4. From the Secretary, APPSC, Lr. No. 239/RR/1/2005, Dated: 24.02.2005.
5. Govt. Memo. No. 1724/TE.I-2/90-32, Dated: 13.06.2005.
6. From the D.T.E's Lr.No. F4/33083/2003, Dated: 17.06.2005.
7. From the Secretary, A.P.Public Service Commission's Lr. No. 239/RR 1/2005, Dated: 02.11.2005.

* * *

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 and in supersession of the Andhra Pradesh Technical Education Service Rules issued in G.O.Ms.No. 1146, General Administration (Rules) Department, Dated: 13.09.1961 as amended from time to time, the Governor of Andhra Pradesh hereby makes the following Special Rules of the Andhra Pradesh Technical Education Services (APTES).

RULES

1. **Short title and commencement:**
 - (i) These Rules may be called the Andhra Pradesh Technical Education Service Rules, 2005.
 - (ii) They shall come into force with immediate effect.
2. **Constitution:**
The service shall consist of the following Classes and Categories of Posts.

Class	Category	Designation
1	2	3
<u>Class-A</u>	1	Joint Directors, including Regional Joint Directors of Technical Education.
<u>Class-B</u>	Posts in Polytechnics other than the Posts in Special Polytechnics i.e., the Posts in Institute of Printing Technology & Institute of Leather Technology.	
	1	Principals of Polytechnics (other than the Principals of Institute of Printing Technology and Institute of Leather Technology) and Principals of Government Institute of Post Diploma courses in Engineering and Technology including Deputy Director (Technical) and Deputy Director (Training & Placement) in the Office of the Commissioner / Director of Technical Education.
	2	(a) Heads of Engineering Section including Heads of Section in Government Institute of Post Diploma Courses

in Engineering and Technology including Development Officer of the Commissioner / Director of Technical education but other than the Heads of Sections in Class - C.

(b) Heads of Non-Engineering Sections including Heads of General Section except Heads of Section in Pharmacy, Commercial and computer Practice and Garment Technology.

(c) Heads of Pharmacy section.

(d) Heads of Commercial and Computer Practice.

(e) Heads of Garment Technology.

3	Senior Lecturers in Engineering including Senior Lecturers in Government Institute of Post Diploma Courses in Engineering and Technology, Assistant Director (Technical) in the Office of the Commissioner / Director of Technical Education and Office of the Regional Joint Director of Technical Education other than the Senior Lecturers in Category (3) of Class - C.
4	Senior Lecturers in Non-Engineering subjects including General subjects except Senior Lecturers in Pharmacy, Commercial and Computer Practice and Garment Technology.
5	Senior Lecturers in Pharmacy
6	Senior Lecturer in Commercial and Computer Practice.
7	Senior Lecturer in Garment Technology.
8	Workshop Superintendent (Re-designated as Senior Lecturer)
9	Lecturers in Engineering other than the Lecturer in Category (4) of Class - C.
10	Lecturers in Non-Engineering subjects including in General Subjects except Lecturers in Pharmacy, Commercial and Computer Practice and Garment Technology.
11	Lecturer in Pharmacy.
12	Lecturer in Commercial and Computer Practice
13	Lecturer in Garment Technology.
Class-C Posts in Special Polytechnics, i.e., Institute of Printing Technology, Leather Technology	
1	Principals of Special Polytechnics.
2	Heads of Sections in the relevant subjects in Special Polytechnics.
3	Senior Lecturers in relevant subjects in Special Polytechnics.
4	Lecturers in relevant subjects in Special Polytechnics.
Class-D Domestic Science Training College and Girls Vocational Institute.	
1	Principal, Domestic Science Training College.
2	Vice-Principal, Domestic science Training College, including Principal, Girls Vocational Institute.
Class-E (Other Posts)	
1	Senior Physical Director.
2	Senior Librarian.
3	Computer Programmer.
Class-F Administrative Posts	
1	Deputy Director (Non-Technical)
2	Assistant Director (Non-Technical), Statistical Officer and Internal Audit Officer in the Office of the Commissioner / Director of Technical Education and Administrative Officers and Hostel Superintendents in the Government Polytechnics / Institutions.
3	Accounts Officer in the Office of the Commissioner / Director of Technical Education.
4	Medical Officer.

Class- G Commercial & Technical Institutes		
1	Deputy Director (Commercial and Technical Institutes)	
2	Assistant Director (Commercial and Technical Institutes)	

3. Method of appointment and appointing authority

Subject to the other provisions in these rules, the method of appointment and appointing authority for the several categories shall be as follows:-

Class & Category	Method of appointment	Appointing authority
(1)	(2)	(3)
Class-A		
Category -1		
Joint Director including Regional Joint Directors	By Promotion from Category-1 of Class-B.	Government
Class-B		
Category-1		
Principals of Polytechnics (Other than the Principals of Institute of Printing Technology and Institute of Leather Technology) and Principals of Government Institutes of Post Diploma Courses in Engineering and Technology including Deputy Director (Training & Placement) in the Office of the Commissioner / D.T.E.	By Promotion of Heads of Sections Category 2(a), 2(b), 2(c), 2(d) and 2(e) of Class B. "The posts of Principals of Polytechnics shall be filled in the ratio of 2:5 between the Head of Sections in Non-Engineering and Engineering respectively, and in a unit of (7) vacancies, the 2 nd and 5 th vacancies, shall be filled with Non-Engineering. Heads of Sections and the remaining five vacancies shall be filled with Engineering Heads of Section". Note: Category 2(a) are Engineering Heads and Category 2(b), 2(c), 2(d) and 2(e) are Non Engineering Heads.	Government
Category-2		
Heads of Sections.		
(a) Heads of Engineering Section including Heads of Section in Government Institutes of Post Diploma courses in Engineering and Technology including Development Officer in the Office of the Commissioner/ Director of Technical Education out other than the Heads Section in class-C	By Promotion from Senior Lecturers in the concerned subject in category 3 of class-B. Note: Also see Note 1 below in respect of Head of Section in Mechanical Engineering.	Government
(b) Heads of Non engineering Sections including Heads of General Section Except Heads of Section in Pharmacy, Commercial and	By Promotion from Senior Lecturers of Non Engineering subjects Category 4 of Class-B.	Government

Computer Practice

(c) Heads of Pharmacy Section.	By Promotion from Senior Lecturers in Pharmacy Category 5 of Class-B	Government
(d) Heads of Commercial and Computer Practice.	By Promotion of Senior Lecturer in commercial and Computer Practice Category 6 of Class B	Government
(e) Heads of Garment Technology	By Promotion from Senior Lecturers in Garment Technology Category 7 of Class B	Government

Category-3

Senior Lecturers in engineering including Senior Lecturers in Government Institute of Post Diploma Courses in Engineering and Technology including Assistant Director (Technical) in the Office of the Commissioner / Director of Technical Education & RJD TE other than the Senior Lecturers in category (3) of Class-C.

By Promotion of Lecturers of Category 9 of Class-B.

Commissioner / Director of Technical Education

Category-4

Senior Lecturers in Non Engineering subjects including General subjects except Senior Lecturers in Pharmacy, Senior Lecturers in CCP and Senior Lecturers in Garment Technology

By Promotion of Lecturers of Non Engineering subjects Category 10 of Class B.

Commissioner / Director of Technical Education

Category-5

Senior Lecturers in Pharmacy

By Promotion of Lecturer in Pharmacy category-11 of class B.

Commissioner / Director of Technical Education.

Category-6

Senior Lecturers in Commercial and Computer Practice

By Promotion of Lecturer in Commercial and Computer Practice Category 12 of Class-B.

Commissioner / Director of Technical Education.

Category-7

Senior Lecturers in Garment Technology

By Promotion of Lecturer in garment Technology Category 13 of Class-B.

Commissioner / Director of Technical Education.

Category-8

Workshop Superintendent (Re-designated as Senior Lecturer)

By Promotion from the category of Lecturer in Mechanical Engineering in government Polytechnics

Commissioner / Director of Technical Education.

Category-9

Lecturers in engineering subjects other than Lecturers in Category-4 of Class-C

By Direct Recruitment.

Commissioner / Director of Technical Education.

Category-10

Lecturers in Non Engineering subjects including General

By Direct Recruitment.

Commissioner / Director of Technical Education.

subjects Except
Lecturers in
Pharmacy,
Commercial and
Computer Practice
and Garment
Technology

Category-11 Lecturer in Pharmacy	By Direct Recruitment.	Commissioner / Director of Technical Education.
Category-12 Lecturers in Commercial and Computer Practice	By Direct Recruitment.	Commissioner / Director of Technical Education.
Class-C		
Category-1 Principals of Special Polytechnics.	By Promotion from the Heads of Sections Category-2 of Class-C from a Common Seniority list of each Institution	Government
Category-2 Heads of Sections in the relevant subjects in special Polytechnics.	By Promotion of Senior Lecturers in the concerned subjects of Category-3 of Class-C	Government
Category-3 Senior Lecturers in relevant subjects in special Polytechnics	By Promotion of Lecturers in the concerned subjects of Category-4 of Class-C	Commissioner / Director of Technical Education
Category-4 Lecturers in relevant subjects in special Polytechnics.	By Direct recruitment	Commissioner / Director of Technical Education
Class-D		
Category-1 Principal, Domestic Science Training College.	By Promotion of Vice-Principal, Domestic Science Training College including Principal, Girls Vocational institutions Category-2 of Class D	Commissioner / Director of Technical Education.
Category-2 Vice-Principals, Domestic Science Training College including Principal, Girls Vocational Institution.	By appointment by transfer of Junior Assistants in Domestic Science Training College in Andhra Pradesh Technical Education sub ordinate service.	Commissioner / Director of Technical Education.
Class-E		
Category-1 Senior Physical Director.	By appointment by transfer of Physical Director of APTE Subordinate Service.	Commissioner /Director of Technical Education.
Category-2 Senior Librarian	By appointment by transfer of Librarian of A.P. Technical Education Subordinate service.	Commissioner /Director of Technical Education.
Category-3 Computer Programmer	By appointment by transfer from Computer Operator of A.P. Technical Education Sub Ordinate Service.	Commissioner /Director of Technical Education.
Class-F		
Category-1 Deputy director (Non Technical)	By Promotion of A.D (NT) including A.O./ Internal Audit Officers. Hostel Superintendent and Statistical Officer	.Commissioner /Director of Technical Education.

Category-2

A.D (NT), Statistical Officer and Internal Audit Officer in the O/o the Commissioner/ Director of Technical Education and A.O. and Hostel Superintendents in the institutions.

By appointment by transfer of Superintendent in A.P. Ministerial Service, working in the Office of the Commissioner / Director of Technical Education including Auditors and Superintendents and Hostel Managers in the A.P.Ministerial Service in the Technical Education Department in the ratio of 1:3 respectively.

Commissioner /Director of Technical Education.

Category-3

Accounts Officer

By transfer on tenure of Accounts officer in the Treasuries and Accounts Department

Category-4

Medical Officer

By appointment of Civil Assistant Surgeons of the Medical and Health Department on deputation basis.

Class-G**Category-1**

Deputy Director (CTIs)

By promotion of Assistant Director (CTIs) Category-2 of Class-G

Commissioner /Director of Technical Education.

Category-2

Assistant Directors (CTIs)

(i) By appointment by transfer from Inspectors of Commercial and Technical Institute in Andhra Pradesh Technical Education Subordinate Service.
(ii) If no qualified or suitable person is available for appointment by method (i) above, by appointment by transfer of a Special Category steno in the Technical Education Department

Commissioner /Director of Technical Education.

Note 1: The promotions to the post of Head of Section (Mechanical) shall be made from the workshop Superintendents against the 4th vacancy in a unit of (7) Seven vacancies and from the Senior lecturers against the other six vacancies till all the Workshop Superintendents working as such on the date of issue of these rules are exhausted. As and when the post of Workshop Superintendent is vacated by the incumbent by retirement or promotion or for any other reason the posts shall stand converted as Senior Lecturer in Mechanical Engineering (Workshop), which will be filled by posting a Senior Lecturers in Mechanical Engineering.

Note 2: In respect of Lecturers, senior Lecturers and Heads of Section, each subject shall constitute a distinct unit, i.e., promotions shall be from Lecturers to Senior Lecturers and from Senior Lecturers to Heads of Sections in each subject separately.

Note 3: The posts of Heads of Section and Senior Lecturers sanctioned for the 3 Government Institute of Posts Diploma Courses in Engineering and Technology (at Visakhapatnam, Tirupathi and Hyderabad) shall be filled on transfer of persons working in equivalent categories in Polytechnics and other institutions (Categorized under Class-B) on tenure basis for a period of (3) three years. For purposes of transfer of Heads of Sections to the institute of Post Diploma Courses, the subjects courses in the institute shall be identified as categories belonging to Category 2 (a) or 2(b) as the case may be as indicated below:

Heads of Section (other than Mechanical) Category-2 (a)	Head of Mechanical Section Category-2 (b)
1. Computer application.	1. Plant Maintenance and Engineering
2. Environmental Engineering.	2. Refrigeration and Air Conditioning
3. Instrument Technology.	3. Welding Technology
4. Polymer Technology.	4. Industrial Engineering
5. Metal Casting	

Note 4: For the purpose of Promotion to the post of Principal in Government Polytechnics, a common seniority List of Heads of Sections in Polytechnics who have completed (5) years of service in the feeder category i.e., Head of Section shall be prepared. This common seniority list of Heads of Sections shall be based on their service reckoned from the date of regular appointment to the initial Gazetted Post.

Note 5: For the purpose of promotion to the post of Head of Section in Government Polytechnics, a common seniority list of Senior Lecturers who have completed (2) two years of service in the feeder Category i.e., Senior Lecturer shall be prepared, based on their service reckoned from the date of regular appointment to the initial post of Lecturer provided that the seniority of the persons belonging to the same units shall not be disturbed.

Note 6: The Heads of Section in Engineering Subjects recruited by direct recruitment as per the old rules shall be considered for promotion to the post of Principal against every 25th vacancy in the order of their seniority till all such candidates are exhausted.

Note 7: In view of sub-para (2) (ii) of G.O.Ms.No. 72, Higher Education Department, Dated: 06.09.2002 for promotion to higher position, internal candidates presently working in a lower position will be exempted from the prescribed higher qualifications and experience as ordered in the G.O.Ms.No.580, Higher Education Department, dated 03.12.1998 and G.O.Ms.No.33, Higher Education Department, dated 30.01.1999 and G.O.Ms.No. 158, Higher Education Department, dated 22.11.2000. this relaxation will be available only for period of (5) years from the dated of issue of G.O.Ms.No.72, Higher Education Department, dated 26.09.2002.

Thereafter internal candidates must also possess the qualification and experience prescribed in these rules.

4. Reservation of appointment:

The rule of special representation (General Rule 22 & 22-A) shall apply to appointments by direct recruitment to the various posts in this service except in so far as it relates to physically handicapped persons.

5. Qualification:

(a) No person shall be eligible for appointment to the category specified in column (1) of the Annexure by the method specified in the corresponding entry in column (2) unless he possesses the qualifications specified in the corresponding entry in column (3) thereof.

(b) The persons who are appointed to the re-designated posts of Associate Lecturers with diploma qualification in terms of the orders issued in G.O.Ms.No. 948, LEN & TE Department, dated 23.12.1982 **are not eligible for further promotion to the Category of Senior Lecturer unless and until they acquire the Degree qualification in the appropriate branch of Engineering / Technology.**

(c) Qualification prescribed in these rules are not applicable to those who are holding any of the posts in this service as on the date of extension of All India Council for Technical Education (AICTE) scales of pay of 1996 and they shall continue to hold the posts with their existing qualifications. **However, for their promotions to any of the posts they shall possess the qualifications prescribed for such promotion posts in these rules.**

(d) In case of recruitment of candidates belonging to SC/ST for the posts of Lecturers in Engineering & Non Engineering, a relaxation of 5% marks shall be accorded and a candidate having 55% marks and above in appropriate Branch of study shall be eligible for appointment to the post of Lecturer in Engineering and Non Engineering.

6. Age:

No person shall be eligible for appointment by direct recruitment if he/she has completed (35) years of age on the first day of July of the year in which the notification for selection is issued.

7. Minimum Service:

The minimum service required for promotion to the posts of Senior Lecturers, Head of Sections and Principals of Polytechnics, Senior Physical Directors and Senior Librarians have already been prescribed along with the Academic and Technical qualifications in the annexure to Rule 5. However, in respect of posts where the minimum service is not prescribed in the annexure to rule 5 for appointment by promotion or transfer, the minimum service required for promotion to such posts is as prescribed in Adhoc rules issued in G.O.Ms.No. 627, G.A (Ser.A) Department, Dated: 21.12.1983.

8. Probation:

(a) Every person appointed by direct recruitment to any of the posts shall, from the date on which the 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.

9. Unit of appointment:

For purposes of recruitment, appointment, seniority, promotion, discharge, reappointment, transfer and posting for appointment as a full member, the unit of appointment for the posts indicated in columns (2) and (3) of the table below shall be as specified in column (4) thereof:-

TABLE

Sl. No	Name of the Post	Class and Category	Unit of appointment
1	Joint Director	Category - 1 of Class - A	State
2	Principals of Polytechnics/ Institutions	Category - 1 of Class - B Category - 1 of Class - C	State
3	Head of Sections	Category - 2 of Class - B Category - 2 of Class - C	State
4	Senior Lecturers	Category - 3 to 7 of Class - B Category - 3 of Class - C	Zone
5	Lecturers	Category - 9 to 13 of Class - B & Category - 4 of Class - C	Zone
6	Principal in Domestic Science Training College	Category - 1 of Class - D	Zone
7	Vice Principals in Domestic Science Training College	Category - 2 of Class - D	Zone
8	Senior Physical Director	Category - 1 of Class - E	State
9	Senior Librarian	Category - 2 of Class - E	State
10	Computer Programmer	Category - 3 of Class - E	Zone
11	Deputy Director (NT)	Category - 1 of Class - F	State
12	Assistant Director (NT)	Category - 2 of Class - F	State
13	Deputy Director (CTIs)	Category - 1 of Class - G	State
14	Assistant Director (CTIs)	Category - 2 of Class - G	State

Provided that the posts of Assistant Director (Tech.), Office of the Commissioner / Director of Technical Education shall be filled by drafting Senior Lecturers from each zone by rotation on tenure basis for the period not exceeding (3) years.

Provided further that the posts of Development Officer, Office of the Commissioner / Director of Technical Education shall be filled by drafting Heads of Sections on tenure basis for the period not exceeding (3) years.

Provided also that the posts of Deputy Director (Tech.) and Deputy Director (Training & Placement), Office of the Commissioner/ Director of Technical Education shall be filled by drafting Principal of Polytechnics on tenure basis for the period not exceeding (3) years.

10. Test

No person shall be eligible for appointment as Head of Section (Class-B Category-2 and Class-C, Category-2), Deputy Director (NT) (Class-F, Category-I) and Deputy Director (CTIs) (Class-G, Category-1) unless he has passed the Accounts Test for Executive Officers or the Accounts Test for Sub ordinate Officers Part-II.

11. Transfers and Postings:

The appointing authorities specified in column (3) in the Table in Rule 3 shall be competent to affect the transfers and postings of persons in the respective categories with in the unit of appointment.

12. Savings:

Nothing in these rules shall adversely affect the appointments made in accordance with the repealed rules prior to the coming into force of these rules.

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

**ASUTOSH MISHRA,
PRINCIPAL SECRETARY TO GOVERNMENT**

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Technical Education – Establishment – Special Rules for the Andhra Pradesh
Technical Education Services – Amendments– Orders – Issued.

HIGHER EDUCATION (TE.I) DEPARTMENT

G.O.Ms.No. 254.

Dated: 30-10-2008.

Read the following:-

- 1.G.O.Ms.No.178, H.E. (TE.I-2) Deptt., Dated:09-12-2005.
- 2.Govt.Memo.No.2412/TE.I/A2/05-5, Dated:11-01-2008.
- 3.From the CTE, Hyd., Lr.No.F.II-4/33083/1986, Dt.07-03-2008.
- 4.From the Secy., APPSC, Hyd., Lr.No.1118/RR/08, Dated:27-10-2008.

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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 Technical Education Service Rules, 2005 issued in G.O.Ms.No.178, Higher Education (TE.I-2) Department, dated the 9th, December, 2005.

AMENDMENTS

In the said rules:

1. in the table under rule-3 ---

(a) In column (2)

- (I) against Categories 9, 10, 11, 12 and 13 of Class-B and Category 4 of Class C, for the words "By Direct Recruitment" the following shall be substituted, namely:-

"(i) Direct Recruitment - **90%**

(ii) By promotion - from any category in the Andhra Pradesh Technical Education Sub-ordinate service, Andhra Pradesh Ministerial Service, Andhra Pradesh General Sub-ordinate service or Andhra Pradesh Last Grade Service in the Department of Technical Education - **10%** "

- (II) against Category-2 of Class-D, Categories 1, 2 and 3 of Class-E, Category – 2 of Class-F and Category-2 of Class-G, for the word "transfer" wherever it occurs, the word "promotion" shall be substituted.

(b) after "Note 7" the following shall be added, namely

"Note 8: Superiority in grade or rank, as the case may be, shall be the criteria for consideration for the purpose of appointment by promotion.

(P.T.O)

“Note 9: If the vacancies meant for promotion in respect of Categories 9, 10, 11, 12 and 13 of Class-B and Category-4 of Class-C remain unfilled in any recruitment year, for want of eligible candidates, the said vacancies may be filled up by direct recruitment.”

2. In the Table under Annexure

(a) In column (2)

- (i) against Categories 9, 10, 11, 12 and 13 of Class-B and Category-4 of Class-C, for the words “Direct Recruitment” the following shall be substituted, namely:-

“ (i) By Direct recruitment

(ii) By promotion”.

- (ii) against Categories 1, 2 and 3 of Class-E for the word “transfer”, wherever it occurs, the word “promotion” shall be substituted.

(b) In column (3)

- (i) against Categories 9, 10, 11, and 13 of Class-B and Category-4 of Class-C, the existing entry shall be numbered as (i) and after the existing entry, as re-numbered the following shall be added, namely:-

“ (ii) In case of appointment by promotion, in addition to (i) above, one must also qualify in the Special Qualifying Test to be conducted by the Andhra Pradesh Public Service Commission”.

- (ii) against category – 12 (a) and (b) after entry (ii), the following shall be added namely:-

“ (iii) In the case of appointment by promotion one must also qualify in the Special Qualifying Test to be conducted by the Andhra Pradesh Public Service Commission”.

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

**ASUTOSH MISHRA
PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Commissioner of Technical Education, A.P., Hyderabad.

The Director of Printing, Stationery and Stores Purchase (Ptg.wing), Hyderabad

for publication of the notification in the Andhra Pradesh Gazette and
furnish 100 copies to Government.

Copy to:

The Secretary, Andhra Pradesh Public Service Commission,
Hyderabad. (10 copies)

The General Administration (Ser.A) Department.

The Law Department.

The OSD to M (TE)

The P.S to Prl. Secretary, H.E Department.

SF/Sc

//Forwarded: :By Order//

SECTION OFFICER

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 Special Rules for the Andhra Pradesh Technical Education Sub-Ordinate service issued in G.O.MS.NO.1113 GAD dated : 7th, September, 1961 and as amended from time to time the Governor of Andhra Pradesh hereby makes the following Special Rules for Andhra Pradesh Technical Education Sub-ordinate Service.

RULES

(1) **Short title and Commencement :**

- i) These rules may be called the Andhra Pradesh Technical Education Sub-ordinate Service Rules.
- ii) The rules shall come into force with immediate effect.

(2) **Constitution :**

The service shall consist of the following Classes and categories of posts in the Andhra Pradesh Technical Education Sub-ordinate Service.

ANDHRA PRADESH GAZETTE EXTRAORDINARY

Class	Category	Designation
(1)	(2)	(3)
Class- A		Commercial and Technical Education
	1	Inspectors (Commercial & Technical Institutions)
Class-B		Domestic science Training College and Girls Vocational Institutions.
	1	
	2	First Assistant
	3	Language Assistant
	4	Domestic Science Assistant
	5	Science Assistant
	6	Handicraft Assistant
		Sewing Mechanic.
Class-C		Polytechnics-General Posts
	1	
	2	Physical Director
	3	Librarian
	4	Driver-Cum-Driving Instructor
	5	Draughtsman (Civil) Grade-I
	6	Computer Operator.
	7	Compounder.
		Typewriter Mechanic
	8	Matron
	9	Tracer
	10	Male I Female Nursing Orderly

Class-D		Posts in Workshops
	1	Workshop Foreman
	2	Senior Instructor
	3	Mechanic, Instrument Mechanic, General Mechanic and Electrician
	4	Junior Instructors.
	5	Boiler Attender
	6	Skilled Assistants in the concerned subjects
	7	Laboratory Attender
	8	Workshop Attender
Class-E		Institute of Ceramic Technology
	1	Supervisor
	2	Mason
	3	Placer
	4	Furnace Operator

October 20, 2003]

ANDHRA PRADESH GAZETTE EXTRAORDINARY

3

(1)

(2)

(3)

Class-F

Institute of Printing Technology

- 1 Mono Key Board Operator
- 2 Turner-cum-Fitter
- 3 Senior Machine Attendant
- 4 Mono Caster
- 5 Compositor
- 6 Camera Assistant
- 7 Block Maker-Cum-Etcher
- 8 Artist-Cum-Re-toucher
- 9 Grinder-Cum-Plate Maker
- 10 Junior Machine Attendant
- 11 Lino Attendant
- 12 Binder
- 13 Distributor

Class-G

Institute of Leather Technology

- 1 Machine Operator
- 2 Tannery Operator
- 3 Skilled worker
- 4 Sanitary worker

Class-H

Institute of Textile Technology

- 1 Machine Operator
- 2 Machine Man/Attendant

(3) Method of appointment and appointing authority:

Subject to other provisions in these rules, the method of appointment and appointing authority for the several categories shall be as follows:-

Class and Category	Method of Appointment	Appointing Authority
(1)	(2)	(3)

CLASS: A COMMERCIAL AND TECHNICAL INSTITUTIONS

(1) Inspector Commercial & Technical Institutions	By appointment by transfer of Senior Stenographers in the Andhra Pradesh Ministerial Service in the Technical Education Department.	Commissioner of Technical Education.
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class : B – DOMESTIC SCIENCE TRAINING COLLEGE AND GIRLS VOCATIONAL INSTITUTIONS

First Assistant (Girls Vocational Institution/Domestic Science Training College.)	By Promotion of Science Assistant/Domestic Science Assistant/Language Assistant.	Commissioner of Technical Education.
(2)Language Assistant	By Direct recruitment	Commissioner of Technical Education
(3)Domestic Science Assistant	(i) by promotion of Handicrafts Assistant. (ii)if no qualified candidate is available for promotion, by direct recruitment.	Commissioner of Technical Education.

4

ANDHRA PRADESH GAZETTE EXTRAOTDINAR

(1)	(2)	(3)
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(4) Science Assistant	By Direct recruitment	Commissioner of Technical
(5)Handicrafts Assistant	By direct recruitment	Head of the Institution.
(6)Sewing Mechanic	By direct recruitment	Head of the Institution.

CLASS: C-GENERAL POSTS IN POLYTECHNICS.

(1)Physical Director	(i)By direct recruitment, or (ii) By Recruitment by transfer from any other service for special reasons.	Commissioner of Technical Education.
(2)Librarian	(i) By direct recruitment, or (ii)By Recruitment by transfer from any other service for special reasons.	Commissioner of Technical Education.
(3)Driver-cum-Driving Instructor.	(i)By appointment by transfer of Driver (Heavy Vehicle) (ii)If no qualified candidate is available, by direct recruitment.	Commissioner of Technical Education.
(4)Draughtsman (Civil)	By direct recruitment	Commissioner of

Grade-I		Technical Education
(5) Computer Operator	By direct recruitment	Commissioner of Technical Education
(6)Compounder	By transfer on tenure of Compounder or pharmacist Grade II from Medical and Health Department.	Regional Joint Director of Technical Education.
(7)Typewriter Mechanic	By direct recruitment.	Regional Joint Director of Technical Education.
(8)Matron	By direct recruitment	Head of the Institution
(9)Tracer	By direct recruitment	Head of the Institution
(10)Male/Female Nursing Orderly.	By transfer on tenure of Male Nursing Orderly/Female Nursing Orderly from Medical and Health Department.	Head of the Institution

CLASS-D-POSTS IN WORKSHOPS.

(1)Workshop Foreman	(i) By promotion of senior Instructors in polytechnic.	Commissioner of Technical Education.
(2)Senior Instructor	(i) By promotion of Mechanic Instrument Mechanic, Electrician. (ii)If no qualified or suitable hand is available for promotion, by promotion of Junior Instructors, Lab Attenders and Workshop Attenders.	Commissioner of Technical Education
(3)Mechanic, Instrument Mechanic, General Mechanic and Electrician.	(i)By promotion of Junior Instructor,Boiler Attendant, or by appointment by transfer from any of the other categories in the Department. (ii)If no qualified candidate is available for appointment by method mentioned in (i) above by direct recruitment.	Regional Joint Director of Technical Education.

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(1)	(2)	(3)
(4) Junior Instructor	(i) By promotion of Lab Attenders/Workshop Attenders. (ii)If no qualified person is available for promotion by direct recruitment.	Regional Joint Director of Technical Education.
(5) Boiler Attender	(iii) By promotion of Lab Attenders/Workshop Attenders. (iv) If no qualified person is available for promotion by direct recruitment.	Regional Joint Director of Technical Education.
(6)Skilled Assistant in the concerned subjects.	By direct recruitment	Regional Joint Director of Technical Education
(7) Laboratory Attender	By direct recruitment	Head of the Institution
(8)Workshop Attender	By direct recruitment	Head of the Institution

Class : E – INSTITUTE OF CERAMIC TECHNOLOGY

(1) Supervisor (2) Manson	No Further Recruitment By direct recruitment	--- Regional Joint Director of Technical Education.
(3) Placer(Ceramic) (4) Furance Operator	No Further Recruitment By direct recruitment	--- Head of the Institution

Class : F – INSTITUTE OF PRINTING TECHNOLOGY

(1) Mono Key Board Operator	(i)By promotion of compositor (ii) If no candidate is available for promotion, by direct recruitment	Regional Joint Director of Technical Education
(2) Turner-cum-Flitter	By direct recruitment	Regional Joint Director of Technical Education
(3) Senior Machine Attendant	By Promotion of Junior Mechine Minder	Regional Joint Director of Technical Education
(4) Mono Caster	By direct recruitment	Regional Joint Director of Technical Education
(5) Compositor	By direct recruitment	Regional Joint Director of Technical Education
(6) Camera Assistant	By direct recruitment	Regional Joint Director of Technical Education
(7) Block Maker-cum- Etcher	By direct recruitment	Regional Joint Director of Technical Education
(8) Artist-cum-Re- Toucher	By direct recruitment	Regional Joint Director of Technical Education
(9) Grinder-cum-Plate Maker	By direct recruitment	Regional Joint Director of Technical Education
(10) Junior Mechine Attendant	By direct recruitment	Regional Joint Director of Technical Education
(11) Lino Attendant	By direct recruitment	Regional Joint Director of Technical Education
(12) Binder	By direct recruitment	Regional Joint Director of Technical Education
(13) Distributor	By direct recruitment	Regional Joint Director of Technical Education

(1)	(2)	(3)
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CLASS : G- INSTITUTE OF LEATHER TECHONOLOGY

(1) Machine Operator	By direct recruitment	Regional Joint Director of
(2) Tannery Operator	By direct recruitment	Technical Education
(3) Skilled Worder	By direct recruitment	Head of the Institution
(4) Sanitary Worker	By direct recruitment	Head of the Institution
		Head of the Institution

CLASS : H – INSTITUTE OF TEXTILE TECHNOLOGY

(1) Machine Operator	By direct recruitment	Regional Joint Director of
		Technical Education
(2) Machine Man/Attendant	By direct recruitment	Head of the Institution

(4) Reservation of Appointment:

The rule of special representation (General Rule22) except in so far as it relates to Physically handicapped persons shall apply to all appointments by direct recruitment to the categories in this service.

Provided that the teaching post in girls vocational institutes and domestic science training college and the posts of matron in the hostel attached to the women polytechnics and also the physical Directors in women polytechnics shall be filled by women candidates only.

(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 aligible appointment by direct recruitment, if he has completed thirty three (33) years of age on the first day of july of the year in which the notification for selection is made

(7) Minimum Service

No person shall be eligible for appointment by promotion are transfer unless he has to put in not less than three (3) years of service in the category from which promotion or transfer is made.

(8) Probation

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

(9) Unit of appointment

The unit for purposes of recruitment, appointment, Seniority, Promotion, Transfer, Appointment as full member and discharge for want of vacancy shall be as specified in the table below :

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TABLE

Class, Category and Name of the Post	Unit of appointment
(1)	(2)
Class –A Inspectors (Commercial and Technical Institutes) Class – B First Assistant Language Assistant Domestic Science Assistant Science Assistant Handicraft Assistant Sewing Mechanic Class – C Physical Director Librarian Driver-cum-Driving Instructor. Draughtman (Civil) Grade-I Compounder. Typewriter Mechanic	Commissionerate of Technical Education <u>Zone-V:</u> Comprising the districts of Warangal, Karimnagar, Adilabad, Khammam in respect Zonal Post sanctioned at Government Vocation Institute, Warangal. <u>Zone – VII:</u> Comprising the city of Hyderabad as defined in the Presidential order in respect Zonal post sanctioned at Domestic Science Training College, Secunderabad and Government Vocational Institute, Hyderabad. Each Institution. <u>Zone-I:</u> Comprising, Srikakulam, Vizianagaram and Visakhapatnam Districts. <u>Zone-II:</u> Comprising East Godavari, West Godavari and Krishna Districts. <u>Zone-III:</u> Comprising Guntur, Prakasham and Nellore Districts.

Computer Operator	<p>Zone- IV: Comprising Chittoor, Cuddapah, Anantapur and Kurnool Districts.</p> <p>Zone – V: Comprising Adilabad, Karimnagar, Warangal and Khammam Districts.</p> <p>Zone –VI: Comprising Nizamabad, Mahabubnagar, Medak, Nalgonda and Rang Reddy Districts excluding the city of Hyderabad as defined in the Presidential order.</p>
Tracer	Each District.
Matron	Each institution.
Male/Female Nursing Orderly	Each Institution.
Class – D	
Workshop Foreman.	Zone- I: Comprising Srikakulam, Vizianagaram and Visakhapatnam Districts.
Senior Instructor Mechanic, Instrument Mechanic, General Mechanic and Electrician.	<p>Zone – II: Comprising East Godavari, West Godavari and Krishna Districts.</p> <p>Zone – III: Comprising Guntur, Prakasham and Nellore Districts.</p> <p>Zone – IV: Comprising Chittoor, Cuddapah, Anantapur and Kurnool Districts.</p> <p>Zone – V: Comprising Adilabad, Karimnagar, Warangal and Khammam District.</p> <p>Zone – VI: Comprising Nizamabad, Mahabubnagar, Medak, Nalgonda and Ranga Reddy Districts (excluding the city Hyderabad as defined in the Presidential order).</p> <p>Zone – VII: Comprising city of Hyderabad as defined in the presidential order.</p>
Junior Instructors.	Each District
Skilled Assistants in the concerned subjects	Each District
Boiler Attender	Each District
Lab Attender	Each District
Workshop Attender	Each District
Class - E.	
Supervisor	Each Institution
Mason	-do-
Placer	-do-
Furnace operator	-do-

<p>Class – F.</p> <p>Mono Key Board Operator</p> <p>Compositor</p> <p>Camera Assistant</p> <p>Block Maker-cum-Etcher</p> <p>Artist-cum-Re-toucher</p> <p>Grinder-cum-Plate Maker</p> <p>Mono Caster</p> <p>Senior Machine Attendant</p> <p>Junior Machine Attendant</p> <p>Lino Attendant.</p> <p>Binder (Now designated as Jr. Binder</p> <p>Turner-cum-Fitter</p> <p>Class – G</p> <p>Tannery Operator</p> <p>Machine Operator</p> <p>Sanitary Worker</p> <p>Skilled worker</p> <p>Class – H</p> <p>Machine Operator</p> <p>Machine Man/ Attendant</p>	<p>Each Institution</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>Each Institution</p> <p>-do-</p> <p>Each Institution</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>Each Institution</p> <p>-do-</p>
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(10) Transfers and Postings:-

The appointing authorities specified in column (3) in the table in rule 3 shall be competent to effect the transfers and postings of persons in the respective categories.

(11) Savings:-

Nothing in these rule shall effect the appointments made in accordance with the repealed rules prior to coming into force of these rules.

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**ANNEXURE TO G.O.Ms.No. 76, HIGHER EDUCATION (TF.2) DEPARTMENT, DATED 20TH
OCTOBER, 2003.**

(See Rules-5)

Class and Category	Method of Appointment	Qualifications
(1)	(2)	(3)

**CLASS: B- DOMESTIC SCIENCE TRAINING COLLEGE & GIRLS VOCATIONAL
INSTITUTE**

(1) First Assisat	By promotion	(i)Must possess a second-class degree in Science or Home Science from any University in India established or incorporated by or under a Central Act or an Institution recognised by the University Grants Commission or an equivalent qualification. (ii)Must possess a Diploma in Teacher's Training in Home Science (three years course) from Lady Irwin College, Delhi or Domestic Science Training College, Hyderabad with three years teaching experience. OR Must possess a degree in Home Science or Domestic Science with teaching degree from any university in India established or incorporated by or under a Central Act or Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
(2) Lanuage Assistant	By direct recruitment	Must possess a degree in the concerned subject from any University in India established or incorporated by or under a Central Act or Provincial Act or a State Act or an Institution recognized by the University Grants Commission with three

		years teaching experience.
(3) Domestic Science Assistant	By promotion or by direct recruitment.	<p>Must possess a degree in Domestic Science or Home Science from any University in India established or incorporated by or under a Central Act, or Provincial Act a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.</p> <p style="text-align: center;">OR</p> <p>Most possess minimum general educational qualification and must possess a Diploma (three years course) of Teacher's Training from Lady Irwin College, Delhi or Domestic Science Training College, Hyderabad or must possess a Certificate in Higher Domestic Science of Department of Technical Education, Hyderabad or an equivalent qualification.</p>
(4) Science Assistant	By direct recruitment	Must possess a degree in Science or Domestic Science or Home Science from any University in India established or incorporated by or under a central Act, or provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.

4. Science Assistant -(contd)-	By direct recruitment	<p>OR</p> <p>Must possess a minimum general educational qualification and must possess a Diploma (three years course) in Teachers Training from Lady Irwin college Delhi or Domestic Science Training College, Hyderabad.</p>
5. Handicrafts Assistant	By direct recruitment	<p>(i) Must have passed 10th class or its equivalent examination</p> <p>(ii) Must have two years teaching experience.</p> <p>OR</p> <p>Must have passed Higher Grade Technical Examination in the relevant subject conducted by the Andhra Pradesh State Board or Technical Education and must have two years teaching experience.</p>
6. Sewing Mechanic	By direct recruitment	<p>i) Must have passed 10th Class or its equivalent examination.</p> <p>ii) Must have Five years practical experience as Sewing machine Mechanic (operated by Leg,hand, electricity and Zig- Zag Machine).</p> <p>OR</p> <p>Must have three years experience as Sewing Machine Mechanic in a reputed concern like Merit Usha or Singer</p>
CLASS : C-POLYTECHNIC GENERAL POSTS 1) Physical Director	By direct recruitment and by transfer	<p>i).Must possess a Master's Degree in Physical Education (Higher Second Class) with Diploma in Sports or a Master's Degree in Physical Education (Higher Second Class)with a record of having represented his University at the Inter University level/State in the National Championship.</p>

		<p>ii)Experience in Organizing Games and Sports (as exemplified in handling of about half a dozen teams in a year in his Institution and their participation in University Inter Collegiate Tournaments) and ability to encourage mass participation in Games and Sports.</p>
2) Librarian	By direct recruitment and by transfer.	<p>Must possess a First or Higher Second Class B.Sc./B.A/B.Com Degree Plus a First or Second Class M.Lib Science Degree.</p>
3) Driver-Cum-Driving Instructor	<p>By appointment by transfer OR By Direct recruitment</p>	<p>i)Must have passed Diploma in Mechanical or Automobile Engineering of State Board of Technical Education and Training, Hyderabad. ii)Must Possess Heavy vehicle Driving License issued the State Transport Authority. OR i)Must have passed a ITI certificate in Motor Mechanic and ii)Must possess Heavy Vehicle Driving License issued by the State Transport Authority. iii) Two years experience after I.T.I. Must possess a Diploma in civil Engineering awarded by the State Board of Technical Education and Training Andhra Pradesh or its equivalent qualification.</p>
4) Draghtsman (Civil)Grade-I	By Direct recruitment	<p>Must Possess a Post Graduate Diploma in Computer Applications from any 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 an equivalent qualification. OR Must Possess a Diploma in Computer Engineering</p>
5) Computer Operator	By Direct recruitment	

6) Typewriter Mechanic	By direct recruitment	<p>awarded by any Board of Technical Education in India or its equivalent qualification.</p> <p>OR</p> <p>Must possess a Post Diploma in computer Applications with an Engineering Diploma by any Board of Technical Education in India or its equivalent qualification.</p> <p>Must possess Diploma in Commercial and Computer practice of S.B.T.E.T. with practical experience of six months.</p> <p>OR</p> <p>I.T.I Certificate in the relevant trade 2 years experience after I.T.I</p> <p>i) Must have passed 10th Class examination equivalent qualification</p> <p>ii) Must have one year experience as Matron in reputed Hostel</p>
7) Matron	By direct recruitment	
8) Tracer	By direct recruitment	<p>Must possess Diploma in Civil or Architecture of State Board of Technical Education and Training, Hyderabad</p> <p>OR</p> <p>Must have passed Lower Grade Examination in Geometrical Drawing, Building Drawing and estimating and Free Hand outline and Model Drawing conducted by the Controller for Govt. Examinations, A.P., with 2 years experience after passing required qualification</p>

CLASS-D-POSTS IN WORKSHOPS 1) Mechanic , Instrument Mechanic and Electrician	By Promotion or by direct recruitment	A Diploma in Mechanical or Automobile Engineering State Board of Technical Education and Training
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		Hyderabad. OR I.T.I Certificate in the concerned Trade with 2 years experience after I.T.I
2)Junior Instructor	By promotion OR By direct recruitment	A Diploma in Mechanical or Automobile Engineering State Board of Technical Education and Training Hyderabad. OR I.T.I Certificate in the concerned Trade with one year experience after I.T.I
3)Boiler Attender	By promotion OR By direct recruitment	A Diploma in Mechanical or Automobile Engineering State Board of Technical Education and Training Hyderabad. OR I.T.I Certificate in the concerned Trade with 1 year experience after I.T.I
4) Skilled Assistant in the concerned subjects.	By direct recruitment	A Diploma in the concerned subject/discipline awarded by the State Board of Technical Education and Training Hyderabad. OR I.T.I Certificate in the concerned Trade with 1 year experience after I.T.I
5) Lab Attender	By direct recruitment	A Diploma in the concerned subject awarded by the State Board of Technical Education and Training Hyderabad. OR I.T.I Certificate in the concerned Trade with 1 year experience after I.T.I
6) Workshop Attender	By direct recruitment	A Diploma in Mechanical or Automobile Engineering State Board of Technical Education and Training Hyderabad OR I.T.I Certificate in the concerned Trade with 1 year experience after I.T.I

<p>CLASS:E –INSTITUTE OF CERAMIC TECHNOLOGY.</p> <p>1)Supervisor</p> <p>2)Mason</p> <p>3)Placer</p> <p>4) Furnace Operator.</p>	<p>By direct recruitment</p> <p>By direct recruitment</p> <p>By direct recruitment</p> <p>By direct recruitment</p>	<p>A Diploma in Ceramic/Technology of State Board of Technical Education and Training, Hyderabad.</p> <p>A Diploma in Ceramic/Technology of State Board of Technical Education and Training, Hyderabad.</p> <p>A Diploma in Ceramic/Technology of State Board of Technical Education and Training, Hyderabad.</p> <p>A Diploma in Ceramic/Technology of State Board of Technical Education and Training, Hyderabad.</p>
<p>CLASS : F-PRINTING INSTITUTE</p> <p>1) Mono Key Board Operator</p> <p>2)Turner-Cum Fitter</p>	<p>By promotion OR By direct recruitment</p> <p>By direct recruitment</p>	<p>Must possess Diploma in printing Technology. OR ITI Certificate in the appropriate trade or an equivalent qualification with 2 years experience after ITI.</p> <p>A Diploma in Mechanical or Automobile Engineering of State Board of Technical Education and Training Hyderabad.</p>

3)Senior Machine Attendant	By Promotion	<p>OR</p> <p>ITI Certificate in the concerned Trade with one year experience after ITI.</p> <p>Must Possess Diploma in Printing Technology.</p>
4)Mono Caster	By direct recruitment	<p>OR</p> <p>ITI Certificate in the equivalent appropriate trade or an qualification with 2 years experience after ITI.</p> <p>Must possess Diploma in Printing Technology.</p>
5)Compositor	By direct recruitment	<p>OR</p> <p>ITI Certificate in the appropriate trade or an equivalent qualification with 2 years experience after ITI.</p> <p>Must possess Diploma in Printing Technology.</p>
6)Camera Assistant	By direct recruitment	<p>OR</p> <p>ITI Certificate in the appropriate trade or an equivalent qualification with 2 years experience after ITI.</p> <p>(i)Must have passed 10th Class Examination or its equivalent qualification.</p> <p>(ii)Must have practical Experience of exposing and developing of wet and dry Plated, cut films and should be able to carryout colour separation from Artists originals as well as colour transparencies and should have through knowledge of optics, filters, masking and reverse, process etc.</p> <p>(iii)Must be able to operate and maintain all types of fully automatic cameras for offset and block making.</p>
7) Block Maker- Cum-Etcher	By direct recruitment	<p>(i)Must have passed 10th Class Examination or its equivalent qualification.</p> <p>(ii)Must be able to make plates independently for albumin deep etch and bimetallic process.</p>

8)Artist-Cum-Retoucher	By direct recruitment	<p>(iii)Must be acquainted with plate graining.</p> <p>(iv) Must be fully acquainted with all chemical solutions and various machine used in Printing and etching of offset plates; and</p> <p>(v) Must have practical experience in plate making and plate etching work.</p> <p>(vi) Must be capable of operating and maintaining all kinds of fully automatic etching machines.</p> <p>(vii)Must be well acquainted with line and halftone works of single and multi-colour and have thorough knowledge of engraving.</p> <p>(i)Must have passed 10th class examination or its equivalent examination.</p> <p>(ii)Must possess a diploma or a certificate in Higher Grade in Drawing from any recognized institute.</p> <p>(iii)Must be able to retouch negatives, positives, both half tone and line.</p> <p>iv) Must be well acquainted with colour schemes, colour separation work and cameras.</p> <p>V) Must be able to prepare all kinds of masks, for colour work and operate and maintain denoitemeters.</p>
9)Grinder-Cum-Plate marker	By direct recruitment	<p>(i) Must possess minimum general educational qualifications and must possess an I.T.I certificate in the concerned.</p> <p>(ii)Must be acquainted with all Chemical solutions and various machines used and printing and etching of the offset plates and should be able to operate the grinding machine and obtain properly ground plates from the machine.</p>
10) Junior Machine Attendant	By direct recruitment	<p>(i) Must possess minimum general educational qualifications and must possess an I.T.I certificate in the concerned.</p> <p>(ii)Must have 3 years practical experience in any reputed institution</p>

11) Lino Attendant	By direct recruitment	<p>Preference will be given to those who can give stipulated out turn and having good knowledge of singly and Bye-colour work particular cutting over lays and inter lays for process blocks and subsequent printing.</p> <p>(i) Must possess minimum general educational qualifications and must possess an I.T.I certificate in the concerned Trade.</p> <p>(ii) Must have practical knowledge and experienced in Lino type or inter-type for atleast four years and to know how to clean and replace magazines, space bands and attend to distribution bar, metal pot etc.</p>
12) Binder	By direct recruitment	<p>(1)Must have passed 8th class Examination.</p> <p>(ii)Must possess and ITI Certificate in Book Binding equivalent examination.</p> <p style="text-align: center;">OR</p> <p>(ii)Must have passed lower grade examination in Book Binding conducted by the Controller of Govt. Examinations.</p> <p>(iii) Must have two years practical experience in binding in any reputed institution.</p>
13)Distributor	By direct recruitment	<p>(i)Must have passed 8th class examination qualification.</p> <p>(ii)Must have two year experience in distributing type matter with ability to distinguish typefaces, type material etc., in any reputed institution</p>

CLASS : G - INSTITUTE OF LEATHER TECHNOLOGY

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|-----|------------------|-----------------------|--|
| (1) | Machine Operator | By direct recruitment | Diploma in Leather Technology of the State Board of Technical Education and Training, Hyderabad with three years experience in Tannery. |
| (2) | Tannery Operator | By direct recruitment | (1) Must have ability to read and write English and Telugu or Urdu.
(ii) Must have two years experience in the relevant field in any reputed institution. |
| (3) | Skilled Worker | By direct recruitment | (I) Must have ability to read and write English and Telugu or Urdu. |
| (4) | Sanitary Worker | By direct recruitment | (ii) Must have two years experience in the relevant field in any reputed institution. |
- (i) Must have ability to read and write English and Telugu or Urdu.
- (ii) Must have two years experience in the relevant field in any reputed institution.

CLASS : H - INSTITUTE OF TEXTILE TECHNOLOGY

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|---------------------------|---|--|
| (1) Machine Operator | 1. By Promotion of Category 2 of Class II.
2. If no qualified candidate available by direct recruitment. | A Diploma in Textile Technology of the State Board of Technical Education and Training, Hyderabad with three years experience in Textile Industry. |
| 2) Machine Man/ Attendant | By direct recruitment | A Diploma in Textile Technology of the State Board of Technical Education and Training, Hyderabad. |

