

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

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

GENERAL ADMINISTRATION (SER.B) DEPARTMENT

G.O.Ms.No.965

Dt. 21<sup>st</sup> October, 1995  
Read the following.

1. G.O.Ms.No. 597 GA (Rules) dt. 28.4.60.
2. G.O.Ms.No. 422 GAD dt. 25.3.60.
3. G.O.Ms.No. 1364 GAD dt.26.1.63
4. G.O.Ms.No. 172 GAD dt.2.3.79.
5. G.O.Ms.No. 508 GAD dt.13.7.79.
6. G.O.Ms.No. 277 GAD dt.20.5.82.
7. G.O.Ms.No. 366 GAD dt.7.6.84.
8. G.O.Ms.No. 826 Home (Pri.A) Deptt. Dt. 7.7.76.
9. G.O.Ms.No. 544 GA(Ser.B) Deptt. Dt. 10.11.82.
10. D.O.Lr.No. 273/OMC/SPF. SER /89-1, Dt 26.5.89 and 30.7.89
11. D.O.Lr.No. 750/ SER.B /89-1, Dt12.12.89.
12. D.O.Lr.No. 273/OMC/SPF. SER /89-7, Dt 27.12.89.
13. From the Secrerary, A.P.P.S.C.Lr.No. 695/RR/2/95 dt. 15.5.95.

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 posts of Record Assistants, Lift Operators, Shroffs including Cashiers , Drivers and Motor Cycle Messengers etc., issued in the G.Os. 1<sup>st</sup> to 9<sup>th</sup> 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 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 all other powers here enabling and in supervision of the rules governing the posts, the Governor of Andra Pradesh hereby makes the following special rules for the A.P. General Subordinate Service for the posts of Record Assistants, Roneo Duplicator Operator , Xerox operator , Bill collectors in Gram Panchayats, Lift Operators, Shroffs including Cashiers , Drivers(Heavy & Light vehicles), Motor Cycle Messengers and Auto rickshaw 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 Collector in Gram Pnchayats

- 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 several classes and categories of posts shall be as follows:-

Class and Category (1)	Method of Appointment (2)
Class -A (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.

(d) Bill Collector in Gram  
Panchayats

(I) By recruitment by transfer from the category of Attenders in the Gram Panchayats.

(ii) If no person is available for appointment by method (I) above, by direct recruitment.

(2) Lift Operator

(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.

(ii) If no qualified person is available for appointment by method(I) above by recruitment.

(3) Shroff including Cashier

(I) By transfer of Record Assistant, Roneo Duplicator Operator, Xerox Operator or Lift Operator.

(ii) If no person is available for appointment by method(I) above, by direct recruitment.

Class – B

(1) Driver (Heavy vehicles)

(I) By promotion of Driver (Light vehicle) on Motor Cycle Messenger or Autorickshaw Driver.

(ii) If no Driver (Light vehicle) on Motor Cycle Messenger or Autorickshaw Driver is available or if the Driver (Light vehicle) on Motor Cycle Messenger or Autorickshaw Driver is not eligible, by direct recruitment.

(2) (a) Driver (Light Vehicle) Motor  
(b) Motor Cycle Messenger  
(c) Autorickshaw Driver.

(I) By transfer of Driver (Light vehicle) on Cycle Messenger.

(ii) If no eligible person is available for appointment by method (I) above by appointment by transfer of a person in the Andhra Pradesh Last Grade Service unit of the Department.

(iii) If no eligible person is available for appointment by methods (I) and (ii) above, by Direct recruitment.

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 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 if any one of these three categories shall acquire licenses from the appropriate authority, to drive the other two types of vehicles.

Note (3) General Rule 22 of Andhra Pradesh Subordinate Service Rules shall be followed in respect of direct recruitment to the posts included these Rules vide G.O.Ms.No. 519, SER.B, dt.12.12.96.

4.Appointing Authority: The appointing authority shall be the Assistant Secretary to Government Incharge of Establishment matters in the concerned unit of Department in the case of posts in the department of Secretariat and the Head of the Institution in 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 offices shall be the appointing authority in that department or office.

5. Qualification: 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 qualifications specified in the corresponding entry in column (3) there of.

6. Age:- No person shall be eligible for appointment to the post by direct recruitment, if he has completed 28 years of age on the first day of July of the year in which the notification for selection is issued.

7. Minimum Services:- No person shall be eligible for appointment to the post 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 cash or in form of post-office savings, bank deposit, Government promissory note, Post office 10 years defense 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 year on duty with in a continuous period of three years.

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

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

10. Unit of Appointment:- For the purpose 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 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 posting 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 of 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 only by the Government .

Provided also that the transfer of a person, holding a post in any category in this Service, organised in to 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 other wise considered necessary in public interest.

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

M.S RAJAJEE  
CHIEF SECRETARY TO GOVERNMENT

To  
The Director of Printing & Stationary , A.P. Hyderabad  
For publication in the Andhra Pradesh Gazette.  
All Departments, of Secretariat.  
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Copy to Secretary to A.P.P.S.C., Hyderabad. ( with covering letter )  
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// FORWARDED BY ORDER//

Office.

Section

ANNEXURE  
(See Rule – 5 )

Class and Category	Method of Appointment	Qualifications
CLASS – A		
1(a) Record Assistant	Appointment by transfer	Must have passed 10 <sup>th</sup> class examination or its equivalent qualification
(b) Roneo Duplicator Operator	By Transfer	i) Must have passed 10 <sup>th</sup> 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 <sup>th</sup> class examination or its equivalent qualification ii) Must have undergone training in operating different types of copying Xerox machines.
d) Bill Collectors in Gram Panchayats	Appointment by transfer/ Direct recruitment.	Must have passed 10 <sup>th</sup> class examination or its equivalent qualification
(2) Lift Operator	Appointment by transfer/ by recruitment.  By Direct recruitment	Must possess a certificate from any Electrical Supervisor in any Engineering Department of the State Government to the effect that individual has adequate elementary knowledge of operating an electric lift can attend to emergencies in the operation of lifts.  i) Must have studied up to 10 <sup>th</sup> 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/	Must have passed 10 <sup>th</sup> class examination or

	Direct recruitment.	its equivalent qualification
<b>CLASS – B</b>		
(1) Driver (Heavy vehicle)	By any method	<ul style="list-style-type: none"> <li>i) Must be able to read and write Telugu and Urdu or English.</li> <li>ii) Must possess a Current valid Driving License 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.</li> </ul>
(2) (a) Drive (Light Vehicle)	Appointment by transfer/ Direct recruitment.	<ul style="list-style-type: none"> <li>i) Must be able to read and write Telugu and Urdu or English.</li> <li>ii) Must possess a Current valid Driving License of Light Motor Vehicle Issued by competent authority under the Motor Vehicle Act, 1988 to drive a motor transport vehicle, with practical experience of driving motor vehicles for not less than 3 years.</li> </ul>
(b) Motor cycle Messenger	Appointment by transfer/ Direct recruitment.	<ul style="list-style-type: none"> <li>i) Must be able to read and write Telugu and Urdu or English.</li> <li>ii) Must possess a Current valid Driving License of Motorcycle Issued by competent authority under the Motor Vehicle Act, 1988 to drive a motorcycle, with practical experience of driving motor cycle for not less than 3 years with endorsement to drive motor cycle and Auto Rickshaw.</li> </ul>
c) Auto Rickshaw Driver	Appointment by transfer/ Direct recruitment.	<ul style="list-style-type: none"> <li>i) Must be able to read and write Telugu and Urdu or English.</li> <li>ii) Must possess a Current valid Auto Rickshaw Driving License Issued by competent authority under the Motor Vehicle Act, 1988 to drive a motorcycle, with practical experience of driving Auto Rickshaw for not less than 3 years with endorsement to drive motor cycle and Auto Rickshaw.</li> </ul>