

**GOVERNMENT OF ANDHRAPRADESH**  
**ABSTRACT**

**Andhra Pradesh Municipal Educational Subordinate Service Rules, 2016 for the posts of all categories of teachers working in the Municipal Schools under the control of Municipalities in Andhra Pradesh - Orders- Issued.**

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**MUNICIPAL ADMINISTRATION&URBAN DEVELOPMENT (D1) DEPARTMENT**  
G.O.MS.No. 320

Dated: 07-12-2016  
Read the following

1. Andhra Pradesh Municipalities Act,1965
2. From the C&DMA, AP, Hyderabad, Lr.Roc.No.20445 /07/J3 Date: 03.10.2009, 11.10.2014 &18.06.2016

**ORDER:**

Government have constituted separate services for the posts of Municipal Commissioners, Municipal Engineers and Municipal Health officers under the state as per section 80 of AP Municipalities Act,1965. The other employees of municipalities including teachers have not so far constituted into separate service under the provisions of the Act. It is appropriate to issue rules for A.P. Municipal Educational Subordinate Service for the posts of teachers working in municipal schools in the State under Section 326 read with sub -section 2 of Section 80 of AP Municipalities Act,1965. Government have examined the matter and decided to issue separate service rules for the posts of all categories of teachers working in the Municipal Schools under the control of Municipalities in Andhra Pradesh. The following notification will be published in the Andhra Pradesh Gazette.

**NOTIFICATION**

In exercise of the powers conferred by Section 326 read with Sub-section (2) of section 80 of the Andhra Pradesh Municipalities Act, 1965 (Act No. 6 of 1965), the Governor of Andhra Pradesh hereby makes the following rules for the Andhra Pradesh Municipal Educational Subordinate Service constituted in G.O.Ms. No.318, MA&UD Department, Dt: 07.12.2016

**RULES**

**1. Short Title**

These rules may be called the Andhra Pradesh Municipal Educational Subordinate Service Rules, 2016.

**2. Extent**

These rules shall be applicable to all categories of teachers (including Headmasters/Headmistresses of Municipal High Schools), working in the Municipal Schools under the control of Municipalities in the State.

### 3. Commencement:

These Rules shall come into force from the date of publication of the Rules in Andhra Pradesh Gazette.

### 4. Definitions

As they occur, unless the context otherwise requires, the words and expressions used in these rules shall carry the same meaning as defined under Andhra Pradesh Municipalities Act, 1965, The Andhra Pradesh Education Act, 1982 and Andhra Pradesh State and Subordinate Service Rules, 1996

### 5. Constitution

The Andhra Pradesh Municipal Educational Subordinate Service shall consist of the following classes and categories of posts, namely:

<b>Class</b>	<b>Category</b>	<b>Designation</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
<b>I</b>	1	Headmaster/Headmistress of High School
<b>II</b>	1	School Assistant (Mathematics)
	2	School Assistant (Physical Sciences)
	3	School Assistant (Biological Sciences)
	4	School Assistant (Social Studies)
	5	School Assistant (English)
	6	School Assistant (Telugu)
	7	School Assistant (Hindi)
	8	School Assistant (Urdu)
	9	School Assistant ( Oriya)
	10	School Assistant (Tamil)
	11	School Assistant (Kannada)
	12	School Assistant ( Sanskrit)
	13	School Assistant (Physical Education)
	14	Headmaster of Primary School (L.F.L)
<b>III</b>	1	Secondary Grade Teacher
	2	Language Pandit (Telugu)
	3	Language Pandit (Hindi)
	4	Language Pandit (Urdu)
	5	Language Pandit ( Oriya)
	6	Language Pandit (Tamil)
	7	Language Pandit (Kannada)
	8	Language Pandit (Sanskrit)

<b>Class</b>	<b>Category</b>	<b>Designation</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
	9	Physical Education Teacher
	10	Art Teacher
	11	Drawing Teacher
	12	Music Teacher
	13	Dance Teacher
	14	Manual Training Instructor( Weaving)
	15	Manual Training Instructor( Carpentry)
	16	Textile, Printing and Tailoring Teacher
	17	Sewing Teacher
	18	Sewing, Tailoring and Needle work Teacher
	19	Drawing and Sewing Teacher
<b>IV</b>	1	Librarian in High School

#### **6. Method of appointment:**

**The Service shall consist of following classes and category of posts subject to other position in these Rules.** The Method of Appointment and Appointing authority for the posts mentioned in column (3) of the table below shall be as specified in corresponding entries in columns (4) and (5) respectively thereof.

<b>Class</b>	<b>Cate- gory</b>	<b>Designation</b>	<b>Method of Appointment</b>	<b>Appointing Authority</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>
<b>I</b>	1	Headmaster/ Headmistress of High School	By promotion from categories 1 to 13 of class II except category 14 of class II	Regional Director of Municipal Administration
<b>II</b>	1	School Assistant (Mathematics)	i)By Direct Recruitment to the extent of one-third of vacancies including temporary vacancies ii) By Promotion from Categories 1 to 19 of Class III to the extent of two-thirds of vacancies	Regional Director of Municipal Administration

<b>Class</b>	<b>Cate- gory</b>	<b>Designation</b>	<b>Method of Appointment</b>	<b>Appointing Authority</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>
			including temporary vacancies.	
	2	School Assistant (Physical Sciences)	Do	
	3	School Assistant (Biological Sciences)	Do	
	4	School Assistant (Social Studies)	Do	
	5	School Assistant (English)	Do	
	6	School Assistant (Telugu)	Do	
	7	School Assistant (Hindi)	Do	
	8	School Assistant (Urdu)	Do	
	9	School Assistant ( Oriya)	Do	
	10	School Assistant (Tamil)	Do	
	11	School Assistant (Kannada)	Do	
	12	School Assistant (Sanskrit)	Do	
	13	School Assistant (Physical Education)	Do	
	14	Headmaster of Primary School (LFL)	By promotion from Category 1 of Class III	
<b>III</b>	1	Secondary Grade Teacher	By Direct Recruitment	Regional Director of Municipal Administration
	2	Language Pandit (Telugu)	By Direct Recruitment	
	3	Language Pandit (Hindi)	By Direct Recruitment	
	4	Language Pandit (Urdu)	By Direct Recruitment	
	5	Language Pandit (oriya)	By Direct Recruitment	
	6	Language Pandit (Tamil)	By Direct Recruitment	

<b>Class</b>	<b>Category</b>	<b>Designation</b>	<b>Method of Appointment</b>	<b>Appointing Authority</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>
	7	Language Pandit (Kannada)	By Direct Recruitment	
	8	Language Pandit (Sanskrit)	By Direct Recruitment	
	9	Physical Education Teacher	By Direct Recruitment	
	10	Art Teacher	By Direct Recruitment	
	11	Drawing Teacher	By Direct Recruitment	
	12	Music Teacher	By Direct Recruitment	
	13	Dance Teacher	By Direct Recruitment	
	14	Manual Training Instructor (Weaving)	By Direct Recruitment	
	15	Manual Training Instructor (Carpentry)	By Direct Recruitment	
	16	Textile, Printing and Tailoring Teacher	By Direct Recruitment	
	17	Sewing Teacher	By Direct Recruitment	
	18	Sewing, Tailoring and Needle work Teacher	By Direct Recruitment	
	19	Drawing and Sewing Teacher	By Direct Recruitment	
<b>IV</b>	1	Librarian in High School	By Direct Recruitment	Regional Director of Municipal Administration

**Note-1**

a) Appointment by promotion to category-I of class-I , and category-I to 14 of class-II shall be made from a panel prepared by a committee consisting of the following members:

- i. Regional Director of Municipal Administration concerned
- ii. District Educational Officer concerned

iii. Commissioner of a Municipality which is having largest population in the District.

b) The date and time of the meeting will be fixed by the Regional Director of Municipal Administration and the meeting shall be presided over by him. The quorum for the meeting is two members, the presence of appointing authority being compulsory.

### **Note-2**

**As per the revised staff pattern of secondary schools prescribed by the Department of School Education vide G.O.Ms. No.55 Education Dept., Dt:23.04.2011, the posts of specialist teachers mentioned in categories 14 to 19 class III will cease when once the present incumbents working in those posts retire. In the revised staff structure there is a provision to have only one post from one of the categories from 10 to 13 of Class III and if the workload is more than 30 periods as against 41 periods in a week there will be a provision for second post which may be one of the categories from 10 to 13 of Class III. Sanction of posts from the Government is required in this regard.**

### **7. Qualifications**

The qualifications for appointment to the category of posts in column (2) of the table shall be as prescribed in the corresponding entries in column (3) thereof.

<b>Class</b>	<b>Category of Post</b>	<b>Qualifications</b>
<b>1</b>	<b>2</b>	<b>3</b>
<b>I</b>	<b>1. Headmaster/Headmistress of High School</b>	Must possess a Bachelor Degree in Arts / Science / Commerce and its equivalent and B.Ed. degree from a recognized Institution / University or the general educational qualification of S.S.C. and five years of further study to acquire a degree and professional qualification i.e. B.Ed., /B.P.Ed.,/Pandit Training.

<b>Class</b>	<b>Category of Post</b>	<b>Qualifications</b>
<b>1</b>	<b>2</b>	<b>3</b>
		<p>The School Assistants (Language) who possessed SSC/ SSLC/HSC/HSMPC, Intermediate and later obtained the Bachelor Degree of Oriental Language after further studies of 5/4/3 years after SSC/ (SSLC/HSC)/ (HSMPC/,Intermediate) respectively and possessed Pandit Training are eligible for promotion to the post of Headmaster/Headmistress.</p> <p>However, the School Assistants (Language) who possessed Oriental Title and Pandit Training and subsequently acquired lower qualification of SSC/ SSLC/HSC/ HSMPC, Intermediate are not eligible for promotion to the post of Headmaster/Headmistress.</p>
<b>II</b>	<p>1. School Assistant (Mathematics)</p> <p>2. School Assistant (Physical Science)</p>	<p>Must possess a Bachelor Degree with Mathematics / Applied Mathematics / Statistics as the main subject OR one of the three equal optional subjects and a B.Ed degree with Mathematics as a methodology subject.</p> <p>Must possess a Bachelors Degree with at least two of the following subjects as optional subjects: Physics / Applied Physics / Engineering Physics &amp; Instrumentation and Chemistry / Applied Chemistry / Industrial Chemistry / Pharmaceutical</p>

<b>Class</b>	<b>Category of Post</b>	<b>Qualifications</b>
<b>1</b>	<b>2</b>	<b>3</b>
		Chemistry / Medicinal Chemistry / Bio-Chemistry / Geology or either Physics / its allied subjects or Chemistry / its allied subjects as one of the main subject and other as subsidiary / ancillary subject and B.Ed. degree with Physical Science / Physics / Chemistry / Science as a methodology subject.
	3. School Assistant (Biological Science)	Must possess a Bachelor Degree with Botany and Zoology as optional subjects or one of the two as main and the other as subsidiary subject or any two of other allied subjects viz. Public Health / Human Genetics / Genetics / Bio-Chemistry / Environment Sciences / Micro Biology / Bio-Technology / Industrial Micro-biology / Agriculture / Food Technology / Fisheries / Nutrition / geology / Sericulture / Horticulture / Forestry / Poultry and B.Ed. Degree with Biological Science / Natural Sciences /Science /Botany / Zoology as a methodology subject
	4. School Assistant (Social Studies )	Must possess a Bachelor Degree with any two of the following subjects as optional subjects or one of them as a main and other one as a subsidiary subject. (i)History (ii) Economics (iii) Geography (iv) Political Science (v) Public



<b>Class</b>	<b>Category of Post</b>	<b>Qualifications</b>
<b>1</b>	<b>2</b>	<b>3</b>
		<p>Administration (vi) Sociology (vii) Commerce (viii) Politics (ix) Social Anthropology (x) Ancient Indian History Culture and Archaeology (xi) Anthropology (xii) Social work (xiii) Phylosophy and (xiv) Physicology:</p> <p style="text-align: center;">or</p> <p>B.Com. with any four of the following six subjects (i) Economics / Business Economics (ii) Business Organisation and Management (iii) Statistics / Business Statistics / Quantitative Techniques (iv) Financial Services, Banking and Insurance (v) Accountancy / Financial Accounting (vi) Fundamentals of Information Technology and B.Ed Degree with Social Studies / Social Sciences / Geography / History / Politics Political Science / Economics as a Methodology subject.</p>
	5. School Assistant (English)	A Bachelors Degree with English as the main subject or one of the optional subjects or a Post Graduate Degree in English and a B.Ed Degree with English as Methodology Subject.
	6. School Assistant (Telugu)	Must possess a Bachelors Degree with Telugu as main subject or one of the three equal optional subjects or Bachelors Degree on Oriental Language in Telugu (B.O.L) or its equivalent or a P.G

<b>Class</b>	<b>Category of Post</b>	<b>Qualifications</b>
<b>1</b>	<b>2</b>	<b>3</b>
		.Degree in Telugu and B.Ed with Telugu as Methodology subject or Telugu Pandit Training or its equivalent.
	7. School Assistant (Hindi)	Must possess Bachelors degree with Hindi as one of full elective subject or Bachelors Degree in Oriental Language in Telugu (B.O.L) or Praveena of Dakshina Bharat Hindi Prachar Sabha or Vidvan of Hindi Prachar Sabha, Hyderabad or any other equivalent recognized qualification in Hindi (B.A Degree Standard) or Post Graduate Degree in Hindi and along with any one of the following training qualifications as per Table -2 Training qualifications.
	8 School Assistant (Urdu)	Must possess a Bachelor Degree with Urdu as main subject or one of the three equal optional subjects or a Bachelor's degree in Oriental Language with Urdu (B.O.L) or its equivalent or a Post Graduate Degree in Urdu and B.Ed. with Urdu as methodology or Urdu Pandit Training or equivalent
	9 School Assistant ( Oriya)	Must possess a Bachelor's Degree with Oriya as the main subject or one of the three equal optional subjects or Bachelor's Degree in Oriental Language with Oriya (B.O.L) or its equivalent or a

<b>Class</b>	<b>Category of Post</b>	<b>Qualifications</b>
<b>1</b>	<b>2</b>	<b>3</b>
		Post Graduate Degree in Oriya and B.Ed. with Oriya as methodology or Oriya Pandit Training or its equivalent
	10 School Assistant (Tamil)	Must possess a Bachelor's Degree with Tamil as main subject or one of the three equal optional subjects or Bachelor's Degree in Oriental Language with Tamil (B.O.L) or its equivalent or a Post Graduate Degree in Tamil and B.Ed. with Tamil as methodology or Tamil Pandit Training or its equivalent
	11 School Assistant (Kannada)	Must possess a Bachelor's Degree with Kannada as the main subject or one of the three equal optional subjects or Bachelor's degree in Oriental Language with Kannada (B.O.L) or its equivalent or a Post Graduate Degree in Kannada and B.Ed. with Kannada as methodology or Kannada Pandit training or its equivalent
	12 School Assistant (Sanskrit)	Must possess a Bachelor's Degree with Sanskrit as the main subject or one of the three equal optional subjects or Bachelor's Degree in Oriental Language with Sanskrit (B.O.L) or its equivalent or a Post Graduate Degree in Sanskrit and B.Ed. with Sanskrit as methodology or Sanskrit Pandit Training or its equivalent
	13 School Assistant (Physical Education)	Must possess a Bachelor's Degree or its equivalent and a

<b>Class</b>	<b>Category of Post</b>	<b>Qualifications</b>
<b>1</b>	<b>2</b>	<b>3</b>
	<b>14 Headmaster of Primary School: (LFL)</b>	Bachelor's Degree in Physical Education or its equivalent or M.PEd. Must pass at least Intermediate Examination conducted by the Board of Intermediate Education of A.P. <b>or its equivalent</b> and Diploma in Education conducted by the Director of Government Examination. A.P. <b>or its equivalent</b> <b>or</b> <b>Must possess a Bachelor Degree and a B.Ed. degree</b>
<b>III</b>	<b>1. Secondary Grade Teacher</b>	Must possess Intermediate Certificate issued by the Board of Intermediate Education, Andhra Pradesh <b>or its equivalent</b> and Diploma in Education (D.Ed.). Certificate issued by the Director of Government Examinations, Andhra Pradesh <b>or its equivalent.</b>
	<b>2. Language Pandit (Telugu)</b>	Must possess a Bachelor Degree with Telugu as main subject or one of the three equal optional subjects or Post Graduate Degree in Telugu or Bachelor degree of Oriental Title (B.O.L) in Telugu or its equivalent and B.Ed with Telugu as methodology subject or Telugu Pandit Training or its equivalent from the recognized institution /University
	<b>3. Language Pandit (Hindi)</b>	Must possess a Bachelor degree with Hindi as main

<b>Class</b>	<b>Category of Post</b>	<b>Qualifications</b>
<b>1</b>	<b>2</b>	<b>3</b>
		subject or one of the three equal optional subjects or Bachelor degree in Oriental Language in Hindi (B.O.L) or any other equivalent recognized qualification in Hindi of BA degree standard as mentioned in Annexure-III or Post Graduate degree in Hindi from recognized university or institution and any one of the Training qualifications as mentioned in Annexure-IV
	<b>4. Language Pandit (Urdu)</b>	Must possess a Bachelor Degree with Urdu as main subject or one of the three equal optional subjects or a Post Graduate Degree in Urdu or Bachelor degree in Oriental Title in Urdu (B.O.L) or its equivalent and B.Ed with Urdu as methodology or Urdu Pandit Training or its equivalent
	<b>5. Language Pandit (Oriya)</b>	Must possess a Bachelor Degree with Oriya as main subject or one of the three equal optional subjects or a Post Graduate Degree in Oriya or Bachelor degree in Oriental Title in Oriya (B.O.L) or its equivalent and B.Ed with Oriya as methodology or Oriya Pandit Training or its equivalent.
	<b>6. Language Pandit (Tamil )</b>	Must possess a Bachelor Degree with Tamil as main subject or one of the three equal optional subjects or a Post Graduate Degree in

<b>Class</b>	<b>Category of Post</b>	<b>Qualifications</b>
<b>1</b>	<b>2</b>	<b>3</b>
		Tamil or Bachelor degree in Oriental Title in Tamil (B.O.L) or its equivalent and B.Ed with Tamil as methodology or Tamil Pandit Training or its equivalent
	<b>7. Language Pandit (Kannada)</b>	Must possess a Bachelor Degree with Kannada as main subject or one of the three equal optional subjects or a Post Graduate Degree in Kannada or Bachelor degree in Oriental Title in Kannada (B.O.L) or its equivalent and B.Ed with Kannada as methodology or Kannada Pandit Training or its equivalent
	<b>8. Language Pandit (Sanskrit)</b>	Must possess a Bachelor Degree with Sanskrit as the main subject or one of the three equal optional subjects or Bachelor degree in Oriental Language with Sanskrit from any recognized university or its equivalent or Post Graduation in Sanskrit and B.Ed., with Sanskrit as methodology or Sanskrit Pandit Training or its equivalent
	<b>9. Physical Educational Teacher</b>	Must possess Intermediate Certificate issued by the Board of Intermediate Education, Andhra Pradesh and an "Under Graduate Diploma in Physical Education" (UGDPED) <b>OR</b>

<b>Class</b>	<b>Category of Post</b>	<b>Qualifications</b>
<b>1</b>	<b>2</b>	<b>3</b>
		Must possess a Bachelor Degree and B.P.Ed. Degree /UGDPED.
	<b>10. Art Teacher</b>	Must have passed X class or its equivalent examination. Must possess a diploma or a Certificate in Drawing, Commercial Art, Fine Arts and Architecture or a certificate in higher grade drawing and a technical teacher training certificate issued by the Director of Government examinations, Government of Andhra Pradesh.
	<b>11. Drawing Teacher</b>	Must have passed X class or its equivalent Examination. Must possess a diploma or a certificate in painting/drawing, sculpture or commercial art, Fine Arts and Architecture and a technical teacher training certificate issued by the Director of Government examinations, Government of Andhra Pradesh
	<b>12. Music Teacher</b>	Must have passed X class or its equivalent examination. Must possess a Diploma in Carnatic Vocal Music from the Government College of Music or from a recognized or reputed Institution and a technical teacher certificate issued by the Director of Government Examinations, Government of Andhra Pradesh
	<b>13. Dance Teacher</b>	Must have passed X class or its equivalent examination.

<b>Class</b>	<b>Category of Post</b>	<b>Qualifications</b>
<b>1</b>	<b>2</b>	<b>3</b>
		Must possess a Diploma in Kuchipudi or Bharathanatyam from a recognized or reputed Institution and a technical teacher training certificate issued by the Director of Government Examinations, Government of Andhra Pradesh.
	<b>14. Manual Training Instructor (Weaving)</b>	Must have passed X class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher training certificate issued by the Director of Government Examinations, Government of Andhra Pradesh
	<b>15. Manual Training Instructor (Carpentry )</b>	Must have passed X class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher training certificate issued by the Director of Government Examinations, Government of Andhra Pradesh
	<b>16. Textile, Printing and Tailoring Teacher</b>	Must have passed X class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher training



<b>Class</b>	<b>Category of Post</b>	<b>Qualifications</b>
<b>1</b>	<b>2</b>	<b>3</b>
		certificate issued by the Director of Government examinations, Government of Andhra Pradesh
	<b>17. Sewing Teacher</b>	Must have passed X class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher training certificate issued by the Director of Government Examinations, Government of Andhra Pradesh
	<b>18. Sewing and Tailoring &amp; Needle work Teacher</b>	Must have passed X class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher training certificate issued by the Director of Government Examinations, Government of Andhra Pradesh
	<b>19. Drawing and Sewing Teacher</b>	Must have passed X class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher training certificate issued by the Director of Government Examinations, Government of Andhra Pradesh
<b>IV</b>	<b>1. Librarian</b>	Must have passed

<b>Class</b>	<b>Category of Post</b>	<b>Qualifications</b>
<b>1</b>	<b>2</b>	<b>3</b>
		Intermediate examination or any equivalent examination and must hold a certificate in Library Science issued by the Director of Government Examinations, Government of Andhra Pradesh or issued by a recognized Institution or its equivalent.

Table-I  
(Relates to Language Pandit (Hindi))

S.No. (1)	Course Title (2)	Institution (3)	Govt. Order (4)
1.	Madhyama	Hindi Sahitya Sammelan (Visarada), Allahabad	G.O.Ms.No.1415 Edn., dated 22.7.1970
2.	Ratna	Rashtrabhash Prachar Samiti, Warda	-do-
3.	Praveen	Dakshina Bharata Hindi Prachar Sabha, Madras	-do-
4	Sahityalankar	Hindi Vidyapeet, Deoghar	-do-
5	Pandit	Maharashtra Bhasha Sabha, Poona	-do-
6	Vidwan	Hindi Prachar Sabha, Hyderabad	-do-
7	Sevak	Gujarat Vidyapeeth, Ahmedabad	-do-
8	Visharad Diploma	Dakshina Bharata Hindi Prachar Sabha, Madras	As per Andhra Pradesh Educational Rules
9	Sahitya Ratna Diploma	Hindi Sahitya Sammelan, Allahabad	-do-
10	Vidwan	Madras University	-do-
11	Bhasha Praveena Title (Hindi)	Andhra University	-do-
12	Sahitya Bhushan	Hindi Vidyapeet Deoghar	-do-
13	Sastry Degree	Sri Kasi Vidya Peeth, Benaras	-do-
14	Hindi Kovid Degree	Sri Kasi Vidya Peeth, Benaras	-do-
15	Bharatiya Hindi	Akila Bharateeya Hindi	-do-

	Parangat Diploma	Parishad, Agra	
16	Hindi Bhushan Diploma	Hindi Prachar Sabha, Hyderabad	-do-
17	B.A or Bachelor in Oriental Language in Hindi (B.O.L) or M.A in Hindi	Any recognized University with Hidi as special subject	

Table-II  
(Relates to Language Pandit (Hindi))

S.NO	TRAINING QUALIFICATIONS:		
1	B.Ed with Hindi as Methodology	Any Recognised University and NCTE	
2	B.Ed (Hindi Medium)	Dakshna Bharata Hindi Prachar Sabha, Hyderabad	GO Ms.No.68, Edn., dt.10-3-1995
3	Pracharak (including Praveena) Diploma	Dakshina Bharata Hindi Prachar Sabha, Madras	As per Andhra Pradesh Educational Rules
4	Pracharak Diploma	Hindustani Prachar Sabha, Wardha	-do-
5	Sikshana Kala Praveena Diploma	Akhila Bharateeya Hindi Parishad, Agra	-do-
6	Hindi Shikshak (including Hindi Vidwan Diploma)	Hindi Prachara Sabha, Hyderabad	-do-
7	Hindi Pandits Training Certificate	Issued by the Commissioner for Government Examinations, Andhra Pradesh	-do-
8	Hindi Shikshan Parangat Hindi Shkshan Nishnat	Kendriya Hindi Shikshnak	G.O.Ms.No.1504, Edn., dt.11.6.1964.

Note- 1

The qualifications prescribed in column (3) of the table for the categories 1 to 13 of class II, shall be applicable for both the methods of appointment, i.e. direct recruitment and promotion.

Note- 2

Candidates with higher qualifications are also eligible for appointment, provided he/she studied the required subjects for the posts at Bachelor degree level and fulfil all other requirements such as medium of instruction / 1<sup>st</sup> language etc., prescribed.

Note-3

Candidates who have got the qualifications of Special D.Ed. / Special B.Ed. are also eligible, for the posts of Secondary Grade Teacher / School Assistant in general schools in addition to Special Schools, provided they have got academic qualifications prescribed for the posts.

Note- 4

As per National Council for Teacher Education Norms, the D.Ed. candidates are alone eligible for the post Secondary Grade Teachers.

## **8. Conditions for Appointment**

(1) Recruitment by transfer among different categories in a class is not permissible.

(2) Wherever the method of appointment to any post in this service is both by direct recruitment and appointment by promotion, one-third of the total number of vacancies including temporary vacancies arising or existing at any point of time in any category shall be filled by direct recruitment. Out of every three vacancies that arise in any category, the second vacancy shall be filled by direct recruitment.

(3) For the purpose of preparation of common seniority list for promotion, the seniority shall be determined with reference to the date of regular appointment.

(4) The combined seniority of categories from 1 to 13 of class II under the control of all municipalities in a District shall be prepared with reference to their date of regular appointment while considering for promotion to the posts of Headmaster/Headmistress.

(5) The combined seniority of categories 1 to 19 of class III under the control of all municipalities in a District shall be prepared with reference to their date of regular appointment while considering for promotion to the post of School Assistant.

(6) The candidates who have passed SSC examination in the concerned medium or with the concerned language as First language are eligible for appointment to the posts in the concerned medium. The candidates who have passed the examination of Higher Standards, i.e. Intermediate or

Graduation with concerned language as one of the languages or in the medium concerned are also eligible for appointment to the posts in that medium. For example, out of the two languages in Intermediate or Graduation, one must be Telugu to become eligible for the posts in Telugu medium.

(7) Every teacher employed in Municipal Schools for the deaf or blind shall, in addition to the academic qualification prescribed in the table, possess Government certificate of competency and Junior diploma in teaching the blind or deaf, as the case may be or a higher qualification. Provided that the graduate and the non-graduate teachers who are blind or deaf and have undergone the training course in education for the blind or deaf and passed the examination shall be deemed to possess the qualifications prescribed for the post of teachers in the schools for the blind or deaf.

(8) Government orders issued from time to time in connection with the method of appointment are applicable.

### **9. Direct Recruitment**

The procedure for recruitment to vacant posts in various categories of teachers meant for direct recruitment shall be as per the procedure prescribed by the Government from time to time.

### **10. Rule of Reservation in Appointments**

(1) The rule of special representation under General Rule 22 of the Andhra Pradesh State and Subordinate Service Rules, 1996 as amended from time to time shall apply to the appointment by Direct Recruitment to all posts in the service.

(2) In the matter of direct recruitment to any category of any class in the service, one third of posts in each category of OC, BC-A, BC-B, BC-C, BC-D, BC-E, SC, ST, Physically Challenged and Ex-servicemen personnel shall be reserved for women.

(3) Appointment in institutions specially provided for women:

(a) Women alone shall be appointed to the posts in the institutions specially provided for them.

(b) A vacancy in a category in an institution specially provided for women shall be filled by transfer of a woman member of the same category employed in any institution not specially provided for women within the unit of appointment. When such transfer is not possible, woman may be

appointed by any method admissible under Rule 6 but she shall not acquire by reason only of such appointment any right in the matter of seniority or full membership in the category for promotion to a higher category until she gets her due turn.

(4) The rule of special representation in favour of SCs and STs under General Rule 22 (2) (a) (i) of A.P. State and Subordinate Service Rules, 1996 as amended from time to time shall apply in respect of promotions to the posts of the Headmaster/Headmistress and the School Assistant.

### 11. Tests

(1) Every person appointed to the post of Head master/Headmistress of High School by the method specified in column (1) of the table below should have passed the tests laid down in column (2) subject to the condition in column (3).

<b>Method of Appointment</b>	<b>Tests</b>	<b>Conditions</b>
1	2	3
By promotion from category 1 to 13 of class II	i) Departmental Test for Gazetted Officers of the Education Department. ii) Accounts Test for Executive Officers. iii) Special Language test for the officers of the Education Department in Telugu of higher standard. iv) Special Language Test for the officers of the Education Department in Hindi/Urdu of lower standard.	Should have passed at the time of appointment

(2) Where a test of a language of higher standard is prescribed, a person shall be exempted from passing the test if he/she has passed the language as one of the two language subjects in Intermediate Examination or its equivalent or in higher degree. Where a test of a language of lower standard is prescribed, a person shall be exempted from passing the test if he/she has passed the language as a subject in SSC Examination or its equivalent or in higher degree.

(3) All persons who have crossed 45 years of age shall be exempted from passing departmental tests for promotion to the next higher category above the one held by him/her. This benefit is extended to ensure that every employee gets at least one promotion during his entire service. This exemption shall be given only once in the entire service.

(4) All persons who have completed 50 years of age on the date of appointment to any post shall be exempted from passing the tests prescribed in column (2) of the above table.

(5) The persons who passed Account test for Headmasters of High Schools conducted by the Director of Government Examinations, Andhra Pradesh will be considered for inclusion in the panel of Headmasters / Headmistresses of High Schools for a period of 3 years from the date of issue of these rules, if they are otherwise qualified and eligible for appointment by promotion to the post of the Headmaster /Headmistress of a High School.

## **12. Age**

No person shall be eligible for appointment by direct recruitment to any post in this service unless he/she is more than 18 years of age and less than 33 years of age as on the first day of July of the year in which the notification for recruitment is made. Concessions of age extended by Government from time to time to BC, SC, and ST and other categories are applicable to any post to be filled up by direct recruitment.

## **13. Minimum Service**

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

## **14. Probation**

(1) Every person appointed by Direct Recruitment to any post in service 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.

(2) Every person appointed by promotion to any of the posts in this service 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.

### **15. Unit of Appointment and Transfer**

For the purpose of recruitment, appointment, seniority, discharge for want of vacancy, promotion, transfer and reappointment, the unit of appointment shall be as specified in the table.

<b>Class</b>	<b>Category</b>	<b>Unit of appointment and Transfer</b>
I	1	Revenue District Concerned
II	1 to 14	Revenue District Concerned
III	1 to 19	Revenue District Concerned
IV	1	Revenue District Concerned

### **6. Promotions**

(1) For the purpose of promotion, the posts of Headmaster / Headmistress in Municipal High Schools shall be treated as *selection posts* and promotion to these posts shall be made by the appointing authority from the panel of the candidates prepared by the committee constituted in Rule 6 on the grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

(2) For the purpose of promotion, the posts of School Assistants shall be treated as non-selection posts and promotion to these posts shall be made from the list of eligible candidates from the feeder categories in accordance with seniority, unless such promotion of a member has been withheld as a penalty

### **17. Temporary Appointment**

(1) Where it is necessary in the public interest owing to an emergency which has arisen to immediately fill a vacancy, the appointing authority may promote a person purely on a temporary basis, until a person is appointed in accordance with the rules.

(2) No person who does not possess the prescribed qualification shall be promoted under sub-rule (1)

(3) A person promoted under sub-rule (1) shall not be regarded as probationer in the higher category or be entitled for any preferential claim for future promotion to such higher category or seniority.

### **18. Seniority**

The seniority of the members of the service shall be determined as per Rules 33 to 36 of the Andhra Pradesh State and Subordinate Service Rules, 1996.



**19. Postings and Transfers**

The members working in classes I to IV are liable for transfer within the Revenue District concerned. The authority competent to order postings or transfers within the District concerned is the Regional Director of Municipal Administration concerned.

**20. Conditions of Service**

In matters not covered by these rules, the members of the service shall be governed by all the rules applicable to government servants.

**21. Pay and allowances**

(1) A member of the service shall draw pay and all allowances admissible as per the orders of the Government issued from time to time.

(2) Expenditure on pay and allowances of the members of the service shall be made under detailed Head of Account "010- Salaries" through Government Treasury as per orders issued in G.O.Ms.No.179 dated 25-2-2009 of MA & UD ( G1) Department and subsequent orders issued by the Government from time to time.

**22. Leave**

(1) The Commissioner is competent to sanction casual leave, compensatory leave and optional holiday to all members of the service

(2) The Regional Director of Municipal Administration is competent to sanction leave other than casual leave to members of this service.

**23. Leave Salary**

Leave salary of the members of the service shall be paid through Government Treasury under detailed Head of Account "010-salaries"

**24. Loans and Advances**

The Commissioner is competent to sanction loans and advances to the members of service as per rules applicable to government servants.

**25. Discipline and Control**

(1) The Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991 applicable to the government servants shall apply to the members of this service except to the extent indicated hereunder.

(2) The Commissioner may place a member of any category of this service under suspension pending inquiry/ investigation into criminal complaints or on filing charge sheet in a court of law; or impose the following penalties:

- a) Censure
- b) Withholding of increment, and
- c) Recovery from pay of the whole or a part of any pecuniary loss caused to the municipal council by negligence or breach of orders while working in the municipality:

Provided that –

- a) The period of suspension shall not exceed six months.
- b) The appointing authority concerned shall also have the power to place a member of service under suspension pending inquiry into grave charges or impose the said penalties

(3) The authority, which may impose the following penalties on a member of this service, shall be the appointing authority concerned.

- a) Suspension.
- b) Reduction to lower rank in the seniority list or to a lower post or time scale or to a lower stage in a time scale.
- c) Withholding of increments/promotion.
- d) Compulsory retirement from service.
- e) Removal from service
- f) Dismissal from service.

(4) An appeal against any order passed by the Commissioner shall lie to the appointing authority.

(5) An appeal against any order passed by the appointing authority shall lie to the Commissioner and Director of Municipal Administration.

(6) An appeal has to be filed within three months. The period of three months is reckoned from the date of receipt by the member of this service of the order imposing the penalty.

## **26. Conduct**

The Andhra Pradesh Civil Services (Conduct) Rules, 1964 applicable to government servants as amended from time to time shall be applicable to the members of this service.

## **27. Pension**

(1) The existing municipal teachers appointed before 1-9-2004 and who are promoted to this service shall be paid pension as per AP Revised Pension Rules 1980, under the Head of Account "MJH2071-01-MH 110 – SH(09). 040-041. pensions"

(2) The existing municipal teachers appointed on or after 1-9-2004 and who are promoted to this service and persons recruited direct to this service shall come under the purview of contributory pension scheme introduced in G.O.Ms No.653 Finance (Pension.I) Department dated 22-9-2004.

(3) In respect of officers drawn on deputation, the concerned departments shall pay the pension, as applicable in their parent department.

## **28. Repeal**

The rules issued regarding appointment of Headmasters/ Headmistresses of Municipal High schools vide G.O.Ms. No 1096 MA dated 17-11-1978 and rules issued regarding the direct recruitment of teachers vide G.O. Ms. No. 470 MA dated 14-11-1995 are hereby repealed. Any rules issued prior to these rules governing any or all the categories of teachers in classes I to IV mentioned in rule 6 are repealed to the extent of provisions covered in these rules.

## **9. Interpretation**

If any question arises relating to the interpretation of these rules, the matter shall be referred to Government and decision of the Government thereon shall be final.

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

**R.KARIKAL VALAVEN  
PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Commissioner and director of Printing & Stationary, AP, Hyderabad  
(He is requested to publish and supply (1000) copies to  
Government immediately).

The Director of Municipal Administration, A.P. Guntur

Copy to

All the Regional Director Municipal Administration

All the Municipal Commissioners in the State.

The General Administration(Services/SPF&MC) Department

The School Education(Services-II) Department

The Finance Department

The Law Department

SC/SF.

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

**SECTION OFFICER**

**ANNEXURE – I**  
**(GO.Ms.No.320 , Dated:07.12.2016)**  
**ACADEMIC QUALIFICATIONS**

<b>Sl.No</b>	<b>Course Title</b>	<b>Institution</b>
1	Madhyama	Hindi Sahitya Sammelan(Visarada)Allahabad
2	Ratna	Rashtrabhasha Prachar Samiti,Warda
3	Praveen	Dakshina Bharatha Hindi Prachar Sabha, Madras
4	Sahityalankar	Hindi Vidyapeet, Deoghar
5	Pandit	Maharashtra Bhasha Sabha, Poona
6	Vidwan	Hindi Prachar Sabha, Hyderabad
7	Sevak	Gujarat Vidyappeth, Ahmadabad
8	Visharad Diploma	Dakshina Bharatha Hindi Prachar Sabha, Madras
9	Sahitya Ratna Diploma	Hindi Sahitya Sammelan, Allahabad
10	Vidwan	Madras University
11	Bhasha Praveena Title(Hindi)	Andhra University
12	Sahitya Bhushan	Hindi Vidyapeet Deoghar
13	Sastry Degree	Sri Kasi Vidyapeet, Benaras
14	Hindi Kovid degree	Sri Kasi Vidyapeet, Benaras
15	Bharatiya Hindi Parangat Diploma	Akhila Bharateeya Hindi parishad, Agra
16	Hindi Bhushan Diploma	Hindi Prachar Sabha , Hyderabad
17	B.A. with Hindi as one of the elective/optional subjects Or Bachelor degree in oriental language in Hindi	Any University/Institution recognized by UGC/NCTE

**R.KARIKAL VALAVEN**  
**PRINCIPAL SECRETARY TO GOVERNMENT**

**ANNEXURE – II**  
**GO.Ms.No.320, Dated: 07.12.2016)**  
**TRAINING QUALIFICATIONS:**

<b>Sl.No</b>	<b>Course Title</b>	<b>Institution</b>
1	B.Ed (Hindi medium)	Dakshina Bharatha Hindi Prachar Sabha,Hyderabad
2	Pracharak Degree and Bachelor of Education	Dakshina Bharath Hindi Prachar Sabha, Chennai
3	Pracharak (including Praveena) Diploma	Dakshina Bharath Hindi Prachar Sabha, Chennai
4	Pracharak Diploma	Hindustani Prachar Sabha, Wardha
5	Sikshana Kala Praveena Diploma	Akhila Bharateeya Hindi Parishad, Agra
6	Hindi Shikshak (Including Hindi Vidwan Diploma)	Hindi Prachar Sabha, Hyderabad
7	Pandit Training Certificate	Commissioner for Government Examinations, Andhra Pradesh
8	Hindi Shikshan Parangat, Hindi Shikshan Nishnat	Kendriya Hindi Shikshanak,
9	B.Ed. with Hindi as methodology	Any University/institution recognized by UGC/NCTE

**R.KARIKAL VALAVEN**  
**PRINCIPAL SECRETARY TO GOVERNMENT**

**ANNEXURE – III**  
**(GO.Ms.No.320 , Dated:07.12.2016)**  
**ACADEMIC QUALIFICATIONS**

<b>Sl.No</b>	<b>Course Titles</b>	<b>Institution</b>
1	Madhyama	Hindi Sahitya Sammelan(Visarada)Allahabad
2	Ratna	Rashtrabhasha Prachar Samiti,Warda
3	Praveen	Dakshina Bharath Hindi Prachar Sabha, Madras
4	Sahityalankar	Hindi Vidyapeet, Deoghar
5	Pandit	Maharashtra Bhasha Sabha, Poona
6	Vidwan	Hindi Prachar Sabha, Hyderabad
7	Sevak	Gujarat Vidyapeeth, Ahmedabad
8	Visharad	Dakshina Bharath Hindi Prachar Sabha, Madras
9	Sahitya Ratna Diploma	Hindi Sahitya Sammelan, Allahabad
10	Vidwan	Madras University
11	Bhasha Praveena Title(Hindi)	Andhra University
12	Sahitya Bhushan	Hindi Vidyapeet Deoghar
13	Sastry Degree	Sri Kasi Vidyapeet, Benaras
14	Hindi Kovid degree	Sri Kasi Vidyapeet, Benaras
15	Bharatiya Hindi Parangat Diploma	Akhila Bharateeya Hindi Parishad, Agra
16	Hindi Bhushan Diploma	Hindi Prachar Sabha , Hyderabad
17	B.A. with Hindi as one of the elective/optional subjects Or Bachelor degree in oriental language in Hindi	Any University/Institution recognized by UGC/NCTE

**R.KARIKAL VALAVEN**  
**PRINCIPAL SECRETARY TO GOVERNMENT**

**ANNEXURE – IV**  
**GO.Ms.No.320 , Dated:07.12.2016)**  
**TRAINING QUALIFICATIONS**

<b>Sl.No</b>	<b>Course Title</b>	<b>Institution</b>
1	B.Ed (Hindi medium)	Dakshina Bharatha Hindi Prachar Sabha,Hyderabad
2	Pracharak Degree and Bachelor of Education	Dakshina Bharath Hindi Prachar Sabha, Madras
3	Pracharak (including Praveena) Diploma	Dakshina Bharath Hindi Prachar Sabha, Madras
4	Pracharak Diploma	Hindustani Prachar Sabha, Wardha
5	Sikshana Kala Praveena Diploma	Akhila Bharateeya Hindi parishad ,Agra
6	Hindi Shikshak(Including Hindi Vidwan Diploma)	Hindi Prachar Sabha ,Hyderabad
7	Pandits Training Certificate	Commissioner for Government Examination
8	Hindi Shikshan Parangat Hindi Shikshan Nishnat	Kendriya Hindi Shikshanak
9	B.Ed.with Hindi as methodology	Any University/institution recognized by UGC/NCTE

**R.KARIKAL VALAVEN**  
**PRINCIPAL SECRETARY TO GOVERNMENT**