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ANDHRA PRADESH MINISTERIAL SERVICE RULES 1998

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

ANDHRA PRADEH MINISTERIAL SERVICE RULE

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GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES – Andhra Pradesh Ministerial Service Rules - Issued

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GENERAL ADMINISTRATION (SERVICES. B) DEPARTMENT

G.O.Ms.No. 261. dated the 14th July 1998.

Read the following::-

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

17.10.1966.

2. D.O.Letter No. 429/OMC/SPF.SER/9O-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:

Category (I)
Superintendents:

Superintendents in the Offices of the Heads of Departments, Directorates and other Subordinate Offices:

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 (ii) U.D.Cashier — in the basic scale of pay of Senior Assistant.

(e) (i) Auditor; and (ii) Senior Auditor — in the basic scale of pay of 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:-
	(i)	Senior Steno
	(ii)	U.D .Steno
	(iii)	Steno, Grade-III
Category(3) U. D.Typist	(i)	U.D. Typist (Urdu)
	(ii)	UD. Typist (Hindi)
	(iii)	U.D. Typist (Telugu)
	(iv)	U.D. Typist (English)

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

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

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

3.METHOD OF APPOINTMENT:

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

Category	Post	Method of appointment
(1)	(2)	(3)
Class-A		
Category (l)	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.
		(iiii) 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 20th 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.
2nd Vacancy	By Direct Recruitment.
3rd Vacancy	By Direct Recruitment.
4th Vacancy	By Direct Recruitment.
5th Vacancy	Appointment by conversion from the categories of Typist, Junior Stenographers and Telephone Operators working in the unit of appointment of the Department as per rule 14 and 16.
6th Vacancy	Appointment by transfer from lower categories like Record Assistants, Office Subordinates etc., working in the unit of appointment of the Department as in Note 17.
7th Vacancy	By appointment of Junior Assistant and Assistant-cum-Typists working in the Subordinate Offices, where the unit of appointment is the Office of the Heads of Department or Directorate.
8th Vacancy	By Direct Recruitment.
9th Vacancy	By Direct Recruitment.
10th Vacancy	By Direct Recruitment.

Provided that in every cycle 10 Vacancies in the subordinate Offices, the Ist (first) vacancy shall be filed 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 EngIish/Telugu language.
2nd Vacancy	By Direct Recruitment.
3rd 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:-

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.
2nd Vacancy	By Direct Recruitment.
3rd 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:-

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

(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	
	(l) 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, Prakasam 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, AndhraPradesh Special Police, KurnooI.	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:

(l) No person shall be eligible for appointment to the categories specified in column (I) of Annexure-l 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 be 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. 29-1O~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 Andbra 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
Purchase, Chanchalguda, Hyderabad for publication
in extraordinary Andhra Pradesh Gazette and
supply of 3000 Gazette copies.

All Departments of Secretariat.

All Heads of Departments.

All the District Collectors.

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 Bacholer'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 organization 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.	i) Must possess Intermediate; Examination or its equivalent qualification. 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.
Class – B 1. Special Category Stenographer.	By promotion.	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
		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.
2. Senior Stenographer (English or Telugu).	By direct recruitment	i) Must have passed the Intermediate Examination conducted by the Board of Intermediate Examination or must possess any other equivalent qualification.
		ii) Must have passed the Government Technical Examination in Shorthand and Typewriting by Higher Grade in

		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 equiva1ent 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 arc 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.

		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.
Typists in Telugu/ English in the Offices other than Heads of Departments and Directorates	By direct recruitment or by transfer.	i) Must have passed Intermediate Examination or its equivalent Qualification.
		ii) Must have passed the Government Technical Examination in Type writing 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 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-ll (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.
COMMISSIONER FOR GOVERNMENT EXAMINATIONS	
Superintendents and Senior Assistants.	Accounts Test for Subordinate Officers, Part-I.
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.
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 (Marwri & Gujarathi)	A pass in Departmental Test in Commercial taxes Laws. Gujarathi & Marwri 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 GAZETI'EERS	
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.
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.

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 ENGNEERING 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.	
PROCECUTIONS 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.