GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

GENERAL ADMINISTRATION (GH.I) DEPARTMENT

G.O.Ms.No:200
Dated: 24th April, 2002.

Read the following:-


ORDER:

In the G.O. fourth read above, orders were issued entrusting to the One Man Commission, the task of comprehensively examining and updating the existing service rules of various departments. The One Man Commission had accordingly taken up the examination of rules governing the Non-Gazetted posts in the Andhra Pradesh Resident Commissioner’s establishment and Andhra Pradesh Government Guest House, New Delhi and submitted draft rules for consideration of Government.

The Government after careful consideration, have decided to reissue the following rules governing the non-Gazetted posts in the Andhra Pradesh Resident Commissioner’s Establishment and Andhra Pradesh Government Guest House, New Delhi, duly deleting the posts covered under the Andhra Pradesh Ministerial Service Rules, Andhra Pradesh General Sub-Ordinate Service Rules and the Andhra Pradesh Last Grade Service Rules.

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

NOTIFICATION

In exercise of the powers conferred by the provision to Article 309 of the Constitution of India and of all other powers hereunto enabling and in supercession of all rules issued in G.O.Ms.No.1402, General Administration Department,

RULES

1. **Short title:-** These rules may be called the Andhra Pradesh Resident Commissioner’s Establishment and the Andhra Pradesh Government Guest House, New Delhi, Subordinate Service Rules, 2001.

2. **Constitution:-** The service shall consist of the following categories of posts, namely:-

   **Class – A**

   Category (1) Assistant Reception Officer  
   Category (2) Assistant Transistor  
   Category (3) Telex Operator.

   **Class – B**

   Category (1) Steward, Grade-I  
   Category (2) Steward, Grade-II  
   Category (3) Head Butler.

   **Class – C**

   Category (1) House Keeper.  
   Category (2) Cabinet Maistry  
   Category (3) Electrician grade – I  
   Category (4) Electrician Grade – II

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

   Subject to the other provisions in these rules, the method of appointment and the appointing authority specified in Columns (2) and (3) respectively of the Table below for the categories specified in column (1) thereof:-
<table>
<thead>
<tr>
<th>Class &amp; 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) Asst. Reception Officer</td>
<td>(i) By promotion from the common seniority of senior Assistant, Accountant, store keeper, House Keeper, Cashier, Senior Stenographers who are in the same scale of pay; (ii) If no suitable or eligible candidates are available for promotion as indicated in item (I) above, by transfer from other Services.</td>
<td>Resident Commissioner.</td>
</tr>
<tr>
<td>(2) Assistant Transistor</td>
<td>By Direct recruitment</td>
<td>Resident Commissioner.</td>
</tr>
<tr>
<td>(3) Telex Operator</td>
<td>By Transfer (or) By Direct Recruitment</td>
<td>Resident Commissioner.</td>
</tr>
<tr>
<td><strong>Class-B</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Steward Grade. I</td>
<td>By promotion of Steward Grade .II</td>
<td>Resident Commissioner.</td>
</tr>
<tr>
<td>(2) Steward Grade.II</td>
<td>By Direct Recruitment</td>
<td>Resident Commissioner.</td>
</tr>
<tr>
<td>(3) Head butler</td>
<td>By promotion of Butler</td>
<td>Resident Commissioner.</td>
</tr>
<tr>
<td><strong>Class-C</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) House Keeper</td>
<td>By appointment by transfer or promotion from Junior Assistant or Receptionist or Telephone operator or Telex Operator or Stores Assistant or Steward Assistant or Typist.</td>
<td>Resident Commissioner.</td>
</tr>
<tr>
<td>(2) Cabinet Maistry</td>
<td>By Direct Recruitment</td>
<td>Resident Commissioner.</td>
</tr>
<tr>
<td>(3) Electrician Grade.I</td>
<td>By Direct Recruitment</td>
<td>Resident Commissioner.</td>
</tr>
<tr>
<td>(4) Electrician Grade.II</td>
<td>By Direct Recruitment</td>
<td>Resident Commissioner.</td>
</tr>
</tbody>
</table>

4. **Reservation of appointment:-**
   (a) The rule of special representation as provided in rule 22 of Andhra Pradesh state Sub-ordinate Service Rules shall apply to appointments by direct recruitment to the various posts in this service.

   (b) **WOMEN RESERVATION IN APPOINTMENTS:-** The principle of reservation to women as provided in rule 22.A of A.P. State Sub-Ordinate Service Rules shall apply to all appointments provided:
(1) In the matter of direct recruitment to posts for which Women are better suited than men, preference shall be given to women:

Provided that such absolute preference to women shall not result in total exclusion of men in any category of posts.

(2) In the matter of direct recruitment to 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 Open Competition, Backward Classes (Group – A), Backward Classes (Group-B), Backward Classes (Group – C), Backward Classes (Group-D), Scheduled Castes, Scheduled Tribes and Physically Handicapped and Ex-Servicemen quota.

(3) In the matter of direct recruitment to posts which are reserved exclusively for being filed by women, they shall be filled by women only.

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:-

Unless otherwise specified elsewhere in these rules, no person shall be eligible for appointment by direct recruitment, if he or 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 person shall be eligible for promotion or for appointment by transfer unless he or she has put in not less than three (3) years of service in the category from which promotion or appointment by transfer is made.

8. PROBATION:-

(a) Every person appointed by direct recruitment to any post in the service shall, from the date on which he or she joins duty, be on probation for a total period of two years on duty with in 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 or she joins duty, be on probation, for a total period of one year on duty within a continuous period of two years.
9. TEST:-

(a) Every person appointed on promotion or by transfer to the post of Assistant Reception Officer shall pass the Accounts Test for Subordinate Officers, Part-I within the period of probation failing which the period of probation shall be extended.

(b) Every person appointed by direct recruitment to the post of Assistant Translator shall pass the Special translation Test in the relevant language within the period of probation failing which the period of probation shall be extended.

10. UNIT OF APPOINTMENT:-

The Office of the Resident Commissioner, Government of Andhra Pradesh, New Delhi and the Andhra Pradesh Government Guest House, New Delhi shall be a combined unit of appointment for all the posts included in this service.

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

ANIL KUMAR KUTTY
SECRETARY TO GOVERNMENT (POLITICAL)

To
The Director of Printing & Stationary & Stores Purchase Hyderabad.
For publication of The Notification A.P. Gazette.
The Resident Commissioner, A.P. Bhavan, New Delhi.
The Secretary, Andhra Pradesh Public Service Commission.
Hyderabad. (10 copies)

Copy to:
The Genl. Admn. (Ser.C) Department.
The Law (E) Department.

//FORWARDED BY ORDER//

SECTION OFFICER.
<table>
<thead>
<tr>
<th>Class and Category</th>
<th>Method of Appointment</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class-A (1)</td>
<td>(i) By promotion</td>
<td>Must have three years experience in Reception, Housekeeping, telephones and Protocol works.</td>
</tr>
<tr>
<td>Assistant Reception Officer</td>
<td>(ii) By transfer</td>
<td>(i) Must have a Degree qualification of a University recognized by the University Grants Commission.</td>
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<td></td>
<td>(ii) Must have minimum five years experience in Reception / Protocol / House Keeping in a reputed hotel or any Government Guest House.</td>
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<td></td>
<td>(iii) Degree or Diploma in Hotel Management.</td>
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<td></td>
<td>(iv) Must pass the Accounts test for sub-ordinate Officers Part-I within the period of probation failing which the period of probation shall be extended.</td>
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<tr>
<td>(2) Assistant Transistor</td>
<td>By Direct Recruitment</td>
<td>(i) Must possess a Bachelor's Degree of any University in India Established or incorporated by or under a Central Act, provincial Act or a State Act or an Institution recognized by the University grants Commission or an equivalent qualification with the relevant language (Telugu or Hindi as the case may be an one of the subjects).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) Must pass Special Translation Test in the relevant language within the period of probation failing which the period of probation shall be extended.</td>
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</tbody>
</table>
(3) Telex Operator

(i) By transfer

(i) Must possess the Minimum General Educational qualifications prescribed in the Schedule-II to the General Rules;

(ii) Must have passed the Government technical Examination in Typewriting by Higher grade in telugu and English languages.

(iii) Must be a Typist in the Andhra Pradesh Secretariat Service of Andhra Pradesh Ministerial Service.

(iv) Must have ordinary put in five years of service as Typist and

(v) Must have experience in Telex Operator for a period of (6) Months.

(ii) by Direct recruitment (if no suitable candidate is available for appointment by transfer)

(i) Must possess the Minimum General education Qualifications prescribed in the Schedule-II to the General Rules;

(ii) Must have passed the Govt. Technical Examination in Telugu and English languages by Higher Grade.

(iii) Must have experience in Telex Operation for a period of Six months.

Class-B

(1) Steward Grade-I

By promotion

Must have passed VIII Class examination, or its equivalent Qualification.

(2) Steward Grade-II

By Direct Recruitment

Must have passed VIII Class examination or its equivalent qualification.

(3) Head Butler

By promotion of Butler.

(i) Must have passed VIII Class examination.

(ii) Must have experience as Butler not less than 3 years in a reputed hotel or boarding House or any Government Guest House.
| Class-C | By appointment by transfer / by promotion | (i) Must have passed X Class examination or its equivalent qualification; and  
(ii) Must have passed the certificate course in Restaurant and Counter service from a recognized Institution.  
(OR) Must have 5 years experience in catering and House Keeping in the Raj Bhavan. |
<table>
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<tbody>
<tr>
<td>(1) House Keeper</td>
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</tbody>
</table>

| (2) Cabinet Maistry | By Direct Recruitment | (i) Must not less than 21 years and more than 30 years of age on the first day of July of the year in which the selection is made; and  
(ii) Must have worked as a professional carpenter for at least 5 years and must be certified as fit for the post after a test either at the technical Training Centre, Hyderabad or a similar Recognized Institution. |

<table>
<thead>
<tr>
<th>(3) Electrician Grade-I</th>
<th>By Direct Recruitment</th>
<th>Must possess a Trade Certificate in electrician trade issued by any ITI in the State or its equivalent qualification.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(4) Electrician Grade-II</td>
<td>By Direct Recruitment</td>
<td>Must possess a Trade Certificate in Electrician trade issued by any ITI in the State or its equivalent qualification.</td>
</tr>
</tbody>
</table>

ANIL KUMAR KUTTY  
SECRETARY TO GOVERNMENT (POLITICAL)