

Public Services - Subordinate Services - Andhra Pradesh  
Tourism Subordinate Service Special Rules - Re-issued.

197

DEPARTMENT OF TOURISM & CULTURE

G.O. Ms. No. 11

Dated: 22-8-1992.

Read the following:-

1. G.O. Ms. No. 56, G.A. (I&PR) Dept., dt. 17-1-1966.
2. Lr. No. 127/OMC (SPF Ser. II)/87-2, dt. 12-4-1988.
3. G.O. Ms. No. 448, G.A. (LC&T) Dept., dt. 5-8-1989.

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O R D E R:-

The following Notification will be published in the A.P. Gazette:

N O T I F I C A T I O N

In exercise of the powers conferred by the proviso to Art. 309 of the Constitution of India and of all other powers hereunto enabling, and in supersession of the rules issued in G.O. Ms. No. 56, G.A. (I&PR) Dept., dt. 17th January 1966, the Governor of Andhra Pradesh hereby makes the following special rules for the Andhra Pradesh Tourism Subordinate Service.

R U L E S

1. Short title:

These rules may be called the Andhra Pradesh Tourism Subordinate Service Rules.

2. Constitution:

The service shall consist of the following categories of posts in the Andhra Pradesh Tourism Subordinate Service:-

Category (1) .. Assistant Tourist Information Officer.

Category (2) .. Field Assistant.

- Category (4) Receptionist, Grade I including Caretaker - Grade I
- Category (5) Receptionist-cum-S
- Category (5) Receptionist - Grade II
- Category (7) Assistant Photographer
- Category (8) Caretaker - Grade II including Tourist Guide
- Category (9) English Cook
- Category (10) Steward
- Category (11) Head Gardener
- Category (12) Dark Room Attendant

3. Method of appointment and appointing authority :

Subject to the other provisions in these rules, the appointment to the several categories of posts and appointing authority noted against each shall be as follows :

Category	Method of appointment	Appointing Authority
(1)	(2)	(3)
(1) Assistant Tourist Information Officer.	(i) By direct recruitment (ii) By promotion from Categories 4 & 5 (iii) By appointment by transfer of Senior Assistants/U.D. Stenos in the A.P.M.S. in the Tourism Department.	Director of Tourism
(2) Field Assistant	By direct recruitment	-do-
(3) Artist	By direct recruitment	-do-
(4) Receptionist, Grade I, including Caretaker, Grade I	By promotion from Categories 6 & 7	-do-

A N N E X U R E

(See Rule 5)

Category (1)	Method of appointment (2)	Qualifications. (3)
(1) Assistant Tourist Information Officer	By direct recruitment.	Must possess a Bachelor's Degree with a Degree or Diploma in Tourism of a University in India established or incorporated by or under a Central Act, State Act, Provincial Act, or an Institution recognised by the University Grants Commission or any equivalent qualification.
(2) Field Assistant.		
(3) Artist.	By direct recruitment.	<p>i) Must possess a Degree or Diploma in painting or designing or commercial art awarded by any University in India established or incorporated by or under a Central Act, State Act, Provincial Act or an Institution recognised by the State Government.</p> <p>ii) Must have experience as a practising Artist for not less than two years.</p>
(5) Receptionist-cum-Steno.	By direct recruitment.	<p>i) Must possess a Bachelor's Degree in Arts, Commerce or Science of a University in India established or incorporated by or under a Central Act, State Act, Provincial Act or an Institution recognised by the University Grants Commission.</p> <p>ii) Must have passed Government Examination in English and Telugu Typewriting by the Higher Grade;</p> <p>iii) Must have passed Government Examination in English and Telugu in Shorthand by the Lower Grade.</p>
(6) Receptionist-Grade II.	By direct recruitment.	Must possess a Bachelor's Degree of a University in India established or incorporated by or under a Central Act, State Act, Provincial Act or an Institution recognised by the State Government.
(7) Asst. Photographer.	By direct recruitment.	<p>i) Must have passed 10th Class or its equivalent examination.</p> <p>ii) Must possess a Diploma in Photography awarded by an Institution recognised by the State Government.</p>

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(1)	(2)	(3)
(8) Care Taker Grade II.	By direct recruitment.	i) Must possess a Bachelor's Degree or its equivalent examination of a University in India established or incorporated by or under a Central Act, State Act, Provincial Act or an Institution recognised by University Grants Commission or any equivalent qualification. ii) Must possess a Diploma in Catering or Hotel Management from a recognised Institution.
(9) English Cook.	By direct recruitment.	i) Must have passed VIII th Class examination. ii) Must possess a Diploma in Cooking issued by any recognised Institution. iii) Must have experience for a period of two years in any reputed Western style hotel or a Government Guest House.
(10) Steward.	By direct recruitment.	i) Must have passed VIII th Class Examination. ii) Must possess a Diploma in Cooking issued by any recognised Institute. iii) Must have rendered service of two years as cook in any reputed hotel or Government Guest House.
(12) Dark Room Attendant.	By direct recruitment.	i) Must have passed Xth Class or its equivalent Examination. ii) Must have experience in developing, Printing and enlarging in Photography Studios for a period of one year.

S. BANERJEE,  
SECRETARY TO GOVERNMENT.

// FORWARDED: BY ORDER //

*K. S. Das*  
SECTION OFFICER. 26/1/72

2nd vacancy :- By transfer from Senior Assistant and U.D. Stenos in the Tourism Department from a common Senior list.

Explanation: The second vacancy in the first cycle shall be filled by the Senior Assistant/U.D. Steno of the Directorate and the second vacancy in the second cycle shall be filled by the Senior Assistant/U.D. Steno of the relevant zonal unit.

#### 4. Reservation of appointment

(a) The rule of Special representation (General Rule 22) shall apply to all categories of posts for appointment by direct recruitment.

(b) In the matter of direct recruitment to the posts of Assistant Tourist Information Officer, Tourist Guide and Caretaker, Grade II, preference as prescribed in sub-rule 2 of the Rule 22-A of A.P. State and Subordinate Service Rules shall be followed.

(c) In the matter of direct recruitment to the post of Receptionist Grade II, women shall be given preference in terms of Sub-rule 2 of General Rule 22-A.

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

#### 6. Age

No person shall be eligible for appointment by direct recruitment, if he had completed 28 years of age on the first day of July of the year in which the ratification for selection is made.

#### 7. Minimum Service

No person shall be eligible for appointment to the categories specified by promotion or by transfer unless he has put in, not less than three years of service, in the category, from which such promotion or transfer is made.

(1)	(2)	(3)
(5) Receptionist-cum-Steno	By direct recruitment	Director of Tourism
(6) Receptionist-Grade - II	By direct recruitment	-do-
(7) Assistant Photographer.	(i) By promotion of Dark Room Attendant in the Tourism Department.	-do-
	(ii) If no qualified person in the Category of Dark room Attendant is available, by direct recruitment.	-do-
(8) Caretaker Grade II including Tourist Guide.	By direct recruitment.	-do-
(9) English Secy.	By direct recruitment.	-do-
(10) Steward	By direct recruitment.	-do-
(11) Head Guard	By appointment by transfer of Males in the Tourism Department.	-do-
(12) Dark Room Attendant.	By direct recruitment.	-do-

4, 14/5-26/5

Note-1: Thirty percent of vacancies in the category of Assistant Tourist Information Officers shall be filled by direct recruitment.

Note-2: The other 70 percent vacancies shall be filled in the following order: #of

1st vacancy :- By promotion from the categories of Receptionist-Grade I and Care taker (Receptionist-cum-Steno) from a grade-I common seniority list.

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8. Probation :

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

9. Training :

- (a) Every person appointed by direct recruitment or promotion or by transfer to the post of Assistant Tourist Information Officer shall undergo, immediately after appointment, a course of training for such period and as per programme and syllabus as may be prescribed by the Director of Tourism from time to time.
- (b) Every person appointed by direct recruitment as Assistant Tourist Information Officer, shall, before the commencement of training, execute an agreement bond that he/she shall serve the Department for a period of three years after the completion of training referred to in sub-rule (a).

He will be liable to refund to the Government the pay and allowances or any other remuneration received by him in addition to the amount spent by the Government on his training:

- (i) if he fails to serve the Department for a period of three years after the completion of his training for any reason; or
- (ii) if he discontinues the training or is discharged from training course for mis-conduct or any other reason; or
- (iii) if he secures any other employment else-where than under the State Government. The enforcement of bond may be regulated in terms of G.O.Ms.No. 268 Fin. (PR I) Dept., dt. 8-9-1970.
- (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 :

(a) Every person appointed by direct recruitment to the post of Assistant Tourist Information Officer shall pass the Accounts Test for Subordinate Officers, Part I and II, within the period of probation.

(b) Every person before promotion to Assistant Tourist Information Officer from the categories of Senior Assistant U.D. Stenos/Receptionists, Grade I including Care Taker Grade-I and Receptionist-cum-Steno shall pass the Accounts Test for Subordinate Officers Part-I.

11. Unit of appointment :

For purposes of recruitment, appointment, discharging for want of vacancy, re-appointment, seniority, promotion, transfer and posting and appointment as full member to the post specified in column (2) of the table below the unit of appointment shall be constituted into Units as specified in column (3) thereof:

Category	Post	Unit of appointment
(1)	(2)	(3)
1.	Assistant Tourist Information Officer	Unit-I - Zone I: Comprising Srikakulam, Vizianagaram and Visakhapatnam Districts.
2.	Receptionist, Grade I including Caretaker, Grade I	Unit-II- Zone-II: Comprising East Godavari, West Godavari and Krishna Districts. Unit-III- Zone III: Comprising Guntur, Prakasam and Nellore Districts. Unit-IV- Zone IV: Comprising Chittoor, Cuddapah, Anantapur and Kurnool Districts. Unit V. Zone-V: Comprising Adilabad, Karimnagar, Warangal and Khammam Districts. Unit-VI- Zone VI: Comprising Hyderabad, Nizamabad, Mahboobnagar, Medak, Nalgonda and RangaReddy Districts.



(1)	(2)	(3)
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6. Receptionist, Grade-II	Unit-I-	Zone-I: Comprising Srikakulam, Vizianagaram and Visakhapatnam Districts.
	Unit-II-	Zone-II: Comprising East Godavari, West Godavari and Krishna Districts.
	Unit-III-	Zone-III: Comprising Guntur, Prakasam and Nellore Districts.
	Unit-IV-	Zone-IV: Comprising Chittoor, Cuddapah, Anantapur and Kurnool Districts.
	Unit-V-	Zone-V: Comprising Adilabad, Karimnagar, Warangal and Khammam Districts.
	Unit-VI-	Zone-VI: Comprising Hyderabad, Nizamabady, Mohabobnagar, Medak, Nalgonda and RangaReddy Districts.

Unit-VII- Office of Director of Tourism.

- 8. Caretaker, Grade II, including Tourist Guide.
  - 9. English Cook
  - 10. Steward
  - 11. Head Gardner.
- Each Revenue District.

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

S. BANERJEE  
SECRETARY TO GOVERNMENT.

To  
The Commissioner of Tourism, A.P., Hyderabad.  
The Pay and Accounts Officer, A.P., Hyderabad.

The Accountant General, A.P., Hyderabad.  
The Secretary A.P. Public Service Commission,  
A.P., Hyderabad. (10 Copies with covering letter)  
The Commissioner & Director of  
Printing, Stationary & Stores Purchase  
(Frtg.wing) Chenchalguda, Hyd. (for  
\*of Publication\*the notification and he is  
requested to send 200 copies of  
Notification to Government)

Copy to: General Administration (Ser. C) Department  
General Administration (Ser. F) Department  
SF/ECc.

// FORWARDED: BY ORDER //

*P. S. Rao*  
SECTION OFFICER. 12/8/71