

RCB
GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Services - Andhra Pradesh General Subordinate Services - Andhra Pradesh Resident Commissioner's - Establishment and Andhra Pradesh Government Guest House, New Delhi - Subordinate Services - Re-issue of Special Rules - Orders - Issued.

GENERAL ADMINISTRATION (GH.I) DEPARTMENT

G.O.Ms.No.200

Dated:24th April, 2002

Read the following:-

- 1.G.O.Ms.No.1402, General Administration Department, Dated:23.09.1959.
- 2.G.O.Ms.No.1375, General Administration Department, Dated:28.11.1963.
- 3.G.O.Ms.No.133, General Administration Department, Dated:25.02.1976.
- 4.G.O.Rt.No.4433, General Administration Department, Dated:04.12.1986.
- 5.From the One Man Commission., Lr.No.287/OMC (SPF.Ser.)/89-15,Dated:25.6.1991.
- 6.From Principal Secretary, Andhra Pradesh Public Service Commission, Hyderabad, Lr.No.1553/RR/2/2001, Dated:14.9.2001.

ORDER:-

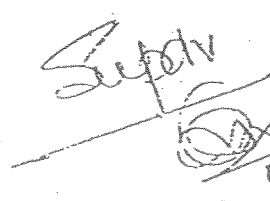
In the G.O.fourth read above; orders were issued entrusting to the One Man Commission, the task of comprehensively examining and updating the existing service rules of various departments. The One Man Commission had accordingly taken up the examination of rules governing the Non-Gazetted posts in the Andhra Pradesh Resident Commissioner's establishment and Andhra Pradesh Government Guest House, New Delhi and submitted draft rules for consideration of Government.

The Government after careful consideration, have decided to reissue the following rules governing the non-Gazetted posts in the Andhra Pradesh Resident Commissioner's Establishment and Andhra Pradesh Government Guest House, New Delhi, duly deleting the posts covered under the Andhra Pradesh Ministerial Service Rules, Andhra Pradesh General Sub-ordinate Service Rules and the Andhra Pradesh Last Grade Service Rules.

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 supercession of all the rules issued in G.O.Ms.No.1402, General Administration Department, Dated:23.9.1959, G.O.Ms.No.1375, General

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Administration Department, Dated:28.11.1963, G.O.Ms.No.133, General Administration Department, Dated:25.2.1976 and G.O.Rt.No.4433, General Administration Department, Dated:4.12.1986, the Governor of Andhra Pradesh hereby makes the following Special Rules for the Non-Gazetted posts in the Andhra Pradesh Resident Commissioner's establishment and the Andhra Pradesh Government Guest House, New Delhi Subordinate Service which are not covered under the Andhra Pradesh Ministerial Service Rules, the Andhra Pradesh General Sub-ordinate Service Rules And the Andhra Pradesh Last Grade Service Rules.

RULES

1.Short title:-These rules may be called the Andhra Pradesh Resident Commissioner's Establishment and the Andhra Pradesh Government Guest House, New Delhi, Subordinate Service Rules, 2001.

2.Constitution:-The service shall consist of the following categories of posts, nameiy:-

CLASS - A

- ✓ Category (1) Assistant Reception Officer
- Category (2) Assistant Translator
- Category (3) Telex Operator.

CLASS - B

- ✓ Category (1) Steward, Grade-I
- Category (2) Steward, grade-II
- ✓ Category (3) Head Butler.

CLASS - C

- ✓ Category (1) House Keeper.
- Category (2) Cabinet Maistry
- ✓ Category (3) Electrician grade-I
- ✓ Category (4) Electrician Grade-II

Method of appointment and appointing authority:-

Subject to the other provisions in these rules, the method of appointment and the appointing authority specified in Columns (2) and (3)

respectively of the Table below for the categories specified in column (1) thereof:-

TABLE

Class & Category	Method of Appointment	Appointing Authority
(1)	(2)	(3)
<u>Class-A</u>		
✓(1) Asst. Reception Officer	(i) By promotion from the common seniority of senior Assistant, Accountant, store Keeper, House Keeper, Cashier, Senior Stenographers Who are in the same scale of Pay; (ii) If no suitable or eligible candidates are available for promotion, as indicated in item (1) above, by transfer from other Services.	Resident Commissioner.
(2) Assistant Translator	By Direct recruitment	Resident Commissioner.
(3) Telex Operator	By Transfer or By Direct Recruitment	Resident Commissioner.
<u>CLASS-B</u>		
✓(1) Steward Grade.I	By promotion of Steward Grade.II	Resident Commissioner.
2) Steward Grade.II	By Direct Recruitment	Resident Commissioner.
✓(3) Head Butler	By promotion of Butler	Resident Commissioner.
<u>CLASS-C</u>		
✓(1) House Keeper	By appointment by transfer or promotion from Junior Assistant or Receptionist or Telephone operator or Telex Operator or Stores Assistant Or steward Assistant or Typist.	Resident Commissioner
2) Cabinet Maistry	By Direct Recruitment	Resident Commissioner.
✓(3) Electrician Grade.I	By Direct Recruitment	Resident Commissioner.
✓(3) Electrician grade.II	By Direct Recruitment	Resident Commissioner.

4. Reservation of appointment:-

(a) The rule of special representation as provided in rule 22 of Andhra Pradesh state Sub-ordinate Service Rules shall apply to appointments of direct recruitment to the various posts in this service.

(b) **WOMEN RESERVATION IN APPOINTMENTS:-** The principle of reservation to women as provided in rule 22.A of A.P. State Sub-Ordinate Service Rules shall apply to all appointments provided:

(1) In the matter of direct recruitment to posts for which Women are better suited than men, preference shall be given to women:

Provided that such absolute preference to women shall not result in total exclusion of men in any category of posts.

(2) In the matter of direct recruitment to 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 of Open Competition, Backward Classes (Group-A), Backward Classes (Group-B), Backward Classes (Group-C), Backward Classes (Group-D), Scheduled Castes, Scheduled Tribes and Physically Handicapped and Ex-servicemen quota.

(3) In the matter of direct recruitment to posts which are reserved exclusively for being filled by women, they shall be filled by women only.

5. QUALIFICATIONS:-

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

6. AGE:-

Unless otherwise specified elsewhere in these rules, no person shall be eligible for appointment by direct recruitment, if he or she has completed 28 years of age on the first day of July of the year in which the notification for selection is made.

7. MINIMUM SERVICE:-

No person shall be eligible for promotion or for appointment by transfer unless he or she has put in not less than three (3) years of service in the category from which promotion or appointment by transfer is made.

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8. PROBATION:-

- (a) Every person appointed by direct recruitment to any post in the service shall, from the date on which he or she joins duty, be on probation for a total period of two years on duty within a continuous period of three years.
- (b) Every person appointed to any of the posts either by promotion or by transfer shall, from the date on which he or she joins duty, be on probation, for a total period of one year on duty within a continuous period of two years.

9. TEST:-

- (a) Every person appointed on promotion or by transfer to the post of Assistant Reception Officer shall pass the Accounts Test for Sub-ordinate Officers, part-I within the period of probation failing which the period of probation shall be extended.
- (b) Every person appointed by direct recruitment to the post of Assistant Translator shall pass the Special translation Test in the relevant language within the period of probation failing which the period of probation shall be extended.

10. UNIT OF APPOINTMENT:-

The Office of the Resident Commissioner, Government of Andhra Pradesh, New Delhi and the Andhra Pradesh Government Guest House, New Delhi shall be a combined unit of appointment for all the posts included in this service.

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

ANIL KUMAR KUTTY
SECRETARY TO GOVERNMENT (POLITICAL)

To
The Director of Printing &
Stationary & Stores Purchase
Hyderabad. For publication of
The notification in A.P.Gazette.
The Resident Commissioner, I. E. Bhanu, New Delhi.
The Secretary,
Andhra Pradesh Public Service Commission,
Hyderabad.(10 copies)

Copy to:

The Genl. Admn. (Ser. C) Department.
The Law (E) Department.

//FORWARDED BY ORDER//

[Signature]
SECTION OFFICER

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ANNEXURE
(S. rule. 5)

Class and Category (1)	Method of appointment (2)	Qualifications (3)
CLASS-A		
(1) Assistant Reception Office.	(i) By promotion	Must have three years experience in Reception, House keeping, telephones And Protocol works.
	(ii) By transfer	<p>(i) Must have a Degree qualification of a University recognized by the University Grants Commission.</p> <p>(ii) Must have minimum five years experience in Reception/ Protocol/House keeping in a reputed hotel or any Government Guest House.</p> <p>(iii) Degree or Diploma in Hotel Management.</p> <p>(iv) Must pass the Accounts Test for sub-ordinate Officers Part-I within the period of probation failing which the period of probation shall be extended.</p>
(2) Assistant Translator	By Direct Recruitment	<p>(i) Must possess a Bachelor's Degree of any University in India Established or incorporated by or under a Central Act, Provincial Act or a State Act or An Institution recognised by the University grants Commission Or an equivalent qualification With the relevant language (Telugu or Hindi as the case may be as one of the subjects).</p> <p>(ii) Must pass Special Translation Test in the relevant language within the period of probation failing which the period of probation shall be extended.</p>
(3) Telex Operator	(i) By transfer	<p>(i) Must possess the Minimum General Educational qualifications prescribed in the Schedule-II to the General Rules;</p> <p>(ii) Must have passed the Government technical Examination in Typewriting by Higher grade in Telugu and English languages.</p>

(iii) Must be a Typist in the Andhra Pradesh Secretariat Service or Andhra Pradesh Ministerial Service.

(iv) Must have ordinarily put five years of service as Typist, and

(v) Must have experience in Telex Operation for a Period of Six (6) months.

(i) Must possess the Minimum General educational Qualifications prescribed in the Schedule-I to the General Rules;

(ii) Must have passed the Govt. Technical Examination in Telugu and English languages by Higher Grade.

(iii) Must have experience in Telex Operation for a Period of six months.

(ii) By Direct recruitment (if no suitable candidate is available for appointment by transfer)

Must have passed VIII Class examination, or its equivalent Qualification.

Must have passed VIII Class examination or its equivalent qualification.

(i) Must have passed VIII Class examination.

(ii) Must have experience as Butler not less than 3 years in a reputed hotel or boarding House or any Government Guest House.

CLASS-B

(1) Steward Grade-I

By promotion

(2) Steward Grade-II

By Direct Recruitment

(3) Head Butler

By promotion of Butler.

CLASS-C

(1) House keeper

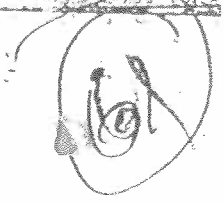
By appointment by transfer/by promotion.

(i) Must have passed X Class examination or its equivalent qualification; and

(ii) Must have passed the certificate course in Restaurant and Counter service from a recognised Institution.

(OR)

Must have 5 years experience in catering and House keeping in the Raj Bhavan.



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(ii) Must have worked as a professional carpenter for atleast 5 years and must be certified as fit for the post after a test either at the technical Training Centre, Hyderabad or a similar Recognised Institution.

(3) Electrician
Grade-I

By Direct Recruitment

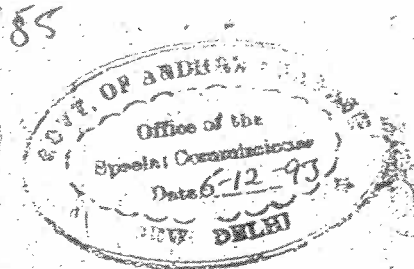
Must possess a Trade Certificate in electrician trade issued by any ITI in the State or its equivalent qualification

(4) Electrician
Grade-II

By Direct Recruitment

Must possess a Trade Certificate in Electrician trade Issued by any ITI in the State Or its equivalent qualification.

ANIL KUMAR KUTY
SECRETARY TO GOVERNMENT (POLITICAL)



GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

of
Public Services - A.P. Bhavan, New Delhi - Post/Assistant-Liaison
Officer - Adhoc Rules - Issued.

GENERAL ADMINISTRATION (GH.I) DEPARTMENT

G.O.Ms.No.629,

Dated: 26-11-1993.
Read the following:-

1. G.O.Ms.No.461, General Administration (GH.I) Department, dated 25-8-1992.
2. From the Special Commissioner, Lr.No.A1/APGH/3823, dated 2-9-1992.

ORDER:

The following Notification shall be published in the Andhra Pradesh Gazette :-

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and of all other powers hereunto enabling the Governor of Andhra Pradesh hereby makes the following adhoc rules for the post of Assistant Liaison Officer, Andhra Pradesh Bhavan, New Delhi :-

ADHOC RULES

1. Constitution: The post of Assistant Liaison Officer, Andhra Pradesh Bhavan, New Delhi shall constitute a distinct category in Andhra Pradesh General Subordinate Service.
2. Application of General Rules: The General Rules for the Andhra Pradesh State and Subordinate Services shall apply to this post except to the extent specifically mentioned in these adhoc rules.
3. Appointment:
 - (1) By promotion from the common seniority of Senior Assistant/Accountant, Store Keeper, House Keeper, Cashier, U.D. Stenographer who are in the same scale of pay;
 - (2) If no suitable or eligible candidates are available for promotion as indicated under sub-rule (1) above, by direct recruitment.

(P.T.O.)

4. Method of appointment and qualifications:

- (a) By promotion: (i) Must have passed the Accounts Test for Subordinate Officers Part-I;
(ii) Preference shall be given to the candidates having experience in liaison work.
- (b) By direct recruitment: (i) Must possess a Degree qualification of a University established or incorporated by a Provincial Act, State Act or by a Central Act or any other qualification recognised by the University Grants Commission as equivalent thereto.;
(ii) Must pass the Accounts Test for Subordinate Officers, Part-I within the period of probation failing which the period of probation shall be extended.

5. Appointing authority: The Special Commissioner, Government of Andhra Pradesh, New Delhi shall be the appointing authority.

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

K. JAYABHARATH REDDY,
CHIEF SECRETARY TO GOVERNMENT

To
The Director of Printing & Stationary and Stores Purchase,
Hyderabad for publication of the Notification in the A.P. Gazette
The Special Commissioner,
Government of Andhra Pradesh, A.P. Bhavan, New Delhi.
The Secretary,
Andhra Pradesh Public Service Commission, Hyderabad.
Copy to General Administration (Ser.C) Department.
Copy to Law Department (E).
SF/SCs.

// FORWARDED :: BY ORDER //


SECTION OFFICER 26/1/10