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36 GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

Public Services – Employment Exchange Service – Special Rules – Issued.

Education (Emp.) Department

G.O.Ms.No.107, Edn.

Dated: 30-4-1993.

Read:-

1.G.O.Ms.No.2112, Home (Personnel-A) Department, Dated:  
21-10-1961.

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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 in supercession of the adhoc Rules issued in G.O.Ms.No.2112, Home (Per.A) Department, Dt. 21-10-1961 as amended from time to time, the Governor of Andhra Pradesh hereby makes the following Special Rules for the Andhra Pradesh Employment Exchange Service:-

1.SHORT TITLE:

These rules may be called the Andhra Pradesh Employment Exchange Service Rules, 1991.

2.CONSTITUTION:

The service shall consist of the following categories of posts:-

| <u>CATEGORY</u> | <u>POSTS</u>  |
|-----------------|---|
| Category (1)    | : Joint Director (Employment)   |
| Category (2)    | : Deputy Director (Employment)  |
| Category (3)    | : Assistant Director (Employment) including Regional Employment Officer, Deputy Chief University Employment Information and Guidance Bureau |
| Category (4)    | : District Employment Officer/Employment Officer  |

3.METHOD OF APPOINTMENT:

| <u>CATEGORY</u>                 | <u>METHOD OF APPOINTMENT</u>  |
|---------------------------------|---|
| (1)Joint Director (Employment)  | By promotion from Category (2)  |
| (2)Deputy Director (Employment) | By promotion from Category (3)  |
| (3)Asst.Director(Employment)    | By promotion from Category (4)  |
| (4)Employment Officer           | (i)By Direct Recruitment  |
|                                 | (ii)By appointment by transfer of Junior Employment Officers in the Andhra Pradesh Employment Exchange Subordinate Service.                               |
|                                 | (iii)By appointment by transfer of Superintendents in the Andhra Pradesh Ministerial Service in the Andhra Pradesh Employment and Training Department and |
|                                 | (iv)By appointment by transfer of Asst.Section Officers in the Departments of Secretariat except Law and Finance and Planning(FW) Departments.            |

(PTO)

**NOTE (1):**

Appointments to the category of Employment Officer shall be made in the order of rotation specified below in every cycle of (5) vacancies:

- 1<sup>st</sup> vacancy : Direct Recruitment
- 2<sup>nd</sup> vacancy : By appointment by transfer of Junior Employment Officer
- 3<sup>rd</sup> vacancy : Direct Recruitment
- 4<sup>th</sup> vacancy : By appointment by transfer of Superintendents of Director of Employment and Training Department.
- 5<sup>th</sup> vacancy : By appointment by transfer of Asst. Section Officers in the Departments of Secretary except Law and Finance and Planning (FW) Department.

In case there is no willing Assistant Section Officers of Secretariat is available, the vacancy meant for them may be filled by Junior Employment Officers/Superintendents alternatively.

**4. QUALIFICATION:**

No person shall be eligible for appointment to the categories specified in column (1) by the method specified in column (2) unless he possesses the qualifications prescribed in the corresponding entry in column (3) thereof:

| Category           | Method of Appointment                      | Qualifications  |
|--------------------|--|---|
| (1)                | (2)  | (3)   |
| Employment Officer | By Direct Recruitment                      | (i) A Bachelor's Degree from a University in India established or incorporated by OR under a Central Act or a State Act or a Provincial Act or any other equivalent qualification recognized by the University Grants Commission. |
|                    |  | (ii) Should not have completed (28) years of age as on the 1 <sup>st</sup> day of July of the year in which the Notification for selection is made.   |
|                    | By appointment by Promotion or by Transfer | <b>MUST HAVE:</b><br>(i) Passed Departmental Test for National Employment Service<br><b>AND</b><br>(ii) Passed Accounts Test for Subordinate Officers Part. I and II or Accounts Test for Executive Officers.                     |

**5. 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 from which appointment by transfer or by promotion is made.

6. In the matter of direct recruitment to the post of Employment Officer, other things being equal, preference shall be given to Women and they shall be selected to an extent of atleast 30% of the posts in each category of OC, BC, SC and ST quota.

7. The rule of special representation (General Rule.22) shall apply to the post of Employment Officer, except in the case of Physically Handicapped Persons:

**8. PROBATION:**

- (a) Every person appointed by Direct Recruitment shall from the date on which he joins duty be on probation for a total period of two years on duty within a continuous period of three years; and
- (b) Every person appointed by promotion/transfer shall from the date on which he joins duty be on probation for a total period of one year on duty within a continuous period of two years.

**9. TRAINING:**

- (1) (a) Every person appointed by Direct Recruitment or by transfer to the post of Employment Officer shall undergo immediately after appointment, a course of training for a period of 3 months as per programme and syllabus as may be prescribed by the Director of Employment and Training.  
  
(b) Every person appointed by Direct Recruitment shall before the commencement of training, execute an agreement bond that he shall serve the department for a period of 3 years after the completion of training referred to in Sub.Rule.(a).
- (2) He shall 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:  
  
(a) If he fails to serve the Department for a period of three years after the completion of his training for any reason; or  
  
(b) If he discontinues the training or is discharged from training course for misconduct or any other reasons; or  
  
© If he secures any other employment elsewhere than under the State Government, the enforcement of bond may be regulated in terms of G.O.Ms.No.268, Fin. (FR.I) Department, Dt. 8-8-1980.
- (3) The period of Training shall count for purpose of probation, leave and pension etc.
- (4) A direct recruit shall be eligible for the initial pay of the post during the period of probation.

**10. TESTS:**

Every person appointed by direct recruitment to the post of Employment officer shall pass the Accounts Test for Executive Officers and the Departmental Test for National Employment Service within the period of probation.

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

J.S.SARMA  
SECRETARY TO GOVERNMENT.

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for COMMISSIONER.