

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Rules – Special Rules – Andhra Pradesh Jail Subordinate Service Rules – Issued.

HOME (PRISIONS . A) DEPARTMENT

G.O.Ms.No.514

Dated:23.11.1993.

ORDER:-

The following notification shall be published in Andhra Pradesh Gazette:-

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers here unto enabling and in super session of the rules issued in:

1. G.O.Ms.No.2126, Home (Pri.A) Department, dt:23.11.62.
2. G.O.Ms.No.1165, Home (Pri.A) Department, dt:06.07.64.
3. G.O.Ms.No.650, Home (Pri.A) Department, dt:22.10.86.
4. G.O.Ms.No.1461, Home (Pri.A) Department, dt:24.10.75.
5. G.O.Ms.No.71, Home (Pri.A) Department, dt:06.02.82.
6. G.O.Ms.No.300, Home (Pri.A) Department, dt:25.05.85.
7. G.O.Ms.No.179, Home (Pri.A) Department, dt:29.04.83.
8. G.O.Ms.No.650, Home (Pri.A) Department, dt:22.10.86.
9. G.O.Ms.No.85, Home (Pri.A) Department, dt:06.03-87.

And in so far as they relate to the posts included in this service, the Govenr of Andhra Pradesh here by makes the following special rules for the Andhra Pradesh Jail Subordinate Service.

RULES

1.Short Title:

These rules shall be called the Andhra Pradesh Jails Subordinate Service Rules.

2.Constitution:

The service shall consist of the following categories of posts.

CLASS – A:

Category (1)(a): Deputy Jailor including Superintendent of Sub Jails, Assistant Law Instructor and Assistant Chief Drill Instructor and Assistant Superintendent of Borstal School.

(b): Assistant Matron.

Category (2): Chief Head Warder including Assistant Drill Instructor and Armourer.

Category (3)(a): Head Warder (Male) including Assistant Armourer.

(b): Head Warder (Female).

Category (4)(a): Warder (Male) including Buglers and Motor Cycle Orderly.

(b): Warder (Female).

CLASS – B:

Category (1) : Manager (Industries).

Category (2) : Head Master including B.Ed., trained teachers of Borstal School.

Category (3) : Teacher (SGBT).

Category (4) : Physical Education Teacher.

CLASS – C:

- Category (1) : Deputy Foreman.
 Category (2) : Senior Composer.
 Category (3) : Machine Man Grade – I.
 Category (4) : Junior Composer.
 Category (5) : Assistant Mechanic.

CLASS – D:

- Category (1): Instructor Grade – I.
 (a) Carpentry.
 (b) Tailoring.
 (c) Weaving.
 (d) Cobblery.
 (e) Carpet Making.
 (f) Dyeing.
 (g) House Wiring.
 (h) Electric Motor Rewinding.
 (i) Plumbing.

Category (2): Assistant Chemist.

- Category (3)(a): Instructor Grade – II.
 (i) Carpentry / Polisher
 (ii) Tailoring / Tailoring Mechanic
 (iii) Blacksmith
 (iv) Durry Making
 (v) Dyeing
 (vi) Soap Making

Category (3)(b) : Woman Craft Instructor

- Category (4) : (a) Fitter
 (b) Blacksmith
 © Electricial including Electrician cum Mechanic and Wireman – cum –
 Mechanic and Wireman.
 (d) Engine Driver and Oil Engine Driver.

Category (5): Tractor Driver / Fitter cum Tractor Driver.

CLASS – E:

- Category (1): Pharmacist Grade – II including Compounder.
 Category (2): Staff Nurse.
 Category (3): Sub Assistant.
 Category (4): Fieldman.
 Category (5): Live Stock Assistant.
 Category (6): Pathologist.
 Category (7): Lab Technician.

3. Method of Appointment and appointing authority:

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

Class and Category (1)	Method of appointment (2)	Appointing authority. (3)
CLASS – A: (1) (a) Deputy Jailor	(i) By Direct recruitment (ii) By promotion from category (2) of Class – A. (iii) By appointment by transfer of Senior Assistant in the Andhra Pradesh Ministerial Service in the Jails Department from a combined seniority list of Senior Assistants of Directorate and Subordinate	Deputy Inspector General of Prisons of concerned region.

(b) Assistant Matron	<p>Offices.</p> <p>(i) By recruitment</p> <p>(ii) By promotion from category (3)(b) of Class –A.</p> <p>(iii) By appointment by transfer of Woman Senior Assistant in the Andhra Pradesh Ministerial Services in the Jail Department from combined seniority list of Woman Senior Assistant of Directorate and Subordinate Offices.</p>	Deputy Inspector General of Prisons of concerned region.
(2) Chief Head Warder	By promotion from category (3)(a) of Class – A.	Deputy Inspector General of Prisons of concerned region.
(3)(a) Head Warder (Male).	By promotion from category (4)(a) of Class – A.	Deputy Inspector General of Prisons of concerned region.
(b) Head Warder (Female).		Deputy Inspector General of Prisons of concerned region.
(4)(a) Warder (Male)	By Direct Recruitment	Superintendent of Jail/Superintendent of Borstal School/District Sub Jails Officer/Principal, State Institute of Correctional Administration of the concerned Jail.
(b)Warden(Female)	By direct Recruitment	Superintendent of Jail/Superintendent of Borstal School/District Sub Jails Officer/Principal, State Institute of Correctional Administration of the concerned Jail.
CLASS – B: (1) Manager (Industries)	<p>(i) By promotion from category (1) of class – D and if no qualified persons are available in category (1) of Class – D, by promotion from Category (3)(a) of Class – D.</p> <p>(ii) If no qualified and suitable person is available either in Category (1) of class – D or in Category (3)(a) of class – D by direct recruitment.</p>	Deputy Inspector General of Prisons of concerned region
(2) Head Master	<p>(i) By promotion from Category (3) of Class – B</p> <p>(ii) By transfer on tenure basis of School Assistant in the Andhra Pradesh School Education Subordinate Service, if no qualified persons in Category(3) of Class – B are available.</p> <p>(iii) If candidate in the methods (i) and (ii) are not</p>	Deputy Inspector General of Prisons of concerned region

	available, by direct recruitment.	
(3) Teacher (SGBT)	By direct recruitment	Deputy Inspector General of Prisons of concerned region
(4) Physical Education Teacher	By direct recruitment	Deputy Inspector General of Prisons of concerned region
CLASS – C:		
(1) Deputy Foreman	(i) By promotion from category (2) of class – C Category (3) of Class – C.	Deputy Inspector General of Prisons of concerned region
(2) Senior Composer	(ii) By direct recruitment (i) By promotion from Category(4) of Class – C	Superintendent of Jails
(3) Machine Man Grade - I	(ii) By direct recruitment (i) By promotion from Category (5) of Class – C	Superintendent of Jails
(4) Junior Composer	(ii) By direct recruitment By direct recruitment	Superintendent of Jails
(5) Assistant Mechanic	By direct recruitment	Superintendent of Jails
CLASS – D:		
(1) Instructor Grade - I	(i) By promotion from Category (3) (a) of Class – D, if there is an Instructor Grade – II in the relevant trade	Deputy Inspector General of Prisons of concerned region
	(ii) If there is no qualified Instructor Grade – II in the relevant trade available, by direct recruitment	
(2) Assistant Chemist	(i) By direct recruitment	Deputy Inspector General of Prisons of concerned region
(3)(a) Instructor Grade -II	(i) By direct recruitment	Concerned Superintendent of Jail / Superintendent of Borstal School
	(ii) For the trade Blacksmith by promotion from Category (4)(b) of Class – D. If qualified person for promotion is not available, by direct recruitment	
(b) Woman craft instructor	By direct recruitment	Concerned Superintendent of Jail / Superintendent of Borstal School
(4)(a) Fitter	By direct recruitment	Deputy Inspector General of Prisons
(b) Blacksmith	No future recruitment	
© Electrician including Electrician-cum-Mechanic and Wireman-cum-Mechanic and Wireman	By direct recruitment	Deputy Inspector General of Prisons
(d) Engine Driver and Oil Engine Driver	By direct recruitment	Deputy Inspector General of Prisons
(5) Tractor Driver / Fitter-cumTractor Driver	By direct recruitment	Deputy Inspector General of Prisons
CLASS – E:		

(1) Pharmacist Gr.II.	By transfer on tenure of persons holding equivalent posts in the Medical and Health Department	As the Posts are on deputation basis, they will be governed by the Rules of their respective parent Departments in addition to the terms and conditions of deputation.
(2) Staff Nurse	By transfer on tenure of persons holding equivalent posts in the Medical and Health Department	
(3) Sub Assistant	By transfer on tenure of persons holding equivalent posts in the Agriculture Department	
(4) Fieldman	By transfer on tenure of persons holding equivalent posts in the Agriculture Department	
(5) Live Stock Assistant	By transfer on tenure of persons holding equivalent posts in the Animal Husbandry Department	
(6) Pathologist	By transfer on tenure of persons holding equivalent posts in the Medical and Health Department	
(7) Lab Technician	By transfer on tenure of persons holding equivalent posts in the Agriculture Department	

Note (a): 50% of the number of substantive vacancies in the Category given below, shall be filled by direct recruitment.

- (i) Category (1)(a) of Class – A – Deputy Jailor
- (ii) Category (1)(b) of Class – A – Assistant Matron
- (iii) Category (1) of Class – C – Deputy Foreman
- (iv) Category (2) of Class – C – Senior Composer
- (v) Category (3) of Class – C – Machine Man Grade – I

(b) Appointment to the Category of Deputy Jailor, other than by direct recruitment, shall be made alternatively by promotion from Category (2) of Class – A and by appointment by transfer of Senior Assistants in the Andhra Pradesh Ministerial Service in the Jail Department.

© Appointments to the Category of Assistant Matron, other than by direct recruitment, shall be made in the order specified below:-

1 st Vacancy: By promotion of Head Warden (Female).

2 nd Vacancy: By appointment by transfer of Female Senior Assistant in the Andhra Pradesh Ministerial Service in the Jail Department.

3 rd Vacancy: By promotion of Head Warden (Female)

4 th Vacancy: By promotion of Teacher (SGBT) and Woman Craft Instructor from a combined seniority list based on the date of appointment to the respective category.

(d): Appointments to the categories of Deputy Foreman, Senior Composer and Machine Man Grade –I, other than by direct recruitment, shall be made by promotion as specified in Column(2) of the table in this rule.

Notwithstanding anything contained in this rule, the seniority of the persons appointed to the categories of Deputy Jailor, Assistant Matron, Deputy Foreman, Senior Composer and Machineman Grade-I, by any method, shall be governed by the provisions of General Rule 33 of the Andhra Pradesh State and Subordinate Service Rules.

4. Reservation of appointments:

- (a) The rule of special representation except in so far as it relates to the physically handicapped persons shall apply to appointments by direct recruitment to the various posts in this service.

In the matter of direct recruitment to the post of Warder (Male), 6% of the posts in Tribal areas shall be filled by candidates belonging to Scheduled Tribes.

- (b) Woman alone shall be appointed to the post in category (1)(b), category (3)(b) and category (4)(b) of Class – A and category (3)(b) of Class – D.

5. Qualifications:

No person shall be eligible for appointment to the category 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.

Provided that in case of persons appointed prior to 24.09.1985, the educational qualifications and physical standards existing at the time of recruitment will apply.

6. Age:

- (a) No person shall be eligible for appointment by direct recruitment to any post in this service, if he has completed the age of twenty eight years on the first day of July of the year in which the vacancy is notified for selection.
- (b) No person shall be eligible for appointment to the posts and by the methods indicated below, if he/she has completed maximum as indicated against the respective category as on 1 st July of the year in which the selection is made.

Category (1)(a): Deputy Jailor	By appointment	35 years
	By transfer	
(b): Assistant Marton	By Promotion	40 years
	from female teacher and Woman craft Instructor	
	By appointment by transfer	40years

7. Minimum Service:

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

8. Probation:

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

9. Training:

- (a) Every person appointed by direct recruitment or by transfer to the various posts given below shall undergo training for the period mentioned against each, as per such programme and syllabus as may be prescribed by the Inspector General of Prisons, from time to time.

Post	Method of appointment	Duration of training
(1) Deputy Jailor	(i) By direct recruitment (ii) By appointment by transfer	9 months 6 months
(2) Assistant Matron	(i) By direct recruitment (ii) By appointment by transfer	9 months 6 months
(3) Warders (Male)	(i) By direct recruitment	9 months
(4) Warders (Female)	(i) By direct recruitment	9 months

(b) Every person appointed by direct recruitment shall, before the commencement of training, execute, an agreement bend that he/she shall serve the department for a period of three years after the completion of training referred to in subrule(a).

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

- (1) If he fails to serve the department for a period of three years after the completion of his training for any reason; or
- (2) if he discontinues the training or is discharged from training course for misconduct or any other reason; or
- (3) if he secures any other employment, elsewhere than under the State Government.

© The period of training shall count for the purpose of probation, increments, leave and pension.

- (c) A direct recruit, who is selected and appointed, shall be eligible during the period of training, the initial pay of the post with usual allowances admissible at the place of training.
- (d) The warders (Male) and Warders (Female) recruited prior to 1.5.1984 must undergo training course of six months at State Institute of Correctional Administration, Hyderabad as and when deputed by the Inspector General of Prisons.

10. Tests:

Every person appointed by direct recruitment to the posts of Deputy Jailor and Assistant Matron shall pass the Accounts Test for Subordinate Officers, Part I and Jail Department Test Parts I and III within the period of probation.

11. Unit of appointment:

For purpose of direct recruitment, transfer, seniority, appointment as full member and discharge for want of vacancy, the unit of appointment for the posts in the Jail Department shall be as specified in the table below:

Class and Category (1)	Name of the post (2)	Unit of appointment (3)
Class – B		
Category (3)	Teacher (SGBT)	Each Revenue Department
Category (4)	Physical Education Teacher	Each Revenue Department
Class - C		
Category (4)	Junior Composer	Each Revenue Department
Category (5)	Assistant Mechanic	Each Revenue Department

Class – D		
Category (3)	(a) Instructor Grade II	Each Revenue Department
	(b) Woman Craft Instructor	Each Revenue Department
Category (4)	(a) Fitter	Each Revenue Department
	(b) Electrician including Electrician cum Mechanic, and Wireman-cum-Mechanic and Wireman	Each Revenue Department
	(c) Engine Driver and Oil Engine Driver	Each Revenue Department
Category (5)	Tractor Driver / Fitter cum Tractor Driver	Each Revenue Department

12. Physical requirement:

(1) A candidate for appointment by the different methods of appointment as indicated below (either by direct recruitment or by appointment by transfer) to the posts of Deputy Jailor or Assistant Matron or Warder (Male or Female) shall satisfy the following physical requirements:

(a) Deputy Jailor:	(i) By direct recruitment	(a) must not be less than 167 cms in height
	(ii) By appoint by transfer from the post of Senior Assistant	
	(iii) By promotion from female teacher and woman craft instructor	(b) Must not be less than 71 cms round the chest on full inspiration with a minimum expansion of 2 cms.
(b) Warder (Feamale):	(i) By direct recruitment	

13. Transfers and Postings:

The transfers and postings of persons in the different categories in this service, except these mentioned in the table in rule 11, shall be made by the appointing authorities within their jurisdiction and the authority next in rank above the appointing authority shall make transfers and postings, within the jurisdiction of that next higher authority.

Provided however that the Inspector General of Prisons shall be competent to affect transfers and postings of any category to any place in the state.

In the case of persons in the categories mentioned in rule 11, the transfers and postings shall be made within the unit mentioned in column (3) of the table therein.

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

D.K.PANWAR
SECRETARY TO GOVERNMENT

To

The Commissioner, Printing, Stationery and Stores Purchase, A.P., Hyderabad with a request to furnish 100 copies of the notification for official use.

The Inspector General of Prisons and Director of Correctional Services, Andhra Pradesh, Hyderabad (4 copies)

The Secretary, A.P.Public Service Commission, Hyderabad (with a covering letter).

The Accountant General, Andhra Pradesh, Hyderabad.

The Pay and Accounts Officer, Hyderabad.

The General Administration (Ser.) Department.

The General Administration (Rules) Department.

// Forwarded by order//

Sd/- xx xx xx
Section Officer

ANNEXURE
(See Rule – 5)

Class and Category (1)	Method of appointment (2)	Qualifications (3)
CLASS – A: (1)(a) Deputy Jailor	By direct recruitment	Must possess a Bachelors Degree of a University in India established or incorporated by or under a Central Act. Provisional Act or a State Act or any other equivalent qualifications.
	By promotion	(1) Must possess the minimum general educational qualifications as prescribed in the scheduled to Part II of the Andhra Pradesh State and Subordinate Service Rules. (2) Must have passed: (a) Accounts test for Subordinate Officers, Part – I. (b) Jails Department Test, Part – I & III.
	By appointment by transfer	(1) Must possess a Bachelors Degree of a University in India established or incorporated by or under a Central Act or a State Act or any other equivalent qualification (2) Must have passed: (a) Accounts Test for Subordinate Officers, Part – I (b) Jail Department Test Parts I&III.
(c) Assistant Matron	By direct recruitment	(1) Must possess a Bachelors Degree of a University in India established or incorporated by or under a Central Act or a State Act or any other equivalent qualification
	By promotion	(2) Must have passed: (a) Accounts Test for Subordinate Officers, Part – I (b) Jail Department Test Parts I & III.
	By appointment by transfer	(1) Must possess a Bachelors Degree of a

		University in India established or incorporated by or under a Central Act or a State Act or any other equivalent qualification
		(2) Must have passed: (a) Accounts Test for Subordinate Officers, Part – I (b) Jail Department Test Parts I&III.
(3)(a) Warder (Male) (b) Warder (Female)	By direct recruitment	Must possess the minimum general qualification as prescribed in the schedule to part – II of the Andhra Pradesh State and Subordinate Service Rules. Preference shall be given to candidates who have undergone training in Civil Defense and gained experience as Home Guard
CLASS-B: (1) Manager (Industries)	By promotion	1) Must possess the minimum general qualification as prescribed in the schedule to part – II of the Andhra Pradesh State and Subordinate Service Rules. 2) Must possess a trade certificate in any course from an Industrial Training Institute or an equivalent qualification.
	By direct recruitment	Must possess a Diploma in Engineering in any branch issued by the Andhra Pradesh State Board of Technical Education or an equivalent qualification.
2) Head Master	By direct recruitment or promotion or by transfer, or tenure	Must possess a Bachelors Degree in any subject and Bachelors degree in Education of a University in India established or incorporated by or under a central Act, Provisional Act or a State Act or any other equivalent qualification.
3) Teacher (SGBT)	By direct recruitment	1)) Must possess the minimum general qualification as prescribed in the schedule to part – II

of the Andhra Pradesh State and Subordinate Service Rules.

2) A trained Teachers Certificate of the Secondary Grade or the Senior Basic Grade or an equivalent qualification there to or a metric trained Teachers Certificate.

4) Physical Education Teacher

By direct recruitment

Must possess a diploma or certificate of Physical Education issued by the Government College of Physical Education, Hyderabad or equivalent qualification.

CLASS-C:

(1) Deputy Foreman

By direct recruitment

1) Must possess a Diploma in Printing Technology awarded by the Andhra Pradesh State Board of Technical Education or an equivalent qualification.

2) Must have experience of not less than two years in a supervisory capacity in any medium size printing press.

By promotion

The minimum general educational qualification as prescribed in the Schedule to Part – II of the Andhra Pradesh State and Subordinate Service Rules.

(2) Senior Composer

By direct recruitment

1) The minimum general educational qualification as prescribed in the schedule to the General rules for the State and Subordinate Services.

2) Must possess a getting speed average of 800 corrected ems. Per hour including distribution and should know how to do display work and tabular matter.

3) Must have knowledge of at least two languages, English and Telugu or Urdu.

4) Must have practical experience of at least two years in composing.

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| (3) Machine man, Grade - I | By direct recruitment | <p>1) The minimum general educational qualification as prescribed in the schedule to Part – II of the Andhra Pradesh State and Subordinate Service Rules.</p> <p>2) Must have ability to handle letter press printing machines both handled and automatic.</p> <p>3) Should give the out turn stipulated. Must have a good knowledge of single and multi color work, particularly cutting overlays and inter lays for process blocks and subsequent print.</p> <p>4) Must have practical experience of 3 years in machine minding.</p> |
| (4) Junior Composer | By direct recruitment | <p>1) Must have passed VII Class examination from any recognized school.</p> <p>2) Must have practical experience of distributing type matter, ability to distinguish type faces type materials etc.</p> <p>3) Must have experience of two years as Distributor.</p> |
| (5) Assistant Mechanic | By direct recruitment | <p>1) Must have passed VII Class examination from any recognized school.</p> <p>2) Must be a qualified mechanic preferably with knowledge of the mechanism of different types of machines used in the printing press.</p> <p>3) Must have practical experience of at least 3 years in Mechanism.</p> |

CLASS – D:

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| (1) Instructor Grade - I | By direct recruitment | <p>1) Must possess a certificate from an Industrial Training Institute in the relevant trade.</p> <p>2) Must possess a certificate from the Central Training Institute relating to</p> |
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concern trade.

Explanation: The certificate from an Industrial Training Institute relatable to any given trade shall be specified by the Inspector General of Prisons in consultation with the Director of Employment and Training from time to time.

	By promotion	Must possess an Industrial Training Institute certificate in the concerned trade.
(2) Assistant Chemist	By direct recruitment	Must have passed a degree in Pharmacy of Pharmaceutical Chemistry of a University recognized by the Central Government for the purpose of section – II of the Drugs and Cosmetics Act, 1940 or must have passed a degree in Science of a University in India established or incorporated by or under a Central Act, Provisional Act or a State Act or any other equivalent qualification and has for the purpose of his degree studied chemistry as a Principal Subject.
(3) Instructor Grade - II	By direct recruitment	1) Must have passed 8 th class examination. 2) Must have 3 years experience in the relevant trade.
(b) Woman Craft Instructor	By direct recruitment	1) Must have passed 8 th class examination. 2) Must have 3 years experience in the relevant trade.
(4) (a) Fitter	By direct recruitment	A certificate from an Industrial Training Institute in the relevant trade or an equivalent examination.
(b) Electrician including Electrician cum Mechanic, Wireman cum Mechanic and Wireman.	By direct recruitment	A certificate from an Industrial Training Institute in the relevant trade or an equivalent examination.
© Engine Driver and Oil Engine Driver.	By direct recruitment	A certificate from an Industrial Training Institute

(5) Tractor Driver / Fitter
cum Tractor Driver

By direct recruitment

in the relevant trade or an
equivalent examination.

1) Must have passed 8 th
class examination.

2) Must posses a heavy duty
license or Tractor Driving
license granted under the
Motor Vehicle Act, 1988
(Central Act No. 59 of
1988).

3) Must have practical
experience for a period of at
least two years in operation
and maintenance of all
types of Tractors.