GOVERNMENT OF ANDHRA PRADESH

ABSTRACT


SOCIAL WELFARE (A2) DEPARTMENT

G.O.Ms.No. 189

Dated : 31-12-1997.

Read the following :-

1. From the One Man Commissioner Letter No.411/OMC(SPF. Ser)/90-3, dated 18-8-1990.
2. From the APPSC Lr. No. 84/RR/2/97, dt. 10-4-97.

ORDER:

The following notification shall be published in the Andhra Pradesh Gazette:

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and of all other powers hereunto enabling, the Governor of Andhra Pradesh hereby makes the following Special Rules for the Andhra Pradesh Social Welfare Subordinate Service.

The Special and Adhoc Rules mentioned below, as amended from time to time, in so far as they relate to the posts covered by this service are hereby repealed:

(1) G.O.Ms.No.1121, Education Department, Dated: 3-5-1966.
(2) G.O.Ms.No.883, Education Department, Dated: 15-4-1968.
(3) G.O.Ms.No.1360, Education Department, Dated: 9-7-1970.
(9) G.O.Ms.No.86, Social Welfare (A) Department, dated: 3-7-1981.

Provided that nothing in these rules shall affect the appointment made in accordance with repealed rules prior to the Commencement of these rules.
(1) **SHORT TITLE:**

These rules may be called the Andhra Pradesh Social Welfare Subordinate Service Rules 1996.

(2) **CONSTITUTION:**

The service shall consist of the following classes and categories of posts in the Andhra Pradesh Social Welfare Subordinate Service.

**CLASS – A**

Category (1) : Social Welfare Inspector
Category (2) : Assistant Social Welfare Officer.
Category (3) : (a) Warden, Grade-I
               (b) Matron, Grade-I
Category (4) : (a) Warden, Grade-II
               (b) Matron, Grade-II
Category (5) : Social Welfare Organiser

**CLASS – B**

Category (1) : Assistant Editor
Category (2) : Publicity Assistant
Category (3) : Cinema Operator
Category (4) : Librarian

**CLASS – C**

Category (1) : (a) Manager (Garment Production Centre) and Manager (Dress Making Centre)
               (b) Manager (Training and Leather Manufacturing Production Centre).
Category (2) : Instructor (Carpentry)
Category (3) : Assistant Cutter
Category (4) : Maistry (Carpentry)
Category (5) : (a) Instructor (Dress Making) including Instructor (Tailoring)
               (b) Instructor (Handicrafts)
               © Instructor (Basket Making)
Category (6) : Assistant Instructor (Basket Making)
Category (7) : Samaj Sevak

**CLASS – D**

Category (1) : Deputy Tahsildar
Category (2) : Senior Investigator
Category (3) : Nurse
Category (4) : Junior Investigator
Category (5) : Upper Division Revenue Inspector
Category (6) : Neem Thanedar
Category (7) : Surveyor
Category (8) : Social Welfare Revenue Inspector
Category (9) : Classers

(3) **METHOD OF APPOINTMENT AND APPOINTING AUTHORITY:**

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

<table>
<thead>
<tr>
<th>Class and Category</th>
<th>Method of appointment</th>
<th>Appointing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CLASS-A</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Social Welfare Inspector</td>
<td>No future recruitment. (The department proposed to convert all posts in this category to the category of Superintendents as and when the present incumbents vacate the posts)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(i) By direct recruitment</td>
<td>Director/ Commissioner of Social Welfare</td>
</tr>
<tr>
<td></td>
<td>(ii) By transfer of Warden Grade-I and Matron Grade-i.</td>
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</tbody>
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<tr>
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</thead>
<tbody>
<tr>
<td>3. (a) Warden, Grade-I By promotion of Warden Grade-II Collector. (b) Matron, Grade-I By promotion of Matron, Grade-II Collector.</td>
<td>4. Warden, Grade-II By Direct recruitment Collector. (i) By promotion from the category of Class-IV employees of Social Welfare Hostels. (ii) By transfer from any other Department / Service. Matron, Grade-II</td>
<td>5. Social Welfare Organiser No future recruitment (The Department proposes to convert all posts in this category to the category of Senior Assistants as and when the present incumbents vacate the posts)</td>
</tr>
<tr>
<td></td>
<td>CLASS-B</td>
<td></td>
</tr>
<tr>
<td>1. Assistant Editor By promotion of publicity Assistant Director/ Commissioner of Social Welfare</td>
<td>2. Publicity Assistant (i) By appointment by transfer of Assistant Public Relations Officer from information and Public Relations Department. Director/ Commissioner of Social Welfare (ii) If no Assistant Public Relations Officer is willing for appointment by method (i) above, by direct recruitment.</td>
<td>3. Cinema Operator By direct recruitment P.A. to Commissioner Deputy Director (Administration) (Administration)</td>
</tr>
<tr>
<td>4. Librarian (I) By appointment by transfer of a Junior Assistant in Social Welfare Department. Deputy Director (Administration) (ii) If no qualified and suitable candidate is available for appointment by method (i) above, by transfer on tenure of an Assistant Librarian in the equivalent scale of pay from Public Libraries Department.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CLASS-C:

1. (a) manager (Garment Production Centre) and Manager (Dress Making)
   (i) By promotion of Assistant Cutter
   (ii) If no suitable Assistant Cutter is available, by promotion of Instructor / (Dress Making)
   (iii) If no suitable candidates by methods (i) and (ii) above, by direct recruitment.

   (b) Manager(Training and Leather Manufacturing Production Centre)
   By direct recruitment

2. Instructor (Carpentry)
   (i) By promotion of Maistry (Carpentry)
   (ii) If there is no suitable Maistry (Carpentry) available for promotion, by direct recruitment.

3. Assistant Cutter
   (i) By promotion of Instructor, (Dress Making)
   (ii) If no suitable instructor (Dress Making) is available for promotion, by direct recruitment.

4. Maistry (Carpentry)
   By direct recruitment

5. (a) Instructor (Dress making including Instructor (Tailoring)
   By direct recruitment

   (b)Instructor (Handicrafts)
   By direct recruitment

   (c)Instructor (Basket Making )
   (I) By promotion of Assistant Instructor (Basket Making)
   (ii) If no suitable Assistant Instructor (Basket Making) is available for promotion, by direct recruitment.

6. Assistant Instructor (Basket Making) By direct recruitment

7. Samaj Sevak
   No future recruitment

CLASS-D:

1. Deputy Tahasildar
   By transfer on tenure of a Deputy Tahsildar from Revenue Department.
<table>
<thead>
<tr>
<th></th>
<th>(1)</th>
<th>(2)</th>
<th>(3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Senior Investigator</td>
<td>By transfer on tenure of a Deputy Statistical Officer from the Bureau of Economics and Statistics Department.</td>
<td>Director/Commissioner of Social Welfare</td>
</tr>
<tr>
<td>3.</td>
<td>Nurse</td>
<td>By transfer on tenure of a nurse from the Health and Family Welfare Department.</td>
<td>Deputy Director (Administration)</td>
</tr>
<tr>
<td>5.</td>
<td>Upper Division Revenue Inspector</td>
<td>By transfer on tenure of a Upper Division Revenue Inspector from the Revenue Department.</td>
<td>Collector</td>
</tr>
<tr>
<td>6.</td>
<td>Neem Thanedar</td>
<td>By transfer to tenure of a Deputy Inspector of Survey and Land Records Department</td>
<td>Collector</td>
</tr>
<tr>
<td>7.</td>
<td>Social Welfare Revenue Inspector</td>
<td>By transfer to tenure of a Revenue Inspector of from the Revenue Department.</td>
<td>Collector</td>
</tr>
<tr>
<td>8.</td>
<td>Surveyor</td>
<td>By transfer to tenure of a Surveyor from the Survey and Land Records Department.</td>
<td>Collector</td>
</tr>
<tr>
<td>9.</td>
<td>Classers</td>
<td>By transfer on tenure of a Deputy Surveyor from the Survey and Settlement Department.</td>
<td>Collector</td>
</tr>
</tbody>
</table>

NOTE: (a) 30% of the number of substantive vacancies in the category of Assistant Social Welfare Officer shall be filled by direct recruitment.

(b) Appointment, other than by direct recruitment to the category of Assistant Social Welfare Officer, shall be made by transfer of Warden, Grade-I and Matron Grade-I from a combined seniority list prepared with reference to their date of regular appointment to respective categories.

Provided that notwithstanding any thing contained in the above note, the seniority of Persons appointed by different methods to the category of Assistant Social Welfare Officer shall be fixed with reference to the provisions of General Rule 33 of the Andhra Pradesh State and Subordinate Service Rules.
(4) **RESERVATION OF APPOINTMENTS:**

(a) In the matter of direct recruitment to the posts for which women and Men are equally suited, there shall be reservation to women to an extent of 33 1/3% of the posts in each category of Other Castes, Backward Caste-A, Backward Caste-B, Backward Caste-C, Backward Caste-D, Scheduled Caste, Scheduled Tribe, Physically Handicapped and Ex-Servicemen quota.

Provided that if sufficient number of women candidates are not available in the particular category, the vacancies shall be filled in only by men of the same category.

(B) Only women shall be appointed to the posts of Matron, Grade-I and Matron, Grade-II.

(5) **QUALIFICATIONS:**

No person shall be eligible for appointment to the categories specified in column (1) of the Annexure to these rules by the methods specified in column (2) unless he possesses the qualifications specified in the corresponding entry in column (3) thereof.

(6) **AGE:**

No persons shall be eligible for appointment by direct recruitment, if he/she has completed 28 years of age on the first day of July of the year in which the notification for selection is made.

(7) **MINIMUM SERVICE :**

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

(8) **TRAINNG :**

(a) Every person appointed by direct recruitment to the posts of Assistant Social Welfare Officer, Warden Grade-II, and Matron Grade-II shall undergo, immediately after appointment, a course of training for such period as per such programme and syllabus as may be prescribed by the Director of Social Welfare from time to time.

(b) Every person appointed by direct recruitment as Assistant Social Welfare Officer, Warden Grade-II and Matron Grade-II shall, before the commencement of training, execute an agreement bond that he / she shall serve the Department for a period of three years after the completion of training referred to in Sub-rule (a).

He / She will be liable to refund to the Government the pay and allowances and any other remuneration received by him / her in addition to the amount spent by the Government on his/ her training.
(i) If he/she fails to serve the department for a period of 3 years after the completion of his/her training for any reason; or

(ii) If he/she discontinues the training or is discharged from training course for misconduct or any other reason; or

(iii) If he/she secures any other employment elsewhere than under the State Government.

(c) The period of training shall count for purposes of probation, increments, leave and pension.

(d) A direct recruit shall be eligible, during the period of training, for the initial pay of the post with usual allowances admissible at the place of training.

(9) **PERIOD OF TENURE:**

The appointment on tenure to any post in the services shall not ordinarily be for more than three years at a time.

Provided that nothing in this rule shall preclude the Government or the Director of Social Welfare from repatriating the officers taken on tenure to their parent Department before expiry of the period of tenure, if it is considered necessary to do so in public interest.

(10) **PROBATION:**

(a) Every person appointed by direct recruitment to the various posts in this service 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.

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

(11) **UNIT OF APPOINTMENT:**

For the purpose of recruitment, appointment, discharge for want of vacancy, reappointment, seniority, promotion, transfer and posting and appointment as full member to the post specified in column (1) of the Table below, the unit of appointment shall be as specified in column (2):-
<table>
<thead>
<tr>
<th>Classes, Category &amp; Post</th>
<th>Unit of appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class-C: 1. (a) Manager (Garment Production Centre) and Manager (Dress Making Centre) (b) Manager (Training and Leather Manufacturing Production Centre) 2. Instructor (Carpentry) 3. Assistant Cutter</td>
<td>Zone-III: Comprising Guntur, Prakasham and Nellore Districts. Zone-IV: Comprising Chittoor, Cuddapah, Ananthapur and Kurnool Districts. Zone-V: Comprising Adilabad, Karimnagar, Warangal and Khammam Districts. Zone-VI: Comprising Hyderabad, Rangareddy, Nalgonda, Medak, Mahaboobnagar and Nizamabad Districts.</td>
</tr>
<tr>
<td>Class-A 3. (a) Warden Grade-I (b) Matron, Grade-I 4. (a) Warden Grade-II (b) Matron, Grade-II</td>
<td>Each Revenue District</td>
</tr>
<tr>
<td>Class-B 4. Librarian</td>
<td></td>
</tr>
<tr>
<td>Class-C 4. Maistry (Carpentry) 5. (a) Instructor (Dress Making) (b) Instructor (Tailoring) (c) Instructor (Handicrafts) (d) Instructor (Basket Making) 6. Assistant Instructor, (Basket Making)</td>
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</tr>
</tbody>
</table>
(13) **SECURITY DEPOSIT:**

(1) The Warden / Matron of category-4 in class-A after his or her appointment in the Government Hostel shall have to furnish a cash security of Rs. 3,000/- (Rupees Three thousand only.)

(ii) Provided that where a Warden / Matron belonging to Scheduled Caste or Scheduled Tribe, the security amount of Rs. 3,000/- (Rupees three thousand) shall be deducted from his or her pay in not more than thirty monthly instalments, till such time the full amount of security is recovered from him or her. He shall be required to furnish a bond with two sureties for the said amount.

(14) **TRANSFERS AND POSTINGS OF WARDEN / MATRON:**

Nothing in these rules shall prevent the appointing authority to consider the Women candidates only for appointment as Matrons in the Government Social Welfare Girl’s Hostel / Government Orphanages.

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

S.RAY

PRINCIPAL SECRETARY TO GOVERNMENT

To
The Commissioner of Printing, Stationary and Stores Purchase, (Printing Wing)
A.P., Hyderabad, for publication in the A.P. Gazette.
The Commissioner of Tribal Welfare, A.P., Hyderabad.
The Commissioner of Backward Classes Welfare, Hyderabad.
Copy to :
All Departments of Secretariat.
All the Heads of Departments.
All the Dist. Collectors.
The Secretary, A.P. Public Service Commission, Hyderabad(10 copies)
The General Administration (Service-D) Department.
The Finance and Planning Administration (FW. FRI) Department.
The Law Department.
The Social Welfare (T) Department.
The Joint Secretary to Chief Minister.
Copy to P.S. to Minister (Social Welfare).
Copy to P.S. to Principal Secretary (Social Welfare)
Copy to SF/SC

//forwarded : by order //

SECTION OFFICER.
### ANNEXURE

*(SEE RULE – 5)*

<table>
<thead>
<tr>
<th>Class &amp; Category</th>
<th>Method of Appointment</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CLASS-A</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Assistant Social Welfare Officer</td>
<td>(i) By direct recruitment</td>
<td>Must Possess a Bachelor’s Degree of a University in India established or incorporated by or under a Central Act, Provincial Act or State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.</td>
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<tr>
<td></td>
<td>(ii) By promotion</td>
<td>(i) Must have passed Accounts Test for Subordinate Officers, Part-I and Part-II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) Must have passed Revenue Test Part-I, Paper-I.</td>
</tr>
<tr>
<td>3. (a) Warden Grade-I</td>
<td>By Promotion from the category of Grade-II Warden/ Matron.</td>
<td>(i) Those who are recruited as Warden/ Matron Grade-II prior to the issue of these rules should pass Secondary Grade Basic Training or Teacher Training Certificate qualification.</td>
</tr>
<tr>
<td>(b) Matron, Grade-I</td>
<td></td>
<td>(ii) Pass in Accounts Test for Subordinate Officers Part-I and Part-II and Revenue Test Part-I, Paper-I.</td>
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<td></td>
<td>(iii) Service for a period of not less than 2 years as Warden/ Matron Grade-II.</td>
</tr>
<tr>
<td>4. (a) Warden Grade-II</td>
<td>(I) By Direct recruitment</td>
<td>Graduation with B.Ed., B.T. Degree of any University of India established or incorporated by or under a Central Act or a State Act or an Institution recognized by the University Grants Commission.</td>
</tr>
<tr>
<td>(b) Warden Grade-II</td>
<td>(II)By promotion from the category of Class-IV employees of Social Welfare Hostels.</td>
<td>(1) Graduation with B.Ed., B.T. Degree of any University of India established or incorporated by or under Central Act, Provincial Act or a State Act or any Institution recognized by the Union Grants Commission.</td>
</tr>
</tbody>
</table>
(2) Service for a period of not less than 3 years as Class-IV employees in Social Welfare Hostels.

NOTE: The proportion in which the vacancies shall be filled or reserved to be filled by direct recruitment ad recruitment by transfer shall be 10:1

(ii) By transfer from any other Department/Service Qualified persons having Graduation with B. Ed., working in P.R/Municipal Administration Department or any other local bodies, working as Teachers with unblemished record of service.

CLASS – B

2. Publicity Assistant By Direct Recruitment Must Possess a Bachelor’s Degree in Any Subject with a degree or diploma in Journalism / Public Relations from any University in India established or incorporated by or under a Central Act, Provincial Act or State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.

3. Cinema Operator By Direct recruitment Must have passed 10th class examination and must possess a certificate/ Licence in Cinema Operation issued by an Institution recognized by the Government .

4. Librarian By direct recruitment by appointment by transfer (i) Must have passed 10th Class examination or its equivalent qualification. (ii) Must possess a Certificate in Library Science issued by any Institution recognized by the Government.

CLASS- C:

1. (a) Manager(Garment Production Centre) and Manager (Dress Making) By direct recruitment Must possess a diploma in Tailoring, Cutting, Dress Making and Embroidary awarded by the Andhra Pradesh State Board of Technical Education or its equivalent qualification.
<table>
<thead>
<tr>
<th>(1)</th>
<th>(2)</th>
<th>(3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Instructor (Carpentry)                                          By direct recruitment</td>
<td>Must possess a Trade Certificate in Carpentry trade issued by any ITI or Its equivalent qualification.</td>
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</tr>
<tr>
<td>3. Assistant Cutter.                                               By direct recruitment</td>
<td>(i) Must possess a Trade Certificate in Cutting and Dress Making issued by any ITI or its equivalent qualification.</td>
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<tr>
<td></td>
<td></td>
<td>(ii) Must have two years experience in Cutting and Dress Making in a reputed Institution.</td>
</tr>
<tr>
<td>4. Maistry (Carpentry)                                             By direct recruitment</td>
<td>Must possess a Trade Certificate in Carpentry trade issued by any ITI or its equivalent qualification.</td>
<td></td>
</tr>
<tr>
<td>5. (a) Instructor (Dress Making) including Instructor (Tailoring)</td>
<td></td>
<td>Must possess a Trade Certificate in relevant or relatable trade issued by any ITI or its equivalent qualification.</td>
</tr>
<tr>
<td>(b) Instructor (Handicrafts).                                      By direct recruitment</td>
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<td></td>
</tr>
<tr>
<td>© Instructor (Basket Making)</td>
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<tr>
<td>6. Assistant Instructor (Basket Making)                            By direct recruitment</td>
<td>(i) Must have passed 7th Class examination.</td>
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<td></td>
<td></td>
<td>(ii) Must have three years experience in the relevant or relatable trade in a reputed/recognized Institution.</td>
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</tbody>
</table>

S. RAY
PRINCIPAL SECRETARY TO GOVERNMENT

SECTION OFFICER.