



**Category – IV :** (a) Assistant Secretary (Admn / Genl)  
(b) Assistant Secretary (Municipal)  
(c) Assistant Secretary (Panchayat Raj)  
(d) Law Officer

**Category – V :** (a) Accounts Officer  
(b) System Analyst

**Category – VI :** (a) Private Secretary  
(b) Desk Officer / Section Officer

**NON-GAZETTED :**

**Category – I :** (a) Special Category Steno  
(b) Programmer

**Category – II :** (a) Assistant Section Officer

**Category – III :** (a) Senior Steno  
(b) Data Entry Operator

**Category – IV :** (a) Typist-cum-Assistant  
(b) L.D.Steno

**Category – V :** (a) Roneo Operator  
(b) Record Assistant  
(c) Driver

**Category – VI :** (a) Motor Cycle Messenger  
(b) Attender  
(c) Watchman  
(d) Sweeper

**3. Appointing Authority :-**

The appointing authority for all Gazetted Categories except Category – I shall be the State Election Commissioner and for all Non-Gazetted categories the Secretary to State Election Commissioner.

**4. Method of Appointment :**

(1) The method of appointment to the posts mentioned in column (1) of the Table below shall be made by the method specified against them in column (2) thereof.

**TABLE**

<b>Category and Post (1)</b>	<b>Method of Appointment (2)</b>
<b>GAZETTED :</b>	
Category – I : (a) Secretary (b) Secretary (Legal)	By Deputation on tenure basis from among the members of IAS by the Government; By transfer or by deputation on tenure basis from among District Judges belonging to the A.P. State Higher Judicial Service, whose services are placed at the disposal of the S E C by the Government in consultation with the Chief Justice of the High Court of Andhra Pradesh;

Category – II :	Joint Secretary	(i) By promotion from Joint Director, Category III;
		(ii) By deputation on tenure basis from among the members of IAS;
	G.O. Ms. No. 194, PR & RD (Elecs.) Department, dt. 4.8.2004.	(iii) By transfer or by deputation on tenure basis from among the Additional Commissioners in the Andhra Pradesh Panchayat Raj and Rural Development Service or from among the Additional Directors in the Andhra Pradesh Municipal Administration Service.
Category – III:	(a) Joint Director (Municipalities)	(i) By transfer or by deputation on tenure basis from among Selection Grade Municipal Commissioners in the A.P. Municipal Commissioners Service or Joint Director in A.P.Municipalities Service;
		(ii) By promotion from Category IV;
	(b) Joint Director (Panchayat Raj)	(i) By transfer or by deputation on tenure basis from among the Chief Executive Officers in the A.P. Panchayat Raj Executive (Gazetted) Service;
		(ii) By promotion from Category IV;
Category – IV:	(a) Assistant Secretary (Admn / Genl)	(i) By promotion from Category V(b) and VI subject to condition that the said members must have worked for a minimum period of two years;
		(ii) By transfer or by deputation on tenure basis from among the Assistant Secretaries in the A.P. Secretariat Service or Special Grade Deputy Collectors in the A.P. Revenue Service or Deputy Chief Executive Officers in the A.P. Panchayat Raj Executive (Gazetted) Service;
	(b) Assistant Secretary (Municipal)	(i) By promotion from Category VI;
		(ii) By transfer or by deputation on tenure basis from among the A.P. Municipal Commissioner Service or the A.P. Municipalities Service;
	(c) Assistant Secretary (Panchayat Raj)	(i) By promotion from Category VI;
		(ii) By transfer or by deputation on tenure basis from among Deputy Chief Executive Officers in the A.P. Panchayat Raj Executive (Gazetted) Service;
	(d) Law Officer	(i) By transfer or by deputation on tenure basis from any suitable post carrying same scale of pay in the A.P. Judicial Services or from among the Assistant Secretaries in the Law Department of A.P. Secretariat;
		(ii) By direct recruitment;

Category – V:	(a) Accounts Officer	(i) By transfer or by deputation on tenure basis from among District Treasury Officers / Accounts Officers in the A.P. Treasuries and Accounts Service or Accounts Officers in the A.P. Panchayat Raj General Services;
	(b) System Analyst	(i) By promotion from Non-Gazetted category, namely Programmer; (ii) By transfer or by deputation on tenure basis from among any suitable post in State Government services; (iii) By direct recruitment;
Category – VI:	(a) Private Secretaries	(i) By promotion from category I(a) of non-gazetted service; (ii) By transfer or by deputation on tenure basis from among Private Secretaries in A.P. Secretariat Service;
	(b) Desk Officer / Section Officer	(i) By promotion from Category I and II of Non-gazetted category, subject to the condition that the member must have worked for a minimum period of two years; (ii) By transfer or by deputation on tenure basis from among the Mandal Parishad Development Officers, Tahsildars, Superintendent in Heads of Departments or Subordinate offices or from any other suitable posts in any other service.
	(Amended vide G.O.Ms.No. 122, PR&RD(E&R) Dept., dated 28.5.2011)	

**NON-GAZETTED :**

Category – I :	(a) Special Category Steno	(i) By promotion from Category III(a); (ii) By transfer or by deputation on tenure basis from among the Subordinate Services of other departments;
	(b) Programmer	(i) By promotion from Category III (b); (ii) By transfer or by deputation on tenure basis from Andhra Pradesh Technology Services or any Agency approved by the Government; (iii) By direct recruitment;
Category – II :	(a) Assistant Section Officer/Assistant Desk Officer	(i) By promotion from Category IV; (ii) By transfer or by deputation on tenure basis from among the suitable posts in the A.P. Secretariat Service or other Heads of Departments; (iii) By direct recruitment;

Category – III:	(a) Senior Steno	(i) By promotion from Category IV(b); (ii) By transfer or by deputation on tenure basis from among the suitable posts in the Subordinate Services of other Departments; (iii) By direct recruitment;
	(b) Data Entry Operator	(i) By promotion from Category IV (if qualified); (ii) By transfer or by deputation on tenure basis from AP Technology Services or from any suitable posts in the Subordinate Service of other Departments; (iii) By direct recruitment;
Category - IV:	(a) Typist-cum-Assistant	(i) By direct recruitment; (ii) By transfer or by deputation on tenure basis from among the Subordinate Service of other Departments; (iii) By promotion from Category V & VI (if qualified) subject to the condition that the member belonging to Category VI is promoted, he must have worked in Category VI for a minimum period of two years;
	(b) L.D.Stenos	(i) By direct recruitment; (ii) By transfer or by deputation on tenure basis from among the Subordinate Service of other Departments;
Category – V:	(a) Roneo Operator	(i) By direct recruitment; (ii) By transfer or by deputation on tenure basis from among the Non-Gazetted State Government Services; (iii) By promotion from Category VI;
	(b) Record Assistant	(i) By direct recruitment; (ii) By transfer or by deputation on tenure basis from among the members of the A.P. General Subordinate Service; (iii) By promotion from Category VI;
	(c) Driver	(i) By direct recruitment; (ii) By transfer or by deputation on tenure basis from among the members of the A.P.General Subordinate Service; (iii) By promotion from Category VI;

Category – VI:	(a) Motor Cycle Messenger	(i) By direct recruitment;
		(ii) By transfer or by deputation on tenure basis from among the A.P. Last Grade Services;
	(b) Attender	(i) By direct recruitment;
		(ii) By transfer or by deputation on tenure basis from among the A.P. Last Grade Services;
	(c) Watchman	(i) By direct recruitment;
		(ii) By transfer or by deputation on tenure basis from among the A.P. Last Grade Services;
	(d) Sweeper	(i) By direct recruitment;
		(ii) By transfer or by deputation on tenure basis from among the A.P. Last Grade Services;

#### **5. Reservation of Appointment :**

The rule of Special Representation (Reservation) under Rule 22 and 22-A of the Andhra Pradesh State and Subordinate Service Rules, 1996 as amended in G.O.Ms.No. 65 GA(Ser.D) Department, dated 15.2.1997 shall apply to appointment by direct recruitment.

#### **6(a). Qualifications :**

No person shall be eligible to be appointed to the service unless he possess the qualifications mentioned in Schedule I and as specified in rule 22 and rule 23 of the Andhra Pradesh Ministerial Service Rules; rule 4 of the Andhra Pradesh General Subordinate Service; and rule 5 of the Andhra Pradesh Last Grade Service Rules; as applicable to such post.

#### **(b) Tests:**

Every person appointed to any category of posts except Last Grade Service on transfer shall pass the Accounts test for Subordinate Officers Part-I and Part-II OR Accounts Test for Employees of Local Bodies within a period of two years from the date of joining and persons appointed by direct recruitment to any category of posts except Last Grade Service on transfer shall pass the Accounts test for Subordinate Officers Part-I and Part-II OR Accounts Test for Employees of Local Bodies within the period of probation;

#### **7. Security:-**

Every person appointed to the post of Accounts Officer shall, for due and faithful performance of the duties attached thereto furnish security of Rs.5,000/- (Rupees Five thousand only) within three months from the date of appointment to the satisfaction of the State Election Commissioner;

#### **8. Applicability of the General Rules :-**

The Andhra Pradesh State and Subordinate Service Rules, 1996, the Andhra Pradesh Ministerial Service Rules 1966, the Andhra Pradesh General Subordinate Service Rules, and the Andhra Pradesh Last Grade Service Rules, 1992, for the time being in force shall in so far as they may be applicable and except to the extent otherwise expressly provided in these rules; and the Officers and other Employees appointed by deputation shall be governed by the rules applicable to their parent services.

**9. Deputation:-**

(a) The Head of the Department or the Government who depute the government servant on deputation to the State Election Commission shall depute to the post equal in rank in the State Election Commission.

(b) The tenure of officers and staff appointed on deputation to the State Election Commission, shall be for a period of three years. Any deputation beyond three years shall be with the concurrence of the Head of the Department or Government as the case may be.

(c) Any deputationist in the Office of the State Election Commission as and when he or she gets promotion to the next higher category in the parent department, shall either be repatriated to his or her parent department to join in the promoted post or be retained in the State Election Commission by appointing him in a suitable post in the Office of the State Election Commission corresponding to the promoted post in the parent department.

(d) The State Election Commission is empowered to repatriate the deputationists to their parent department at any time before the completion of the period of deputation.

(e) The terms and conditions for deputation shall be as stipulated in the Andhra Pradesh Fundamental Rules.

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

**C. ARJUNA RAO, IAS.,  
Spl. Chief Secretary to Government**

**To**

The Commissioner of Printing, Stationary & Stores Purchase (PW) Department, Andhra Pradesh, Hyderabad. He is requested to publish the Notification in the Andhra Pradesh Gazettee and send 1000 copies to this Department.

The Secretary, State Election Commission, Secunderabad.

The Commissioner of Panchayat Raj, AP Hyderabad.

All the Heads of Departments.

All the District Collectors.

All the Chief Executive Officers of Zilla Parishads.

Copy to :

All Sections in the Panchayat Raj & Rural Development Department.

All the Officers in Panchayat Raj & Rural Development Department.

The Secretary, AP Public Service Commission, Hyderabad.

The General Administration (Ser.F) Department.

The General Administration (SU) Department.

The Finance & Planning (SMPC) Department.

The Law Department.

Stock File.

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**Section Officer**

**SCHEDULE - I**  
**(See rule 6)**

Category and Post (1)	Qualifications (2)
<b>GAZETTED :</b>	
Category – IV(d) Law Officer	Must have experience as Advocate for a period of five years.
Category – V (a) Accounts Officer	Must have passed Account's Test for Sub-ordinate Officers Part-I and II and also the Accounts Test for PWD Officers and Subordinates Paper –I and II
Category – V (b) System Analyst	Must have passed Master of Computer Application and Account's test for Executive Officers / Account's test for Local Body Employees Part-I and II
<b>NON-GAZETTED:</b>	
Category – I (a) Spl. Category Steno	(i) Must hold a Bachelors Degree of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or any institution recognised by the University Grants Commission or any other equivalent qualification; and (ii) Must have passed the Government Technical Examination in typewriting and Shorthand by Higher Grade either in Telugu or in English and Typewriting and Shorthand by Lower grade in the other language in which they do not possess the higher qualifications.
Category-I (b) Programmer	Must have passed Post Graduate Diploma in Computer Applications or its equivalent and Account Test for Sub-ordinate Officers Part – I / Accounts test for Employees Local Bodies or its equivalent.
Category -III(a) Senior Steno	Must have passed Government Technical Examination with the speed of 120 words per minute in Shorthand (English) and Typewriting English Higher Grade.
Category-III (b) Data Entry Operator	Must have passed Diploma in Computer Application or its equivalent.
Category – IV(a) Typist-cum-Assistant	Must have passed Typewriting English & Telugu Higher Grade
Category-IV(b) L.D.Steno	Must have passed Typewriting English Higher Grade and Shorthand Lower grade.
Category – V (c) Driver	Must have possessed a light or heavy Motor vehicle driving license.

**C. ARJUNA RAO, IAS.,**  
**Spl. Chief Secretary to Government**

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**Section Officer**

**SCHEDULE – II**

S.No	Name of the Post	Corresponding post in the Secretariat of A.P. and other service as shown against the posts
1.	Secretary	Secretary to the Government
2.	Secretary (Legal)	Secretary to Government in Law Department
3.	Joint Secretary	Joint Secretary to Government in Secretariat
4.	Joint Director (Municipalities)	Joint Director in Municipal Administration
5.	Joint Director (P.R)	Deputy Commissioner / Chief Executive Officer, Z.P., in Panchayat Raj Department
6.	Assistant Secretary	Assistant Secretary to Government in Secretariat or Special Grade Deputy Collector or Deputy Directors in the Heads of Departments
7.	Accounts Officer	Accounts Officer in the Government Dept
8.	Law Officer	Munsiff Magistrate or Asst. Secretary in Law Department
9.	Private Secretaries	Private Secretaries in Secretariat
10.	System Analyst	System Analyst in the Head of the Department
11.	Desk Officers	Section Officers in A.P. Secretariat / A.P. High Court.
12.	Special Category Stenos	Common Category
13.	Computer Programmer	Superintendent in the Head of the Department
14.	Assistant Section Officer	Assistant Section Officer in the Secretariat
15.	Data Entry Operator	Data Entry Operator
16.	Senior Stenographer	Senior Stenographer                      Common Category
17.	Senior Accountant	Senior Accountant                      - do -
18.	Junior Assistant	Junior Assistant                      - do -
19.	Typist	Typist                      - do -
20.	Driver	Driver                      - do -
21.	Motor Cycle Messenger	Motor Cycle Messenger                      - do -
22.	Telex Operator	Telex Operator                      - do -
23.	Record Assistant	Record Assistant                      - do -
24.	Roneo Operator	Roneo Operator                      - do -
25.	Attender	Attender                      - do -
26.	Chowkidar	Chowkidar                      - do -
27.	Sweeper	Sweeper.                      - do -

**C. ARJUNA RAO, IAS.,  
Spl. Chief Secretary to Government**

//Forwarded : By Order //

**Section Officer**