

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Rules- The Andhra Pradesh Charitable and Hindu Religious Institutions and Endowment Subordinate Service (Non-Gazetted) Rules – Final notification – Orders -Issued.

REVENUE (ENDOWMENTS-I) DEPARTMENT

G.O.Ms.No. 262.

Dated: 20.05.2002.

Read the following:-

1. From the Commissioner of Endowments, Andhra Pradesh, Hyderabad,
Letter Rc.No. Manual/41852/87, dated 18.2.1994, 15.9.1994 and 28.9.1994.
2. From the Commissioner of endowments, Andhra Pradesh, Hyderabad,
Letter Rc.No. 15/53441/97, dated 23.6.97 and 2.7.1997.
3. From the Secretary, Andhra Pradesh Public Service Commission Letter No. 327/RR/3/2000, Dated 7.2.2000 and 8.12.2000.
4. G.O.Ms.No. 558, Revenue (Endowment I) Department, dated 13.8.2001.
5. From the President, Andhra Pradesh Hindu Religious Institutions and Endowment Employees Association, Representation Dated 6.10.2001.

ORDER:

The following notification will be published in the next issue of the Andhra Pradesh Gazette dated 03.6.2002.

NOTIFICATION

In exercise of the powers conferred by sub-section (1) of section 153 read with section 29 of the Andhra Pradesh Charitable and Hindu Religious Institutions and Endowments Act, 1987 (Act No. 30/87), the Governor of Andhra Pradesh hereby makes the following rules appended to this notification, as the same having been previously published for general information in the Andhra Pradesh Gazette as required under sub-section (1) of section 153 of the said Act in G.O.Ms.No. 558, Revenue (Endowments. I) Department, dated 13.8.2001.

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

C. ARJUNA RAO
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
The Commissioner of Printing and Stationery(PW) Department,
Chanchalguda, Hyderabad for publication in the
A.P. Extraordinary Gazette.

P.T.O.

He is requested to supply, 1,000 copies to the Government.
The Commissioner of Endowments, Andhra Pradesh, Hyderabad.

Copy to General Administration (Service-F) Department.
Copy to the Secretary,
A.P.P.S.C., Hyderabad (10 copies)
Copy to Law (E) Department.

//FORWARDED :: BY ORDER//

SECTION OFFICER.

RULES

1. **Short title:** These rules may be called the Andhra Pradesh Charitable and Hindu Religious Institutions and Endowments Subordinate Service Rules.
2. **Constitution:** The service shall consist of the following classes and categories of posts in the Endowments Department namely:-

Class. I:

- category (1) Executive officer Grade –I
- category (2) Executive officer Grade –II
- category (3) Executive officer Grade –III

Class.II:

- category (1) Assistant engineer (formerly designated as Supervisor)
- category (2) Draughtsman Grade –I
- category (3) Draughtsman Grade –II
- category (4) Draughtsman Grade –III
- category (5) Tracer-cum-Blue print operator
- category (6) Electrician-cum-pump Driver
- category (7) plumber-cum-Fitter
- category (8) Assistant Sthapathi
- category (9) Silpi Draughtsman
- category (10) Silpi Tracer

Class.III: **Gold Smith**

3. **Method of appointment and appointing authority:-**

Subject to the other provisions in these rules, the appointing authority shall be the Commissioner, Endowments Department and the method of appointment for the several categories shall be made according to the method specified in the corresponding entry in column (2) thereof:-

Class and category (1)	Method of appointment (2)
<u>Class – 1:</u>	(i) by direct recruitment (ii) by promotion from category (2)
I. (1) Executive Officer Grade - 1	by transfer from the category of Superintendents of Andhra Pradesh Ministerial Service of Endowments Department and Superintendents (by what ever designation known) working in the institutions published under Section 6 (a), (b) (c) and (d) of the Act other than Regional Joint Commissioner and Deputy Commissioner cadre institutions.
(2.) Executive Officer Grade-II	(i) by promotion from category (3) (ii) by transfer from the category of Senior Assistants of Andhra Pradesh Ministerial Service in the Endowments Department and Senior Assistants working in the Institutions

published under Section 6 (a), (b) (c) and (d) of the Act other than Regional Joint Commissioner and Deputy Commissioner cadre institutions.

- (3.) Executive officer Grade-III
- (i) by direct recruitment
 - (ii) by transfer from the category of Junior Assistants of Andhra Pradesh Ministerial Service in the Endowments Department and Junior Assistants working in the institutions published under Section 6 (a), (b) (c) and (d) of the Act other than Regional Joint Commissioner and Deputy Commissioner cadre institutions.

Class – II:

2. (1) Assistant Engineer (supervisor)
- (i) by direct recruitment
 - (ii) by promotion from the category of Draughtsman Garde - 1
- (2) Draughtsman Grade –I
- (i) by promotion from the category of Draughtsman Garde – II
- (3) Draughtsman Grade –II
- (i) by promotion from the category of Draughtsman Garde – III
- (4) Draughtsman Grade –III
- (i) by direct recruitment
 - (ii) by promotion from the category of tracer-cum-Blue print operator
- (5) Tracer-cum-Blue print operator
- by direct recruitment
- (6) Electrician-cum-pump driver
- by direct recruitment
- (7) Plumber-cum-Fitter
- by direct recruitment
- (8) Assistant sthaphathi
- (i) by direct recruitment
 - (ii) by promotion from the category of silpi Draughtsman
- (9) Silpi Draughtsman
- (i) by direct recruitment
 - (ii) by promotion from the category of silpi Tracer
- (10) Silpi Tracer
- (i) by direct recruitment

Class – III

Gold Smith

- by direct recruitment

NOTE: 1

The appointment to the post of EXECUTIVE OFFICER GRADE – I in every cycle of 20 vacancies shall be made in the order of rotation as specified below:-

- (i) by direct recruitment : 1st, 6th, 11th, 16th, 20th vacancy (Five)
- (ii) by promotion from Executive Officers Grade-II : 2nd, 3rd, 7th, 8th, 9th, 12th, 13th, 17th, 19th vacancy (Nine)
- (iii) by transfer from superintendents of Andhra Pradesh Ministerial service of Endowments Department. : 4th vacancy to the Superintendents in Head Office 14th vacancy to the Superintendents working in the respective Multi Zone (Two)
- (iiia) by appointment of Superintendents (by whatever designation known) working in the institutions published under section 6 (a), (b), (c) and (d) of the Act other than Regional Joint Commissioner and Deputy Commissioner cadre institutions. : 5th, 10th, 15th and 18th vacancy (Four)

NOTE: 2

The appointment to the post of EXECUTIVE OFFICER GRADE – II in every cycle of 10 vacancies shall be made in the order of rotation as specified below:-

- (i) by promotion from Executive Officers Grade-III : 1st, 2nd, 4th, 6th, 7th, 9th and 10th vacancy (Seven)
- (ii) by transfer from the category of senior Assistant of the Andhra Pradesh Ministerial service in the Endowments Department. : 5th vacancy to be filled by alternative method from Head Office/ respective Multi Zone (One).
- (iia) by appointment of Senior Assistant or U.D.Cs. working in the institutions published under section 6 (a), (b), (c) and (d) of the Act other than Regional Joint Commissioner and Deputy Commissioner cadre institutions : 3rd and 8th vacancy (Two)

NOTE: 3

The appointment of the post of EXECUTIVE OFFICER GRADE – III shall be made as follows:-

- (i) Seventy percent (70%) of the number of substantive vacancies in the category of Executive Officers. Grade – III shall be filled by direct recruitment.
- (ii) The appointments to the post of Executive Officers Grade-III, other than by direct recruitment shall be made in every cycle of three vacancies in the following orders:-

1st and 3rd vacancy: by appointment 1 from the category of Junior Assistants

working in the institutions published under section 6(a) (b) (c) and (d) of the Andhra Pradesh Charitable and Hindu Religious Institutions and Endowments Act, 1987.

2nd vacancy: by transfer from the category of Junior Assistants working in the Endowments Department to be filled up by alternative method from Head Office/respective Multi Zone.

Note 4:- For the purpose of appointment as Executive Officer as a particular grade by transfer the seniority shall be considered from the date of appointment or promotion to the post from which he is being transferred.

Note 5:- The seniority of a person appointed to the above categories shall be governed by the provisions of General Rule 33 of the A.P. State and Subordinate Rules.

Note 6:- If there are no candidates from Head Office willing to go by transfer as Executive Officer the said vacancy shall be filled in from the Departmental candidates in the respective Multi Zone.

Note 7:- The appointment to the post of Assistant Engineer (Supervisor) (Class-II Category (1) shall be made as follows:-

- (i) thirty percent (30%) of the number of substantive vacancies shall be filled by direct recruitment: and
- (ii) the remaining seventy percent (70%) of the number of substantive vacancies shall be filled by promotion from the category of Draughtsman Grade-I (Class 2 – category (2))

Note 8:- The appointment to the post of Draughtsman Grade-III (Class-II, category (4))

- (i) thirty percent (30%) of the number of substantive vacancies shall be filled by direct recruitment: and
- (ii) the remaining seventy percent (70%) of the number of substantive vacancies shall be filled by promotion from the category of Tracer-cum-Blue Print Operator (Class - II category (5))

Note 9:- The appointment to the post of ASSISTANT STAPATHI and SILPI DRAUGHTSMAN (Class 2. Category (8) and (9) shall be made as follows:-

- (i) fifty percent (50%) of the number of substantive vacancies shall be filled by direct recruitment: and
- (ii) the remaining fifty percent (50%) of the number of substantive vacancies shall be filled by promotion from the category of Silpi Draughtsman in the case of Assistant Stapathi and by promotion from the category of Silpi Tracer in the case of Silpi Draughtsman.

4. (a) Reservation of appointment:- Except in so far as it relates to physically handicapped persons. The Rule of special Representation (Rule 22 of the Andhra Pradesh. State and Subordinate Service Rules) shall apply to the appointments by direct recruitment to the various categories of posts under classes 1, 2 and 3 in this service.
- (b) As per rule 22-A of the Andhra Pradesh State and Subordinate Service Rules, 1996 in the matter of Direct recruitment other things being equal there shall be reservation to Women to an extent of 33.1/3% of the posts in each category of other Caste. Backward Class – D, Scheduled Caste and Scheduled Tribes, Physically Handicapped Ex-serviceman quota.
5. **Qualifications:** No person shall be eligible for appointment to the class and categories as specified in columns (1) and (2) respectively of the Annexure to these rules by the method specified in column (3) unless he possesses the qualifications specified in the corresponding entry in column (4) thereof.
6. **Age:** No person shall be eligible for appointment to the post by direct recruitment, if he has completed the age of 28 years on the 1st day of July of year in which the notification for selection is issued.
7. **Minimum Service :** No person shall be eligible for appointment by transfer from the cadres of institutions published under section 6(a) or (b) or (c) or (d) of the Andhra Pradesh Charitable and Hindu religious Institutions and Endowments Act, 1987 or by promotion unless he has put in three years of service but in no case shall it be less than two years and is an approved probationer in the category from which promotion or appointment by transfer is made.
8. **Probation:** Every person appointed to the post by direct recruitment shall from the date on which he commences probation, 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 of the categories by promotion or by transfer shall, from the date on which they commences probation, be on probation for a total period of one year on duty within a continuous period of two years.
9. **Training:-**
 - (a) Every person appointed by direct recruitment or promotion or by transfer to the post of Executive officer, Assistant Stapathi and Assistant Engineer as the case may be shall undergo immediately after appointment a course of training for such a period and according to such programme and syllabus as may be prescribed by the Commissioner of Endowments from time to time.
 - (b) Every person appointed by direct recruitment as Executive Officer, Assistant Sthapathi and Assistant Engineer shall before the commencement of training execute a bond to the effect that he shall serve the Department for a period of three years after the completion of training referred to in sub-rule (a). He shall be liable to refund to the Government the pay and allowances and any other remuneration received by him in addition to the amount spent by the Government on his training.

- (i) If he fails to serve the Department for a period of three years after the completion of his training for any reason; or
 - (ii) If he discontinues the training or is discharged from training course for misconduct or any other reason; or
 - (iii) If he secures any other employment elsewhere than under the State Government.
- (c) The period of training shall count for the purposes of probation increments leave and pension.
- (d) A direct recruitee shall be eligible during the period of training for the initial pay of the post with usual allowance admissible at the place of training.
10. **Tests:-** Every person appointed by direct recruitment to the posts of Executive Officer, Assistant Engineer, Draughtsman Grade-I and Draughtsman Grade-II, Assistant Sthapathi, Silpi Draughtsman and silpi Tracer shall pass the Account Test for public works Department officers and Subordinate officers Part-I and Endowments Department Test (part I and II) within the period of probation.
11. **Security:-** Every person appointed to the service shall furnish security for such sum and in such manner or in such form as may be prescribed by the Commissioner of Endowments from time to time.
12. **Unit of appointment:-** For the purpose of recruitment appointment discharge for want to vacancy, re-appointment, seniority, promotion, transfer and posting and appointment as full member to the class and category specified in column (1) and (2) respectively of the table below the unit of appointment shall be as specified in column (3) thereof.

TABLE

Class (1)	Category post (2)	Unit of appointment (3)
1	(1) Executive officers Grade – I	Zone.I :- Comprising. Srikakulam, Vizianagaram, Visakhapatnam Districts.
II (1)	Assistant Engineer	Zone-II:- Comprising East Godavari, West Godavari and Krishna Districts.
(2)	Draughtsman Grade –I	Zone-III:- comprising Guntur, Prakasam and Nellore Districts.
(3)	Draughtsman Grade –II	
(4)	Draughtsman Grade –III	
(5)	Electrician-cum-Pump-Driver	Zone–IV:- comprising Chittor, Cuddapah, A Districts
(6)	Plumper-cum-Fitter	Zone-V:- comprising Adilabad, Karimnager, Warangal and Khammam Districts.
(7)	Assistant Sathapathi	Zone-IV:-Comprising Hyderabad, Nizambad, Mahabubnagar, Medak, Nalgonda and Rang Reddy Districts.
(8).	Silpi Draughtsman	
I.	(3) Executive Officers Grade -III	Each Revenue District
II.	(5) Tracer-cum-Blue print operator	
II.	(10) Silpi Tracer	Each Revenue District
III.	(I) Gold Smith	

13. **Lein:-** The lein of all the employees recruited by transfer shall case to the post in the Department or institution from which he has been recruited from the date of joining of the post by transfer.

Provided that the exemptions if any made by the Government from passing tests, including the departmental tests shall not be applicable to the persons recruited by direct recruitment by promotion or by transfer.

ANNEXURE

(SEE RULE – 5)

Class	Category	Method of appointment	qualifactions
(1)	(2)	(3)	(4)
Class –I(1)	Executive Officers Grade –I	(i) by direct recruitment through APPSC Group-IIA Services (ii) by promotion and transfer	Must possess a Bachlor's Degree from University in India established or incorporated by or under a Central Act, or a State Act or Provincial Act or any other institution recognized by the University Grants Commission or any other equivalent qualifications. Must have passed Account Test for Sub-ordinate Officers Part-I (ii)Must have passed Endowments Department test Paper-I and Part-II (Act and Rules).
(2)	Executive Officers Grade-II	(i) by promotion and (ii) by transfer	(i) Must have passed Account Test for Subordinate Officers Part –I and (ii) Must have passed Endowments Department Test paper-I and II (Act and Rules)

(3)	Executive Officers Grade-III	(i) by direct recruitment through APPSC Group - IV Services	Must posses a Bachelor's Degree from a University in Indian established or incorporated by or under a Central Act or a State Act or Provincial Act or any other equivalent qualifications.
		(ii) by promotion and by transfer	Must have passed (a) the Account Test for Subordinate Officers Part-I and (b) Endowments Department Test Paper-I and II (Act and Ruels)
Class-II	(i) Assistant Engineer (Supervisor)	(i) by direct recruitment	Must possess a diploma in Engineering (Civil or Mechanical) issued by the State Board of Technical Education Training Andhra Pradesh
		(ii) by promotion	(i) Must have passed Account Test for PWD Officers and Subordinate Officers (ii) Must have passed

			Endowments Department Test, Part-I and II.
	(2) Draughtsman Grade - I (3) Draughtsman Grade - II (4) Draughtsman Grade - III	(i) by direct recruitment or (ii) by promotion	(i) Must possess a diploma in Engineering (Civil or Mechanical) issued by the State Board of Technical Education and Training, Andhra Pradesh (ii) Must have passed special Examination for group certificate in Building and Drawing prescribed for diploma in the Government Technical Examination (OR) Must have passed special Examination for the group certificate in the Government Technical Examination comprised of the subject mentioned below.
		<u>SUBJECT</u>	<u>GRADE</u>
	(1)	Building materials and constructions	Lower
	(2)	Earth work and Road making	Lower, Higher
	(3)	Building Drawing and Estimation	Higher
	(4)	Hydraulics and Irrigation	Higher
	(5)	Survey and Leveling	Lower
	(6)	Applied Mechanics	Higher
	(7)	Geometric Drawing	Lower (Or) Must possess a certificate in Building Drawing and Structural Draughtsman ship Course of the central polytechnic, Madras (Chennai). (iv) Must possess a post matric Course Certificate in Architectural Draftsman and Assistant ship issued by the Polytechnic at Kakinada or Hyderabad.
(5)	Tracer –cum-Blue Print operator	by direct recruitment	(i) Must possess a certificate in Lower Grade in Geometrical Drawing, Buildings Drawing and estimating and fresh and outline in model drawing issued by the Board of Technical Education or its equivalent qualification: or (ii) I.T.I. (Civil) qualification

6.	Electrician-cum-pump Driver	by direct recruitment	Must possess a Trade Certificate in the relevant trade from any I.T.I. or its equivalent qualification.
7.	Plumber-cum-Fitter	by direct recruitment	Must possess a Trade Certificate in the relevant trade from any I.T.I. or its equivalent qualification.
8.	Assistant Stapathi	by direct recruitment	(i) Must be qualified in the sculptural Training Centre, Tirupathi or any other institution recognised by Government of Andhra Pradesh (ii) Must possess knowledge of silpa Sastras and experience in drawing plans and preparing estimates for atleast 5 years and possess a working knowledge of Telugu, English and Sanskrit and a pass in 7 th class.
9.	Silpi Draughtsman	by direct recruitment	(i) Must be qualified in sculptural Training Centre at Tirupathi or other Silpakala institution recognised by Government of Andhra Pradesh (ii) Must possess individual experience in construction of one or two Temples and preparing estimates for a period of three years. (iii) Must have passed seventh class examination and working knowledge in Telugu and Sanskrit.
10.	Silpi Tracer	by direct recruitment	(i) Must be qualified in the sculptural Training Centre at Tirupathi or possess equivalent certificate issued by any other institution recognised by Government of Andhra Pradesh (ii) Must have atleast one experience in the execution of Temple works either at the T.T.D or in the renovation wok or any temple. (iii) Must have passed 7 th class or its equivalent examination recognised by Government of Andhra Pradesh

			(iii) Must have working knowledge in Telugu, and Sanskrit.
Class-III	Gold Smith	by direct recruitment	<p>(i) Must have passed 10th class examination or any other equivalent examination.</p> <p>(ii) Must be well-versed in evaluation of Gold and silver and should have past experience to testing the quality of precious stone;</p> <p>(iii) Must be a licence holder in Gold Smith's work from Government of India, Ministry of Finance.</p>

C. ARJUNA RAO,
Special Chief Secretary to
Govt.