

GOVERNMENT OF ANDHRA PRADESH

A B S T R A C T

Public Services – Employment Exchange Service – Special Rules – Issued

Education (Emp) Department

G.O.Ms.No107 Edn

Date.30-4-1993

Read the following:-

**G.O.Ms.No2112 Home (Personnel-A) Department
dated 21-10-1961**

ORDER:

The following notification shall 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 in supersession of the Adhoc Rules issued in G.O.Ms.No.2112 Home(Per.A) Department dated 21-10-1961. as amended from time to time, the Governor of Andhra Pradesh hereby makes the following special Rules for the Andhra Pradesh Employment Exchange Service:-

1. SHORT TITLE:

These rules may be called the Andhra Pradesh Employment Exchange Service Rules 1991.

2. Constitution:

The service shall consist of the following categories of posts:-

CATEGORY	POST
Category (1)	Joint Director(Employment)
Category (2)	Deputy Director(Employment)
Category (3)	Assistant Director (Employment) Including Regional Employment Office. Deputy Chief, University Employment Information and Guidance Bureau.
Category (4)	District Employment Officer/ Employment Officer

3. METHOD OF APPOINTMENT:

Category (1)	Method of Appointment (2)
1. Joint Director(Employment)	By promotion from Category (2)
2. Deputy Director(Employment)	By promotion from Category (3)
3. Assistant Director(Employment)	By promotion from Category (4)
4. Employment Officer	i) By direct recruitment ii) By appointment by transfer of Junior Employment Officers in the Andhra Pradesh Employment Exchange Subordinate Service; iii) By appointment by transfer or Superintendents in the Andhra Pradesh Ministerial Service in the Andhra Pradesh Employment and Training Department and (iv) By appointment by transfer of Assistant Section

Officers in the Departments of Secretariat except
Law and Finance and Planning (FW) Department.

Note-1 : Appointment to the Category of Employment officer shall be made in the order of rotation specified below in every cycle of '5' Vacancies.

- 1st Vacancy - By Direct recruitment
- 2nd Vacancy - By appointment by transfer of Junior Employment Officer
- 3rd Vacancy - Direct recruitment
- 4th Vacancy - By appointment by transfer of Superintendents of Director of
Employment and Training Department
- 5th Vacancy - By appointment by transfer of Assistant Section Officers in the
Departments of Secretariat except Law and Finance and Planning
(FW) Department

In case there is no willing Assistant Section Officers of Secretariat is available, the vacancy meant for them may be filled by Junior Employment Officers/ Superintendents alternatively.

4. Qualification:-

No person shall be eligible for appointment to the categories specified in column (1) by the method specified in column (2) unless he possess the qualifications specified in the corresponding entry in column (3) thereof.

Category	Method of Appointment	Qualification
Employment officer	By Direct recruitment	i) A Bachelor's Degree from a University in India established or incorporated by or under a Central Act or A State Act or a provincial Act or any other equivalent qualification recognized by the University Grants Commission ii) Should not have completed 28 years of age on the 1 st day of July of the year in which the notification for selection is made. Must have
	By appointing	i) Passed Departmental Test for National Employment Service AND ii) Passed Accounts Test for Subordinate officers Part-I and Part-II or Accounts Test for Executive Officers

5. Minimum Service:-

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

6. In the matter of direct recruitment to the post of Employment officer other things being equal, preference shall be given to women and they shall be selected to an extent of atleast 30% of the posts in each Category of O.C, B.C.S.C. and S.T. quota.

7. "The rule of Special representation (General Rule 22) Shall apply to the post of Employment Officer, except in the case of physically handicapped persons,

8. PROBATION:

a) Every person appointed by direct recruitment 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 and

b) Every person appointed by promotion/transfer shall from the date on which he joins be on probation for a total period of one year on duty within a continuous period of two years.

9. TRAINING:

- (1) (a) Every person appointed by direct recruitment or by transfer to the post of Employment officer shall undergo immediately after appointment, a course of training for a period of 3 months as per programme and syllabus as may be prescribed by the Director of Employment and Training.
- (b) Every person appointed by Direct recruitment shall before the commencement of training execute an agreement bond that he shall serve the department for a period of 3 for a period of 3 years after the completion of training referred to in sub-rule(a)
- (2) He shall be liable to refund to the Government the pay and Allowance/ of any other remuneration received by him in addition to the amount spent by the Government on his training.
 - a) if he falls to serve the Department for a period of three years after the completion of his training for any reason ; or
 - b) if he discontinues the training or is discharged from training course for misconduct or any other reasons or
 - c) if he secures any other Employment elsewhere than under the state Government, the enforcement of bond may be regulated in terms of G.O.Ms.No.268 Fin(FR.I) Department. dt.8-9-1980
- (3) The period of training shall count for purposes of probation leave and pension etc.
- (4) A direct recruitment shall be eligible for the initial pay of the post during the period of probation.

10. TESTS:

Every person appointed by direct recruitment to the post of Employment officer shall pass the accounts test for Executive Officers and the Departmental test for National Employment Service within the period of probation.

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

**J.S.SHARMA
SECRETARY TO GOVERNMENT**

To
The Director of Printing Stationary and Stores purchase Hyderabad
For publication
The Commissioner of Employment And Training, Hyderabad
The Secretary, A.P.Public Service Commission, Hyderabad
Copy to General Administration (Ser) Department
Copy to Law Department
Copy to Finance and Planning (TA) Department
Sf/Sc's

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SECTION OFFICER