GOVERNMENT OF ANDHRA PRADESH

ABSTRACT


EDUCATION (SE.Lib.2) DEPARTMENT

G.O.Ms.No.64.

Dated:16/07/2002

Read the Following:-

2. G.O.Ms.No:159 Edn., Dated:20/1/1965
12. From the APPSC., Lr.Rc.No:3416/RR/4/92, Dated:8/2/1993
14. Govt. Lr..No:2507/Lib.2/87-5, Dt:5/7/1997
16. Govt. Lr..No:2507/Lib.2/87-6, Dt:19/1/1998
18. Govt. Lr..No:2507/Lib.2/87-7, Dt:6/2/1997

ORDER:

The following notification will be published in the Andhra Pradesh Gazette:-

NOTIFICATION

"In exercise of powers conferred by sub-section (1) and the clause (f) of sub-section, (2) of Section 25 of the A.P. Public Libraries Act, 1960", (Andhra Pradesh Act VIII of 1960) and in exercise of powers conferred by the proviso to article 309 of the Constitution of India and all other powers herein to enabling and in supersession of all the existing rules and Special Rules applicable to the categories mentioned in these rules the Governor of Andhra Pradesh, hereby makes the following special rules for the Andhra Pradesh Public Libraries subordinate service:-

1. **Short Title:**

These rules may be called the Andhra Pradesh Public Libraries Subordinate Service Rules, 2002.

2. **Constitution:**

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Posts</th>
</tr>
</thead>
</table>

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Category (1) Assistant Librarian Grade-I including Superintendent (Technical)

Category(2) Assistant Librarian Grade-II including Classifier, Supervisor Grade-I, and Reference Assistant.

Category (3) Assistant Librarian Grade-III including Card Writer, Book Keeper, and Supervisor Grade-II.

Category (4) Film Operator

Category (5) Film Examiner

Category (6) Senior Binder

Category (7) Junior Supervisor and Supervisor Grade-III including Library Attender.

Category (8) Sergent.

3. **Method of appointment and appointing Authority:**

Subject to the provisions of these rules, the method of appointment and appointing authority for the several categories of posts shall be as follows:

<table>
<thead>
<tr>
<th>Category (1)</th>
<th>Method of appointment (2)</th>
<th>Appointing Authority (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Assistant Librarian Grade-I Including Superintendent (Technical)</td>
<td>(i) By Promotion from category (2).</td>
<td>Director of Public Libraries.</td>
</tr>
<tr>
<td></td>
<td>(ii) By appointment by transfer of Senior Assistants of the Andhra Pradesh Ministerial Service working in the Public Libraries Department.</td>
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<tr>
<td></td>
<td>(iii) By transfer of Superintendent or Auditor of the Andhra Pradesh Ministerial Service working in the Public Libraries Department if qualified Senior Assistants are not available.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category (2)</th>
<th>Method of appointment (2)</th>
<th>Appointing Authority (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(2) Assistant Librarian Grade-II including Classifier/Supervisor Grade-I and Reference Assistant now re-designated as Assistant Librarian Grade-II</td>
<td>(i) By promotion from category-3.</td>
<td>Director of Public Libraries.</td>
</tr>
<tr>
<td></td>
<td>(ii) By appointment by transfer of Junior Assistant in the Andhra Pradesh Ministerial Service Working in the Public Libraries Department.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(iii) By direct recruitment</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Category (3)</th>
<th>Method of appointment (2)</th>
<th>Appointing Authority (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(3) Assistant Librarian Grade-III including Card Writer, Book Keeper and Supervisor Grade-II now re-designated as Assistant Librarian Grade-III</td>
<td>(i) By Promotion from Category-7.</td>
<td>Head of the Institute of Library.</td>
</tr>
<tr>
<td></td>
<td>(ii) By appointment by transfer of Record Assistants and its equivalent categories in Andhra Pradesh Public Libraries in Andhra Pradesh General Subordinate Service working in the Public Libraries Department.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category (4)</th>
<th>Method of appointment (2)</th>
<th>Appointing Authority (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(4) Film Operator</td>
<td>(i) By Promotion from Category-5.</td>
<td>Director of Public Libraries.</td>
</tr>
</tbody>
</table>
(5) Film Examiner
(i) By appointment by transfer from any other class or service.
(ii) By direct recruitment if qualified person is not available in category-5.

(i) Head of the Institute or Library.

(6) Senior Binder
(i) By appointment by transfer of Junior binder of Andhra Pradesh Last Grade Service working in the Public Libraries Department. If qualified Junior Binder is not available from any other category in Andhra Pradesh Last Grade Service working in the Public Libraries Department.
(ii) By direct recruitment if qualified person is not available.

(i) Head of the Institute or Library.

(7) Junior Supervisor and Supervisor Gr.III including Library Attender.
(i) By appointment by transfer from the qualified person of Andhra Pradesh Last Grade Service working in the Public Libraries Department.
(ii) By direct recruitment if qualified person is not available.

(i) Head of the Institute or Library.

(8) Sergeant
(i) By appointment by transfer from the qualified person of Andhra Pradesh Last Grade Service working in the Public Libraries Department.
(ii) By direct recruitment, if qualified person is not available.

(i) Head of the Institute or Library.

Note.1: For appointment to the category – 1 i.e. Assistant Librarian Grade – I including superintendent (Technical), the first and second vacancies in a unit of three vacancies shall be filled by promotion of Assistant Librarian Grade – II and other equivalent pots mentioned in category – 2 and the third shall be filled by appointment by transfer of qualified Senior Assistant working in the Public Libraries Department. In the event of non-availability of qualified Senior assistant for filling the third vacancy it shall be filled by transfer of Superintendent or Auditor working in the Public Libraries Department.

Note.2: For appointment to the category – 2 i.e. Assistant Librarian Grade – II including classifier, Supervisor Grade – I and reference Assistant now re – designated as Assistant Librarian Grade – II out of a cycle of three vacancies, the first vacancy shall be filled by promotion, second vacancy shall be filled by appointment by transfer and the third vacancy shall be filled by direct recruitment.

Note.3: For appointment to the category – 3 i.e. Assistant Librarian Grade – III including Card writer, Book Keeper and Supervisor Grade – II now re – designated as Assistant Librarian Grade – III out of a cycle of three vacancies, the first vacancy shall be filled by promotion, second vacancy by appointment by transfer and the third vacancy shall be filled by direct recruitment.

Note.4: Where ever the appointing authority indicated in the table under column (3) of rule – 3 above is an officer of Non Gazetted category, the appointing by direct recruitment.

4. Rule of Special Representations:

(a) The provisions contained in Rules – 22 and 22-A of the A.P.State and Subordinate Service Rules, 1996 shall apply to all posts of the said service appointed by direct recruitment.

(b) Proviso:
“Provided that in respect of Direct Recruitment to the post of “sergent” i.e., category -8, there shall be no reservation for Women or Physically handicapped persons”.

5. Qualifications:

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

6. AGE:

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

7. Departmental Tests:

Members of the service specified in column (1) of the table below shall pass the tests or examinations specified in the corresponding entry in column (2) with the condition or period specified in the corresponding entry in column (3) thereof.

The tests prescribed members of service are set forth in the following table:-

<table>
<thead>
<tr>
<th>Members</th>
<th>Tests</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Every person to be appointed by promotion to Category – 1</td>
<td>(i) Accounts test for Subordinate Officers Part – I.</td>
<td>Pre-condition</td>
</tr>
<tr>
<td></td>
<td>(ii) Language Test higher Standard in Telugu and Lower Standard in Urdu or Hindi.</td>
<td></td>
</tr>
<tr>
<td>(2) Every person to be appointed by transfer to Category – 1</td>
<td>Language Test higher Standard in Telugu and Lower Standard in Urdu or Hindi.</td>
<td>Pre-condition</td>
</tr>
<tr>
<td>(3) Every person to be appointed by direct recruitment to category - 2</td>
<td>Language Test higher Standard in Telugu and Lower Standard in Urdu or Hindi.</td>
<td>To be passed within the period of probation.</td>
</tr>
<tr>
<td>(4) Every person to be appointed by promotion or by transfer to Category – 2</td>
<td>Language Test higher Standard in Telugu and Lower Standard in Urdu or Hindi.</td>
<td>Pre-condition</td>
</tr>
<tr>
<td>(5) Every person to be appointed by direct recruitment to category - 3</td>
<td>Language Test higher Standard in Telugu and Lower Standard in Urdu or Hindi.</td>
<td>To be passed within the period of probation.</td>
</tr>
<tr>
<td>(6) Every person to be appointed by promotion or by transfer to Category – 3</td>
<td>Language Test higher Standard in Telugu and Lower Standard in Urdu or Hindi.</td>
<td>Pre-condition</td>
</tr>
</tbody>
</table>

8. Minimum Service:

No person shall be eligible for appointment by promotion or appointment by transfer, unless he has put in not less than three years of service in the category from which appointment by promotion or by transfer is made, but in no case it be less than two years.

9. Probation:

Every person appointed to the post shall be on probation from the date on which he joins duty for a total period of two years on duty within a continuous period of three
10. **Unit of appointment:**

For the purpose of recruitment, appointment, discharge for want of vacancy, seniority, promotion, transfer and appointment as full member the unit of appointment for the posts indicated in column (2) of the table below shall be as specified in column (3) thereof.

**TABLE**

<table>
<thead>
<tr>
<th>Category (1)</th>
<th>Post (2)</th>
<th>Unit of appointment (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Assistant Librarian Grade-I including Superintendent (Technical).</td>
<td>State wide</td>
</tr>
<tr>
<td>(2)</td>
<td>Assistant Librarian Grade-II including Classifier, Supervisor Grade-I and Reference Assistant now re designated as Assistant Librarian Grade-II</td>
<td>State wide</td>
</tr>
<tr>
<td>(3)</td>
<td>Assistant Librarian Grade-III including Card Writer, Bookkeeper and Supervisor Grade-II.</td>
<td>Each Library and Directorate as separate units</td>
</tr>
<tr>
<td>(4)</td>
<td>Film Operator</td>
<td>State wide</td>
</tr>
<tr>
<td>(5)</td>
<td>Film Examiner</td>
<td>Each Library</td>
</tr>
<tr>
<td>(6)</td>
<td>Senior Binder</td>
<td>Each Library</td>
</tr>
<tr>
<td>(7)</td>
<td>Junior Supervisor and Supervisor Grade-III including Library Attender.</td>
<td>Each Library</td>
</tr>
<tr>
<td>(8)</td>
<td>Sergeant</td>
<td>Each Library</td>
</tr>
</tbody>
</table>

11. **Transfer and Postings:**

The Director of Public Libraries shall make the transfer and postings of persons holding posts in any category in this service.

12. **Savings:**

Nothing in these Rules shall effect the appointments made in accordance with the repealed rules prior to the coming into force to these rules.

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

I.V.SUUBARAO  
SECRETARY TO GOVERNMENT

To:
The Director of Public Libraries, Hyderabad.  
The Director of Printing, A.P., Hyderabad for Printing in Extra-Ordinary Gazette.  
And for supply of 50 copies to Government.  
Copy to General Administration (Ser.F) Department.  
Copy to Law (C) Department.  
Copy to the Secretary, Andhra Pradesh Public Service Commission, Hyderabad.  
SF/SC.

//FORWARDED::BY ORDER//

SECTION OFFICER.
<table>
<thead>
<tr>
<th>Category of Post</th>
<th>Method of appointment</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Assistant Librarian</td>
<td>(1) By Promotion</td>
<td>1. Must possess a Bachelor’s Degree in Arts, Science or Commerce and Bachelor’s Degree in Library Science of a University established or incorporated by or under a Central Act or State Act or an Institution recognized by the University Grants Commission.</td>
</tr>
<tr>
<td>Grade-I including Superintendent</td>
<td>(ii) By promotion by transfer</td>
<td></td>
</tr>
<tr>
<td>(Technical)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Assistant Librarian</td>
<td>(i) By promotion</td>
<td>Must possess a Bachelor’s Degree in Arts, Science or Commerce and Bachelor’s Degree in Library Science of a University established or incorporated by or under a Central Act or State Act or an Institution recognized by the University Grants Commission.</td>
</tr>
<tr>
<td>Grade-II including Classifier, Supervisor</td>
<td>(ii) By appointment by transfer</td>
<td></td>
</tr>
<tr>
<td>Grade-I and Reference Assistant</td>
<td>(iii) By direct recruitment</td>
<td></td>
</tr>
<tr>
<td>(3) Assistant Librarian</td>
<td>(i) By promotion</td>
<td>(i) Must have passed Intermediate or its equivalent examination and (ii) Must possess a Certificate in Library Science issued by any university established or incorporated by or under a Central Act or an Institution recognized by the University Grants Commission.</td>
</tr>
<tr>
<td>Grade-III including Card Writer, Book Keeper and Supervisor Grade-II</td>
<td>(ii) By direct recruitment</td>
<td></td>
</tr>
<tr>
<td>(4) Film Operator</td>
<td>(i) By promotion</td>
<td>(i) Must have passed Intermediate or its equivalent examination and (ii) Must have passed the examination conducted by the Government Board of Examiners for Cinema Operators.</td>
</tr>
<tr>
<td></td>
<td>(ii) By direct recruitment</td>
<td></td>
</tr>
<tr>
<td>(5) Film Examiner</td>
<td>(iii) By appointment by transfer</td>
<td></td>
</tr>
<tr>
<td>(6) Senior Binder</td>
<td>By appointment by transfer</td>
<td>(i) Must have passed Secondary School Certificate (S.S.C) or its equivalent examination and (ii) Must possess a certificate in Book binding Trade of I.T.I., issued by the State Board of Technical Education and Training, Hyderabad or by National Council for Vocational Training New Delhi.</td>
</tr>
<tr>
<td>(7) Junior Supervisor and Supervisor</td>
<td>(i) By appointment by transfer</td>
<td>Must have passed Secondary School Certificate (S.S.C) or its equivalent examination. (i) Must have passed Secondary School Certificate (S.S.C) or its equivalent examination.</td>
</tr>
<tr>
<td>Grade-III including Library Attender</td>
<td>(ii) By direct recruitment</td>
<td>(ii) Must be an Ex-Serviceman in case of direct recruitment.</td>
</tr>
<tr>
<td>(8) Sergeant</td>
<td>(i) By appointment by transfer or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) By direct recruitment</td>
<td></td>
</tr>
</tbody>
</table>