

**GOVERNMENT OF ANDHR PRADESH
ABSTRACT**

PUBLIC SERVICES – Andhra Pradesh Labour Subordinate Services
– Special Rules in respect of certain posts in Labour Department –
Issued.

LABOUR EMPLOYMENT & TRAINING (LAB. IV) DEPARTMENT

G.O.Ms.No. 14.

Dated: 26th November, 1994.
Read the following:-

1. G.O.Ms.No. 815, Home (Lab. I) Dept., dt. 23.4.1958.
2. G.O.Ms.No. 1234, Home (Lab. I) Dept., dt. 27.5.1978.
3. G.O.Ms.No. 721, Home (Lab. III) Dept., dt. 30.3.1959.
4. G.O.Ms.No. 2697, Home (Lab. III) Dept., dt. 25.11.1959.
5. G.O.Ms.No. 232, H.H. & M.A. Dept., dt. 5.12.1961.
6. G.O.Ms.No. 1388, Home (Lab. III) Dept., dt. 28.7.1962.
7. G.O.Ms.No. 654, Planning & co-operation Dept., dt. 26.10.73.
8. G.O.Ms.No. 72, Labour Employment, Nutrition &
Technical Education (Lab. IV) Dept., dt. 25.2.1986.
9. From the One Man Commission, D.O. Lr. No. 39/OMC/SPF/
Ser. II/87, dt. 22.4.1987
10. From the Commissioner of Labour, Lr. No. AA1/19129/87,
dt. 10.6.87.
11. From the One Man Commission, Lr. No. 39/OMC/SPF/
Ser. 2/87-3, dt. 30.7.1989.
12. From the Commissioner of Labour, Lr. No. AA1/19219/87,
dt. 11.9.1987.
13. From the A.P. Public Service Commission, Lr. No. 40001/
RR/2/92, dt. 3.6.1993.

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ORDER:

In the G.O.Rt. No. 4433, General Administration Department, dated 4-12-1986, the One Man Commission has been entrusted with the work of Comprehensive examination and updating of the existing service Rules. The One Man Commission accordingly look up the examination of the rules relating to the Non-Gazetted categories in the Labour Department. The One Man Commission has prepared the draft rules and forwarded to the Government for approval and reissue of the rules after due consideration. The Commissioner of Labour and the A.P. Public Service Commission have been consulted in the matter.

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 in supersession of the rules issued in G.Os 1st to 8th read above in respect of various posts in Labour Department, the Government of Andhra Pradesh hereby makes the following Special Rules for the A.P. Labour Subordinate Service and they will come into force with immediate effect.

RULES

1. Short title:

These rules may be called the A.P. Labour Subordinate Service Rules.

2. Constitution:

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

Category	(1)	Assistant Labour Officer (including Assistant Inspectors of Factories, Welfare Organisers & Executive Assistants, S.I.H.S.)
Category	(2)	Health Visitor.
Category	(3)	Nursery School Teacher.
Category	(4)	Craft Instructress.
Category	(5)	Games Supervisor.
Category	(6)	Audit Education Teacher (including Workers Education Teachers)
Category	(7)	Audio Visual Incharge.
Category	(8)	Bill Collector.
Category	(9)	Pump Driver.

3. Method of Appointment and Appointing Authority :

Subject to the other provisions in these rules, the method of appointment and appointing authority for the categories mentioned in Rule-2 shall be as follows:

Category	Method of appointment	Appointing Authority
(1)	(2)	(3)
1. Assistant Labour Officer.	i) By direct recruitment ii) By transfer and Senior Assistants and Senior Stenographers in the A.P. Ministerial Service, Working in Head Office and Subordinate Offices of the Labour Dept., Factories Deptt. and Boilers Department.	Dy. Commissioners of the respective Zones.

(1)	(2)	(3)
	iii) By promotion from the categories of : Health Visitor, Nursery School Teacher, Craft Instructress, Games Supervisor, Adult Education Teachers (including workers Education Teachers) Audio-Visual Incharge	
2. Health Visitor	i) By direct recruitment ii) By appointment by transfer of Ayahs of A.P. Last Grade Service under Category-5 Working in the Labour Welfare Centres in the Labour Department.	Deputy Commissioner of respective Zone.
3. Nursery School Teacher.	i) By Direct recruitment ii) By appointment by transfer of Ayahs of A.P. Last Grade Service under Category-5 Working in the Labour Welfare Centres in the Labour Department.	Deputy Commissioner Concerned.
4. Craft Instructress	i) By direct recruitment ii) By appointment by transfer of Ayahs working in the Labour Welfare Centres in the Labour Department.	Deputy Commissioner Concerned.
5. Games Supervisor	i) By direct recruitment. ii) By appointment by transfer of Junior Assistant, Typist in the A.P. Ministerial Services, Bill Collector Record Assistant and other members in the Andhra Pradesh. Last Grade Service subject to possession of Minimum General Education Qualification and other qualifications as indicated in the Column No. 3 of the Annexure.	Deputy Commissioner of Labour

(1)	(2)	(3)
6. Adult Education Teacher (including workers Education Teachers)	i) By direct recruitment ii) By appointment by transfer of Jr. Assistant, Typist in the A.P. Ministerial Services, Bill Collector, Record Assistant and other members in the A.P. Last Grade Service subject to Possession of Minimum General Education qualification and other qualification as indicated in Column No.3 of the Annexure	Deputy Commissioner of Labour.
7. Audio Visual Incharge.	i) By direct recruitment. ii) By appointment by transfer of Jr. Assistant, Typist in the A.P.M.S., Bill Collector, Record Assistant and other members in the A.P. Last Grade Service Subject to possession of Minimum General Education. Qualification and other qualifications as indicated in the Column No.3 of Annexure.	Deputy Commissioner of Labour of the respective Zone.
8. Bill Collector	By transfer of the members of the A.P. Last Grade Service working in the Labour Dept.	Asst. Commissioner of Labour concerned.
9. Pump Driver	No future recruitment.	

NOTE (1) In every cycle of ten vacancies, the method of Appointment to the post of Assistant Labour Officer in Each unit shall be as follows:

1 ST Vacancy	:	Direct Recruitment
2 nd Vacancy	:	Senior Assistant/Sr.Stenographer of Subordinate Offices.
3 rd Vacancy	:	Senior Assistant/Sr.Stenographer of Directorate Office.
4 th Vacancy	:	Direct Recruitment.
5 th Vacancy	:	Senior Assistant/Sr.Stenographer of Subordinate Offices.
6 th Vacancy	:	From among categories 2 to 7 mentioned under rule 3.
7 th Vacancy	:	Direct Recruitment.
8 th Vacancy	:	Senior Assistant/Sr.Stenographer of Director Office.
9 th Vacancy	:	Senior Assistant/Sr.Stenographer of Director Offices.
10 th Vacancy	:	Direct Recruitment.

Among the Senior Assistants and Senior Stenographers of the Directorate Office and the Senior Assistants and Senior Stenographers of the Subordinate Offices, the appointment shall be in the ratio of 2:3 respectively in the following rotation:

1 st Vacancy	:	Subordinate Office
2 nd Vacancy	:	Directorate Office
3 rd Vacancy	:	Subordinate Office
4 th Vacancy	:	Directorate Office
5 th Vacancy	:	Subordinate Office.

NOTE (2): For purposes of appointment by transfer of Senior Assistants and Senior Stenographers, the Seniority of a Senior Stenographer shall be fixed with reference to the date of his commencement of his probation in the category of senior Stenographer in the combined Seniority list of Senior Assistants and Senior Stenographers.

NOTE (3): The Combined seniority list of persons belonging to categories 2 to 7 for appointment by transfer to the category of Assistant Labour Officer shall be prepared with reference to their dates of commencement of probation in the respective categories for each Zone.

NOTE (4): For the purpose of appointment by transfer to the post of Assistant Labour Officer, a combined list of Senior Assistants and Senior Stenographers in the Directorates of Labour, Factories and Boilers Departments shall be prepared with reference to their dates of commencement of probation by the Commissioner of Labour, and communicated to the appointing authority concerned.

NOTE (5): If an eligible candidate belonging to Directorate Office or Subordinate Office including the Labour Welfare Centre Staff is not available for appointment in the turn allotted for him in the order of rotation, the turn shall lapse and the vacancy shall be filled in by a candidate of next turn in the order of rotation.

NOTE (6): The concession allowed in G.O.Ms.No. 607, Employment and Social Welfare Department, dated 6.8.1974 and G.O.Ms.No. 503, Labour Employment, Nutrition and Technical Education, dated 20.7.1982 to the senior Assistants and Senior Stenographers of Factories and Boilers Department shall be allowed to continue till the last person exists in those Departments, as on the date of issue of the second order i.e. 20.7.1982.

NOTE (7): The Direct Recruitment too the categories 2 to 4 shall be against the first 7 vacancies in a unit of 10 vacancies and the remaining vacancies shall be filled in by appointment by transfer.

NOTE (8): The appointment by Direct Recruitment to the categories 5 and 6 shall be against the first 7 vacancies in a unit of 10 vacancies and out of the remaining 3 vacancies, the first and second vacancies shall be filled in by appointment by transfer of Junior Assistants and Bill Collectors from the combined seniority list of these categories and the last vacancy by other members in the Andhra Pradesh Last Grade Service in the Labour Department.

4. Reservation of Appointments :

- a) The rule relating to the Special representation (General Rule-22) shall apply for appointment by direct recruitment to the posts of Assistant Labour Officers and Adult Education Teachers except in so far as it relates to appointment of physically handicapped persons.
- b) In the matter of direct recruitment to the posts of Assistant Labour Officers (Category-1) and Adult Education Teachers (Category-6) other things being equal preference shall be given to women and they shall be selected to an extent of atleast 30% of posts in each category of O.C., B.C.(A.), B.C. 'B', B.C. 'C', B.C. 'D', S.C. and S.T. quota.
- c) The appointment to category-2 (Health Visitor), Category 3 (Nursery School Teacher) and Category 4 (Craft Instructress) shall be restricted to women only.

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 28 years of age on the first day of July of the year in which the 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 transfer is made.

8. Probation :

Every person appointed by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years, and every person appointed to any post by promotion or transfer, 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 one commences probation.

9. Training :-

Every person appointed to the post of Assistant Labour Officer by direct recruitment or appointed by promotion from the categories 2,3,4,5,6 and 7 shall undergo training for a period of three months as per the programme prescribed by the Commissioner of Labour, from time to time. During the period of training, the direct recruit trainee shall be eligible for the initial pay of the post with usual allowances admissible at the place of training. The period of training shall be allowed to count as duty for all purposes like probation, pension, leave and increment.

10. Tests:

Every person appointed by direct recruitment as Assistant Labour Officer shall, within the period of probation, pass the following tests:

PART 'A': District Office Manual and Manual for Conciliation Officers;

PART 'B' : Acts and Rules relating to the Factories Administration.

PART 'C' : Acts and Rules relating to Labour Administration.

AND

Accounts Test for Subordinate Officers, Part-I.

The period of probation shall be extended until the Tests prescribed have been passed by the incumbent.

11. Unit of Appointment:

For purposes of recruitment, appointment, discharge for want of vacancy, seniority, promotion, transfer and posting and re-appointment as full member of the post specified in Column (2) of the Table below, the unit of appointment shall be as specified in Column (3) thereof:-

Category/ Class	Post	Unit of Appointment
(1)	(2)	(3)
1.	Assistant Labour Officer.	Zone – I: (Comprising Srikakulam, Vizianagaram, Visakhapatnam Districts)
2.	Health Visitor	
4.	Craft Instructress	Zone – II: (Comprising East Godavari West Godavari & Krishna Dists.)
7.	Audio Visual Incharge.	Zone – III: (Comprising Guntur , Prakasam & Nellore Districts. Zone – IV: (Comprising Chittoor, Cuddapah Anantapur & Kurnool Dists.) Zone – V : (Comprising Rangareddy Dist. (excluding the city of Hyderabad as defined in the first Schedule to the A.P. Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975, Nizamabad, Mahabubnagar, Medak and Nalgonda Districts)
		City Cadre: (Comprising City of Hyderabad as defined in the first schedule to the A.P. Employment (Organisation of Local Cadre and Regulation of Direct Recruitment) order, 1975
3.	Nursery School Teacher	1. Each Revenue District as defined in the first Schedule to the A.P. Employment (Organisation of Local Cadre and Regulation of Direct Recruitment) Order, 1975.
5.	Games Supervisor	
6.	Adult Education Teacher including Workers Education Teacher.	
8.	Bill Collector.	
9.	Pump Driver.	

12. Postings and Transfers:

- (a) Postings and Transfer of the Assistant Labour Officer shall be made:
- i) by the Deputy Commissioner of Labour (in respect of Assistant Labour Officers and Welfare organizers working in the Labour Department) in their respective zones, while the posting of Executive Assistants shall be made by the Commissioner of Labour as long as they remain in the Office of the Commissioner of Labour.

ii)by the Director of Factories (in respect of the Assistant Labour Officers working as Assistant Inspectors of Factories, in Factories Department) in each Zone.

- (b) The postings and transfers of Categories 2 to 9 shall be made by the appointing authorities specified in Column (3) of the Table under Rule –3.

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

**K. SWAMINATAHAN
PRINCIPAL SECRETARY TO GOVT.**

To

The Commissioner, Printing, Stationery & Stores Purchase, Hyderabad for
Publication in the A.P. Gazette. He is requested to supply 100 copies to
Government and 500 copies to the commissioner of Labour.

The Commissioner of Labour, A.P., Hyderabad.

The Secretary, A.P. Public Service Commission, Hyderabad.

The General Administration Department.

The General Administration (Service Manual) Department.

P.S. to Minister (Labour , Employment & Training)

P.S. to Principal Secretary to Govt., L. E. & T. Department.

// FORWARDED BY ORDER //

SECTION OFFICER.

ANNEXURE
(See Rule – 5)

Category	Method of Appointment	Qualifications
(1)	(2)	(3)
1. Assistant Labour Officer.	i) By Direct Recruitment. ii) By Recruitment by transfer from the Category of Senior Assistant & Senior Stenographer of the Labour Department & Factories & Boilers Department in Andhra Pradesh Ministerial Services. iii) By recruitment by transfer from among the personnel working in the Labour Welfare Centres of the Labour Department under the Andhra Pradesh General Subordinate Services restricted to those working in the zones in which the vacancies arise.	Must Possess a degree of University in India established or incorporated by or a State Act or any other equivalent recognized qualification.

NOTE: To get eligibility for appointment by transfer, the individuals from the feeder categories must possess Minimum General Educational Qualification besides passing the Departmental Tests.

(1)	(2)	(3)
2. Health Visitor	By direct recruitment Or By appointment by transfer of Ayahs working in the Labour Welfare Centres in the Labour Department.	i) Must have passed Matriculation or S.S.C. or its equivalent examination on the date of notification.

(1)	(2)	(3)
		<p>ii) Must have successfully undergone a complete midwifery training preferably with a general sick nursing training. together with the Health Visitors Course at Delhi or at the Government Training School for Health visitors at Hyderabad or Visakhapatnam.</p> <p style="text-align: center;">OR</p> <p>Must possess a certificate of having passed the Health Visitor Examination recognized by the Other State.</p>
3. Nursery School Teacher	<p>i) By direct recruitment</p> <p style="text-align: center;">or</p> <p>ii) By appointment by transfer of Ayahs working in the Labour Welfare Centre in the Labour Department.</p>	<p>i) Must have passed Matriculation or SSC or its equivalent examination on the date of notification</p> <p>ii) Must possess a Teacher's Training Certificate issued by the Government of Andhra Pradesh or any other Institution recognized by the Government.</p> <p style="text-align: center;">OR</p> <p>A training Certificate in Montesary methods or for Nursery School Teachers.</p> <p style="text-align: center;">OR</p> <p>A Trained Teacher's Certificate of the Secondary Grade or Balavadi trained.</p> <p style="text-align: center;">OR</p> <p>A senior/ Higher Grade Basic Training Certificate.</p>
4. Craft Instructress.	<p>i) By direct recruitment</p> <p>ii) by appointment by transfer of Ayahs working in the Labour Welfare Centres in the Labour Department.</p>	<p>i) Must have passed Matriculation or SSC or its equivalent examination on the date of Notification.</p> <p>ii) Must have obtained a Diploma or Certificate in Tailoring and Embroidary issued by the Department of Technical Education.</p>

(1)	(2)	(3)
5. Games Super-Visor.	i) By direct recruitment OR ii) By appointment by transfer of Junior Assistants, Typists in the Andhra Pradesh Ministerial Services, Record Assistants, Bill Collectors and other members of the Andhra Pradesh Last Grade Service working in the Labour Department Subject to possession of Minimum General Education Qualifications and other qualifications.	Must possess a Government Teacher Certificate in Physical Education (Higher Grade) or a Government Teachers Certificate in Physical Education (Higher Grade issued to Ex-Servicemen) or a Certificate in Physical Education issued to Intermediate candidate by the Government College of Physical Education, Hyderabad. If a person possessing the above qualifications is not available a person holding a Government Teachers Certificate in Physical Education (Lower Case) may be appointed.
6. Adult Education teachers (including workers Education Teachers)	i) By direct recruitment ii) By appointment transfer of Junior Assistant/Typists in Andhra Pradesh Ministerial Service Record Assistants, Bill Collectors & Other members of Andhra Pradesh Last Grade Service working in Labour Department.	i) Must have passed Matriculation or SSC or its equivalent examination on the date of Notification. ii) Must possess a trained teachers Certificate or the Secondary Grade or a Senior Grade Basic Trained Teachers Certificate.
7. Audio-Visual-Incharge.	i) By direct recruitment OR ii) By appointment by transfer of Junior Assistant/Typists in Andhra Pradesh Ministerial Service Record Assistants/ Bill Collectors.	i) Must have passed Matriculation or SSC or its equivalent examination on the date of Notification. ii) Must have passed the examination conducted by the Government Board of Examination for Cinema Operators.
8. Bill Collectors	By appointment by transfer of all members of the Andhra Pradesh Last Grade Service in the Labour Department.	Must have passed Matriculation or SSC or its equivalent examination on the date of Notification.

K.SWAMINATHAN
PRINCIPAL SECRETARY TO GOVERNMENT