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GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT  
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PUBLIC SERVICES - Subordinate Services - A.P. Institute of Administration - Subordinate Services - Special Rules - Issued.

X-X  
GENERAL ADMINISTRATION (AR&T.III) DEPARTMENT.

G.O. Ms.No. 515

Dated: 15-10-1994.

Read the following:-

1. From the Commr., IOA, Lr.No. A5/1707/86, dt. 21-12-87 and 15-2-89.
2. From OMC Lr.No. 304/OMC (SER. Ser. II)/89-6, dt. 24-1-90.
3. From the Secy., APPSC, Lr.No. 594/RR/4/91, dt. 1-5-93.

ORDER:

The Institute of Administration (IOA), Hyderabad was established in the year 1976 in order to give effective training at various levels to the Government Servants. It has been declared as a Nodal Training Institute in G.O. Ms.No. 27, General Administration (AR&T.III) Department, dated: 25th January, 1986 and imparts multi-dimensional training to all categories of the Officers and the staff at various levels. At present there exist some temporary non-gazetted posts in the Institute of Administration.

2. As these posts constitute a separate class, distinct from other common categories, it is hereby ordered that a new service called the "Andhra Pradesh Institute of Administration Sub-ordinate Service", be constituted.

3. 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 of all other powers hereunto enabling, the Governor of Andhra Pradesh hereby makes the following Special Rules for the "Andhra Pradesh Institute of Administration Subordinate Service".

RULES

1. Short Title and Commencement:-

(1) These rules may be called the "Andhra Pradesh Institute of Administration Subordinate Service Rules".

(2) These Rules shall be deemed to have come into force with effect from on the 1st April, 1988.

2. Constitution:- The Service shall consist of the following classes, and categories of posts, namely:-

CLASS-A:

- Category - 1 ... Training Programme Coordinator
- Category - 2 ... Training Assistant
- Category - 3 ... Draughtsman
- Category - 4 ... Assistant Librarian, Grade-I
- Category - 5 ... Assistant Librarian, Grade-II
- Category - 6 ... Audio Visual Operator.

CLASS-B:

- Category - 1 ... Assistant Manager (House Keeping & Catering)
- Category - 2 ... Senior Assistant (House Keeping)
- Category - 3 ... Senior Assistant (Stores)
- Category - 4 ... Electrician
- Category - 5 ... Steward
- Category - 6 ... Room Supervisor
- Category - 7 ... Caretaker
- Category - 8 ... Room Boy

3. Method of Appointment and Appointing Authority:-

Subject to the provisions in these Rules, the method of appointment, and appointing authority for several categories shall be as follows:-

Class & Category.	Method of appointment.	Appointing Authority.
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CLASS - A.

Category-1.

Training Programme Coordinator.	(i) By transfer of Superintendents in the Andhra Pradesh Ministerial Service in the Institute of Administration.	Commissioner, Institute of Administration.
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OR

(ii) By promotion of Training Assistant of the Institute of Administration Subordinate Service.

Junior Officer Grade-II (II) 3

Category-1  
Training Assistant

(1) By transfer of a Junior Assistant in the A.P. Ministerial Service in the Institute of Administration.

Commissioner, Institute of Administration.

OR

(ii) If no suitable Junior Assistant is available, by direct recruitment.

Category-3

Draughtsman

(i) By transfer/by deputation on tenure basis of a person from any of the Departments possessing qualifications.

Commissioner, Institute of Administration.

OR

(ii) If no person is available for transfer/deputation on tenure basis, by direct recruitment.

OR

(iii) On contract, if no candidate is available as specified in items (i) & (ii).

Category-4

Assistant Librarian Grade-I

(i) By promotion of Assistant Librarian, Grade-II

Commissioner, Institute of Administration.

OR

(ii) If the Assistant Librarian, Grade-II is not suitable, by transfer/deputation on tenure basis of an Assistant Librarian Grade-I from the Public Libraries Department.

Category-5

Assistant Librarian, Grade-II

(i) By appointment by transfer of Junior Assistant of Institute of Administration.

Commissioner, Institute of Administration.

OR

(ii) By transfer/deputation on tenure basis of Assistant Librarian, Grade-II from the Public Libraries Department.

OR

(iii) By direct recruitment.

1 2 3  
Category-6

Audio Visual Operator

- (i) By appointment by transfer of Record Assistant or from any other category in the A.P. General Subordinate Service or Andhra Pradesh Last Grade Service in the Institute of Administration.

Commissioner,  
Institute of  
Administration.

OR

- (ii) If no qualified or suitable person is available for appointment by transfer, by direct recruitment.

CLASS - B.

Category-1

Assistant Manager  
(House Keeping &  
Catering)

- (i) By promotion of Senior Assistant (House Keeping).

Commissioner,  
Institute of  
Administration.

OR

- (ii) By direct recruitment

OR

- (iii) By transfer/deputation on tenure basis of a Deputy Tahsildar or equivalent cadre of Revenue or Civil Supplies Department of the State Government.

Category-2

Senior Assistant  
(House Keeping)

- (i) By appointment by transfer of a Junior Assistant in Andhra Pradesh Ministerial Service in the Institute of Administration.

Commissioner,  
Institute of  
Administration.

OR

- (ii) By direct recruitment

Category-3

Senior Assistant  
(Stores)

- (i) By appointment by transfer of a Junior Assistant in Andhra Pradesh Ministerial Service in the Institute of Administration.

Commissioner,  
Institute of  
Administration.

OR

- (ii) By direct recruitment.

Category-4

Electrician

- By direct recruitment.

Commissioner,  
Institute of  
Administration.

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Category-5  
Room Supervisor (i) By promotion of Room Boy Commissioner, Institute of Administration.

(ii) By direct recruitment

Category-6  
Room Supervisor (i) By promotion of Card-taker Commissioner, Institute of Administration.

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

Category-7  
Card-taker (i) By promotion of Room Boy Commissioner, Institute of Administration.

(ii) By direct recruitment

Category-8  
Room Boy By direct recruitment Commissioner, Institute of Administration.

1. Reservation of Appointment: General Rule 22 shall apply to appointments by direct recruitment to the various posts in this service provided that no reservation shall be made for physically handicapped persons. However, preference shall be given to women in all cases of direct recruitment to the extent specified in the General Rule 22-A of the Andhra Pradesh State and Subordinate Services Rules. If no women candidates are available, the vacancies will be filled up by men candidates.

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 possesses the qualifications specified in the corresponding entry in column (3) hereof.

Age:- No person shall be eligible for appointment by direct recruitment, if he has completed twenty eight years of age on the first day of July of the year in which the Notification for selection is made.

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

8. Probation:- (a) Every person appointed by direct recruitment to the post in the service shall, from the date on which he 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 joins duty, be on probation for a total period of one year, on duty, within a continuous period of two years.

9. Tests:- (a) Every person appointed by direct recruitment to the posts of Training Assistant and Assistant Librarian, Grade-II shall pass the Accounts Test for Subordinate Officers Part-I, within the period of probation.

(b) Every person appointed by direct recruitment to posts of Assistant Manager (House Keeping and Catering) and Senior Assistant (House Keeping) shall pass the Accounts Test for Subordinate Officers, Part-I and Commercial Book-Keeping Departmental Test, conducted by the Andhra Pradesh Public Service Commission during the period of probation.

10. Savings:- Nothing contained in rule 5 of these Rules shall adversely affect the condition of service of a person holding a post before the commencement of these Rules in the matter of regularising their services.

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

K. JAYABHARATH REDDY  
CHIEF SECRETARY TO GOVERNMENT

To  
The Director of Printing, Stationery & Stores  
Purchase, Chanchalguda, Hyderabad for  
publication in the Andhra Pradesh Gazette.  
The Commissioner, Institute of Administration,  
Road No. 25, Jubilee Hills, Hyderabad.  
The Pay & Accounts Officer, Hyderabad.  
The Secretary, Andhra Pradesh Public Service  
Commission, Hyderabad.

COPY to:  
The Genl. Adm. (Ser. C) Deptt.  
The Law (E.) Deptt.  
SF/SC

//Forwarded :: by order//

SECTION OFFICER.

(Contd. for Annexure)

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ANNEXURE  
( See Rule - 5 )

Class & Category.      Method of appointment.      Qualifications.

CLASS - A

Category 1

Training Programme Coordinator.

By any method

Must possess a first or a second class Master's Degree with a Post Graduate Diploma in the required discipline from 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.

Category 2

Training Assistant.

By transfer or by direct recruitment.

(i) Must possess a first class 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.

(ii) Must have passed the Accounts Test for Subordinate Officers, Part-I.

Category 3

Draughtsman

By any method.

(i) Must possess Post Graduate Degree in Geography from 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.

CR

(ii) Must possess a Bachelor's Degree in Geography as an optional subject and a Post Graduate Diploma in Cartography of a 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 three years experience in Map Drawing and Map Compilation.

Category 4

Assistant Librarian, Grade-I.

By promotion or By transfer

(i) Must possess a Bachelor's Degree of any University in India established or incorporated by or under Central Act, Provincial Act or a State Act or an Institution recognised by the University Grants Commission or an equivalent qualifications;

(ii) Must possess a Bachelor's Degree or Diploma in Library Science 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; and

(iii) Must have passed the Accounts Test for Subordinate Officers Part-I.

Category 5

Assistant Librarian, Grade-II.

By transfer or By direct recruitment

(i) Must possess a Bachelor's Degree of any University in India established or incorporated by or under Central Act, Provincial Act or a State Act or an Institution recognised by the University Grants Commission or an equivalent qualification;

(ii) Must possess a Bachelor's Degree or Diploma in Library Science 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; and

(iii) Must have passed the Accounts Test for Subordinate Officers Part-I.

Category 6

Audio Visual Operator

By transfer or By direct recruitment

(i) Must possess the minimum general education qualification prescribed in the Andhra Pradesh State and Subordinate Services Rules, and

(ii) Must be fully conversant with the operation, mechanism, and minor servicing of film projection, slide projectors, Over Head Projectors, Public Address System, Television & Video Cassette Recorders and other projection systems.



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ISS B

Category 1

Assistant  
Manager (House  
Keeping &  
Catering)

By direct  
recruitment  
or  
By promotion

(i) Must possess a Bachelor's Degree of a University in India established or incorporated by or under a Central Act or Provincial Act or State Act or an Institution recognised by the University Grants Commission or an equivalent qualification...

(ii) Must possess a three year Diploma in Hotel Management and Catering Technology;

(iii) Must possess one year experience in the field of both house keeping and catering in a reputed hotel or boarding house; and

(iv) Must have passed the Accounts Test for Subordinate Officers Part-I and Commercial Book-Keeping Departmental Test conducted by the Andhra Pradesh Public Service Commission.

Category 2

Senior  
Assistant  
(House  
Keeping)

By transfer  
or  
By direct  
recruitment

(i) Must have passed the Accounts Test for Subordinate Officers Part-I and Commercial Book-keeping Departmental Tests conducted by the Andhra Pradesh Public Service Commission.

(ii) Must possess a Bachelor's Degree of a 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.

(iii) Must possess a Craft Certificate in Hotel Reception & Book-Keeping from a recognised Institute.

(iv) Must possess an experience of at least one year in a reputed hotel or boarding house; and

(v) Must possess:

(i) Typewriting Knowledge;

(ii) Basic knowledge of Computer operation;

(iii) Telephone operation; (preferably Electronic Private Auto) (EPA)

(iv) Knowledge of operation of other office equipment; (Electronic and Electrical)

1	2	3
<u>Category 3</u> Senior Assistant (Stores)	By direct recruitment <u>or</u> By transfer	(i) Must possess a Bachelor's Degree of a 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.  (ii) Must possess a Craft Certificate in Hotel reception and Book-Keeping from a recognised Institute; and  (iii) Must possess an experience of atleast one year in a reputed hotel or boarding house.
<u>Category 4</u> Electrician	By direct recruitment	(i) Must possess the minimum general educational qualifications prescribed in the Andhra Pradesh State and Subordinate Services Rules; and  (ii) Must possess a Wireman's Certificate granted by the Chief Electrical Inspector to the Government of Andhra Pradesh  <u>OR</u>  (iii) Must possess a Trade Certificate in Electrician Trade issued by any Industrial Training Institute in the State or its equivalent qualification.
<u>Category 5</u> Steward	By direct recruitment	(i) Must possess a Bachelor's Degree of a 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; and  (ii) Must possess a three years diploma in Hotel Management and catering technology with one year of experience in the relevant field in a hotel of reputation.  <u>OR</u>  (iii) Must possess a Craft Certificate in Restaurant and counter service with three years of experience in an organisation/reputed hotel.

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Category 6

Room Supervisor

By direct recruitment

(i) Must possess a Bachelor's Degree of 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; and

(ii) Must possess one year Craft Certificate in Restaurant and counter service from an Institution recognised by the Government with an experience of one year in the field of House Keeping in a reputed hotel.

Category 7

Carotaker

By direct recruitment

(i) Must have passed the Intermediate examination conducted by the Board of Intermediate Education, Andhra Pradesh or must possess any other equivalent qualification; and

(ii) Must possess one year Craft Certificate in Restaurant and Counter Service from any reputed Institute/Hotel.

Category 8

Room Boy

By direct recruitment

(i) Must possess minimum General Educational Qualification prescribed in the Andhra Pradesh State and Subordinate Services Rules; and

(ii) Must possess an experience of atleast one year in a hotel of repute.

K. JAYAKHARATH REDDY  
CHIEF SECRETARY TO GOVERNMENT.

//Forwarded :: by order// SECTION OFFICER.

*K. Jayakharath Reddy*  
SECTION OFFICER.

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

Dr. Marri Channa Reddy Human Resource Development Institute of Andhra Pradesh - Creation of Posts for Management of Training Activity in Information Technology - Filling up the posts of One General Manager (IT), Three Managers (IT), One each for Information Technology Training, Co-ordination and infostructure, Two Programmers and Six Data Entry Operators/Laboratory Instructors on Contract/deputation basis for a period of Two years initially in the O/o the Dr. Marri Channa Reddy Human Resource Development Institute of Andhra Pradesh, Hyderabad - Orders - Issued.

GENERAL ADMINISTRATION (AR&T.III) DEPARTMENT

G.O.Rt.No.2768.

Dt.11-06-1999.

Read the following:-

From the Director General, Dr.M.C.R.H.R.D.Institute of Andhra Pradesh, Hyderabad Lr.No.A1/1451/99.  
Dt.15-04-1999.

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In his letter read above, the Director General, Dr. Marri Channa Reddy Human Resource Development Institute of Andhra Pradesh, Hyderabad had launched a massive training initiative in 1998-99 to meet the responsibility of facilitating adequate training/Human Resource Development inputs on an annual basis to approximately 5 lakh public functionaries of the State Government. To implement this mandate with specific reference to training for Government employees in Information Technology, it had been proposed that the Institute would require to leverage the best resources in terms of Faculty/Training material from the private sector if need be and to establish a core group, it is necessary to fill up the posts of a General Manager (IT), Three Managers, one each for Information Technology Training, Co-Ordination and Infostructure respectively and Six Data Entry Operators/Laboratory Instructors on contractual/deputation basis for a period two years initially under direct recruitment so as to ensure effective implementation of Information Technology Training Plan.

In view of the above, the Director General, Dr. Marri Channa Reddy Human Resource Development Institute of Andhra Pradesh, Hyderabad has requested the Government to issue necessary orders for the creation of the following posts on lumpsum remuneration basis:-

Sr. No.	Designation.	No. of Posts.	Approximate Lumpsum emoluments to be payable
1.	Genl. Manager (IT)	1	Rs. 35,000/- P.M.
2.	Managers (IT) (a) Manager (Trq.) (b) Manager (Coordn.) (c) Manager (Infostructure)	3	Rs. 25,000/- P.M. (per head) to be decided after negotiation.
3.	Programmers	2	Rs. 5,000/- P.M. (per head)
4.	Date Entry Operators/ Laborator. Instructors.	6	Rs. 3,500/- P.M. (per head)

The Government after careful consideration of the proposal of Director General, Dr. Marri Channa Reddy Human Resource Development Institute of Andhra Pradesh, hereby issues orders for creation of posts of one General Manager (IT), Three (IT) Managers one each for IT Training, Co-ordination and Infrastructure on contract/deputation terms, Two Programmers and Six Data Entry Operators/Laboratory Instructors on contract basis, for a period of two years initially under direct recruitment for the Management of Training activity in Information Technology in Dr. Marri Channa Reddy Human Resource Development Institute of Andhra Pradesh on the approximate emoluments indicated above.

The expenditure shall be debited to 2070-Other Administrative Services, 003-Training-Schemes included in the Plan, 05-Institute of Administration, 010-Salaries (PLAN).

This orders issues with the concurrence of the Finance & Planning (FW) Department vide their U.O. 1393/PES/99, Dt. 20-04-1999.

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

P. V. R. K. PRASAD,  
E. O. PRL. SECRETARY TO GOVERNMENT (P&A)

To

The Director General,  
Dr. Marri Channa Reddy Human Resource Dev.  
Institute of A.P., Jubille Hills, Hyderabad.  
The Pay & Accounts Officer, Andhra Pradesh, Hyderabad.  
The Accountant General, Andhra Pradesh, Hyderabad.

Copy to:

P.S. to Prl. Secy. to Govt., Fin. & Plg. (FW) Deptt.  
P.S. to Chief Secretary  
P.S. to Secretary to Chief Minister.

//FORWARDED BY ORDER//

S. V. Raju  
SECTION OFFICER

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

- Dr. Marri Chenna Reddy Human Resource Development Institute of Andhra Pradesh - Creation of Posts for Management of Training Activity in Information Technology - Filling up the posts of two (2) System/Network Administrators and three (3) Faculty Members on contract/deputation basis for a period of two years initially at the Dr. Marri Chenna Reddy Human Resource Development Institute of Andhra Pradesh, Hyderabad - Orders - Issued.

GENERAL ADMINISTRATION (AR&T.III) DEPARTMENT

G.O.RT.RO.4910

Dated: 21st October, 1999.

Read the following:-

- 1) G.O.Rt.No.2768. General Administration (AR&T.III) Department. Dated: 11.06.1999.
- 2) From the Director General, Dr. Marri Chenna Reddy Human Resource Development Institute of Andhra Pradesh, Hyderabad Lr.No.A1/1451/99, Dated: 17.08.99.

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*2018*  
ORDER:

In the G.O. first read above, orders were issued creating certain posts in the Dr. Marri Chenna Reddy Human Resource Development Institute of Andhra Pradesh, Hyderabad for ensuring effective implementation of their Information Technology Training Plan. The Director General, Dr. Marri Chenna Reddy Human Resource Development Institute of Andhra Pradesh in his letter 2nd read above, has requested the Government for creation of the following two categories of posts that were originally proposed as per the recommendation of the M/s.CMC, the technical consultant.

Sl. No.	Designation	No. of posts	Lumpsum emoluments to be payable.
1.	System/Network Administrators	2	Rs.7,500/- per month.
2.	Faculty Members	3	Rs.7,500/- per month.

*g*  
*2018*  
2. The Government after careful examination of the proposal of the Director General, Dr. Marri Chenna Reddy Human Resource Development Institute of Andhra Pradesh, hereby issue orders for creation of posts of two (2) System/Network Administrators and three (3) Faculty Members on deputation/contract basis for a period of 2 years initially for the management of training activity in Information Technology in the Institute on lumpsum emoluments as indicated above.

*g*  
*2018*  
3. The expenditure shall be debited to 2070 - Other Administrative Services; 003 - Training Schemes included in the Plan, 05 - Institute of Administration; 010 - Salaries (PLAN).

P.T.O.

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4. This order issues with the concurrence of the Finance and Planning (FW) Department vide their U.O.No.3530/PFS/99. Dated:24.08.1999.

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

P.V.R.K. PRASAD  
EX. OFFICIO SPECIAL CHIEF SECRETARY TO GOVERNMENT (HRD)

To

The Director General.

Dr. Marri Chenna Reddy Human Resource Development  
Institute of Andhra Pradesh.

Road No.25, Jubilee Hills, Hyderabad.

✓ The Pay and Accounts Officer, Andhra Pradesh, Hyderabad.

The Accountant General, Andhra Pradesh, Hyderabad.

Copy to:

The Private Secretary to Prl. Secretary to Government.

Finance and Planning (FW) Department.

The Private Secretary to Chief Secretary.

The Private Secretary to Chief Minister.

SF/SC.

//FORWARDED BY ORDER//

S. Vijayalakshmi  
SECTION OFFICER