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

GENERAL ADMINISTRATION (AR&T-III) DEPARTMENT
G.O.Ms.No.515
Read the following:-

2. From OMC Lr.No.304/OMC (SPF. Ser.II)/89-6, dt.24-1-90.

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 multidimensional 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 Sub-ordinate Service".

RULES
1. Short Title and Commencement :-
   1. These rules may be called the "Andhra Pradesh Institute of Administration Sub-ordinate 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
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:

<table>
<thead>
<tr>
<th>Class &amp; Category</th>
<th>Method of Appointment</th>
<th>Appointing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASS-A</td>
<td>(i) By Transfer of Superintendents in the Andhra Pradesh Ministerial Service in the Institute of Administration. OR (ii) By promotion of Training Assistant of the Institute of Administration Subordinate Service.</td>
<td>Commissioner, Institute of Administration.</td>
</tr>
<tr>
<td>Category-1 Training Programme Coordinator</td>
<td>(i) By transfer of a Junior Assistant in the A.P. Ministerial Service in the Institute of Administration. OR (ii) If no suitable Junior Assistant is available, by direct recruitment.</td>
<td>Commissioner, Institute of Administration.</td>
</tr>
<tr>
<td>Category-2 Training Assistant</td>
<td>(i) By transfer of a Junior Assistant in the A.P. Ministerial Service in the Institute of Administration. OR (ii) If no suitable Junior Assistant is available, by direct recruitment.</td>
<td>Commissioner, Institute of Administration.</td>
</tr>
<tr>
<td>Category-3 Draughtsman</td>
<td>(i) By transfer/deputation on tenure basis of a person from any of the Departments possessing qualifications. 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) &amp; (ii).</td>
<td>Commissioner, Institute of Administration.</td>
</tr>
<tr>
<td>Category-4 Assistant Librarian Grade-I</td>
<td>(i) By promotion of Assistant Librarian, Grade-II. 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 Librarian Department.</td>
<td>Commissioner, Institute of Administration.</td>
</tr>
</tbody>
</table>
Category-5
Assistant Librarian Grade-II
(i) By appointment by transfer of Junior Assistant of 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.

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.

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)

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.

OR
(ii) By direct recruitment

Category-2
Senior Assistant (Stores)
(i) By appointment by transfer of a Junior Assistant in Andhra Pradesh Ministerial Service in the Institute of Administration.

OR
(ii) By direct recruitment

Category-5
Steward
(i) By Promotion of Room Supervisor

Commissioner, Institute of Administration.
OR

(ii) By direct recruitment

Category-6

(i) By Promotion of Catetaker

Room

Supervisor

Commissioner,

Institute of

Administration.

OR

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

Category-7

(i) By Promotion of Room Boy

Caretaker

Commissioner,

Institute of

Administration.

OR

(ii) By direct recruitment

Category-8

(i) By direct recruitment

Room Boy

Commissioner,

Institute of

Administration.

OR

(ii) By direct recruitment

4. 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.

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 has completed twenty eight years of the 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 appointment by transfer or promotion unless he is an approved probationer and has put in not less than three years of service in the category from 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, Hyd.
Copy to:
The Law Deptt.
SF/SC.

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SECTION OFFICER
(Contd. for Annexure)
## ANNEXURE
### (See Rule - 5)

<table>
<thead>
<tr>
<th>Class &amp; Category</th>
<th>Method of appointment</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class-A Category 1</td>
<td>By any method</td>
<td>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.</td>
</tr>
</tbody>
</table>
| Category 2 Training Programme Coordinator. | 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.  
OR  
(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; |
| Category - 6 | Audio Visual Operator | By transfer or By direct recruitment | (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 - 1 | Audio Visual Operator | By direct recruitment or By promotion. | (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. |
| CLASS - B | 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 |
| | Assistant Manager (House Keeping & Catering) | | (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 Test 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 or Provincial Act or 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 atleast 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
<p>| Category - 3 | Senior Assistant (Stores) | By transfer or By direct recruitment | (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. |
| Category - 4 | Electrician | By direct recruitment | (i) Must possess a Craft Certificate in Hotel Reception &amp; Book-Keeping from a recognised Institute; and (iii) Must possess an experience of atleast one year in a reputed hotel or boarding house. |
| Category - 5 | Steward | By direct recruitment | (i) Must possess the minimum general educational qualifications prescribed in the Andhra Pradesh State and Subordinate Services Rules, and (iii) Must possess a Trade Certificate in Electrician Trade issued by any Industrial Training Institute in the State or its equivalent qualification. |
| Category 6 | Room Supervisor | By direct recruitment | (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; 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 | Care taker | 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. |</p>
<table>
<thead>
<tr>
<th>Category 8 Room Boy</th>
<th>By direct recruitment</th>
<th>(i) Must possess minimum General Educational Qualification prescribed in the Andhra Pradesh State and Subordinate Services Rules; and</th>
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</table>

(ii) Must possess an experience of at least one year in a hotel of reputed.

K. JAYABHARATH REDDY  
CHIEF SECRETARY TO GOVERNMENT

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SECTION OFFICER