

Andhra Pradesh Secretariat Subordinate Service Rules, 1997

CONTENTS

1. Short Title
2. Constitution
3. Appointing Authority
4. Method Of Appointment
5. Reservation Of Appointment
6. Unit Of Appointment
7. Special Provisions
8. Age
9. Qualifications
10. Minimum Service
11. Probation
12. Tests
13. Training
14. Transfers And Postings
15. Delegation Of Powers

APPENDIX 1 :- ANNEXURE I

Andhra Pradesh Secretariat Subordinate Service Rules, 1997

In exercise of the powers conferred by the proviso to article 399 of the constitution of India and all other powers hereunto enabling and in supersession of the rules applicable to categories of posts specified in these rules immediately proceeding the date of publication of those rules and issued in the name of Governor of Andhra Pradesh hereby makes the following special Rules for the Andhra Pradesh Secretariat Service.

1. Short Title :-

These rules shall be called Andhra Pradesh Secretariat Subordinate Service Rules 1997.

2. Constitution :-

The Service shall consist of the following Categories of posts namely:

Class - A: (Post in the strictly Confidential Wing

Category (1) Assistant Section Officer (S.C)

Class - B : (Other Posts)

Category (1) Accountant in Governors Secretariat

Category (2) Special Category Stenographers

Category (3) Assistant Librarian, General Administration Department

Category (4) Assistant Section Officer

Category (5) Senior Stenographer

Category (6) Librarian, Law Department

Category (7) (a) Assistants in all Department of Secretariat other than Assistants mentioned in (b) below

(b) Assistants (Dispatch, Records and Tappals)

Category (8) Typist-cum-Assistant including telex-Operator and the Bilingual Electronic Type setting Operator -cum-Assistant in Law Department (Vide G.O.Ms.No.124, GA.(Ser-B) Department, dt. 19-05-2004

Category (9) Broadma Operator

Category (10) Telephone Operator

Category (11) (a) Junior Stenographer

(b) Typist

Category (12) Assistant Librarian, Law Department

Category (13) Assistant Librarian, Grade-III, G.A.D. (Vide G.O.Ms.No.101, G.A. (Ser-B) Department, dt.05-03-2005)

Class-C

Category (1) Zonal Inspector (Technical)

Category (2) Zonal Inspector (Non-Technical)

Class - D

Category (1) Senior Carpenter

Category (2) Junior Carpenter

Class -E

Category (1) Senior Reader, Law Department

Category (2) Proof Examiner, Law Department

3. Appointing Authority :-

The appointing authorities shall be

(i) In the case of Law Department, the Secretary to Government, Law Department incharge of Administration

(ii) In the case of Finance and planning (Finance) Department the Secretary to Government, Finance and Planning (Finance)

Department incharge of administration.

(iii) In the case of all other Departments of the Secretariat including Governors Secretariat constituting Single Unit, the Deputy Secretary/ Joint Secretary/Addl. Secretary to Government as the case may be, in the General Administration Department incharge of the Single Unit, shall be the appointing authority for the post upto and including Assistant Section Officer.

4. Method Of Appointment :-

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

	Class and Category	Method of appointment
	(1)	(2)
Class -A:		
1.	Assistant Section Officer (Strictly Confidential)	By promotion from Assistant Section Officer in the Department of Secretariat Except Finance and Planning and (Finance) Department and Law Department
Class -B		
1.	Accountant in Governors Secretariat	As per note 10 below
2.	Special Category Steno	By promotion of Senior Stenographer, who has not opted for the Clerical line
3.	Assistant Librarian, General Administration Department	By transfer on tenure of Assistant Librarian Grade-I on an equivalent basic scale of Pay from the Public Libraries Department (Subject to Note (1) Below:)
4.	Assistant Section Officer.	(i) By direct recruitment
		(ii) By promotion from Assistant (Category 7 (a) and Typists (Category 11 (b) or Junior Stenographers appointed prior to 8-3-1984 and opted for clerical line and Typist com Assistant,, Bilingual Electronic Typesetting.

	(1)	(2)
		Operator-cum-Assistant in Law Department (Category-B) telephone Operator (Category -10) and Assistant Librarian Grade-III, General Administration Department (Category-13), The Junior Stenos appointed after 8-3-1984 are not

		eligible for promotion and they have to seek conversion to the post of Typist-cum-Assistant only.
		(Vide G.O.Ms.No.124, G.A. (Ser-B) Department, dt.19-05-2004)
		(Vide G.O.Ms.No.162, G.A. (Ser-B) Department, dt.03-07-2004)
		(Vide G.O.Ms.No.101, G.A. (Ser-B) Department, dt.05-03-2005)
		(iii) By appointment by transfer of Senior Assistants from the Offices of Head of Departments Governed by the Andhra Pradesh Ministerial Service or the Andhra Pradesh Judicial Ministerial Service or the Andhra Pradesh High Court Service or the Andhra Pradesh Public Service Commission.
		Note:- Senior Assistants belonging to Andhra Pradesh Judicial Ministerial Service or Andhra Pradesh High Court Subordinate Service will be eligible for appointment as Assistant Section Officers only in the Unit of the Law Department of the Secretariat while Senior Assistants of A.P. Public Service Commission will be eligible for appointment as Assistant Section Officers in Single Unit
		(iv) By appointment by transfer of Senior inspectors in the Andhra Pradesh Co-operative Subordinate Service discharging the duties of Senior Assistants in the office of the Registrar of Co-operative Societies for not less than five years.

	(1)	(2)
		Note:- Senior Inspectors of Andhra Pradesh Co-operative Department will be eligible for appointment as Assistant Section Officers in the Single Unit.
		(v) By appointment by transfer of U.D. Accountant of Andhra Pradesh Treasuries and Accounts Subordinate Service and A.P. Pay and Accounts Subordinate Service and U.D./Senior Auditors of A.P. Local Fund Audit Subordinate Service.
		Note:- The feeder categories mentioned in (v) above will be eligible for the posts of Assistant section officers in Finance and Planning (Finance) Department only.

		(vi) By transfer of Senior Stenographers who have opted to clerical line subject to (note 2(b)(i) and (ii) below.
		(vii) By promotion of Bradma Operator
5.	Senior Stenographer	(i) by direct recruitment
		(ii) By promotion from Junior Stenographer. [subject to Note 3 below]
6.	Librarian, Law Department	(i) by promotion of Assistant Librarian of Law Department.
		(ii) If no person is available for appointment by method (i) above, by promotion of Assistant (category 7 (a) or Typist-cum-Assistant (Category 8 or Junior Steno or typist (Category 11 (a) and (b) with the requisite qualifications in the Law Department.
		(iii) if no person is available for appointment by the methods (i) and (ii) above, by transfer on tenure of a Librarian in an equivalent basic scale of pay from Public Libraries Department (subject to Note (1) and Note (11) below).
	(1)	(2)
7.	(a) Assistants in all Departments of Secretariat other than Assistants included in (b) below.	No future recruitment
	(b) Assistant (Despatch, Records and Tappal Branches)	(i) By appointment by transfer from among full members or approved Probationers in the Andhra Pradesh General Subordinate Service working in the Secretariat.
		(ii) By appointment by transfer from among full members (OR) approved Probationers in the A.P. Last Grade Service working in the A.P. Secretariat. (Subject to Note 4 below).
8.	(a) Typist-cum-Assistants including Telex Operator	(i) By direct recruitment.
		(ii) By appointment by transfer of Record Assistants, Roneo Duplicating Operators, Drivers, Motor Cycle Messenger, Shroffs, Xerox Operators and Lift Operators in the A.P.General Subordinate Service working in the Departments of Secretariat.
		(iii) By appointment by transfer of Office Subordinates Chowkidars, Sweepers,

		Scavengers, Cycle Orderlies and other categories in the A.P.Last Grade Service working in the Secretariat.
		(Vide G.O.Ms.No.229, G.A. (Ser.B) Department dt. 12.4.2007)
		(iv) By Conversion of Assistant (Category 7 (a) of Class-B), Junior Stenographers Typist or Telephone Operator who is qualified.
		(v) By appointment by transfer of Junior Assistants, Typists or Junior Stenographers from the Offices of Heads of Departments.

	(1)	(2)
		(vi) By promotion of Assistants (Despatch, Records Tappals (Category 7 (b) of Class-B) in the Secretariat, if they possess the qualifications prescribed (Subject to Note 5 and 8 below)
	(b) Bilingual Electronic Type setting Operator-cum-Assistant in Law Department.	(i) By Direct Recruitment
		(ii) By recruitment by transfer from any other category in the Andhra Pradesh General Subordinate Service Rules and Andhra Pradesh Last Grade Service rules in Law Department.
		(Vide G.O.Ms.No.124, GA (Ser.B) Department, dt. 19.05.2004)
9.	Brodma Operator	No future recruitment.
10.	Telephone Operator	(i) By conversion of Typist-cum-Assistant or Assistant (Category (7) (a) of class-B) or Junior Stenographer or Typist (Category 11 (a) and (b) Class-B).
		(ii) If no qualified or suitable candidate is available for appointment by method (i) above, by direct recruitment.
11.	(a) Junior Steno grapher.	(i) By direct recruitment.
		(ii) By conversion from the category of Assistant (Category (7) (a) of Class-B) Typist-cum-Assistant or Telephone Operator by promotion of Assistant (Category (7) of Class-B) if they possess the prescribed qualifications.
		(iii) By appointment by transfer of Junior Stenographers from the Offices of Heads of Departments.

		(Vide G.O.Ms.No.538, G.A. (Ser.B) Department, dt. 17.12.1999).
	(b) Typist	No future recruitment.

	(1)	(2)
12.	Assistant Librarian Law Department	(i) By appointment by transfer of (a) Record Assistants or equivalent or higher categories in the Andhra Pradesh General Subordinate Service categories or (b) Office Subordinate and equivalent categories in the Andhra Pradesh Last Grade Service who possesses the requisite qualifications.
		(Vide G.O.Ms.No.229 G.A.(Ser.B) Department, dt.12.4.2007)
		(ii) If no qualified person is available by method (i) above by direct recruitment.
13.	Assistant Librarian Grade.III, General Administration Department.	(i) By appointment by transfer from the category of Record Assistant and other categories in A.P.General Subordinate Service Rules in the Department of Secretariat in Single Unit.
		(ii) By transfer from any other equivalent category on tenure basis.
		(iii) By direct recruitment if suitable candidates are not available for appointment by promotion or appointment by transfer.
		(Vide G.O.Ms.No.101, G.A.(Ser.B) Department, dated 5.3.2005)
Class - C:		
1.	Zonal Inspector (Technical)	By transfer on tenure of Assistant Engineer in the Andhra Pradesh Road and Buildings Engineering Subordinate Service. (Subject to Note 1 below).
2.	Zonal Inspector (Non Technical)	By transfer of Assistant Section Officers in the Departments of Secretariat other than Finance and Planning (Finance) Department and Law Department.

	(1)	(2)
Class - D:		
1.	Senior Carpenter	By promotion of Junior Carpenter.
2.	Junior Carpenter	By direct recruitment.
Class - E:		
1.	Senior Reader, Law	(i) By promotion of Proof Examiner Law

	Department.	Department. (ii) If no Proof Examiner with the required qualification is available, by direct recruitment.
2.	Proof Examiner, Law Department	(i) by promotion of Typist-cum-Assistant who has experience in correction of proofs.
		(ii) If no person with the required experience is available for promotion by direct recruitment.
NB:	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 Vehicles and Heavy Vehicles), Autorikshaw Drivers, Motor Cycle Messengers and Shroffs.	

Note (1) : The period of tenure for persons appointed on tenure to the posts in the Secretariat shall be not more than three years at a time Notwithstanding this the incumbents on tenure may be reverted to their parent posts before the expiry of the three years period for sufficient reasons to the recorded in writing.

Note (2) : (a) 50% of the substantive vacancies other than leave vacancies in the category of Assistant Section Officer shall be filled by direct recruitment.

(Vide G.O.Ms.No.361, G.A. (Ser.B) Department, dated 12.08.2005)

(b) For vacancies, other than those to be filled by direct recruitment, in a unit of 72 vacancies, there shall be 4 cycle each cycle consisting of 18 vacancies and the vacancies shall be filled as follows:-

1. By appointment by transfer from the Office of the Heads of Departments.
2. By promotion of Assistant.
3. Assistant.
4. By promotion of Typist/ Junior Stenographer.
5. Assistant.
6. Assistant.
7. Junior Stenographer/Typist.
8. Transfer from the Office of the Heads of Departments.
9. Assistant.
10. Assistant.
11. Junior Stenographer/Typist.
12. Assistant.
13. Assistant.
14. Junior Stenographer/Typist
15. Transfer from the Office of the Heads of Departments
16. Assistant.
17. Assistant.
18. Junior Stenographer/Typist

Explanation:- The Assistant referred to above is the Assistant referred to in (Category 7(a) of Class-B)

(i) In the 1st and 3rd cycle, the 16th vacancy meant for promotion of Assistant shall be filled by transfer (conversion) of Senior Stenographer who has opted for the Clerical line.

(ii) In the 2nd cycle:-

(a) The 14th vacancy meant for promotion of Typist/Junior Stenographer shall be filled by transfer (Conversion) of Senior Stenographer.

(b) The 16th vacancy meant for promotion of Assistant shall be filled by a transferee from Offices of the Heads of Department.

(c) The above ratio between Assistants, Typists and Junior Stenographers shall in respect of the incumbents appointed regularly prior to 22nd November, 1982 to

these categories and shall be continued till all the Assistants are promoted or cease to hold the posts for any reason.

In the cycle specified above, after all the Assistants (Category 7(a) of Class B) are exhausted, the remaining qualified Typists and Junior Stenographers who did not get promotion as Assistant Section Officers as per the ratio 2:1 shall be continued as a separate category and placed enbloc above the category of Typist-cum-Assistant/ Bilingual Electronic Typesetting Operator-cum-Assistant in Law Department and their cases considered for promotion to the category of Assistant Section Officers and the cases of Typist-cum-Assistant/ Bilingual Electronic Typesetting Operator-cum-Assistant in Law Department for promotion as Assistant Section Officers shall be considered after the qualified Typists and Junior Stenographers are exhausted or cease to hold the posts for any reason.

(Vide G.O.Ms.No.124 G.A. (Ser.B) Department, dt.19.05.2004)

(iii) In the 2nd and 4th cycle, the vacancy meant for promotion of Assistant in point No.(9) shall be filled by promotion of Telephone Operator and if eligible and qualified Telephone Operator is not available for promotion, the vacancy intended for that category shall be filled by promotion from Typist -cum-Assistant.

(Issued Vide G.O.Ms.No.162, G.A. (Ser.B) Department dt. 3.7.2004)

(iv) In the 8th cycle, the vacancy meant for promotion of Assistant in point No.(5) shall be filled by promotion of Assistant Librarian Grade. III in General Administration Department (Category 13) and if eligible and qualified Assistant Librarian Grade III. General Administration Department (Category 13) is not available for promotion, the vacancy intended for that category shall be filled by promotion from Typist-cum-Assistant.

(Issued Vide G.O.Ms.No.101, G.A. (Ser.B) Department dt. 5.3.2005)

Note (3) (a) :-

50% of the vacancies of Senior Stenographers shall be filled by direct recruitment.

(b) Vacancies, other than those to be filled by direct recruitment, shall be filled by the qualified Junior Stenographers or Typists as the case may be, provided that if qualified Junior Stenographers or typists are not available to the required extent, such vacancies may also be filled by direct recruitment.

Note (4) (a) :-

For appointment to the posts of Assistant (despatch, Records and tappals Branches) all eligible Candidates in the feeder categories will be divided into three groups as indicated below and the appointments between the groups I, II & III will be in the ratio of 1:2:7 respectively in a cycle to 10 vacancies in each of the units of appointment referred to in rule-12.

Group - I:-

Lift operator, Motor Cycle Messengers, Drivers, Xerox Operators and Shorffs.

Group - II

Record Assistants, Roneo Duplicating Operators.

Group - III

Office Subordinates, Chowkidars, Sweepers, Scavengers Cycle orderlies and other categories in the A.P. Last Grade Service in the Secretariat.

(Vide G.O.Ms.No.229, G.A. (Ser.B) Department dt. 12.4.2007)

Appointments to the posts of Assistant (Despatch Records and Tappals) shall be made from among the above three groups in the order of rotation specified below in every cycle of the ten vacancies.

1st Vacancy Group-I

2nd Vacancy Group-II

3rd Vacancy Group-I II

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

(b) If candidates qualified for appointment are not available in any particular group, the posts intended to be filled by that group will be filled by the member from other groups in proportion to the ratio.

Note (5) :- (i)

60% of the substantive vacancies, other than the leave vacancies in the category of Typist-cum-Assistant will be filled by direct recruitment.

(ii) the vacancies other than those meant for direct recruitment shall be filled in the following orders:-

1. Transferee from Heads of Department
2. Promotee from the cadre of Assistant (Category 7 (b) of Class-B).
3. Transferee from Heads of Department
4. Promotee from the cadre of Assistant (Category 7 (b) of Class -B)
5. Transferee from Heads of Department
6. Appointment from the cadre of Record Assistants and other categories of the General Subordinate Service working in the Secretariat.
7. Transferee from the Heads of Department
8. Promotee from the cadre of Office Subordinates, and other equivalent categories of the A.P. Last Grade Service working in the Secretariat.

(Vide G.O.Ms.No.229, G.A. (Ser.B) Department dt. 12.04.2007)

(iii) If qualified and eligible candidates are not available in any of those above categories also such vacancies shall be notified from being filled by direct recruitment.

(iv) Nothing precludes the appointing authorities for making regular appointment as Typist-cum-Assistant of the candidates selected by Andhra Pradesh Public Service Commission in 1981 as Junior Assistants, Typists and Junior Stenographers in the Departments of Secretariat subject to their possessing the qualifications prescribed for the post of Typist-cum-Assistant.

(v) 60% of the substantive vacancies other than the leave vacancies in the category of Jr. Stenographer will be filled by direct recruitment.

(i) The vacancies other than those meant for direct recruitment shall be filled in the following orders.

- 1 transfer from Heads of Departments
2. Promotee from the cadre of Assistants (Category 7 (b) of Class.B)
3. Transferee from Heads of departments
4. Promotee from the cadre of Assistants (Category 7 (b) of Class.)
5. Transferee from Heads of Departments
6. Assistants and other categories of the General Subordinate Service working in the Secretariat
7. transferee from the Heads of Departments
8. Promotee from the cadre of Office Subordinates, and other equivalent categories of the A.P. Last Grade Service working in the Secretariat.

(Vide G.O.Ms.No.229, G.A. (Ser.B) Department dt. 12.4.2007)

(ii) If qualified and eligible candidates are not available in any of those above categories such vacancies shall be notified for being filled up by direct recruitment.

(iii) Nothing precludes the appointing authorities from making regular appointment as Typist-cum-Assistant of the candidates selected by Andhra Pradesh Public Service Public Service Commission in 1981 as Junior Assistants, Typists and Junior Stenographers in the Departments of Secretariat subject to their possessing the qualifications prescribed for the post of Typist-cum-Assistant.

(Vide G.O.Ms.No.538, G.A. (Ser.B) Department dt. 17.12.1999)

Note (6):-

In the case of Assistant Section Officers in the Law Department, the proportion of Assistant Section Officers with a degree in Law or its equivalent qualifications shall not be less than 75% of the total number of posts of Assistant Section Officers in that Department.

Note (7):-

In the Units of Finance Wing of the Finance and Planning Department and Law Department the promotion of a person from a Lower category to a higher category appointment by transfer to any category in any of the said units, shall be from

among the lists of persons prepared by the respective appointing authority. In the various Departments of the Secretariat constituting the Single Unit, the promotion of appointment by transfer or by direct recruitment of personnel to the concerned categories shall be made from among the list of persons prepared by the General Administration Department only.

Note (8):-

The posts of Telex Operator has been combined with the category of Typist-cum-Assistant in these rules. One of the Typist-cum-Assistants who has undergone training as Telex Operator shall be posted as Telex Operator, as and when the present incumbent vacates the post of Telex Operator, for any reason.

Note (9):-

The posts of Typist-cum-Assistant has been created with effect from 22-11-1982 in lieu of the posts Assistants and Typists. The posts of Assistants or Typists as that date shall be converted as Typist-cum-Assistant, with reference to orders issued by Government in G.O.Ms.No.95, G.A. (SU.III) Department, dated 19-02-1986 as and when the incumbents working as Typists or Assistant vacate the posts for any reason.

Note (` 10):-

The post of Accountant in the Governors Secretariat shall be filled in future only by an Assistant Section Officer in the Departments of Secretariat other than Finance and Planning (Finance) Department and Law Department after the present incumbent holding the post vacates the post for any reason. The Assistant Section Officer to be posted to this post, in the Governors Secretariat, shall be one who has passed the Accounts Test for subordinate Officers, part-I.

Note (` 11):-

basic Scale of pay mentioned in these rules shall mean the scale of pay which has been sanctioned for the posts or the scale of pay attached to the posts and not the 10 years. 15 years and 22 years scale of pay under the Automatic Advancement Scheme drawn by an individual or incumbent.

Note (` 12):-

The provisions in the Andhra Pradesh State and Subordinate Service Rules are applicable for determining seniority of Typists-cum-Assistants.

5. Reservation Of Appointment :-

(a) General Rules 22, in so far as it relates to reservation in favour of Physically Handicapped persons, shall apply only for direct recruitment of Orthopedically Handicapped persons to the categories of Typist-cum-Assistants and Telephone Operators.

(b) In the matter of direct recruitment to the posts of Assistant Section Officers, Senior Stenographers, Junior Stenos, Typist-cum-Assistants and Telephone-Operators, Women shall be selected to an extent of atleast 33 1/3% of posts in each categories of O.C. ,B.C., S.C., and S.T. quota.

6. Unit Of Appointment :-

(a) For purpose of appointments, seniority, discharge, reversion for want of vacancies reappointment of probationers and approved probationers and confirmation of appointments full member and promotions, the following shall be the unit of appointment.

(1) Finance and Planning (Finance) Department.

(2) Law Department.

(3) All other Departments of Secretariat including Governors Secretariat constituted as Single Unit.

(b) Provided that the Strictly Confidential wing comprising General Administration (Strictly Confidential) Department, Home (Strictly Confidential) Department and Vigilance and Enforcement Departments shall constitute a Separate unit for the posts in Class-A.

7. Special Provisions :-

(a) The seniority of the Senior Stenographers appointed as Assistant Section Officers on exercising option to Clerical line, shall be fixed in the category of Assistant Section Officers from the date of appointment to the latter category.

(b) The seniority of (i) Typist, Junior Stenographers and Telephone-Operators appointed as Typist-cum-Assistant or (ii) Telephone-Operators appointed as Junior Stenographers, or Typists-cum-Assistants shall be fixed in the category of Typist-cum-Assistants or Junior Stenographers as the case may be, from the date of appointment in the latter categories.

(c) The Seniority of a member of the Service, who is transferred on administrative grounds from one unit to another shall be fixed in the latter unit with reference to the date of appointment in former unit.

Provided that such a transferee shall not be assigned seniority over others who secured higher ranking in the order of preference drawn up by Andhra Pradesh Public Service Commission while selecting the candidates for appointment to any category in the Service.

(d) The seniority of a member of the service, who is transferred at his own request from one unit to another, shall be fixed in the latter unit with reference to the date of his appointment in the latter unit.

(e) Protection of the existing incumbent in the Governors Secretariat:

Notwithstanding any thing in these rules, any person holding a post in the Governors Secretariat immediately before the Commencement of these rules may be promoted to any higher post in that Secretariat, if he is eligible to such higher post, under the rules before such commencement, such person was eligible for promotion to such higher posts.

8. Age :-

No person shall be eligible for appointment by direct recruitment, to any of the posts in the service, if he has completed 28 years of age on the first day of July of the year in which the notification for selection is made.

9. Qualifications :-

(a) 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 possess the qualification specified in the corresponding entry in column (3) thereof,

(b) Notwithstanding any thing contained in the aforesaid sub-rule or in any other rules, no member of this service shall in or after the 16th May, 1977 be eligible for promotion as Assistant Section Officer or for appointment by transfer as Assistant section Officer from the category of Senior Stenographer, unless he or she holds the degree of a University in India established or incorporated by or under a Central Act, provincial Act or a State Actor any other equivalent qualification.

10. Minimum Service :-

(a) Unless otherwise provided 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 but in no case shall it be less than two years, in the category from which appointment by transfer or promotion is made, exclusive of any period of service rendered by him in any of he Non-Secretariat Departments.

Provided that:

(i) No person shall be eligible for promotion to the category of Assistant Section Officer from the category of Assistant (Category 7 (a) of Class-B) and Typists and Junior Stenographers who were appointed prior to the 8th March, 1984 and opted for clerical line unless he has put in not less than three year but in no case shall it be less than two years, in the category from which such promotion or transfer in made, which shall be exclusive of nay period of service rendered by him in nay of the Non-Secretariat Departments

(ii) The Service put in by the Assistants, (Category 7 (a) of Class-B) Typists or Junior Stenographers, Personal Assistant to Ministers/Chief Secretary to government shall count towards the minimum period of service of three year but in no case shall it be less than two years, for the purpose of promotion to the category of

Assistant Section Officer or Senior Stenos, if, but for their appointment as Personal Assistant to Minister or Chief Secretary to Government they would have Continued in the concerned category in the Secretariat.

(iii) The Service put in by a Senior Stenographer as Personal Assistant to the Chief Secretary to Government shall count towards the minimum period of service of three years but in no case shall it be less than two years, for the purpose of promotion to the category of Special Category Steno.

(b) No person shall be eligible for appointment from the category of Junior Stenographers to the category of Assistant Section Officer unless he has put in a minimum period of Service of two years in the category of Senior Stenographers and opted for clerical line.

provided that the service put in by a Senior stenographer as Personal Assistant to the Chief Secretary to Government shall count towards the minimum period of service of two years aforesaid.

(c) No Junior Stenographer shall be eligible for appointment to the category of Typist cum Assistant, unless he has put in a minimum period of two years service in the category of Junior stenographer and possesses the prescribed qualifications and exercises option for appointment as typist-cum-Assistant.

(d) No person shall be eligible for appointment by transfer to the post of Assistant (Dispatch, Tappal and Record) (Category 7 (b) of Class-B) and Typist-cum-Assistant (Category 8 of Class-B) from the categories in the Andhra Pradesh General Subordinate Service or from the categories in the A.P. Last Grade Services, Unless he has put in not less than five years of service in the category from which appointment by transfer is made .

(Vide G.O.Ms.No.538, G.A. (Ser.B) Department dt. 17.12.1999)

(e) No Telephone Operator shall be eligible for promotion to the category of Assistant Section Officer, unless he/she has put in not less than five years of Service in the category of Telephone Operator.

11. Probation :-

(a) Every person appointed by direct recruitment to any post in the 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 in this service either by promotion or by transfer shall, from the date on which he

commences probation for a total period of one year on duty within a continuous period of two years.

(c) When a person belonging to the category of Assistant category 7 (a) of Class-B Typist, Junior steno, Telephone-Operator or Typist-cum-Assistant including telex operator, is appointed by conversion from one category to another, it shall not be necessary for him to be placed on probation again in the latter category.

(d) there shall be no probation for persons appointed as Personal Assistant to the Chief Secretary to Government A Probationer in the category of Assistant Section Officer, Assistant, Senior Stenographers, Typist-cum-Assistants, Typists or Junior Stenographers, when appointed as Personal Assistant to the Chief Secretary to Government or as Personal Assistant to Ministers shall count, towards probation in the category from which he was so appointed, such service as he would have rendered therein but for his appointment as Personal Assistant to Chief Secretary to Government or as to Minister as the case may be.

12. Tests :-

(i) every person appointed as Assistant Section Officer by direct recruitment or by transfer from the Offices of Head of Departments in any of the Units referred to in rule-12, shall pass the special test in Secretariat Office Manual, Fundamental Rules and Andhra Pradesh State and Subordinate Service Rules (General Rules) within the period of probation.

(ii) Every person appointed as Assistant Section Officer by direct recruitment in the Finance and Planning (Finance) Department shall pass the Accounts Test for Subordinate Officers Part-I within the period of probation.

13. Training :-

(a) Every person selected by the Andhra Pradesh Public Service Commission for appointment by direct recruitment to the posts of Assistant Section Officer and Typist-cum-Assistant shall, during the period of probation, undergo training (i) for a period of not less than three months of which practical training for one month shall be in the Secretariat and theoretical training for two months shall be in the Institute of Administration, Andhra Pradesh Hyderabad. and on completion of the training pass the evaluation Test conducted by the Institute of Administration, Hyderabad or (ii) for such period and as per such programme as the Government may

prescribe from time to time.

(b) The candidates shall, before undergoing the prescribed training, execute an agreement in such form as may be prescribed by the Government with sureties, binding himself.

(i) to undergo and complete the entire course of training successfully.

(ii) to serve the Government for a period of not less than three years after completion of training and.

(iii) in case, he fails to fulfill either of the conditions in clauses (i) and (ii) above, to refund to the Government the total emoluments drawn by him as pay and allowances during the period of training.

Provided that the appointing authority, may in deserving cases, exempt a candidate from undergoing the course of training prescribed for typist-cum-Assistant and Assistant Section Officers subject to passing the evaluation Test conducted by the Institute of Administration, Andhra Pradesh , Hyderabad , if he 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 that notwithstanding the exemption granted from undergoing training, he shall execute the bond prescribed in this sub-rule.

(c) The Period of training shall count as duty for all purposes like probation, pension, leave, increments, and the like. On completion of the training, an Evaluation test will be conducted by the Institute of Administration, Andhra Pradesh Hyderabad. In the event of any of the candidates not passing the said Evaluation Test, he may appear for the test subsequently and pass the same. However, the period of probation of the candidates will be extended until he pass the Evaluation Test, A Probationer who is a direct recruit, shall be entitled to draw the first increment after the commencement of probation after putting in the service necessary to earn the increment, inclusive of the period during which he has undergone a course of instruction or training, if any applicable to the case or category of the post he holds, provided he has satisfactorily completed the period of training . His next increment shall however be admissible only with effect from the date on which he is declared to have satisfactorily completed the period of his probation.

14. Transfers And Postings :-

The appointing authorities specified in rule-4 of these rules shall be competent to effect the transfers and postings of persons in the various categories in the service within the respective units of appointments.

Provided that the Additional Secretary / Joint Secretary/ Deputy Secretary to Government in General Administration Department in charge of the Single Unit shall exercise the powers of transfer and posting of the personnel in the Single Unit from one Department to another Department in the Departments of Secretariat included in the Single Unit.

Provided further that within each Department of the Secretariat comprised in the Single Unit, the Secretary to Government of the Department concerned or the Additional Secretary or Joint Secretary or Deputy Secretary to Government to whom the Secretary may delegate his authority shall be competent to effect transfers and postings of persons with the respective Department of the secretariat.

15. Delegation Of Powers :-

The following items of work in the Department of Secretariat constituting Single Unit will be disposed of by the Officers concerned indicated against each item.

(1) Attestation of entries in the service Registers of Assistant Section Officers/Personal Assistant of Chief Secretary/Special Category Stenographers/ Senior Stenographer/Assistant/Typist-cum-Assistant/Assistants for Despatch Records and Tappals/Typists/ Junior Stenographers/Telephone Operators/Telex-Operators/Bradma Operator Section Officer of the (OP)Section of the concerned Department

(2) Grant of leave of all kinds /sanction of increments /maintenance of Personal Files of the above categories. Assistant Secretary incharge (OP) of the concerned Department.

(3) All other establishment matters in respect to above categories including processing of disciplinary cases. Deputy Secretary/Joint Secretary/Additional Secretary to Govt., incharge of(OP) of the concerned Department.

The appointment of Special Grade Post/ Special Temporary promotion post to the above categories will, however, continue to be made by an Officer not Lower in rank to that of the Deputy Secretary in the Administrative Department concerned after due

consultation with General Administration (singly Unit) Department.

APPENDIX 1

ANNEXURE I

(See Rule - 9)

Class and Category	Method of appointment	Qualifications
(1)	(2)	(3)
Class -A ((Post in Strictly Confidential Wing)		
1. Assistant section Officer (Strictly Confidential)	By promotion	(1) Must possess a bachelors Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act, or an Institution recognized by the University Grants Commission or an equivalent qualification
		(ii) Type writing qualification in English atleast by lower grade. If one does not posses typewriting qualification at the time of appointment, he or she shall acquire the said qualification during the period of probation.
		(iii) Must have a minimum of three years experience in the category of Assistant Section Officer (category-4) of the Andhra Pradesh Secretariat Sub-ordinate Service Rules,1997 of the Departments of Secretariat constituting Single Unit.
		Note: A written examination shall be conducted for the Assistant section Officers in Single Unit for being considered for appointment to the post of Assistant Section Officers (Strictly Confidential) and the mode of examination shall be as decided by the appointing authority from time to time.
		(G.O.Ms.No.175, G/A/ (Ser.B) Department, dt. 09-04-2001
Assistant Section	(i) by Direct	Must possess a Bachelor's

Assistant Section Officers in all Departments of Secretariat including Assistant Section Officers in Governors Secretariat except Assistant Section Officer in Finance & Planning (Finance) Department and Law Department.	(i) By Direct recruitment	Must possess a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
	(ii) By promotion or by appointment by transfer other than by transfer from Heads of Departments	(i) Must possess a bachelors Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act of an institution recognized by the University Grants Commission or an equivalent qualification.
		(ii) Must have passed the Special test in Secretariat Office Manual. Fundamental rules and General Rules subject to such test being prescribed and conducted.
	(iii) By transfer from Heads of Departments	Must possess a Bachelors Degree from any University in India established or incorporated by or under a Central Act, provincial Act or a State Act of an Institution recognized by the University Grants Commission or an equivalent qualification.