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GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

Public Services - Subordinate Services- Andhra Pradesh Juvenile Welfare and Correctional Services - Special Rules - Issued.

WOMEN DEV. CHILD WELFARE AND DISABLED WELFARE (CL) DEPARTMENT

G.O. Ms. No. 63

Dated : 26-08-1999

Read the Following:-

1. G.O. Ms. No. 826, Home (SPF) Dept., Dt. 7-7-1976.
2. From the One Man Commission, General Administration Dept., Lr. No. 153/OMC/87-5, dt. 30-9-88.
3. From the Secy. APPSC, Lr. NO. 538/RR/2/97, dt. 19-12-97.

ORDER:-

The Following Notification will be published in the Andhra Pradesh Gazette:-

NOTIFICATION

In exercise of the powers conferred by the provision to article 309 of the Constitution of India and of all other powers hereunto enabling, and in supersession of the Special Rules and Adhoc Rules issued in respect of the categories of posts mentioned in this service, the Governor of Andhra Pradesh hereby makes the following Special Rules for the Andhra Pradesh Juvenile Welfare Correctional Subordinate Service.

RULES

1. Short title :-

These rules may be called the Andhra Pradesh Juvenile Welfare and Correctional Subordinate Service Rules.

2. CONSTITUTION:-

The Service shall consist of the following categories of posts namely :-

Class A

- Category (1) District Probation Officer, Grade II.
- Category (2) Senior House Master.
- Category (3) Junior House Master.
- Category (4) Head Supervisor.
- Category (5) Supervisor.
- Category (6) Teachers, including Head Masters.
- Category (7) Physical Education Teacher
- Category (8) Instructor
- Category (9) Band Master.
- Category (10) Pharmacist, Grade II.
- Category (11) Nursing Orderly.

Class B:

- Category (1) Assistant Superintendent, Special-Cum-Juvenile Home for Girls/Assistant Superintendent., Observation Home for Girls.
- Category (2) : Assistant Superintendent, Child Guidance Bureau.
- Category (3) : House Mother
- Category (4) : Matron, Grade - I
- Category (5) : Matron, Grade - II

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- Category (6) : Lady Teacher
- Category (7) : Instructress for tailoring and Embroidary.
- Category (8) : Instructress for Music and Dance
- Category (9) : Auxiliary Nurse-cum-Midwife.

3. Method of appointment and appointing authority:-

The method of appointment and appointing authority for the several categories shall be as indicated in the Table below:-

TABLE

Category	Method of Appointment	Appointing Authority
(1)	(2)	(3)
<b>Class -A</b>		
1. District Probation Officer, Grade-II	(i) By direct recruitment	Chief Probation Superintendent
	(ii) By promotion from Senior House Master	
	(iii) By appointment by transfer of Senior Assistant of Andhra Pradesh Ministerial Service in the Jails Department	
2. Senior House Master	By promotion from Junior House Master	Deputy Director, Juvenile Welfare and Correctional Services.
3. Junior House master	(i) By promotion of Head Supervisor	Superintendent of the Institution concerned.
	(ii) If there are no qualified candidates in the category of Head Supervisor (Category (4) of Class A), by Direct Recruitment.	
4. <u>Head Supervisor</u>	(i) By promotion of Supervisor	Superintendent of the Institution concerned.
	(ii) If there are no qualified or suitable candidate available for promotion by direct recruitment.	
5. Supervisor	(i) By direct recruitment	Superintendent of the Institution concerned.
	(ii) By appointment by transfer of Attenders in the Andhra Pradesh Last Grade Service in the Jails Department.	
6. Teachers, including Head Masters	(i) By direct recruitment	Superintendent of the Institution concerned.
	(ii) By promotion from any categories working in Juvenile Welfare Dept.	

Contd.,

(iii) If there is a delay in direct recruitment or if a suitable candidate is not available for direct recruitment, by transfer on tenure of School Assistants in the Andhra Pradesh School Education Subordinate service

7. Physical Education Teacher By Direct Recruitment Superintendent of the Institution concerned.

8. Instructor (Superintendent) By direct recruitment Superintendent of the Institution concerned

9. Band Master By direct recruitment Superintendent of the Institution concerned.

10. Pharmacist, Grade-II By direct recruitment Superintendent of the Institution concerned.

11. Nursing orderly By direct recruitment Superintendent of the Institution concerned.

Class -B

1. Assistant Superintendent, Special-cum-Juvenile Home for Girls/Assistant Superintendent, Observation Home for Girls. (i) By promotion from Assistant Superintendent, Child Guidance Bureau. Deputy Director of Juvenile welfare and correctional Services.

(ii) If there are no qualified or suitable Assistant Superintendent, Child Guidance Bureau for Promotion, by transfer of a District Probation Officer, Grade-II

2. Assistant Superintendent, Child Guidance Bureau (i) By promotion from the category (3) (ii) By direct recruitment, if no, qualified candidates available from category (3). Deputy Director of Juvenile Welfare and Correctional Services.

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3. House Mother

(i) By Promotion from Matron, Grade-I

Superintendent of the Institution concerned.

(ii) If there are no qualified or suitable Matron, Grade-I is available for promotion, by direct recruitment.

4. Matron, Grade-I

(i) By promotion from Matron Grade-II.

Superintendent of the Institution concerned.

(ii) If there are no qualified or suitable Matron, Grade-II is available for promotion, by direct recruitment.

5. Matron, Grade-II

(i) By direct recruitment

Superintendent of the Institution concerned.

(ii) By appointment by transfer of Attender in the Andhra Pradesh Last Grade Service in the Jails Department.

6. Lady Teacher

(i) By direct recruitment

Superintendent of the Institution concerned.

(ii) By promotion from any categories working in Juvenile Welfare Department having requisite qualifications.

(iii) If there is a delay in direct recruitment or if a suitable candidate is not available for direct recruitment, by transfer on tenure of School Assistants from the Andhra Pradesh School Education Subordinate Service.

7. Instructress for Tailoring and Embroidery.

(i) By direct recruitment

Superintendent of the Institution concerned.

(ii) By promotion from any categories working in Juvenile Welfare Department having requisite qualifications

8. Instructress for Dance and Music.

(i) By direct recruitment

Superintendent of the Institution concerned.

(ii) By promotion from any categories working in Juvenile Welfare Department having requisite qualifications.

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9. Auxiliary Nurse-cum-Midwife.

By transfer on tenure of Auxiliary Nurse-cum-Midwife from the Andhra Pradesh Medical and Health Department initially for a period of three years, subject to Extension of tenure from time to time not exceeding five years.

Superintendent of the Institution concerned.

Note : (a) The following percentage of the number of substantive posts in the categories given below shall be filled in by direct recruitment as indicated against each category.

- |   |     |     |
|---|-----|-----|
| (i) District Probation Officer, Grade -II | --- | 60% |
| (ii) Supervisors                          | --- | 70% |
| (iii) Matron, Grade -II                   | --- | 70% |

(b) Appointment to the category of District Probation Officer, Grade-II, other than by direct recruitment, shall be made by promotion from the category of Senior House Master and by appointment by transfer of senior Assistants of the Juvenile Welfare in alternative vacancies.

(a) Reservation of appointments :

In the matter of Direct Recruitment to the posts for which women and men are equally suited, there shall be reservation to women to an extent of 33 1/3% of the posts in each category under Class-A in Rule-3 of Other Casts, Backward Class-A, Backward Class-B, Backward Class-C, Backward Class-D, Scheduled Casts, Scheduled Tribes, Disabled Persons and Ex-Servicemen:

Provided that, if sufficient number of women candidates are not available, such vacant posts, shall be carried forward and shall be shown as backlog vacancies until they are filled in by women candidates.

Provided further that for all practical purposes, with regard to reservation to women, Rule 22 and 22-A of the Andhra Pradesh State and Subordinate Service Rules (General Rules) shall be applicable.

Provided also that the reservation for Disabled candidates as provided under the General Rules, the 6th, 31st and 56th vacancies in each unit of hundred vacancies are reserved for the Disabled Persons and where qualified and suitable candidates are not available from and among the Disabled persons, the vacancies earmarked for them in the 100 Point Roster shall be carried forward for three years succeeding recruitment years and the reservation for these vacancies shall cease thereafter.

(b) Special Reservation :

All the categories of posts under Class B of rule 2 are to be filled in by women candidates only, both by direct recruitment and recruitment by transfer or by promotion.

5. Educational Qualifications: No person shall be eligible for appointment to the category specified in column (1) of the Annexure to these rules by the method specified in the corresponding

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entry in column (2) thereof, unless he or she possesses the qualifications specified in the corresponding entry in column (1) thereof.

6. Age : No person shall be eligible for appointment by direct recruitment to any post in this service, except District Probation Officer, Grade II, if he or she has completed the age of 28 years on the first day of July of the year in which the vacancy is notified for selection. In the case of District Probation Officer, Grade II, the age limit shall not be below 25 years and shall not be above 28 years on the 1st day of July of the year in which the vacancy is notified.

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

3. Probation : (a) Every person appointed by direct recruitment to any of the posts in the service shall, from the date of commencement of 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 of commencement of probation, be on probation for a total period of one year on duty within a continuous period of two years.

9. Training : (a) (i) Every person appointed by direct recruitment or appointment by transfer or by promotion to the posts of District Probation Officer, Grade II and Assistant Superintendent, Special-Cum-Juvenile Home for Girls or Assistant Superintendent, Observation Home for Girls, shall undergo, immediately after appointment a course of training for a period of 7 months i.e. 6 months at Regional Institute of Correctional Administration, Vellore and one month practical training as per such programme and syllabus as may be prescribed by the Commissioner / Director of Juvenile Welfare and Correctional Services, from time to time.

(ii) Every person appointed by direct recruitment to the post of Nursing Orderly shall undergo training, immediately after appointment, for a period of one year in Special / Juvenile Home, Hospital and pass the examination conducted by the Civil Assistant Surgeon of the respective Hospital.

(b) Every person appointed by direct recruitment or by appointment by transfer or by promotion to the post of District Probation Officer, Grade II or Assistant Superintendent, Special-Cum-Juvenile Home for Girls or Assistant Superintendent, Observation Home for Girls or Nursing Orderly shall, before the commencement of training, execute an agreement bond that he or she shall serve the Department for a period of three years after the completion of training referred to in sub-rule (a). He/she shall be liable to refund to the Government the pay and allowances or any other remuneration received by him/her in addition to the amount spent by the Government on his/her training, if :-

- (i) he/she fails to serve the Department for a period of three years after the completion of his/her training for any reason ;or
- (ii) he/she discontinues the training or is discharged from training course for misconduct or any other reasons ;or
- (iii) he/she secures any other employment elsewhere than under the State Government.

Note : However, a trainee discharged on medical grounds need not refund the amount spent on his training.

(c) The period of training shall count for purposes of probation, increments, leave and pension.

(d) A direct recruit shall be eligible, during the period of training, for the initial pay of the post with usual allowances admissible at the place of training.

10. Tests : Every person appointed by direct recruitment to the post of District Probation Officer, Grade II shall pass the Jail Department Test, Parts I, II and IV within the period of probation.

11. Unit of Appointment : For purposes of direct recruitment, transfer, promotion, seniority, appointment as full member and discharge for want of vacancy, the unit of appointment for the post in this service shall be as specified in the Table below:-

TABLE

Class and category (1)	Name of the post (2)	Unit of Appointment (3)
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Class - A

Unit - I

Category : 1	District Probation Officer, Grade II.	Multi-Zone I: Comprising the Districts of Srikakulam, Vizianagaram, Visakhapatnam, East Godavari, West Godavari, Krishna, Guntur, Prakasam, Nellore, Chittoor, Cuddapah, Anantapur and Kurnool.
Category : 2	Senior House Master	

Class : B

Unit - II

Category 1	Assistant Superintendent, Special-Cum-Juvenile Home for Girls/ Assistant Superintendent, Observaton Home for Girls	Multi-Zone II : Comprising the Districts of Khammam, Warangal, Nalgonda, Mahbubnagar, Medak, Nizamabad, Karimnagar, Adilabad Hyderabad and Ranga Reddy.
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Category 2	Assistant Superintendent, Child Guidance Bureau.	
Category 3 :	House Mother	

Class -A :

Category 3.	Junior House Master	I	
Category 4.	Head Supervisor	I	
Category 5.	Supervisor	I	
Category 6.	Teachers including Head Masters.	I	Each Revenue Distric
Category 7.	Physical Education Teacher	I	P.T.O

Category 8.	Instructors	I	
Category 9.	Band Master	I	
Category 10.	Pharmacist, Grade-II	I	
Category 11.	Nursing Orderly	I	
<u>Class - B :</u>			
Category 4.	Matron, Grade - I	I	
Category 5.	Matron, Grade - II	I	
Category 6.	Lady Teacher	I	Each Revenue District.
Category 7.	Instructress for Tailoring and Embroidary	I	
Category 8.	Instructress for Music and Dance	I	
Category 9.	Auxiliary Nurse-cum-Midwife	I	

12. Physical requirements : A candidate for appointment by the different methods of appointment either by direct recruitment or by appointment by transfer or by promotion to various categories of posts given below shall satisfy the physical recruitments as specified in the Table below against each of them.

TABLE

Class and category of Post	Method of Appointment	Physical (Recruitments)
(1)	(2)	(3)
<u>Class - A:</u>		
(2) Senior House Master	By promotion or by direct recruitment	(a) Must possess a Bachelors Degree from any recognised University.  (b) Must not be less than 1.67 metres in height
(3) Junior House Master	By promotion or by direct recruitment	(a) Must have passed 10+2 (Intermediate)  (b) must not be less than 23.82 metres round the chest on full inspiration with a minimum expansion of 5.08 cms.
(4) Head Supervisor	By promotion or by direct recruitment	(a) Must have passed S.S.C or Matric.  (b) Must be atleast 1.67 metres in height atleast

Contd..



86.3 cms round the chest on full inspiration with a minimum expansion of 5 cms

(5) Supervisor By direct recruitment or by transfer.

(a) Must have passed SSC or Matric.

(b) Must be atleast 1.67 metres in height atleast 86.3 metres round chest on full inspiration with a minimum expansion of 5 cms

Class-B:

(2) Assistant Superintendent, Child Guidance Bureau

By promotion from the category (3) / By direct recruitment if no qualified candidates available.

(a) Must have put in 5 years service in the feeder category.

(b) Must possess a Batchelor Degree from any recognise University

(c) Must be atleast 152.5 metres in height, and 43.5 Kgs weight.

(3) House Mother

By promotion or by direct recruitment

(a) Must have passed Intermediate (10+2) or its equivalent examination.

(b) Must be atleast 152.5 cms in height, and 45.6 Kgs weight.

(4) Matron, Grade-I

By promotion or by direct recruitment

(a) Must have passed SSC or Matric.

(b) Must be atleast 152.5 metres in height and 45.5 Kgs weight.

(5) Matron, Grade -II

By direct recruitment or by transfer.

(c) Must have put in Five years of Service in the feeder category.

Provided that in the case of candidates belonging to Scheduled Tribes, Aboriginal Tribes where the reserved quota cannot be fully utilised for want of sufficient candidates possessing the requisite physical standards the physical standards shall be as specified below :

Must not be less than 16.5 cms in Height and  
must not be less than 7.7 cms round the chest  
on full inspiration with a minimum expansion of  
4.5 cms in the case of male candidate.  
Must not be less than 16.5 cms in Height and must not be less than 7.7 cms round the chest on full inspiration with a minimum expansion of 5 cms in the case of male candidates.

13. Transfers and Postings : The Appointing Authority specified in column (3) of the Table under rule 3 shall be competent to effect the transfers and postings of persons in the categories within the units specified in rule II and the transfers and postings of persons within the same districts shall also however be made by the Deputy Director of Juvenile Welfare and Correctional Services.

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

CHANDANA KHAN  
SECRETARY TO GOVERNMENT

To :

The Director of Printing, Stationery and Stores  
Purchase, Hyderabad for publication of notification  
in the A.P. Gazette and for furnishing (500) copies to  
WD, CW&DI Department.

The Commissioner, Juvenile Welfare and Correctional Services,  
A.P. Hyderabad.

The Accountant General, A.P. Hyderabad.

The Secretary, Andhra Pradesh Public Service Commission,  
Hyderabad.

Copy to :

The General Administration (Service, D) Department.

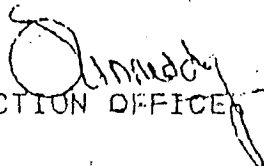
The Law (E) Department.

The GA (SPF) Dept.

The GA (SR) Dept.

SF/SC

// Forwarded by order //

  
SECTION OFFICER

ANNEXURE

( See rule - 5 )

Class and Category of Post	Method of Appointment	Qualifications
( 1 )	( 2 )	( 3 )
<b>Class -A</b>		
1. District Probation Officer, Grade-II	(i) By direct recruitment	Must possess a Bachelor's Degree and a post Graduate Diploma or Degree in Social Work with specialisation in Criminology and Correctional Administration from a University in India established or incorporated by or under a Central Act, Provincial Act or State Act or any other equivalent qualification.
	(ii) By promotion or by transfer.	Must possess a Bachelors Degree from a University in India established or incorporated by or under a central Act, Provincial Act or State Act, or any other equivalent qualification.
2. Senior House Master	By promotion from Junior House Master	Must possess a Bachelors Degree from a University in India established or incorporated by or under a Central Act, Provincial Act, or State Act, or any other equivalent qualification.
3. Junior House Master	By promotion or by direct recruitment.	Must possess a Bachelors Degree from a University in India established or incorporated by or under a Central Act, Provincial Act, or any State Act, or any other equivalent qualification.
4. Head Supervisor	By promotion or by direct recruitment	Must have minimum General Educational Qualification prescribed in the Schedule to the General Rules for the State and Subordinate Service.

( 1 )

( 2 )

( 3 )

5. Supervisor

By direct recruitment or by transfer

Must have minimum General Education Qualification prescribed in the Schedule to the General Rules for the State and Subordinate Service.

6. Teachers/Head Masters

By direct recruitment

(i) Must have minimum General Educational Qualification prescribed in the Schedule to the General Rules for the State and Subordinate Service.

(ii) Must have a Secondary Grade Certificate in Teaching. A Senior and experienced teacher will be selected to work as Head Master.

7. Physical Education Teacher

By direct recruitment

(i) Must have passed Intermediate examination conducted by the Board of Intermediate Education or any other equivalent examination.

(ii) Must possess a Diploma or a Certificate in physical education issued by the college of Physical Education.

8. Instructor

By direct recruitment

Must possess a Trade Certificate in the relevant Trade issued by any ITI in the State with Six months experience.

or  
If there is no ITI course in the relevant Trade, must possess a certificate of proficiency in the relevant trade and also have an experience of three years in the relevant Trade.

9. Band Master

By direct recruitment

Must have an experience as a Band Master for a period of three years.

10. Pharmacist, Grade-II.	By direct recruitment.	Must possess a Diploma in Pharmacy awarded by the Andhra Pradesh State Board of Technical Education or an equivalent qualification.
11. Nursing Orderly  Class - B	By direct recruitment	(i) Must have passed 10th Class examination.  (ii) Must possess a Certificate in first AID Training.
1. Assistant Superintendent Special-cum-Juvenile Home for Girls/Assistant Superintendent, Observation Home for Girls.	By promotion or by transfer	Must have Minimum General Education Qualification prescribed in the Schedule to the Andhra Pradesh State and Subordinate Service.
2. Assistant Superintendent Child Guidance Bureau.	By promotion or by direct recruitment	Must have minimum General Education qualification prescribed in the Schedule to the Andhra Pradesh State and Subordinate Service.
3. House Mother	By promotion or by direct recruitment.	I I I I
4. Matron, Grade-I.	By promotion or by direct recruitment.	I Must have minimum I General Education I Qualification I prescribed in the I schedule to the I Andhra Pradesh I State and I Subordinate I Service.
5. Matron, Grade-II	By direct recruitment or by transfer	I I I I I I I I I I
6. Lady Teacher	By direct recruitment.	(i) Must have minimum General Education Qualification prescribed in the schedule to the Andhra Pradesh State and Subordinate Service.  (ii) A trained teachers certificate of the Secondary Grade or the Senior Basic Grade or a Matric Trained Teachers Certificate or its equivalent qualification.

7. Instructress for Tailoring and Embroidary.

By direct recruitment

(i) Must possess Diploma or a Certificate in Tailoring and Embroidary Trade issued by any I.T.I. in the State or a certificate in Tailoring and Embroidary from any Institution recognised by the Government or its equivalent qualification.

(ii) Must have practical experience for a period of not less than 6 months after completion of course in a reputed Institution.

8. Instructress for Dance and Music.

By direct recruitment

Must possess a Diploma or a Certificate in Kuchipudi or Bharatanatyam and Karnatic/Vocal Music from the College of Music and Dance recognised by the Government.

SECTION OFFICER

No. CPS/4/2000 Dt. 1-8-2000

COMMUNICATED FOR INFORMATION AND NECESSARY ACTION. Kindly acknowledge by the same

Chief Probation Superintendent  
Andhra Pradesh, Hyderabad

All Supdts. of Prisons  
J.H.B. Eluru