

Public Service Department of Public Libraries - Andhra Pradesh Public Libraries
Subordinate Service Rules - Orders - Issued.

EDUCATION(SE.Lib/2) DEPARTMENT

G.O.Ms.No.64

dated: 16.07.2002

Read the following:-

1. G.O.Ms.No.422 G.A(Rules) Dept., Dt.25.03.1960
2. G.O.Ms.No.159 Edn. Dept., Dt.20.01.1965
3. G.O.Ms.No.715 Edn.Dept., Dt.12.03.1965
4. G.O.Ms.No.902 Edn.Dept., Dt.24.03.1965
5. G.O.Ms.No.2151 Edn.Dept., Dt.05.08.1965
6. G.O.Ms.No.721 Edn.Dept., Dt.24.08.1982
7. G.O.Ms.No.475 Edn.Dept., Dt.10.11.1983
8. From the OMC Lr.No.122/OMC/SPF.SER.11/87- 2, dated: 23.12.1987
9. From the DPL Lr.Rc.No.341 - A2/87, dated: 19.10.1988
10. From the DPL Lr.Rc.No.341 - A2/87, dated: 19.10.1988
11. From the DPL Lr.Rc.No.341 - A2/87, dated: 06.02.1991
12. From the APPSC Lr.Rc.No.3416/RR/4/92, dated: 08.02.1993
13. From the DPL Lr.Rc.No.284 - A2/87, dated: 30.04.1997
14. Govt.Lr.No.2507/Lib.2/87-5, dated: 05.07.1997
15. From the Secretary APPSC Lr.No.2482/Rr/3/97, dated: 23.07.1997
16. Govt.Lr.No.2507/Lib.2/87-6, dated: 19.01.1998
17. From the Dy. Secretary APPSC Lr.No.3416/4/92, dated: 23.01.1998
18. Govt.Lr.No.2507/Lib.2/87-7, dated: 06.02.1997
19. From the Asst. Secretary APPSC Lr.No.2482/Rr/4/97, dated: 28.03.1998
20. Govt.Lr.No.2507/Lib.2/87-8, dated: 20.04.1998
21. From the Secretary APPSC Lr.No.2842/Rr/4/97, dated: 18.05.1998 and dated: 28.09.98
22. Govt.Lr.No.2507/Lib.2/87-9, dated: 06.08.1999
23. Letter from the DPL Lr.Rc.No.284-A2/87, dated: 18.09.1999

ORDER:

The following notification will be published in the Andhra Pradesh Gazette

NOTIFICATION

"In exercise of power conferred by Sub-Section(1) and the clause (1) of Sub-section (2) of section 25 of the A.P.Public Libraries Act, 1960 (Andhra Pradesh Act VIII of 1960 (and in exercise of powers conferred by the proviso to article 309 of the Constitution of India all other powers herein to enabling and in super session of all the existing rules and Special Rules applicable to the categories mentioned in these rules the Governor of Andhra Pradesh hereby makes the following special rules for the Andhra Pradesh Public Libraries Sub-ordinate Service:-

RULES

1.Short title:

These rules may be called the Andhra Pradesh Public Libraries Sub-ordinate Service Rules, 2002.

2. Constitution:

The service shall consist of the following categories of posts, namely:-
Category:

- Category (1) Assistant Librarian Grade - I including Superintendent(Technical)
- Category (2) Assistant Librarian Grade-II including Classifier, Supervisor Grade-I, and Reference Assistant.
- Category (3) Assistant Librarian Grade-III including Card Writer, Book Keeper and Supervisor Grade-II
- Category (4) Film Operator
- Category (5) Film Examiner
- Category (6) Senior Binder
- Category (7) Junior Supervisor and Supervisor Grade-III including Library Attender.
- Category (8) Sergeant

3. Method of Appointment and Appointment Authority:

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

Category (1)	Method of Appointment (2)	Appointing Authority (3)
(1) Assistant Librarian Gr.I. Including Superintendent (Technical)	(i) By Promotion from category (2) (ii) By Appointment by transfer of Senior Assistants of the Andhra Pradesh Ministerial Service working in the Public Libraries Department. (iii) By transfer of Superintendent or Auditor of the Andhra Pradesh Ministerial Service working in the Public Libraries Department if qualified Senior Assistants are not available.	Director of Public Libraries.
(2) Assistant Librarian, Grade-II including Classifier / Supervisor Grade-I and Reference Assistant now re-designated as	(i) By Promotion from category-3 (ii) By appointment by transfer of Junior Assistant in the Andhra Pradesh Ministerial Service work -ing in the Public Libraries Department	Director of Public Libraries.

Assistant Librarian Grade-II	(iii) By Direct Recruitment	
(3) Assistant Librarian Grade-III including Card Writer, Book Keeper and Supervisor Grade-II now re-designated as Assistant Librarian Grade-III	(i) By Promotion from category-7 (ii) By appointment by transfer of Record Assistants and its equivalent categories in Andhra Pradesh Public Libraries in Andhra Pradesh General Subordinate Service working in the Public Libraries Department. (iii) By direct recruitment	Head of the Institute or Library
(4) Film Operator	(i) By Promotion from Category-5 (ii) By direct recruitment if qualified person is not available in category-5	Director of Public Libraries
(5) Film Examiner	(i) By appointment by transfer from any other class or service. (ii) By direct recruitment if qualified person is not available	Head of the Institute or Library
(6) Senior Binder	(i) By appointment by transfer of Junior binder of Andhra Pradesh Last Grade Service working in the Public Libraries Department. If qualified Junior Binder is not available from any other category in Andhra Pradesh Last Grade Service working in the Public Libraries Department.	Head of the Institute or Library
(7) Junior Supervisor and Supervisor Gr.III including Library Attender	(i) By appointment by transfer from the qualified person of Andhra Pradesh Last Grade Service working in the Public Libraries Department. (ii) By Direct recruitment, if qualified person is not available	Head of the Institute or Library
(8) Sergeant	(i) By appointment by transfer from the qualified person of Andhra Pradesh Last Grade Service working in the Public Libraries Department. (ii) By Direct recruitment, if qualified person is not available	Head of the Institute or Library
Note:1	For appointment to the category -- I, i.e., Assistant Librarian Grade - Including superintendent (Technical), the first and second vacancies in a unit of three vacancies shall be filled by promotion of Assistant Librarian Grade - II and other equivalent posts mentioned in category-2 and the third shall be filled by appointment by transfer of qualified Senior Assistant	

	working in the Public Libraries Department. In the event of non-availability of qualified Senior Assistant for filling the third vacancy it shall be filled by transfer of Superintendent or Auditor working in the Public Libraries Department.
Note:2	For appointment to the category 2 i.e., Assistant Librarian Grade-II including Classifier, Supervisor Grade-I and Reference Assistant now re-designated as Assistant Librarian Grade-II out of a cycle of three vacancies, the first vacancy shall be filled by promotion, Second vacancy shall be filled by appointment by transfer and the third vacancy shall be filled by direct recruitment.
Note:3	For appointment to the category-3, i.e., Assistant Librarian Grade-III including Card Writer, Book Keeper and Supervisor Grade-II now re-designated as Assistant Librarian Gr.III out of a cycle of three vacancies, the first vacancy shall be filled by promotion, second vacancy by appointment by transfer and the third vacancy shall be filled by direct recruitment.
Note:4	Where ever the appointment authority indicated in the table under column(3) of Rule-3 above is an officer of Non Gazetted category, the appointing authority shall be the Director of Public Libraries.

4. Rule of Special Representations:-

(a) The provisions contained in Rules-22 and 22-A of the A.P.State and Subordinate Service Rules, 1996 shall apply to all posts of the said service appointed by direct recruitment.

(b) **Provision:**

“provided that in respect of Direct Recruitment to the post of “Sergeant” i.e., category-8, there shall be no reservation for Women or Physically handicapped persons”.

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:-

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

7. Departmental Tests:-

Members of the service specified in column (1) of the table below shall pass the tests or examinations specified in the corresponding entry in column (2) with the condition or period specified in the corresponding entry in column (3) thereof.

The tests prescribed members of service are set forth in the following Table:-

Members (1)	Tests (2)	Conditions (3)
(1) Every person to be appointed by promotion to category-1	(i)Accounts Test for Subordinate Officers Part-I. (ii)Language Test Higher Standard in Telugu and Lower Standard in Urdu or Hindi.	Pre condition
(2)Every person to be appointed by transfer to Category-1	Language Test Higher Standard in Telugu and Lower Standard in Urdu or Hindi.	Pre condition
(3)Every person appointed by direct recruitment to category-2	Language Test Higher Standard in Telugu and Lower Standard in Urdu or Hindi	To be passed within the period of probation.
(4) Every person to be appointed by promotion or by transfer to category-2	Language Test Higher Standard in Telugu and Lower Standard in Urdu or Hindi	Pre condition
(5)Every person to be appointed by direct to category-3.	Language Test Higher Standard in Telugu and Lower Standard in Urdu or Hindi	To be passed within the period of probation.
(6) Every person to be appointed by promotion or by transfer to Category-3.	Language Test Higher Standard in Telugu and Lower Standard in Urdu or Hindi	Pre condition.

8. Minimum Service:

No person shall be eligible for appointment by promotion or appointment by transfer, unless he has put in not less than three years of service in the category from which appointment by promotion or by transfer is made, but in no case it be less than two years.

9. Probation:

Every person appointed to the post shall be on probation from the date on which he joins duty for a total period of two years on duty within a continuous period of three years if appointed by direct recruitment and one year on duty, within a continuous period of two years, if appointed either by promotion or by transfer.

10. Unit of appointment:

For purpose of recruitment, appointment, discharge for want of vacancy, seniority, promotion, transfer and appointment as full member the unit of appointment for the posts indicated in Column (2) of the table below shall be as specifies in Column (3) thereof.

Category	Post	Unit of appointment
(1)	(2)	(3)
(1)	Assistant Librarian Grade-I including Superintendent (Technical)	State Wide
(2)	Assistant Librarian Grade-II including Classifier, Supervisor Grade-I and Reference Assistant now re-designated as Assistant Librarian Grade-II.	State Wide
(3)	Assistant Librarian Grade-III including Card Writer, Book Keeper and Supervisor Grade-II.	Each Library and Directorate as separate units
(4)	Film Operator	State Wide
(5)	Film Examiner	Each Library
(6)	Senior Binder	Each Library
(7)	Junior Supervisor and Supervisor Grade-III including Library Attender.	Each Library
(8)	Sergeant	Each Library

11. Transfer and Postings:

The Director of Public Libraries shall make the transfer and postings of persons holding posts in any category in this service.

12. Savings:

Nothing in these Rules shall effect the appointments made in accordance with the repealed rules prior to the coming into force to these rules.

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

I.V.SUBBA RAO
SECRETARY TO GOVERNMENT

Encl:- Annexure.

To
The Director of Public Libraries, Hyderabad.
The Director of Printing, A.P., Hyderabad for printing in Extra-Ordinary Gazette and for supply of 50 copies to Government.
Copy to General Administration (Ser. F) Department.
Copy to Law (C) Department
Copy to the Secretary, Andhra Pradesh Public Service Commission, Hyderabad.
SF/SC

//FORWARDED::BY ORDER//

Sd/-
Section Officer

/// Attested ///

Assistant Director of Public Libraries

ANNEXURE

Category of post (1)	Method of Appointment (2)	Qualification (3)
(1)Assistant Librarian Grade-I including Superintendent (Technical)	(i) By promotion (ii) By appointment by transfer	1. Must possess a bachelor's Degree in Arts, Science or Commerce and Bachelor's Degree in library Science of a University established or incorporated by or under a Central Act or State Act or an Institution recognized by the University Grants Commission.
(2)Assistant Librarian Grade-II including Classifier, Supervisor Grade-I and Reference Assistant	(i) By promotion (ii) By appointment by transfer (iii) By direct recruitment	1. Must possess a bachelor's Degree in Arts, Science or Commerce and Bachelor's Degree in library Science of a University established or incorporated by or under a Central Act or State Act or an Institution recognized by the University Grants Commission.
(3)Assistant Librarian Grade-III including Card Writer, Book Keeper and Supervisor Grade-II.	(i) By promotion (ii) By direct recruitment (iii) By appointment by transfer	(i) Must have passed Intermediate or its equivalent examination and (ii) Must possess a Certificate in Library Science issued by any university established or incorporated by or under a Central Act or an Institution recognized by the State Government.
(4)Film Operator	(i) By promotion (ii) By direct recruitment	(i) Must have passed Intermediate or its equivalent examination and
(5)Film Examiner	By appointment by transfer	(ii) Must have passed the examination conducted by the Government Board of Examiners for Cinema Operators.
(6)Senior Binder	By appointment by transfer	(i) Must have passed Secondary School Certificate (S.S.C) or its

<p>(7) Junior Supervisor and Supervisor Grade-III including Library Attender.</p>	<p>(i) By appointment by transfer (ii) By direct recruitment</p>	<p>equivalent examination and (ii) Must possess a Certificate in Book Binding Trade of I.T.I., issued by the State Board of Technical Education and Training, Hyderabad or by National Council for Vocational Training, New Delhi.</p>
<p>(8) Sergeant</p>	<p>(i) By appointment by transfer (ii) By direct recruitment</p>	<p>(i) Must have passed Secondary School Certificate (S.S.C) or its equivalent examination (i) Must have passed Secondary School Certificate (S.S.C) or its equivalent examination (ii) Must be an Ex-Serviceman in case of direct recruitment.</p>