GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Public Services – Andhra Pradesh State Archives Service Rules – Issued Regarding.

EDUCATION (CO.ORD.HE.2) DEPARTMENT


Read the following:-


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ORDER:

The following notification will 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 herewith enabling and in supersession of the rules issued.

(3) G.O.Ms.No.345, Education, Dated:23.7.1985 and

In so far as they relate to the posts included in these special rules, the Government of Andhra Pradesh hereby makes the following special Rules for the Andhra Pradesh State Archives Service.

RULES

1. Short title:

These rules may be called the Andhra Pradesh State Archives Service Rules.

2. Constitution:

The service shall consist of the following categories of posts in the Andhra Pradesh State Archives Service.

Category (1) Director
Category (2) Deputy Director (Departmental Record Officer)

(P.T.O.2)
Category (3) a) Assistant Director (Technical)  
  b) Assistant Director (Urdu&Persian)  
  c) Assistant Director (Administration)  

3. Method of Appointment:  
Subject to the other provisions in these rules, the method of appointment for the several categories of posts shall be as follows:

<table>
<thead>
<tr>
<th>Category of Posts</th>
<th>Method of appointment</th>
</tr>
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</table>
| (1) Director     | (i) by promotion from Category-2  
                  | (ii) If Deputy Director is considered not suitable for promotion by direct recruitment or  
                  | (iii) On contract basis |
| (2) Deputy Director | (i) by promotion from category-3 |
| (3) a) Asst.Director (Technical) | (i) by appointment by transfer from Archivist in the A.P.State Archives Sub-Ordinate Service. |
| B) Asst.Director  | (i) by appointment by transfer from Archivist or Senior Research Assistant (Persian) in the Andhra Pradesh State Archives Sub-Ordinate Service. (Urdu&Persian) |
| c) Asst.Director (administration) | by appointment by transfer of Superintendents special category steno in Andhra pradesh Ministerial Service in the State Archives Department.  
| | (ii) by appointment by transfer of Caretaker in A.P.State Archives Sub-ordinate Service. |

Note (1): Promotion to the category (2) of Deputy Director shall be made from a combined seniority list of eligible and qualified Assistant Director, namely Assistant Director (Technical), Assistant Director (Urdu & Persian) and Assistant Director (Administration).

Note (2): appointment by transfer to the post of Assistant Director (Urdu & Persian) from the Categories of Archivist or Senior Research Assistant (Persian) shall be made from a combined seniority list of qualified persons in the Categories of Archivist and Senior Research Assistant (Persian).

Note (3): Appointment to the post of Assistant Director (Administration) by transfer of Superintendents Special Category
Stenographer and Caretaker shall be made from a combined seniority list of those categories.

4. Age:
No Person shall be eligible for appointment to the post of Director by direct recruitment, if he has completed the age of 40 years on the first day of July of the year in which the notification for selection is made.

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 possesses the qualifications specified in the corresponding entry in Column (3) thereof.

6. Minimum Service:
No person shall be eligible for appointment by transfer or promotion unless he has put in not less than 3 years of service in the category from which promotion or appointment by transfer is made.

7. Probation:
Every Person appointed to the post shall be on probation for a total period of two years on duty within a continuous period of three years if appointed by direct recruitment one year on duty within a continuous period of two years appointed by motion or transfer from the date on which he commences probation.

8. Transfers and postings"
The Director shall be the competent authority to effect transfers and postings of Deputy Directors and Assistant Director.

(By Order and in the Name of the Governor of Andhra Pradesh)

P.V.R.K.Prasad
Principal Secretary to Government

To
The Commissioner of State Archives and Research Institute Andhra Pradesh, Hyderabad.
The Director Printing Press, Hyderabad for publication of notification in A.P.Gazette.
The Accountant General Andhra Pradesh, Hyderabad.
The Pay & Accounts Officer, Hyderabad.
The Secretary, Andhra Pradesh Public Service Commission, Hyderabad (with covering letter).
Copy to: Law (S) Department.
Copy to: General Administration (Ser.F) Department.
Copy to: SC/SF.

//FORWARDED BY ORDER//
Section Officer
### ANNEXURE TO: G.O.Ms.No.95, Edn. (Co.ord.He.2) Dept. Dt: 26.4.97

**ANNEXURE**  
See Rule – 5

<table>
<thead>
<tr>
<th>Category (1)</th>
<th>Method of appointment (2)</th>
<th>Qualifications (3)</th>
</tr>
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</table>
| 1. Director  | By direct recruitment or on contract basis. | i) Must possess a ph.D in Indian History of a University in India established or incorporated by or under a Central Act. Or a provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.  
ii) Must possess a diploma in Archival Administration awarded by a University in India established or incorporated by or under a Central Act or a provincial Act or a State Act or an Institution recognized by the University Grants Commission or National Archives of India or an equivalent qualification.  
iii) Must have not less than 10 years experience in Archival Administration. |
| 2. Deputy Director | By promotion of Assistant Director (Ad, omostraton) | Must possess a Masters degree with Indian History one of the subjects in the degree and a Masters degree level with a degree or diploma in Archival Administration awarded by any University in India established or incorporated by or under a Central Act. Or provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification. |
|              | By promotion of Assistant Director (Technical) and Assistant Director (Urdu and persian) | Must possess a post-graduation degree and a degree or diploma in Archival Administration awarded by any university in India established or incorporated by or incorporated by or under a central Act, or a provincial Act or an Institution recognized by the University Grants Commission or and equivalent qualification. |
| (a) Assistant Director (Technical) | By appointment by transfer | Must possess (1) Masters Degree in Indian History, or a Masters degree with Indian History as one of the subjects at the degree or Masters degree level and (2) a degree or diploma in Archival Administration awarded by any university in India |
(b) Assistant Director (Urdu & Persian)  
By appointment by transfer  
Must possess (1) a post graduate degree in Urdu or Persian and Must have adequate knowledge to translate Persian documents into English and (2) a degree or diploma in Archival Administration awarded by any University in India established or incorporated by or under Central Act or a provincial Act or a State Act. Or an Institution recognized by the University Grants Commission or equivalent qualification.

b) Assistant Director (Administration)  
By appointment by transfer  
Must have passed Accounts Test for Executive Officers or Accounts Tests for subordinate

P.V.R.K.PRASAD  
PRINCIPAL SECRETARY TO GOVERNMENT

//FORWARDED BY ORDER//

SECTION OFFICER