

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

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

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GENERAL ADMINISTRATION (SER.B) DEPARTMENT

G.O.Ms.No.965

Dated: 21st October, 1995
Read the following:-

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

ORDER:

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

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

NOTIFICATION

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

ANDHRA PRADESH GENERAL SUBORDINATE SERVICE RULES

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

CLASS-A :

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

CLASS-B :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

M.S. RAJAJEE,
Chief Secretary to Government.

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

ANNEXURE
(See Rule - 5)

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

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

		Cycle and Light Vehicle.
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