

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Public Services – Andhra Pradesh Craftsmen Training Sub-Ordinate
Services Rules – Issued.

LABOUR, EMPLOYMENT, TRAINING & FACTORIES (Emp . A2) DEPARTMENT.

G.O.Ms.No.23.

Dated 24-06-1995

Read the Following:-

1. G.O.Ms.No. 537, Edn. Dept ., dt. 17-5-1976.
2. From the Director of Emp. & Trg, Lr. No. C1/31910/75, dt. 29-5-76, dt. 6-7-1978, dt. 4-9-78, 13-10-78, 31-3-84, 24-8-84.
3. From the O.M.C. (SPF& Services) Lr. No 139/OMC (SPF. Ser. II)/87-13, dt. 2-3-90.
4. From the APPSC, Lr. No. 373/RR/2/94, dated 8-3-1994.

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ORDER:

In the G.O.Rt. No. 4433, G.A. Department, dated 4-12-1986, the OMC. (SPF & Services) had been entrusted with the work of Comprehensive examination and updating of the existing service Rules relating to the Non-Gazetted categories in the Employment and Training (Trg. Wing) Department, The draft rules prepared by the OMC have been examined in consultation with the Commissioner, Employment and Training and the APPSC.

2. 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 Craftsmen Training Subordinate Service, and they will come into force with immediate effect.

RULES

1. Short title:

These rules may be called “ The Andhra Pradesh
Craftsmen Training Subordinate Service Rules, 1995”.

2. Constitution:

The Service shall consist of the following classes and categories of the posts in the Andhra Pradesh Craftsmen Training Subordinate Service; namely:-

CLASS – A:

- Category (1) Training Officer , formerly designated as Group Instructor, Junior Assistant Apprenticeship Adviser, Lecturer in Related Instructions Class Centres, Senior Technical Assistant in the Directorate and Millwright Foreman.
- Category (2) Deputy Training Officer, formerly designated as Senior Allied Trade Instructor, Maintenance Mechanic, Senior Craft Instructor, Instructor in District Level Training Centres, Maths-cum-Drawing Instructor, Drawing-cum-Maths Instructor and Technical Assistant in the Directorate.
- Category (3) Assistant Training Officer, formerly designated as Junior Craft Instructor, Motor Driving Instructor, Drawing Instructor, Maths Instructor (which is also called as workshop Calculation and Science Instructor), Junior Allied Trade Instructor, Stenography Instructor, Language Instructor, Social Studies Instructor and Millwright Instructor.
- Category (4) Technical Assistant , formerly designated as Maistries in District Level Training Centres Electrician-cum-Mechanic, Store Attender, Workshop Attender, Mechanic (Typewriter) Engine Driver and Electrician.

CLASS- B:

- Category (1) : Librarian
Category (2) : Pharmacist Grade – II
Category (3) : Dresser

3. Method of appointment and appointing authorities:

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

T A B L E

Class and Category	Method of appointment	Appointing Authority
(1)	(2)	(3)
<u>CLASS – A:</u>		
Category (1) Training Officer.	By promotion from Category (2) of Class-A	Head of the Department
Category (2) Deputy Training Officer.	(i) By promotion from Category (3) of Class – A. (ii) If candidates with requisite qualification are not available by direct recruitment. (or) where new trades are introduced and no qualified candidate are available with suitable qualifications to hold the post in the new trades then the post shall be filled by direct recruitment.	Head of the Department
Category (3) Assistant Training Officer.	(i) By promotion from Category (3) of Class – A. (ii) If qualified candidates in Category-4 are not available. (or) where new trades are introduced and no qualified candidate are available with suitable qualifications to hold the post in the new trades then the post shall be filled by direct recruitment.	Head of the Department
Category (4) Technical Assistant.	By Direct Recruitment	Deputy Director having jurisdiction over the Zones. Deputy Director having jurisdiction over the Zones.
<u>CLASS – B.</u>		
Category (1) Librarian	(i) By direct recruitment, or (ii) Recruitment by transfer from other service.	Deputy Director having jurisdiction over the Zones.
Category (2) Pharmacist Grade-II.	By direct recruitment	-do-
Category (3) Dresser	By direct recruitment	-do-

Note:- (a) (i) For the purpose of promotion to the post of Training Officer, Deputy Training Officer only will be considered based on their dates of initial appointment in Category (3) for the purposes of reckoning seniority.

- (ii) Appointments to the categories of Deputy Training Officer and Assistant Training Officer shall be filled by promotion from the respective feeder categories in each trade or branch concerned.
- (b) Seniority shall be fixed from the date of commencement of probation in each trade or branch concerned.
- (c) For the purpose of promotion from Technical Assistant to Assistant Training Officer and from Assistant Training Officer to Deputy Training Officer separate seniority lists shall be maintained category wise in their respective classes.
- (d) For the purpose of promotion from Deputy Training Officer to Training Officer, for every six (6) vacancies the following cycle should be maintained.

First Vacancy : A Degree / Diploma holder in Engineering/Technology or its equivalent.

Second Vacancy : A National Apprenticeship Certificate/National Trade Certificate holder in the concerned trade (issue by DGE&T).

Third Vacancy : A Degree / Diploma holder in Engineering/Technology or its equivalent.

Fourth Vacancy : A National Apprenticeship Certificate/National Trade Certificate holder in the concerned trade (issue by Director General, Employment & Training).

Fifth Vacancy : A Degree / Diploma holder in Engineering/Technology or its equivalent.

Sixth Vacancy : A National Apprenticeship Certificate/National Trade Certificate holder in the concerned trade (issue by Director General, Employment & Training).

In the event of non-availability of a Degree / Diploma holder the vacancy should be filled by National Apprenticeship Certificate / National Trade Certificate holder.

4. Reservation of appointment:

In the matter of direct recruitment, preference shall be given to women to an extent of atleast thirty percent (30%) in the following posts in the Industrial Training Institutes and the District Level Training Centres in each category of open competition, Backward Classes, Scheduled Castes and Scheduled Tribes in terms of rule 22 – A of the Andhra Pradesh State and Subordinate Service Rules called the “ General Rules”.

Class and Category (1)	Name of the Post (2)
<u>CLASS – A:</u>	
Category (1) Training Officer	In the trades of Radio and T.V., Electronics, Draftsman (Civil),
Category (2) Deputy Training Officer.	Draftsman (Mechanical), Dress Making, Secretarial Practice,
Category (3) Assistant Training Officer.	Composing, Data Entry Operators, Stenography, weaving and Printing,
Category (4) Technical Assistant	Cutting and Tailoring and other trades as decided by the Head of the Department form time to time.
<u>CLASS – B:</u>	
Category (1) Librarian	
Category (2) Pharmacist Grade-II.	

Provided that if sufficient number of women candidates are not available such vacancies may be filled by male candidates of the respective categories:

Provided further that in the matter of direct recruitment to any of the of the posts in Industrial Training Institutes or District Level Training Centres which are exclusively meant for women, only women candidates shall be appointed.

5. Reservation for Physically Handicapped Persons:

These shall be reservation for Physically Handicapped Persons for the Class/Categories of posts included in these rules.

6. Qualifications:

(a) No person shall be eligible for appointment to the posts specified in column (2) of the Table annexed to these rules by the method specified in the corresponding column (3) unless he possesses the qualifications specified in the corresponding entry in Column (4) there of.

(b) The Commissioner / Director of Employment and Training shall notify from time to time, the specific branch of Degree Engineering/Diploma in Engineering/Technology or national Apprenticeship Certificate/National Trade Certificate in the relevant Technology or Trade, which is relevant for appointment of a candidate as Deputy Training Officer or Assistant Training Officer or Technical Assistant as the case may be in relation to the concerned trade or branch in Industrial Training Institute Course.

7. Age:

No person shall be eligible for appointment by direct recruitment, if he has completed the age of twenty eight (28) years as on 1st day of July of the year in which the Notification for selection is made.

8. Minimum Service:

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

9. Probation:

(a) Every person appointed to the post by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years from the date on which he commences probation.

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

10. Training:

All the persons recruited as Assistant Training Officers who are not qualified for Central Training Institute will be sent for Central Training Institute training according to their seniority and availability of seats.

11. Tests:

Every person appointed to the posts in category 1 under Class – A shall pass Account Test for Subordinate Officers Part-I during the period of Probation.

12. Unit of appointment:

For the purposes of recruitment, appointment, discharge 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 as specified in Column (3) thereof.

TABLE

Class and Category	Posts	Unit of appointment
(1)	(2)	(3)
CLASS – A:	1. Training Officer	Zone-I: Comprising of Srikakulam, Vizianagaram and Visakhapatnam Districts. Zone-II: Comprising of East Godavari West Godavari and Krishna Districts. Zone-III: Comprising of Guntur, Prakasam and Nellore Districts. Zone-IV: Comprising of Chittoor, Cuddapah, Anantapur and Kurnool Districts. Zone-V: Comprising of Adilabad, Karimnagar, Warangal and Khammam Districts. Zone-VI: Comprising of Nizamabad, Mahaboobnagar, Medak, Nalgonda and Ranga Reddy District (excluding the area forming part of the City of Hyderabad). Zone-VIII: City of Hyderabad as defined in the APPE (OIC and RDR), Order 1975.
	2. Deputy Training Officer	
	3. Assistant Training Officer	
	4. Technical Assistant	
<u>CLASS – B:</u>	1. Librarian	(a) Each Revenue District, other than Ranga Reddy and Hyderabad Districts.
	2. Pharmacist Grade –II	(b) Ranga Reddy District (Excluding the area included in the city of Hyderabad.
	3. Dresser	© City of Hyderabad as defined in the APPE (OIC & RDR) Order, 1975.

13. Transfers and Postings:

The appointing authorities specified in Column (3) of the table under rule 3 shall be competent to effect the transfers and postings of persons for the respective categories.

14. Repeal and Savings:

The Special and Adhoc rules issued from time to time in so far as they relate to the posts included in this service are hereby repealed.

Provided that nothing in these rules shall effect the appointments made to posts for which there were not rules, prior to coming into force of these rules and such appointments shall be deemed to have been made in accordance with these rules.

ANNEXURE
(See Rule – 6)

Sl. No.	Class and Category	Method of Appointment	Qualifications
(1)	(2)	(3)	(4)
1.	CLASS –A: (1) Training Officer	By Promotion	<p>Must Possess a degree in Engineering or Technology or its equivalent of a University established in India or incorporated by or under a Central Act or any other recognized equivalent qualifications/ Diploma in Engineering or Technology or its equivalent issued by the State Board of Technical Education and Training.</p> <p style="text-align: center;">(or)</p> <p>Must possess National Apprenticeship Certificate/National trade Certificate or its equivalent qualifications and should have passed SSC or its equivalent examination recognised by Government of Andhra Pradesh with Craft Instructor’s Training Pass Certificate (Certificate awarded By the DGE&T/NCVT, New Delhi)</p>
	(2) Deputy Training Officer	By Promotion	<p>Must possess Diploma in Engineering or Technology or its equivalent issued by the State Board of Technical Education and Training in the concerned trade as decided by the appointing authority with Craft Instructor’s Training Pass Certificate (Certificate awarded By the DGE&T/NCVT, New Delhi .)</p> <p style="text-align: center;">(or)</p> <p>Must possess National Apprenticeship Certificate/National trade Certificate or its equivalent in the concerned trade as decided by the appointing authority and should have passed equivalent examination, Craft Instructor’s Training Pass Certificate (Certificate awarded by the DGE&T/NCVT, New Delhi.)</p>

(1)	(2)	(3)	(4)
		By direct recruitment	Must possess Diploma in Engineering or Technology or its equivalent issued by the State Board of Technical Education and Training in concerned trade as decided by the appointing authority with Craft Instructor's Training Pass Certificate (Certificate awarded By the DGE&T/NCVT, New Delhi.)
	(3) Assistant Training Officer (i) Motor Driving	By Promotion	<p>Must possess National Apprenticeship Certificate in the concerned Trade or its equivalent with Craft Instructor's Training Pass Certificate in the concerned Trade (Certificate awarded by The DGE&T/NCVT, New Delhi) and should have passed SSC or its equivalent examination recognized by the Government of Andhra Pradesh with possession of heavy motor vehicle Driving Licence issued by the Competent authority.</p> <p>(or)</p> <p>Must possess a National Trade Certificate or its equivalent in the Concerned trade with Craft Instructor's Training Pass Certificate in the concerned trade (Certificate awarded by the DGE&T/NCVT, New Delhi.) and should have passed SSC or its equivalent examination recognized by Government of Andhra Pradesh With possession of heavy motor Vehicle Driving Licence issued by the competent authority.</p>
		By direct recruitment	National Apprenticeship Certificate in the concerned trade of its equivalent with Craft Instructor's Training Pass Certificate in the Concerned trade (Certificate awarded by the DGE&T/NCVT, New Delhi) and should have passed SSC or its equivalent examination recognized by the Government of Andhra Pradesh with possession of heavy motor vehicle Driving Licence issued by the concerned authority.

(1)	(2)	(3)	(4)
	(ii) Engineering Drawing	By direct Recruitment	Must possess a Diploma in Engineering or Technology or its equivalent issued by the State Board of Technical Education and Training.
	(iii) Workshop Calculations & Science	By direct Recruitment	Must possess a Diploma in Engineering or Technology or its equivalent issued by the State Board of Technical Education and Training.
	(iv) Allied Trade	By Promotion	Must possess a Diploma in Engineering or Technology or its equivalent issued by the State Board of Technical Education and Training in the concerned trade with Craft Instructor's Training Pass Certificate (Certificate awarded by The DGE&T/NCVT, New Delhi.) (or) Must possess National Trade Certificate in the concerned trade as decided by the appointing authority or its equivalent with Craft Instructor's Training Pass Certificate in the concerned trade (Certificate awarded by the DGE&T/NCVT, New Delhi) and should have passed SSC or its equivalent examination recognized by the Government of Andhra Pradesh.
	(v) Stenography	By direct recruitment	Must possess a Degree issued by a recognized University established in India or its equivalent with a pass in Higher Grade Typewriting and Higher Grade Shorthand in the concerned language in which training is imparted, issued by the State Board of Technical Education and Training, Andhra Pradesh or any other equivalent examination.
	(vi) Language	By direct recruitment	Must possess a Degree in the concerned language in which training is imparted of any University established in India or its equivalent with pass in B. Ed; in Concerned language issued by the recognized University in India.
	(vii) Social Studies	By Promotion	(i) Must possess a Bachelor's Degree of a University established in India or incorporated by or under a Central Act or State Act or any other recognized equivalent qualification. (ii) Must have passed B. Ed; in Social Studies subject of a University established in India or incorporated by or under a Central Act or State Act or any other recognized equivalent qualification

(1)	(2)	(3)	(4)
		By direct recruitment	<p>Post Employment Training either in CSTARI/ATI/CTI or in other reputed or recognized organization as prescribed.</p> <p>(i) Must possess a Bachelor's Degree of a University established in India or incorporated by or under a Central Act or State Act or any other recognized equivalent qualification.</p> <p>(ii) Must have passed B. Ed; in Social Studies subject of a University established in India or incorporated by or under a Central Act or State Act or any other recognized equivalent qualification.</p>
	(other than the above trades)	By direct recruitment	<p>Must possess National Apprenticeship Certificate in the concerned trade or its equivalent with Craft Instructor's Training pass Certificate in the concerned trade (Certificate awarded by the DGE&T/NCVT, New Delhi) and should have Passed SSC or its equivalent examination.</p> <p>(or)</p> <p>National Trade Certificate or its equivalent in the concerned trade with Craft Instructor's Training pass Certificate awarded by DGE&T/NCVT, New Delhi) and should have passed SSC or its equivalent examination recognized by the State Government of Andhra Pradesh.</p> <p>Must possess a Diploma in Engineering or Technology or its equivalent issued by the State Board of Technical Education and Training in the concerned trade.</p>
		By Promotion	<p>(i) Must have passed SSC examination or its equivalent examination.</p> <p>(ii) Must possess National Apprenticeship Certificate or National Trade Certificate in the concerned trade. Preference will be given for the C.T.I. trained Candidate in the concerned trade.</p>
	(4) Technical Assistant	By direct recruitment	<p>Must have passed SSC or its equivalent examination with a pass in National Apprenticeship Certificate/ National Trade Certificate examination in the Concerned trade issued by the DGE&T/NCVT, New Delhi or its equivalent.</p> <p>Preference will be given for the C.T.I. trained candidates in the concerned trade.</p>

(1)	(2)	(3)	(4)
2.	<u>CLASS -B:</u> Librarian	By promotion on transfer from the Senior Assts. in A.P. Ministerial Services. By direct recruitment	Must be a Graduate of any University in India established or incorporated by or under Central Act or Provincial Act or a State Act and Institution recognized by the University Grants Commission. Must be in possession of a Degree in Library Science in addition to a Degree recognized by the University or Institute.
	(2) Pharmacist Grade-II	By direct recruitment	Must possess Diploma in Pharmacy awarded by Andhra Pradesh State Board of Technical Education or its equivalent qualification.
	(3) Dresser	By direct recruitment	Must have passed SSC or its equivalent examination recognized by Government of Andhra Pradesh.

ABBREVIATIONS:

DGE&T	:	Director General of Employment and Training.
NCVT	:	National Council for Vocational Trades.
CSTARI	:	Central Staff Training and Research Institute.
ATI	:	Advanced Training Institute.
CTI	:	Central Training Institute.
NAC	:	National Apprenticeship Certificate.
NTS	:	National Trade Certificate.
CTS	:	Craftsman Training Scheme.
CAC	:	Central Apprenticeship Council.
SCVT	:	State Council for Vocational Trades.

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

**K.SWAMINATHAN
PRINICIPAL SECRETARY TO GOVERNMENT**

To
The Commissioner of Employment & Training, A. P., Hyderabad.
The Commissioner, Printing, Stationery & Stores Purchase, Hyderabad
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SECTION OFFICER