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.O.Ms.No.2731, Public Services, dated the 30th September, 1953, the Governor of Andhra Pradesh hereby makes the following special rules for the Andhra Pradesh Co-Operative Subordinate service.

The rules hereby made shall be deemed to have come into force with effect on and from the 18th April, 1990

**RULES**

1. **Short Title:**
   These rules may be called the Andhra Pradesh Co-Operative Subordinate Service Rules, 1989.

2. **Constitution**
   The Service shall consist of the following categories of posts:
   
   Category (1): Co-Operative Sub-Register
   
   Category (2): Senior Inspector
   
   Category (3): Junior Inspector
   
   Category (4): Draughtsman Grade III
   
   Category (5): Tracer

3. **Method of appointment and appointing authority:**
   Subject to the provisions in these rules, the method of appointment and appointing authority for the several categories shall be as follows:-
### Category

<table>
<thead>
<tr>
<th>Category</th>
<th>Method of appointment</th>
<th>Appointing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Co-Operative Sub-Register</td>
<td>(i) By direct recruitment</td>
<td>Additional Register of Co-Operative Societies in change of Administration</td>
</tr>
<tr>
<td></td>
<td>(ii) By promotion from category-2</td>
<td>-do-</td>
</tr>
<tr>
<td>2. Senior Inspector</td>
<td>By promotion from category-3</td>
<td>-do-</td>
</tr>
<tr>
<td>3. Junior Inspector</td>
<td>(i) By direct recruitment</td>
<td>-do-</td>
</tr>
<tr>
<td></td>
<td>(ii) By recruitment by transfer from junior Assistants and Typists in the Co-operative Department</td>
<td></td>
</tr>
<tr>
<td>4. Draughtsman Grade.III</td>
<td>(i) By promotion from category-5</td>
<td>-do-</td>
</tr>
<tr>
<td></td>
<td>(ii) by transfer of Draughtsman Grade. III Andhra Pradesh Roads and Buildings Engineering Subordinate Service.</td>
<td></td>
</tr>
<tr>
<td>5. Tracer</td>
<td>By transfer of Tracers in the Andhra Pradesh Engineering Subordinate Service</td>
<td>-do-</td>
</tr>
</tbody>
</table>

**Note:** There shall be no future recruitment to the post of Tracers by any method other than by transfer of tracers from the Roads and Buildings Department.

(a) Out of every 5 Substantive vacancies of Co-Operative Sub-Registers the first two vacancies shall be filled in by direct recruitment and the next three by promotion from the category of Senior Inspectors.

(b) The substantive Vacancies of Junior inspectors shall be filled by direct recruitment and by recruitment by transfer in the ratio of 1:1.

### 4. Reservation of appointments:

(a) Expect in so far as it relates to the physically handicapped persons the rule of special representation (General Rule 22) shall apply to the appointments to the categories and the method of appointment as specified below:

1. Co-Operative Sub- Register: by direct recruitment and by promotion from senior Inspector
2. Senior Inspector: By promotion from junior Inspectors
3. Junior Inspector: by direct recruitment and by transfer from Clerks and typists working in Co-Operative Department

Provided that in the case of appointments to the posts of Co-Operative Sub-Registers, Senior Inspectors by promotions and appointment to the post of junior
Inspectors by transfer rule of reservation (General Rule-22) shall be applicable on in so far is it relates to the scheduled castes and Scheduled Tribes.

(b) In the matter of appointment direct recruitment to the post of Co-Operative Sub-Registers, Junior Inspector other things being equal, Preference shall be given to women.

**Qualification and Age:**

(a) No person shall be eligible for appointment to the category specified in Column 1 of the Annexure by the method specified in the corresponding entry in column 2 unless he possesses the qualification specified in the corresponding entry in Column 3 thereof.

(b) A Candidate for appointment by direct recruitment must not have completed 28 year in which the selection is made.

**Annexure**

<table>
<thead>
<tr>
<th>Category</th>
<th>Method of Appointment (1)</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Co-Operative Sub-Register</td>
<td>By direct recruitment</td>
<td>Must possess a Degree of a university in India Established or Incorporated or under a Central Act or State Act or any other recognised equivalent qualification</td>
</tr>
<tr>
<td></td>
<td>By promotion</td>
<td>Must have passed Accounts Test for Subordinate Officers Part-I</td>
</tr>
<tr>
<td>2. Senior Inspector</td>
<td>By promotion</td>
<td>Must have passed the Examination in Co-Operation Auditing, Banking and Book Keeping Conducted by the Central Co-Operative Institute Hyderabad or Andhra Pradesh Central Co-Operative union, Hyderabad as the case may be.</td>
</tr>
<tr>
<td>3. Junior Inspector</td>
<td>By direct recruitment</td>
<td>Must have passed intermediate examination conducted the Board of Intermediate Education, Andhra Pradesh, Hyderabad or any equivalent examination</td>
</tr>
<tr>
<td></td>
<td>By appointment by transfer</td>
<td>Must have passed the Examination in Co-Operation Auditing, Banking and Book Keeping Conducted by the Central Co-Operative Institute, Hyderabad.</td>
</tr>
</tbody>
</table>

Provided that for the purpose of these rules, a person who has apposed the examination specified in Column I of the Table Below shall be deemed to have passed the examination conducted by the Central Co-operative, Institute in the Subject specified in the corresponding entry in column(2) thereof.
Deemed to have passed the Central Co-Operative Institute Examination in-

1. Government Technical Examination in Co-operative (II Class Auditing (II Class Book keeping )Lower Grade) Banking (Lower Grade)
   Co-Operation Auditing Book keeping Banking

2. Secondary School Leaving Certificate Examination with not less than 40 marks in Book-keeping
   Book-Keeping

3. B.Com Degree of a University in India Established or Incorporated by or under a Central Act, Provincial Act or a State Act or B.Com(Hon) Degree of a University in India Established or incorporated by or under a Central Act, Provincial Act or State Act.
   Co-operation, Auditing, Banking and Book-keeping

4. B.Com Degree of a University in India Established or Incorporated by or under a Central Act, Provincial Act or a state act with Co-Operation as one of the Subjects
   Book-keeping

5. A Pass in the Accountancy and General Commercial Knowledge of the intermediate examination of a university in India established or incorporated by or under a Central Act, Provincial Act or a State Act
   Book-keeping

6. A pass in G.D.A or B.A., or A.C.A Diploma Final Examination
   Book-keeping and auditing

7. A pass in the examination for the Certified Association ship of the Indian Institute of Bankers
   Book Keeping

8. A pass in the elements of commerce and accountancy in the Intermediate Examination of University in India established or Incorporated by or under a Central Act, provincial Act or a State Act

6. Minimum Service:
   No person shall be eligible for appointment by transfer or by promotion unless he has put in not less than three years of service in the category form which transfer or promotion is made.
7. Unit of appointment.

For the purpose of recruitment, discharge for want of vacancy, reappointment seniority, Promotion, transfer and posting and appointment as full members to the posts specified in Column-2 of the Table below the unit of a appointment shall be as specified in Column 3 thereof.

**ANDHRA PRADESH GAZETTER EXTRAORDINARY**

<table>
<thead>
<tr>
<th>Category</th>
<th>Unit of appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) (2) (3)</td>
<td></td>
</tr>
<tr>
<td>1. Co-Operative</td>
<td>Zone I Srikakulam, Visakapatnam, Vizianagaram Districts</td>
</tr>
<tr>
<td>Sub- Register</td>
<td></td>
</tr>
<tr>
<td>2. Senior Inspector</td>
<td>Zone II East Godavri District, West Godavari District</td>
</tr>
<tr>
<td></td>
<td>ad Krishna District</td>
</tr>
<tr>
<td>3. Junior Inspector</td>
<td>Zone III Guntur, Prakasam, and Nellore Districts</td>
</tr>
<tr>
<td></td>
<td>Zone IV Chittoor, Cuddapah, Anantapur and Kurnool districts</td>
</tr>
<tr>
<td></td>
<td>Zone V Adilabad, Karimnagar, Warangal and Khammam District</td>
</tr>
<tr>
<td></td>
<td>Zone VI Hyderabad, Nizamabad, Mahaboobnagar, Medak, Nalgonda and Ranga Reddy</td>
</tr>
</tbody>
</table>

Provided that the posts of Co-operative Sub-Registrars, Senior Inspectors and Junior Inspectors in the office of the Registrar of Co-Operative Societies or in the office of the other Heads of Departments or into other state level Government officers shall be filled in by transfer of personnel belonging to the category of Co-Operative Sub-Registrars Senior Inspectors and Junior Inspectors from the Zonal units in the state in the ration of the basic cadre strength of the posts in the Six Zonal cadres for a period for exceeding 3 years at a time.

Provided further that the posts of Co-Operative Sub-Registrars, Senior Inspectors and Junior Inspectors of Co-Operative Societies in the state level apex societies banks and institution shall be filled by the deputation of persons holding the said posts in the six
zonal units in the ratio of the basic cadre strength of the zonal units for a period of exceeding three years at a time.

Provided also that the posts of Co-Operative Sub-Registrars, Senior Inspectors and Junior Inspectors in any of the Co-Operative Societies or other institutions which have jurisdiction over areas covering the whole or part of the zones shall be filled by the deputation or persons holding the said posts from the respective zonal units in the area which each of such Co-Operative Societies or other institutions are situated.

Provided also that the posts of Co-Operative Sub-Registrars, Senior Inspectors and Junior Inspectors in any of the Co-Operative Societies, which have been notified as special offices establishment under the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order 1975 and which have jurisdiction over more than a zone, shall be filled by transfer of personnel belonging to respective categories from the zonal units, in the areas over which such office or establishment has jurisdiction.

8. **Probation:**

Every person appointed to a post in the service by direct recruitment shall be on probation for a total period of 2 years on duty within a continuous period of 3 years and every person appointed by promotion or by recruitment by transfer to any category in the 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.

9. **Training:**

(1) Every person appointed by direct recruitment as Co-Operative Sub Registrar shall during the period of probation under go such training on such terms and conditions as may be specified by Government from time to time for a period of nine months for the Higher Diploma in Co-Operation Conducted by the national Co-Operative Union of India and obtain the certificate issued by the said institution and undergo practical training for a period of three months as per the programme prescribed by the Registrar of Co-Operative Societies.
(2) A Junior Inspector Which is appointed by direct recruitment shall within the period of probation, undergo and successfully complete the training for a period of six and half months for the Junior Diploma in Co-Operation conducted by the Andhra Pradesh State Co-Operative Union, Hyderabad and shall obtain in the certificate issued by the said institution and shall also undergo five and half months practical training as per the programme prescribed by the Registrar of Co-Operative Societies.

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

(4) Every person appointed to the service by recruitment shall before the commencement of training execute an agreement that he shall serve the department for a period of three years after the completion of training.

(5) He will be liable to refund to the Government the pay and allowances or 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 3 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 reasons:
   Or
(iii) If he secures any other employment elsewhere than under the state Government or Central Government.

(6) A person appointed by direct recruitment shall be eligible during the period of training for the initial pay of the post to which he is appointed with the usual allowances admissible at the place of training

10. TESTS
   Every person appointed as Co-Operative Sub- Register by direct recruitment shall pass the Accounts Test for Subordinate officers Part-I within the period of probation

11. Transfers and postings
   (a) The additional Registrar of Co-Operative Societies shall after the appointment of a person to categories 1, 2 and 3 place the services of the person so appointed at the disposal of District Co-operative Society officer of a district in the zonal unit referred to in rule 9 and the District Co-operative officer shall be competent to make postings and transfers of such persons within his jurisdiction The Additional Registrar of Co-Operative
societies shall be competent to transfer any person belonging to categories (1) to (3) from one district to another within the Zonal unit referred to in rule 9.

(b) The transfers and postings referred to in the proviso to rule 7 shall be made by the Additional Registrar of Co-operative Societies.

MOHAN KANDA  
Secretary to Government