

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

Public Services – Andhra Pradesh State Archives – Subordinate Service Rules – Special Rules – Issued.

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**EDUCATION (CO.ORD.HE.2) DEPARTMENT**

**G.O.Ms.No.139**

**Dated: 04.06.1997.**

**Read the following:-**

1. From the OMC Lr.No. 214/OMC/SPF.Ser.II/88-4, dt: 15.6.1989
2. From the OMC Lr.No.214/OMC/SPF (Ser.II/88-5, dt; 8.9.1989
3. From the OMC Lr.No.400/OMC (SPF.Ser.II/90-1, dt: 19.2.1990
4. From the Dir. Of A.P. State Archives, Hyd, D.O.Lr.No.12/4217/88. dt: 7.9.1989.
5. From the Dir. Of A.P.State Archives, Hyd Lr.No.E2/4217/88, dt: 16.10.1989 and 26.10.1989.
6. From the Director of State Archives Lr. of even No. dt. 22.3.1991 and 11.8.94.
7. From the C.S.A.Lr.No. E2/5891/91, dt 26.8.93.
8. From the Secretary, APPSC Lr. No.1389/RR/3/95, dt:3.8.96.

**ORDER:-**

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 and in supersession of the rules issued in;

- (1) G.O.Ms.No.422, General Administration (Rules) Department dt: 25.3.1960.
- (2) G.O.Ms.No.560, General Administration (Rules) Department, dt: 4.5.1961.
- (3) G.O.Ms.No. 1064, Education (L) Department, dt: 11.5.1961
- (4) G.O.Ms.No. 236, Education Department, dt: 14.2.1969
- (5) G.O.Ms.No. 2013, Education Department, dt: 14.8.1969
- (6) G.O.Ms.No. 750, Education (L) Department, dt: 19.7.1977 and
- (7) G.O.Ms.No. 203, Education (L) Department, dt: 13.3.1980 as subsequently amended so far as the posts in this service are concerned.

the Governor of Andhra Pradesh hereby makes the following Special Rules for the Andhra Pradesh State Archives Subordinate Service.

**RULES**

**1. Short Title:**

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

**2. Constitution:**

This service shall consist of the following clauses and categories of posts in the Andhra Pradesh State Archives Subordinate Service.

Class.A.

- Category – (1) Archivist.
- Category – (2) Assistant Archivist, including Research Assistant.

Class-B

- Category – (1) Senior Research Assistant (Persian and URDU)
- Category – (2) Junior Research Assistant (Persian and URDU)

Class-C:

- Category – (1) Upper Division Calligrapher.
- Category – (2) Lower Division Calligrapher.

Class-D:

- Category – (1) Librarian
- Category – (2) Assistant Librarian.

Class.E.

- Category – (1) Foreman.
- Category – (2) Assistant Foreman including Chageman.
- Category – (3) Mender.
- Category – (4) Binder

Class.F.

- Category – (1) Micro film Operator.
- Category – (2) Photographer
- Category – (3) Dark Room Assistant.

Class-G

- Category – (1) Electrician.
- Category – (1) Plumber.

**3. Method of appointment and appointing Authority.**

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Subject to the other provisions in these rules, the method of appointment and appointing authority for the several classes and categories of posts shall be as mentioned in the Table below:-

**TABLE**

Class and Category (1)	Method of appointment (2)	Appointing Authority (3)
<u>Class:A</u> (1) Archivist	(i) by direct recruitment or (ii) by promotion of Asst. Archivist: (iii) by transfer from Librarian (Category-I of Class-D) or (iv) by recruitment by transfer of Superintendents in A.P.M.S. in the State Archives Department	Director

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|--|--|----------|
| (1)  | (2)  | (3)      |
| (2) Assistant Archivist, including Research Assistant              | i) by direct recruitment<br>ii) by promotion of Asst. Librarian (Vategory-2 of Class-D) ; or<br>iii) by recruitment by transfer of Senior Assistant in the APMS in the State Archives Department; or<br>iv) by recruitment by transfer of junior Assistants Typists possessing a degree qualification in the APMS in the A.P.State Archives Department if Senior Assistants are not available, provided they possess degree qualification. | Director |
| <u>CLASS-B</u><br>(1) Senior Research Assistant (Persian and Urdu) | i) by promotion of Junior Research Assistant (Persian and Urdu) ; or<br>ii) by direct recruitment if no qualified or suitable Junior Research Asst. (Persian and Urdu) is available.   | Director |
| 2) Junior Research Asst. (Urdu and Persian) .                      | i) by recruitment by transfer of Sr.Asst. in the APMS in the State Archives Department; or<br>ii) by appointment by transfer of Jr. Assistant in the APMS in the State Archives Department. If no qualified or eligible Sr.Asst. is available.<br>iii) by direct recruitment if no person is available for appointment by methods (i) and (ii) above.  | Director |
| <u>CLASS-C</u><br>(1) U.D Caligrapher                              | i) by promotion of Lower Division Caligrapher.<br>ii) by recruitment by transfer of a Junior Asst. in the A.P. Ministerial in the State Archives Department, if no suitable Lower Division Caligrapher is available.   | Director |
| (2) Lower Division Caligrapher                                     | By transfer-----<br>----- person form any other category or class or / recruitment by transfer of a person from  |          |

(1)	(2)	(3)
(2) Lower Division Caligrapher.	by transfer of a qualified person from any other category or Class or by recruitment by transfer of a person from any other service in the State Archives Department.	Director
<u>CLASS-D</u>		
(1) Librarian	i) by promotion of Asst. Librarian; or ii) by direct recruitment if no suitable or qualified Assistant Librarian is available.	Director
(2) Assistant Librarian	i) by recruitment by transfer of Junior Assistant , Typist possessing a Degree qualification in the APMS in the State Archives Department; or ii) by direct recruitment, if no qualified or suitable Junior Assistant is available.	Director
<u>CLASS-E</u>		
(1) Foreman	by promotion of Asst. Foreman.	
(2) Assistant Foreman including Chargeman.	by promotion of Mender and Binder. by recruitment by transfer of a member of the A.P.Last Grade Service in the State Archives Department.	Director
(3) Mender		Director
(4) Binder	by recruitment by transfer of a member of the A.P.Last Grade Service in the State Archives Department.	Director
<u>CLASS-F</u>		
(1) Microfilm Operator	i) by Promotion of Photographer; or ii) by direct recruitment if no qualified photographer is available for promotion.	Director
(2) Photographer	i) by Promotion of Dark Room Assistant. ii) by direct recruitment if no qualified or suitable Dark Room Assistant is available.	Director
(3) Dark Room Assistant	i) by recruitment by transfer of a member of the A.P.Last Grade Service in the State Archives Department; or ii) by direct recruitment if a qualified or suitable person is not available for appointment by method (i) above.	Director

(1)	(2)	(3)
<u>Class:G</u>		
(1) Electrician	by direct recruitment	Director
(2) Plumber.	by direct recruitment	Director

Note:- 50% of the substantive vacancies in the category of Archivist and Assistant Archivist shall be filled by adopting the procedure detailed below.

**(i) ARCHIVIST:**

In a unit of every SIX vacancies the following cycle shall be adopted for filling up the vacancies by Direct Recruities, Promotees and Transferies categories:-

- 1st Vacancy -- by direct recruitment.
- 2nd Vacancy -- by promotion form the category of Assistant Archivist.
- 3rd Vacancy -- by transfer from the category of Superintendent or Librarian.
- 4th Vacancy -- by direct recruitment.
- 5th Vacancy -- by promotion from the category of Assistant Archivist.
- 6th Vacancy -- by direct recruitment.

**ii) ASSISTANT ARCHIVIST:**

In a unit of every NINE vacancies the following cycle shall be adopted for filling up the vacancies by direct recruities, promotees and transferies categories:-

- 1st Vacancy -- by promotion from the category of Sr.Asst./Jr.Asst./Typist.
- 2nd Vacancy -- by Direct recruitment.
- 3rd Vacancy -- by promotion from the category of Sr.Asst./Jr.Asst./Typist.
- 4th Vacancy -- by direct recruitment.
- 5th Vacancy -- by promotion from the category of Assistant Librarian.
- 6th Vacancy -- by promotion from the category of Sr.Asst./Jr.Asst./Typist.
- 7th Vacancy -- by direct recruitment.
- 8th Vacancy -- by promotion from the category of Sr.Asst./Jr.Asst./Typist
- 9th Vacancy -- by direct recruitment.

#### **4. RESERVATION OF APPOINTMENT:**

In the matter of Direct recruitment to the posts for which Women and Men are equally suitable there shall be reservation to Women to the extent of 33 1/3% of the posts in each category of O.C., B.C (A) , B.C.(C), B.C.(D), S.C., S.T., Physically handicapped and ex-servicemen.

Provided that if sufficient number of Women candidates are not available such vacant post shall be carried forward in favour of Women.

Provided further that for all practical purposes with regard to reservation to Women Rule -22 and Rule - 22 (A) of the state and sub-ordinate rules (General Rules) are applicable.

Further in the matter of reservation for physically handicapped persons in direct recruitment 3% of the posts shall be reserved in favour of physically handicapped persons in the state and sub-ordinate services in the ratio of 1:1:1 for the Blind/Deaf/Dumb and Orthopaedically handicapped respectively.

#### **5. QUALIFICATIONS:**

No person shall be eligible for appointment to the categories specified in column (1) of the Annexure by the method specified in the corresponding entry 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 to any of the posts in this service, by direct recruitment, if he has completed the age of 28 years on the first day of July of the year in which the vacancy is notified for selections.

#### **7. MINIMUM SERVICE:**

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

#### **8. PROBATION:**

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

#### **9.TRAINING:**

(a) Every person appointed to the post of Archivist and Assistant Archivist including Research Assistant shall undergo training in Archives, at the National Archives of India for a period not exceeding one year as and when he is deputed, if he has not completed the age of 50 years.

(b) Every person appointed by direct recruitment to the post of Librarian and Assistant Librarian shall undergo, immediately after appointment, a course of training for such period and as per such programme and syllabus as may be prescribed by the Director of State Archives.

(c) Every person appointed to the post of Librarian and Assistant Librarian by methods other than direct recruitment shall, within the period of probation, undergo

training or undertake a study tour of other libraries and Archives, prescribed by the Director, State Archives for atleast a period of two weeks.

Provided that no person shall be required to undergo the training or undertake study tour if he has completed 50 years of age.

(d) Every person appointed by direct recruitment shall, before the commencement of training, execute an agreement bond that the shall serve the Department for a period of three years after the completion of training referred to in subrules (a) and (b). He will be liable to refund to the Government the pay and allowances or 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 dis-charged from training course for misconduct or any other reason; or
- iii) if he secures any other employment, elsewhere than under the State Government.

(e) The period of training shall count for purposes of probation, increments, leave and pension.

(f) A direct recruitment who is selected and appointed, shall be eligible, during the period of training, for the initial pay of the post with usual allowances admissible at the place of training.

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

**P.V.R.K. PRASAD  
PRINCIPAL SECRETARY TO GOVERNMENT**

To  
The Commissioner of State Archives and Research Institute,  
Andhra Pradesh, Hyderabad.  
The Director, Printing Press, Hyderabad for publication of notification  
In Andhra Pradesh Gazette.  
The Accountant General, Andhra Pradesh, Hyderabad.  
The Pay and Accounts Officer, A.P., Hyderabad.  
The Secretary, Andhra Pradesh Public Service Commission,  
Hyderabad (with covering letter).

Copy to:

Law (S) Department.  
General Administration (Ser.F) Department  
SC/SF.

**//FORWARDED BY ORDER//**

**SECTION OFFICER**

(ANNEXURE to: G.O.Ms.No.139, Edn.(Co.Ord.HE.2) Dept., Dt: 04.06.97)

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**ANNEXURE**  
**(See Rule-5)**

Class and Category (1)	Method of appointment (2)	Qualifications. (3)
<u>Class-A</u>		
(1) Archivist:	by direct recruitment or by promotion or by recruitment by transfer.	Must possess a Post Graduate Degree in Indian History or an equivalent qualification of a University in India established or incorporated by or under a Central Act, or a Provincial Act or a State Act or an Institution recognised by University Grants Commission, or an equivalent qualification.
(2) Assistant Archivist including Research Assistant.	i) by direct recruitment or  ii) by promotion of Assistant Librarian (Category (2) of Class (D); or  iii) by recruitment by transfer of Senior Assistant in the A.P Ministerial Service in the State Archives Department; or  iii) by recruitment by transfer of Senior Assistant in the A.P. Ministerial Service in the State Archives Department; or  iv) by recruitment by transfer of Jr. Assistants/Typists in the A.P. Ministerial Service in the State Archives Department.	i) Must possess a bachelor Degree of a University in India established or incorporated by or under a Central Act, Provincial Act, or State Act or Institution recognized by the University Grants Commission or any other recognized equivalent qualification.  ii) Must have proficiency in (a) Telugu and (b) Persian, Urdu or Marathi



(1)	(2)	(3)
<u>Class:B</u>		
(1) Senior Research Assistant (Urdu and Persian).	by promotion or by direct recruitment.	Must possess a Post Graduate Degree in Persian with adequate knowledge of Urdu, having passed the degree examination with Urdu as one of the subject of a University in India established or incorporated by or under a Central Act or a provincial Act or a State Act or an Institution recognized by the University Grants Commission or any other recognized equivalent qualification.
(2) Junior Research Assistant (Urdu and Persian)	by recruitment by transfer; or by direct recruitment	Must possess a degree with Urdu and Persian Language as subjects of a University in India established or incorporated by or under a Central Act or a provincial Act or a State Act or an Institution recognized by the University Grants Commission; or any other recognized equivalent qualification.
<u>CLASS-C</u>		
1. U.D. Caligrapher	by promotion or by recruitment by transfer.	(i) Must have passed 10 <sup>th</sup> Class examination or its equivalent examination.  (ii) Must possess a certificate in Persian Caligraphy of any recognized Institution.
2. L.D. Caligrapher	by direct recruitment or by recruitment by transfer.	(i) Must have passed 10 <sup>th</sup> Class examination or its equivalent examination.  (ii) Must be well versed in Persian Calligraphy.
<u>CLASS-D:-</u>		
(1) Librarian:	By promotion or by direct recruitment.	Must possess a Bachelors Degree in Arts, Science or Commerce with a Bachelor's degree in Library Science of a University established or incorporated by or under a Central Act or a State Act or provincial Act or a State Act or Provincial Act or an Institution recognized by the University Grants – Commission.

Class-D:

(2) Assistant Librarian. By recruitment by transfer or by direct recruitment Must possess a Bachelor's degree in the Arts, Science or Commerce with a Bachelor's degree in Library Science of a University established or incorporated by or under a Central Act or a State Act; or a provincial Act or an Institution recognized by the University Grants Commission.

CLASS:- E

(1) Assistant Foreman including Chargeman.

by Promotion.

Must Possess adequate skill and experience in mending old records in binding..

(2) Mender.

by recruitment by transfer.

i) Must have passed VIII Class examination.

(2) Binder.

by recruitment by transfer

ii) Must possess adequate skills and experience in mending old records.

CLASS-F

(1) Microfilm Operator

by direct recruitment.

i) Must have passed Intermediate Examination conducted by the A.P.State Board of Intermediate Education with Telugu or Urdu as one of the subjects.

ii) Must possess a Diploma in Photography from any Institution recognized by the Government of A.P. or an equivalent qualification.

(2) Photographer.

by promotion or by direct recruitment.

Must have passed SSC Examination or its equivalent qualification with 5 years experience in photography in a reputed photographic firm or Institution in retouching duplicate Photo Printing, enlargement and microfilms.

(3) Dark Room Assistant.

Room By recruitment by transfer or by direct recruitment.

i) Must possess minimum general educational qualifications prescribed in the schedule to the General Rules with Telugu or Urdu as Language subject.

(1)

(2)

(3)

ii) Must have worked as Dark Room Assistant in a reputed photographic firm or Institution for a period of atleast two years and must be conversant with photography.

CLASS-G:

(1) Electrician.

By direct recruitment.

Must possess an I.T.I. Trade Certificate in Electrician.

(2) Plumber.

By direct recruitment.

Must have passed the I.T.I. examination or a Certificate in plumbing from a Licensed Plumbing Firm.

**P.V.R.K. PRASAD,  
PRINCIPAL SECRETARY TO GOVERNMENT.**

**//FORWARDED: : BY ORDER//**

**SECTION OFFICER**