

# **A.P. MINISTERIAL SERVICE RULES**

*G.O.Ms.No.261, G.A.D(SER.B) DEPT. DT.14.7.98.*

## *Constitution :*

### *RULE 2 : CLASS-A :CAT (1)*

#### Superintendents :

Superintendents in the offices of the H.O.D's Directorates and other Subordinate Offices, including the posts in the basic scale of pay as that of Superintendents.

**CAT(2) Senior Assistants: In the Offices of the H.O.D's, Directorates and other subordinate offices, including posts in the Basic Scale of pay of S.A's.**

- **CAT(3) Junior Assistants :** In the Offices of the H.O.D's, Directorates and other subordinate offices including the posts in the Basic Scale of pay as that of J.A's.
- **CAT(4) : Assistant – Cum – Typist**
- **CAT (5) : Telephone Operator**
- **Class-B : CAT(1) Special Cat. Steno :** The posts in the basic scale of pay of Spl. Category Steno.
- **CAT (2) : Senior Steno (including the posts in the basic scale of pay of Senior Steno.**
- **CAT(3) : U.D. Typist.**
- **CAT(4) : Junior Steno/Typist.**

## Rule 3 : Method of Appointment

<u>Category and Post</u>	<u>Method of Appointment</u>
Class A <b>CAT(1)</b> : Superintendents including the other posts categorized as such in R.2.	<ol style="list-style-type: none"><li>1.By promotion from CAT 2 of class-A.</li><li>2. By conversion from the special category steno.</li></ol>
<b>CAT(2)</b> : S.A's including the other posts included as such in R-2.	<ol style="list-style-type: none"><li>1.By promotion from the categories 3 &amp; 4 of class-A.</li><li>2. By promotion from CAT-4 of class – B</li><li>3. By conversion of Senior Stenos, U.D.Typists, Categories 2 &amp; 3 of Class-B.</li></ol>

<b>Category and the post</b>	<b>Method of appointment</b>
Category 5 : Telephone operator including the posts included as such in R.2	i.By Direct recruitment. ii.By conversion as provided in R.14,16 & 17.
Class B (Cat.(1) : Spl. Cat.Steno	i. By promotion of senior steno ii. By promotion of U.D.Typist in any language who is qualified for appointment as spl. Cat. Steno.
Cat.2 Senior Steno including posts in the scale of pay of Sr.steno designated as such in R-2.	i. By Direct Recruitment ii. By promotion of Junior Steno/Typist/Asst.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.

<b>Category and Post</b>	<b>Method of Appointment</b>
<p><b>Category (3)</b>  <b>i) By Direct Recruitment.</b>  <b>J.A/s Including the other posts categorized as such in R-2.</b></p>	<p><b>i) By Direct Recruitment.</b></p> <p><b>ii) By conversion of Asst.-cum-Typist/Telephone operators and the posts included in CAT 4 of class-B who are qualified as provided in rules 14&amp; 16.</b></p> <p><b>iii) By appointment by transfer of R.A's and other equivalent categories in A.P.Gen. Sub.service rules.</b></p> <p><b>iv) By appointment by transfer of members of the A.P.L.G Service.</b></p>

<p>Cat (3)</p> <p>U.D.Typist including posts in the scale of pay of U.D Typist Designated as:</p> <ul style="list-style-type: none"> <li>i. U.D. Typist (Urdu)</li> <li>ii. U.D Typist (Hindi)</li> <li>iii. U.D Typist (Telugu)</li> <li>iv. U.D Typist (Eng.)</li> </ul>	<ul style="list-style-type: none"> <li>i. By promotion of Typist in the relevant language.</li> <li>ii. By Direct Recruitment.If no qualified person is available for promotion.</li> </ul>
<p>Cat.(4)</p> <p>a.Typist (Junior Steno including post in the scale of pay of Jr.Steno/Typist categorized as in R.2</p>	<ul style="list-style-type: none"> <li>i. By Direct Recruitment.</li> <li>ii. By conversion of J.A/Telephone operator as provided in R.14 &amp; 16.</li> </ul>

Contd.

iii. By appointment by Transfer of Record Assistants and other equivalent categories in A.P.G.Sub.Service Rules.

iv. By appointment by transfer from the member of A.P.L.G.S.

b. i. L.D.Typist (Telugu)

ii. L.D. Typist (Urdu)

iii. L.D. Typist (Eng.)

iv. L.D Typist (Hindi)

i. By Direct Recruitment

ii. By appointment by transfer of Record Assistants and other equivalent categories in A.P.G sub.ser.

iii. By conversion of J.A's/Telephone operators as provided in R14 & 16.

iv. By Appointment by Transfer of member of A.P.L.G.S.

- Note 1 : Under Proviso To R-3 :  
1<sup>st</sup> vacancy out of every eight successive vacancies excluding leave vacancies of Superintendents in H.O.D's and Directorates shall on or after 23-12-80, be filled by Transfer from the category of Superintendent working in the S.O's under the Administrative Control of the concerned H.o.D.
- Note 2 : 1<sup>st</sup> vacancy out of every four successive vacancies of S.A's in the H.O.D's or Directorates shall be filled form among suitable S.A's working in the S.O's
- Note 4 : 1<sup>st</sup> vacancy out of every four vacancies of J.A's and Typists including Junior Stenos and other posts working in the S.O's.
- Note 5 : The vacancies of J.A's (Cat 3 of class – A) and Asst. Cum Typist (Cat 4 of class A) shall be filled in a unit of 10 vacancies as follows : contd.....

- 1<sup>st</sup> Vacancy : By appointment of J.A and Asst. cum Typists working in the S.O's where the unit of appointment is the O/o H.O.D
- 2<sup>nd</sup> Vacancy : By D.R
- 3<sup>rd</sup> Vacancy : -do-
- 4<sup>th</sup> Vacancy : - do-
- 5<sup>th</sup> Vacancy : Appointment by conversion from the categories of Typist Junior Stenos and J.O's working in the unit of appointment of the Department as per rule 14 & 16.
- 6<sup>th</sup> Vacancy : Appointment by transfer from lower categories like R.A's, Attenders etc., working in the unit of appointment of the Department as in Note 17.
- 7<sup>th</sup> Vacancy : By appointment of J.A and Asst. cum Typists working in the S.O's where the unit of appointment is the O/o HOD or Directorate.
- 8<sup>th</sup> Vacancy : By D.R
- 9<sup>th</sup> Vacancy : -do-
- 10<sup>th</sup> Vacancy : -do-

- **Note 6** : The special category stenos and senior stenos shall be converted as Superintendents or S.A's, as the case may be, before they are promoted or appointed by transfer to a higher post in the Department.
- **Note 7** : For promotion as S.A from the category of J.A or Asst. cum Typist a combined seniority list of the categories of J.A's, Asst.-cum-Typist, Cat. 3 and 4 of class A shall be prepared w.r.t their date of first regular appointment to the respective categories.
- **Note 8** : 70% of the substantive vacancies of Typists, Junior Stenos, Senior Stenos shall be filled by D.R and the remaining vacancies shall be filled by promotion and other methods.

•**Note 9.** For Appointment to the post of Superintendent (Cat. 1 of Class A ) the conversion of special cat. Steno shall be against the 10<sup>th</sup> 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 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:

1<sup>st</sup> Vacancy: - By promotion from among qualified Junior Stenographer/Typist/Assistant-cum-typist Lower Division typist in English/Telugu language.

2<sup>nd</sup> Vacancy : - By Direct Recruitment

3<sup>rd</sup> Vacancy :- By Direct Recruitment

4<sup>th</sup> Vacancy :- By Direct Recruitment

5<sup>th</sup> 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 , the vacancy intended for that category shall be filled by Direct Recruitment]

[Subs. By G.O.Rt.No.5810, G.A.(SR), Dt.17-12-1999]

[Note (14):- The appointment 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:

1<sup>st</sup> Vacancy : - In the office of Heads of Department 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, Attenders 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 transfer 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.]

[Subs. By G.O.Rt.NO.5810, G.A.(SR). Dt.17-12-1999]

Note (15):- Notwithstanding the provision in this rule (Rule 3) Typist and Junior Stenographer already working in the said category posts on the date of issue of these rules 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 provide in Rule 14 and 16.

Note (17): - In the cycle mentioned in Notes (5) and (14) in respect of the appointment to the categories of Junior Assistants, Assistant-Cum-Typist, Junior Stenographer and Typist from the feeder category of Record Assistants and other equivalent categories Attenders and other categories

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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 Operation, Motor Cycle Messengers, Drivers, Xerox Operators and Shroff;

Group -II : Record Assistant, Roneo Duplicating Operators

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

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

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



Sl.no	Posts	Appointing Authority
	<p>(d) (I) All posts in the Office of the Advocate General.</p> <p>(ii) All posts in the Office of the Public Prosecutor, high Court of Andhra Pradesh.</p> <p>(iii) All posts in the Office of the Govt. Pleaders, High Court of Andhra Pradesh.</p> <p>(iv) Regional Offices : All posts</p>	<p>Advocate General</p> <p>Public Prosecutor.</p> <p>Special Officer.</p> <p>(other than Police Department) The Regional Officer concerned.</p>
(ii)	<p>(a) Other Subordinate Offices :- (other than Non-ISF Records Office, Hyderabad, Estate Officer, Hyd., Panchayat Raj Department, Police Department &amp; Forests Department)</p>	

Sl.no	Posts	Appointing Authority
	<p>(1) Posts carrying pay scales of those above the pay scale of Junior Asst. (excluding Junior Assistant)</p> <p>(2) All other posts of and below the rank of the Junior Assistant.</p> <p>(b) Senior Assts. Junior Assts. In the Office of the Non-ISF Records, Hyderabad.</p>	<p>Where there is a Regional Officer such officer, and where there is no such Officer, the Head of the Dept. or an Officer of the Directorate nominated by the Head of the Department.</p> <p>The District Head of the Dept. Or the Head of the Institution or such other Officer nominated by the Head of the Depts. As the case may be, having jurisdiction over the area of the unit of appointment specified in Rule 13.</p> <p>Deputy Secretary to Govt., General Administration (Poll) Dept. or any other officer not lower in rank than the Dy.Secretary to Govt. in Genl Admn. Dept. incharge of the establishment of the Office of the Non-ISF Records.</p>

Sl.no	Posts	Appointing Authority
	<p>( c ) Senior Assts., Junior Assts., and Typists in the Office of the Estate Officer, Hyd. and Secunderabad.</p> <p>(d) Mandal Parishads and Zilla Praja Parishads:</p> <p>(1) Posts of the rank above Junior Assistants in Mandal Praja Parishads and Zilla Praja Parishads.</p> <p>(2) Other posts of and below the rank of Junior Assistant.</p> <p>(e) Gram Panchayats :</p> <p>(1) Posts above the rank of Junior Assistants.</p> <p>(2) All other posts of and below the rank of Junior Assistant.</p> <p>(f) Posts of Superintendents / Managers / Accountants in Police Department other than the Director General and Inspector General of Police Office.</p>	<p>Dy.Secretary/Joint Secretary/Addl. Secretary to Govt. General Admmt. (Accommodation) Department.</p> <p>District Development Officer, Zilla Praja Parishad.</p> <p>Dy.district Developoment Officer, Zilla Praja Parishad.</p> <p>District Collector.</p> <p>District Panchayat Officer.</p>

Sl.no	Name of the Officers in the Group	Appointing Authority/Unit Officer
I.	<p>(I) All District Police Offices in Visakhapatnam Range i.e., Srikakulam, Vizianagaram and Visakhapatnam and Office of the Deputy Inspector General of Police, Visakhapatnam Range.</p> <p>(ii) Office of the Commandant, V (Fifth) Battalion, Andhra Pradesh Special Police, Vizianagaram.</p>	Dy. Inspector General of Police, Visakhapatnam Range.
II	<p>(i) All District Police Offices in Eluru Range I.e., East Godavari, West Godavari and Krishna and Office of the Dy.Inspector General of Police, Eluru Range.</p> <p>(ii) Office of the Commandant, III Battalion, Andhra Pradesh Special Police, Kakinada</p>	Dy. Inspector General of Police, Eluru Range.
III.	<p>(i) All District Police Offices in Guntur Range I.e., Guntur, Prakasam &amp; Nellore and Office of the Dy.Inspector General of Police, guntur Range.</p>	Dy. Inspector General of Police, Guntur Range.

Sl.no	Name of the Officers in the Group	Appointing Authority/Unit Officer
	(ii) Office of the Commandant, VI (Sixth) Battalion, A.P.Special Police, Mangalagiri.	
IV.	<p>(i) All District Police Offices in Kurnool Range I.e, Ananthapur, Cuddapah, Kurnool &amp; Chittoor and Office of the Deputy Inspector General of Police, Kurnol Range.</p> <p>(ii) Office of the Commandant, II Battalion, Andhra Pradesh Special Police, Kurnool.</p>	Dy. Inspector General of Police, Kurnool Range.
V.	<p>(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.</p> <p>(ii) Office of the Commandant, IV (Fourth) Battalion, A.P.Special Police, Warangal.</p>	Dy. Inspector General of Police, Warangal Range.
VI.	(i) All District Police Offices in Hyderabad Range, I.e., Hyderabad, Ranga Reddy, Medak, Mahabubnagar, Nizamabad and Nalgonda and Office of the Dy. Inspector General of Police, Hyd. Range	

Sl.no	Name of the Officers in the Group	Appointing Authority/Unit Officer
	(ii) Office of the Commandant, Special Armed Reserve, Central Police Lines, Hyderabad Range. (iii) Office of the Commandant, 1 <sup>st</sup> Battalion, Andhra Pradesh Police. (iv) Office of the Deputy Inspector General of Police, A.P. Special Police, Battalions. (v) Office of the Commandant, VII Battalion, Andhra Pradesh special police.	Dy. Inspector General of Police, Hyd, Range.
VII.	Police Training College, Ananthapur.	Principal, Police Training College, Ananthapur.
VIII.	Office of the Superintendent, Railway Police, Vijayawada	Supdt., Railway Police, Vijayawada
IX.	Office of the Superintendent, Railway Police, Secunderabad.	Supdt., Railway Police, Secunderabad.
X.	(i) Office of the Crime Branch, Criminal Investigation Department. (ii) Office of the Intelligence Branch. (iii) Police Transport Organization. (iv) Office of the Supdnt., Police Communication.	Dy. Inspector General of Police, Hyd.

Sl.no	Name of the Officers in the Group	Appointing Authority/Unit Officer
XI	Office of the Commissioner of Police Hyderabad.	Commissioner of Police, Hyderabad.
XII.	Office of the Director, Forensic Science Laboratory.	Director, Forensic Science Laboratory, Hyd.
	Posts of Senior Assistants, Junior Assistants, Typists including Jr.Stenos and Sr.Stenos and other equivalent or lower posts in this service.	

Sl.no	Name of the Officers in the Group	Appointing Authority/Unit Officer
I.	<p>(a) Office of the Dy. Inspector General of Police, Vizianagaram, Visakhapatnam, Visakhapatnam Range, District Police Offices, Visakhapatnam and Police Recruits School, Vizianagaram.</p> <p>(b) Each other Office in Visakhapatnam Range namely District Police Office, Srikakulam and Vth Battalion, Andhra Pradesh, Special Police, Vizianagaram.</p>	<p>Superintendent of Police Visakhapatnam.</p> <p>Head of the Office, concerned.</p>
II.	<p>(a) Office of the Dy. Inspector General of Police, Eluru Range and District Police Office, West Godavari,</p> <p>(b) Each other office in Eluru Range namely, District Police Offices, East Godavari, Krishna and III (third) Battalion, Andhra Pradesh Special Police, Kakinada.</p> <p>(c) Office of the Superintendent, Railway Police, Vijayawada.</p>	<p>Superintendent of Police, West Godavari.</p> <p>Head of the Office concerned.</p> <p>Superintendent, Railway Police, Vijayawada.</p>

Sl.no	Name of the Officers in the Group	Appointing Authority/Unit Officer
III.	<p>(a) Office of the Dy. Inspector General of Police, Guntur Range &amp; District Police Office, Guntur.</p> <p>(b) Each other office in Guntur range namely District Police Offices, Prakasam, Nellore and VI Battalion Andhra Pradesh special Police, Mangalagiri.</p>	<p>Superintendent of Police, Guntur.</p> <p>Head of the Office concerned.</p>
IV.	<p>(a) Office of the Deputy Inspector General of Police, Kurnool Range and Superintendent of Police, Kurnool.</p> <p>(b) Each other office in Kurnool Range namely District Police Offices, Cuddapah, Chittoor, Anantapur and Office of the Commandant II (Second) Battalion, A.P. Special Police, Kurnool.</p> <p>(c) Police Training College, Anantapur.</p>	<p>Superintendent of Police, Kurnool.</p> <p>Head of the Office concerned.</p> <p>Principal, Police Training College, Anantapur.</p>
V.	<p>(a) Office of the Dy. Inspector General of Police, Warangal Range and District Police Office, Warangal.</p>	<p>Superintendent of Police, Warangal.</p>

Sl.no	Name of the Officers in the Group	Appointing Authority/Unit Officer
	(b) Each other office in Warangal range namely District Police Offices Khammam, Karimnagar and Adilabad and Office of the Commandant IV Battalion A.P.Special Police, Warangal.	Head of the Office concerned.
VI.	<p>(a) Office of the Dy. Inspector General of Police, Hyderabad Range and District Police Office, Ranga Reddy Dist., Hyderabad.</p> <p>(b) Each other District Police Office in Hyderabad Range namely Medak, Mahabubnagar, Nizamabad and Nalgonda and VII Battalion, A.P. Special Police, Dichpalli, Nizamabad District.</p> <p>(c) Office of the Dy. Inspector General of Police, Andhra Pradesh Special Police, Battalion and Commandant Ist Battalion Andhra Pradesh Special Police, Hyderabad.</p> <p>(d) Office of the Special Armed Reserve, Central Police Lines, Amberpet.</p>	<p>Superintendent of Police, Ranga Reddy District, Hyderabad.</p> <p>Head of the Office concerned.</p> <p>Commandant, Ist Battalion, Andhra Pradesh Special Police.</p> <p>Commandant, Special Armed Reserve, Central Police Lines.</p>

Sl.no	Name of the Officers in the Group	Appointing Authority/Unit Officer
	(e) Office of the Superintendent, Railway Police, Secunderabad.	Superintendent, Railway Police, Secunderabad.
VII.	<p>(a) Office of the Crime Branch, Investigation Department.</p> <p>(b) Office of the Intelligence Branch.</p> <p>(c) Office of the Supdt., Police, Communications.</p> <p>(d) Police Transport Organization.</p> <p>(e) Office of the Director, Forensic Science Laboratory.</p>	<p>Supdt., Crime Branch, Criminal Investigation Dept., Hyderabad.</p> <p>Superintendent of Police, Intelligence, Hyderabad.</p> <p>Superintendent of Police, Communication, Hyd.</p> <p>Police Transport Organization, Hyderabad.</p> <p>Director, Forensic Science Laboratory.</p>
VII.	(a) Office of the Commissioner of Police, Hyderabad.	Deputy Commissioner of Police incharge of Office Establishment.

## R-5 : Reservation of Appointments

- a) Reservations for S.C's, S.T's & B.C's, the rule of Special Representation (Gen.R-22) shall apply to appointments by direct recruitment to the posts in this service provided that no reservation shall be made for physically handicapped persons except as provided in sub-rule (b) of R-5.
  
- b) Reservation for Physically Handicapped : Reservation shall apply to each of the categories in each Departmental unit referred to in Rule:13 when they are appointed by D.R.
  
- c) Reservation for Women in appointment : 33 1/3 % of posts for Direct Recruitment in each category – O.C, B.C's (Group A, B, C & D, S.C's & S.T's quota. In the matter of D.R to posts which are reserved exclusively for being filled by Women, they shall be filled by women only.

- **Rule:6: Qualifications:** No person shall be eligible for appointment to any post in the service either by Direct Recruitment or by appointment by transfer or by promotion, including conversion, unless he possesses the inter qualification and where a higher educational qualification is prescribed for such post such higher qualification.
- **Proviso under rule 6(2) :** Employees who were already in service prior to 15-12-1984 and those appointed to the posts in the offices other than the H.O.D's and Directorates prior to 29-10-87 shall be eligible for appointment as J.A etc., if they passed S.S.C or any equivalent examination.

Rule 6(3) : R.A's and members of equivalent categories in other services and members of A.P.L.G services as specified in R.3 shall not be eligible for appointment by transfer to the posts of J.A, Asst.-cum – Typist & Junior Steno in the subordinate offices viz., Offices other than the H.O.D's & Directorate unless they possess the qualification of pass in Inter/Typewriting Higher in Telugu and put in not less than 5 years of regular service in such categories.

**Proviso Under Rule 6(3):** Those appointed to the categories of R.As and equivalent posts in the offices specified here prior to 31.10.80 shall be eligible for appointment by transfer to the post of J.A or Asst.-cum-Typist even if they do not hold a degree of a University referred to above but they shall possess the following qualifications :

- I. Intermediate certificate issued by the B.O.I.
- II. Typewriting qualification in higher grade.
- III. Put in not less than five years regular service in such categories.

No member of the service shall be eligible for appointment to the posts of Superintendents, S.A or J.A or Asst. – cum – typist in the O/o the H.O.D or Directorate, as the case may be, by Transfer from its subordinate offices under notes (1) (2) & (4) under R.3 unless he holds a degree of a university in India.

Rule:7: Max age Limit – 28 years

D.R – Uniformly raised by 5 years.

Rule 8 : Minimum 3 years service for promotion / appointment by Transfer.

- **Rule 9 : Probation : Direct Recruits : 2 years on Duty within a continuous period of 3 years.  
Promotion/Appointment by Transfer one year on duty within a continuous period of 2 years.**
- **Rule 10 : (a) Training : 3 months for Direct Recruits.  
(b) Bond should be executed for serving the Department for 3 years after completion of the Training.**

**Amendment : Every person promoted as Senior Asst. from the category of typist and the Junior Stenographer shall undergo training for a period of three months (G.O.Ms.No. 144, GA (Ser.B) Dept.dt.12.05.2003)**

- **Rule 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 Annexure 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.**

## **Rule 12 : Transfers & Postings :-**

1. The appointing authorities listed out in R-4 or other subordinate authority are competent to effect the transfers and postings of persons in the respective categories.
2. Other Transfers : J.A's (Typists) Junior Stenos or Asst. Cum Typists may be transferred from the subordinate offices to the H.O.D's and Directorates.
3. Transfers from local cadres to regional offices permissible.
4. Transfers of probationers and approved probationers from the unit of the O/o H.O.D originally allotted to another unit of the O/o H.O.D or to the offices notified as state level offices or special offices to which Six point formula does not apply may be made by the H.O.D concerned with the concurrence of the other H.O.D subject to the condition that their seniority shall be regulated as per R-15.

## **R-13 : Unit of appointment : Department unit means :-**

- a) Each office of a H.O.D.**
- b) Each O/o A State Level Office / State Level Institution.**
- c) Each of the special offices and Special Establishments notified under the Presidential Order.**
- d) In the case of posts which are within the purview of the A.P.P.E (ORG. of Local Cadres and Regulation of D.R) Order, 1975.**
- i) Each Department in each Dist. of a Group of offices in a part of the Dist. into which several offices in a Dist. in that Department may be grouped, by an order of the H.O.D 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 J.A.**

ii) Each Department in each zone specified in the second schedule or group of zones, as may be specified by the Government under presidential order.

- **Rule 14** : Conversion as between J.A's/Typists/junior Stenos/Telephone Operators, Asst. Cum Typists and Transfers between categories of J.As and Typists/Junior Stenos and Telephone operators and Asst. Cum Typists :
- **Asst. cum Typist, J.A, Typist or Junior Steno. Telephone operator**
- **J.A, Typists, Junior Steno Telephone Operator. Asst. cum Typist.**
- **Asst. cum Typist, J.A or Telephone operator. Typist/junior Steno**

**R.15 Seniority : (2) (I) The Seniority of a member of the service who is appointed by conversion from the post of special category steno to the post of Superintendent or from the post of Senior Steno or U.D to the post of S.A shall be fixed w.r.t the date of his first appointment as special category steno or Senior Steno or U.D Typist as the case may be.**

**(II) The Seniority of a member of the service who is appointed by conversion from the post of Jr. Steno/Typist to the post of JA or Asst. cum Typist after 14-7-1998 shall be fixed with reference to the date of his first appointment as Jr. Steno/Typist as the case may be . Provided that the seniority of Jr. Asst. who were already promoted as /senior Assistants shall be protected. (GO 491 GA(Ser.B)**

**Dept dt. 5.8.2008**

- *Proviso (I) In respect of persons whose services are lent to another department, the service rendered by him in the higher post in the deputation post, 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 person transferred on administrative grounds from one Department to another shall be fixed in the latter department w.r.t the date of his first appointment in the former department or office.

iii) If it is at request seniority shall be fixed in the latter department or office w.r.t the date of his first appointment in the latter department or office.

- **The Seniority of a Superintendent, S.A or J.A or Typist or J.S or Asst. Cum Typist Transferred and appointed as superintendent S.A etc., in the O/o concerned H.OD or Directorate in terms of note (1) (2) (4) of R.3 shall be determined w.r.t the date of joining as Superintendent or S.A etc., as the case may be, in the unit of office to which he is transferred.**
- **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 his commencement of probation in the latter category, as on the date of his commencement of probation of such person in the latter category.**



Amendment : for sub rule (b) of Rule 16 the following shall be substituted namely :

(b) A telephone operator opting for absorption in clerical line, shall first be converted to the category of Junior Asst./Asst.-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 Asst.”.  
(G.O.Ms.No.114, GA (Ser B) Dept. dt.12.05.2003.

**Rules 18 : List of approved candidates : There shall be one list of approved candidates for appointment by D.R to the posts of J.A's taken together and another list of approved candidates for appointments by D.R to the posts of Typists and Junior Stenos and another list for appointment by D.R to the post of Asst. cum Typist. Such lists shall be drawn up by the APPSC separately for each departmental unit in two parts :**

- For offices and Institutions other than those solely managed by or intended for women and**
- For offices and institutions solely managed by, or intended for women.**

## ***R-19 : Preparation of lists of approved candidates :-***

*The lists shall be prepared in accordance with the application made annually to the commission by the appointing authority for the Department 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 H.O.D.*

**Rule 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 that list.***

**Proviso : 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 H.O.D.**

**Rule 21 : Candidates allotted but not actually employed in a departmental unit :**

**A candidate appointed to one departmental unit but not actually employed in that unit may be appointed temporarily in another office in a different departmental unit. If there is no candidate in that departmental unit, 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.**

**Rule 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 and his name shall be removed form the list of approved candidates and transferred to the list of probationers.*

*A probationer or an approved probationer may be employed in any of the offices of the department within the Administrative Unit.*

**Rule 23 : Allotment of candidates with special qualifications :**

*When a candidate is required to fill any post for which special qualifications are prescribed, 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.*

*Rule 24 : Failure of approved candidates, discharged Probationers and approved probationers to join duty when required.*

*In such an event his name shall be removed from the list of approved candidates, or from the list of approved probationers. In such an event the candidate shall not be eligible for appointment again on the basis of the inclusion of his name in the same list.*

## *Rule 26 : Securities :*

*1. Security needs to be obtained wherever they are required for the due and faithful performance of duties attached to the post.*

*2. If a G.S who has furnished security applies for leave other than casual leave or is deputed to other duty, the person who is appointed to officiate for him shall furnish the security.*

***Rule 27 : Members desiring courses of study not connected with probation :***

They may undergo if the study enhances their usefulness as a member of the service. He can be granted leave. He is also entitled to seniority held by him previously and increments. This 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.