

COPY OF:-

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

145
RULES – Special Rules – Andhra Pradesh Jail Subordinate Service Rules – Issued.

HOME (PRISONS. A) DEPARTMENT

GO Ms.No.514.

Dated 23-11-1993

ORDER:-

The following notification shall be published in Andhra Pradesh Gazette:-

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers here unto enabling and in super session of the rules issued in:

1. GO Ms.No.2126, Home (Pri.A) Dept.dt. 23-11-1962.
2. GO Ms.No.1165, Home (Pri.A) Dept.dt. 6-7-1964.
3. GO Ms.No.650, Home (Pri.A) Dept.dt. 22-10-1986.
4. GO Ms.No.1461., Home (Pri.A) Dept.dt. 24-10-1975.
5. GO Ms.No.71, Home (Pri.A) Dept.dt. 6-2-1982.
6. GO Ms.No.300, Home (Pri.A) Dept.dt. 25-5-1982.
7. GO Ms.No.79, Home (Pri.A) Dept.dt. 29-4-1983.
8. GO Ms.No.650, Home (Pri.A) Dept.dt. 22-10-1986.
9. GO Ms.No.85, Home (Pri.A) Dept.dt. 6-3-1987.

and in so far as they relate to the posts included in this service, the Governor of Andhra Pradesh hereby makes the following special rules for the Andhra Pradesh Jail Subordinate Service.

RULES

1. Short Title:

These rules shall be called the Andhra Pradesh Jails Subordinate Service Rules.

2. Constitution:

The service shall consist of the following categories of posts.

CLASS-A:

Category (1)(a) : Deputy Jailor including Superintendent of Sub-Jails, Assistant Law Instructor, Assistant Chief Drill Instructor and Assistant Superintendent of Borstal School.

(b) Assistant Matron.

- Category (2) : Chief Head Warden including Assistant Drill Instructor and Armourer.
- Category (3)(a) : Head Warden (Male) including Assistant Armourer.
(b) : Head Warden (Female).
- Category (4)(a) : Warden (Male) including Buglers and Motor Cycle Orderly.
(b) : Warden (Female).

CLASS-B:

- Category (1) : Manager (Industries)
- Category (2) : Head Master including B.Ed., trained teachers of Borstal School.
- Category (3) : Teacher (SGBT).
- Category (4) : Physical Education Teacher.

CLASS-C:

- Category (1) : Deputy Foreman.
- Category (2) : Senior Composer.
- Category (3) : Machine Man Grade-I.
- Category (4) : Junior Composer.
- Category (5) : Assistant Mechanic.

CLASS-D:

- Category (1) : Instructor Grade-I.
- (a) Carpentry
 - (b) Tailoring
 - (c) Weaving
 - (d) Cobblery
 - (e) Carpet Making
 - (f) Dyeing
 - (g) House Wiring
 - (h) Electric Motor Rewinding
 - (i) Plumbing
- Category (2) : Assistant Chemist.
- Category (3)(a): Instructor Grade-II.
- (i) Carpentry/Polisher
 - (ii) Tailoring/Tailoring Mechanic
 - (iii) Blacksmith
 - (iv) Durry Making
 - (v) Dyeing
 - (vi) Soap Making

- Category (3)(b): Woman Craft Instructor
- Category (4) : (a) Fitter
(b) Blacksmith
(c) Electrician including Electrician-cum-Mechanic and Wireman-cum-Mechanic and Wireman.
(d) Engine Driver and Oil Engine Driver.
- Category (5) : Tractor Driver/Fitter-cum-Tractor Driver.

CLASS-E:

- Category (1) : Pharmacist Grade-II including Compounder.
- Category (2) : Staff Nurse.
- Category (3) : Sub-Assistant.
- Category (4) : Field man.
- Category (5) : Live Stock Assistant.
- Category (6) : Pathologist
- Category (7) : Lab Technician.

3. Method of appointment and appointing authority:

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

Class and Category (1)	Method of appointment (2)	Appointing Authority (3)
<p>CLASS-A (1)(a) Deputy Jailor</p>	<p>(i) By direct recruitment (ii) By promotion from category (2) of Class-A. (iii) By appointment by transfer of Senior Assistant in the A.P. Ministerial Service in the Jails Dept. from a combined seniority list of Senior Assistants of Directorate and Subordinate Offices.</p>	<p>Deputy Inspector General of Prisons of concerned Region.</p>
<p>(b) Assistant Matron</p>	<p>(i) By direct recruitment. (ii) By promotion from Category (3)(b) of Class-A (iii) By appointment by transfer of Women Senior Assistant in the A.P. Ministerial Services in the Jail Department from combined seniority list of Woman Senior Assistant of Directorate and Subordinate Offices. (iv) By promotion from Woman Teacher in Category (3) of Class-B and Woman Craft Instructor in Category (3)(b) of Class-D.</p>	<p>Deputy Inspector General of Prisons of concerned Region.</p>

(2) Chief Head Warder	By promotion from Category (3)(a) of Class-A	Superintendent of Jail/ Superintendent of Borstal School / District Sub-Jails Officer/ Principal, State Institute of Correctional Administration of the concerned Jail. (Amended vide GO Ms.No. 55, Home (Pri.A) Dept. dt. 28-2-2003)
(3)(a) Head Warder (Male)	By promotion from Category (4)(a) of Class-A	
(b) Head Warder (Female)	By promotion from Category (4)(b) of Class-A	Superintendent of Jail/ Superintendent of Borstal School / District Sub-Jails Officer/ Principal, State Institute of Correctional Administration of the concerned Jail.
(4)(a) Warder (Male)	By direct recruitment	
(b) Warder (Female)	By direct recruitment	Deputy Inspector General of Prisons of concerned Region.
CLASS-B (1) Manager (Industries)	(i) By promotion from Category (1) of Class-D and if no qualified persons are available in Category (1) of Class-D, by promotion from Category (3)(a) of Class-D. (ii) If no qualified and suitable person is available either in Category (1) of Class-D or in Category (3)(a) of Class-D by direct recruitment.	
(2) Head Master	(i) By promotion from Category (3) of Class-B. (ii) By transfer on tenure basis of School Assistant in the Andhra Pradesh School Education Subordinate Service, if no qualified persons in Category (3) of Class-B are available. (iii) If candidates in the methods (i) and (ii) are not available, by direct recruitment.	Deputy Inspector General of Prisons of concerned Region.
(3) Teacher (SGBT)	By direct recruitment	Deputy Inspector General of Prisons of concerned Region.
(4) Physical Education Teacher	By direct recruitment	Deputy Inspector General of Prisons of concerned Region.
CLASS-C (1) Deputy Foreman	(i) By promotion from category (2) of Class-C and Category (3) of Class-C. (ii) By direct recruitment.	Deputy Inspector General of Prisons of concerned Region.
(2) Senior Composer	(i) By promotion from category (4) of Class-C. (ii) By direct recruitment.	Superintendent of Jails
(3) Machine Man Gr.I	(i) By promotion from category (5) of Class-C. (ii) By direct recruitment.	Superintendent of Jails
(4) Junior Composer	By direct recruitment	Superintendent of Jails
(5) Assistant Mechanic	By direct recruitment	Superintendent of Jails
CLASS-D (1) Instructor Grade-I	(i) By promotion from Category (3)(a) of Class-D if there is an Instructor Grade-II in the relevant trade. (ii) If there is no qualified Instructor Grade-II in the relevant trade available, by direct recruitment.	Deputy Inspector General of Prisons of concerned Region.
(2) Assistant Chemist	By direct recruitment	Deputy Inspector General of Prisons of concerned Region.
(3)(a) Instructor Grade-II	(i) By direct recruitment. (ii) For the trade Blacksmithy by promotion from Category (4) (b) of Class-D. If qualified person for promotion is not available, by direct recruitment.	Concerned Superintendent of Jails/ Superintendent of Borstal School.
(b) Woman Craft Instructor	By direct recruitment	--do--

(1)(a) Fitter	By direct recruitment	Deputy Inspector General of Prisons.
(b) Blacksmith	No future recruitment	---
(c) Electrician including Electrician-cum- Mechanic and Wireman-cum- Mechanic and Wireman.	By direct recruitment	Deputy Inspector General of Prisons.
(d) Engine Driver and Oil Engine Driver	By direct recruitment	Deputy Inspector General of Prisons.
(5) Tractor Driver/ Fitter-cum-Tractor Driver.	By direct recruitment	Deputy Inspector General of Prisons.
CLASS-E	By transfer on tenure of persons holding equivalent posts in the Medical and Health Department.	As the posts are on deputation basis, they will be governed by the Rules of their respective parent Departments in addition to the terms and conditions of deputation.
(1) Pharmacist Gr.II		
(2) Staff Nurse		
(3) Sub-Assistant	By transfer on tenure of persons holding equivalent posts in the Agriculture Department.	
(4) Fieldman		
(5) Live Stock Asst.	By transfer on tenure of persons holding equivalent posts in the Animal Husbandry Department.	
(6) Pathologist	By transfer on tenure of persons holding equivalent posts in the Medical and Health Department.	
(7) Lab Technician		

Note (a): 50% of the number of substantive vacancies in the categories given below, shall be filled by direct recruitment.

- | | | |
|---------------------------------|---|---------------------|
| (i) Category (1)(a) of Class-A | - | Deputy Jailor |
| (ii) Category (1)(b) of Class-A | - | Assistant Matron |
| (iii) Category (1) of Class-C | - | Deputy Foreman |
| (iv) Category (2) of Class-C | - | Senior Composer |
| (v) Category (3) of Class-C | - | Machine Man Grade-I |

(b): Appointments to the category of Deputy jailor, other than by direct recruitment, shall be made alternatively by promotion from Category (2) of Class-A and by appointment by transfer of Senior Assistants in the Andhra Pradesh Ministerial Service in the Jail Department.

(c): Appointments to the Category of Assistant Matron, other than by direct recruitment, shall be made in the order specified below:-

- 1st vacancy : By promotion of Head Warder (Female).
2nd vacancy : By appointment by transfer of Female Senior Assistant in the A.P. Ministerial Service in the Jail Department.
3rd vacancy : By promotion of Head Warder (Female).
4th vacancy : By promotion of Teacher (SGBT) and Women Craft Instructor from a combined seniority list based on the date of appointment to the respective category.

(d): Appointments to the categories of Deputy Foreman, Senior Composer and Machine man Grade-I, other than by direct recruitment, shall be made by promotion as specified in Column (2) of the table in this rule.

Notwithstanding anything contained in this rule, the seniority of persons appointed to the categories of Deputy Jailor, Assistant Matron, Deputy Foreman, Senior Composer and Machine man Grade-I, by any method, shall be governed by the provisions of General Rule 33 of the Andhra Pradesh State and Subordinate Service Rules.

4. Reservation of appointments:

(a) The rule of special representation except in so far as it relates to the physically handicapped persons shall apply to appointments by direct recruitment to the various posts in this service.

In the matter of direct recruitment to the post of Warder (Male), 6% of the posts in Tribal areas shall be filled by candidates belonging to Scheduled Tribes.

(b) Woman alone shall be appointed to the post in category (1)(b), Category (3)(b) and Category (4)(b) of Class-A and Category (3)(b) of Class-D.

(c) Male candidate shall be appointed to the post of Deputy Jailor mentioned in category (1)(a) of Class-A.

(amended vide GO Ms.No.150, Home (Pri.A) Department, dated 12-3-2009)

5. Qualifications:

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

Provided that in case of persons appointed prior to 24-9-1985, the educational qualifications and physical standards existing at the time of recruitment will apply.

6. Age:

(a) For appointment by direct recruitment to the posts of Deputy Jailor, Assistant Matron and Warders (Male & Female) one should possess the age as follows:-

(i) DEPUTY JAILORS & ASSISTANT MATRONS::

Must have completed 21 years of age and must **not** have completed 25 years of age on the 1st July of the year in which the vacancy is notified for selection.

(ii) WARDERS (MALE & FEMALE):

Must have completed 18 years of age and must **not** have completed 22 years of age on the 1st July of the year in which the vacancy is notified for selection.

(aa) No person shall be eligible for appointment by direct recruitment to any post under Classes-B,C,D & E of Rule-2 in this service if he has completed the age of 28 years on the 1st day of July of the year in which the vacancy is notified for selection.

(amended vide GO Ms.No.181, Home (Pri.A) Department, dated 23-7-2007)

(b) No person shall be eligible for appointment to the posts and by the methods indicated below, if he/she has completed maximum age indicated against the respective category as on 1st July of the year in which the selection is made.

Category (1)(a) : Deputy Jailor ...	By appointment ...	45 years
	by transfer	
	(Amendment issued vide G.O.Ms.No.310, dated 12-12-1997)	
(b) : Assistant Matron..	By promotion from ...	40 years
	Female Teacher and	
	Women Craft Instructor	
	By appointment ...	40 years
	by transfer	

7. Minimum Service:

No person shall be eligible for appointment by transfer or promotion unless he/she is an approved probationer and has put in not less than three years of service in the category from which promotion or transfer is made.

8. Probation:

Every person appointed to any post in the service shall be on probation for a total period of one year on duty within a continuous period of two years, if appointed by promotion/transfer and for a total period of two years on duty within a continuous period of three years, if appointed by direct recruitment from the date on which he/she commences probation.

9. Training:

- (a) Every person appointed by direct recruitment or by transfer to the various posts given below shall undergo training for the period mentioned against each, as per such programme and syllabus as may be prescribed by the Inspector General of Prisons, from time to time and the candidates who successfully pass the Examination at the end of training shall only be appointed to the posts for which they are selected.

Sl.No.	Post	Method of appointment	Duration of training
(1)	Deputy Jailor (Male)	(i) By direct recruitment (ii) By appointment by transfer	9 months 6 months
(2)	Assistant Matron	(i) By direct recruitment (ii) By appointment by transfer	9 months 6 months
(3)	Warders (Male)	By direct recruitment	9 months
(4)	Warders (Female)	By direct recruitment	9 months

- (b) The trainees in all of the categories shall have to appear for the tests during training and are required to pass all the subjects on completion of Institutional training as per the scheme of examination. Those who failed in one or more subjects shall be retained in the training institutions and they shall be required to appear in the supplementary examination within a period of (2) two months from the date of completion of final examination. The un-successful candidates of supplementary examination shall be discharged from the training and they shall not be offered any appointment in the Department.

- (c) Every person selected to a post and sent for training shall execute a Security bond worth Rs.10,000/- (Rupees ten thousand only) on a non-judicial stamp paper to the effect that he/she shall serve the Department for a period of three years from the date of their actual appointment. In the event of the following reasons he/she

would forfeit the security amount as a compensation towards training expenses and remuneration etc. received by him/her and be liable to refund to the Government the stipend or other remuneration received by him/her in addition to the amount spent by the Government on his/her training:-

- i) if he/she fails to serve the Department for a period of three years from the date of their actual appointment for any reason; or
- ii) if he/she discontinues the training or is discharged from training course for misconduct or not passing the tests/examinations at the end of the training, which leads to his/her discharge; or discharge from the training for any other reason;

(d) The period of training shall not count for the purpose of probation, increments, leave and pension. The stipendiary trainee shall not be entitled for any kind of leave except public holidays declared by the Government. The Heads of the training institutions are empowered to cancel a public holiday in the interest of training and declare it as a working day for the trainees. The Heads of training institution can grant leave to the trainees in one or different spells under exceptional circumstances. The total period of leave however shall not exceed (10) days during the course of training. Unauthorized absence shall be considered as a mis-conduct calling for stern action and shall be withdrawn from training and struck off from the roll for unauthorized absence and shall not be paid any stipend for such unauthorized period of absence. *The Director General & Inspector General of Prisons and Correctional Services, AP, Hyderabad* shall be competent to issue appropriate modalities and directions in this regard.

(e) A direct recruit, who is selected for the post of Deputy Jailor (Male)/Assistant Matron shall be eligible for a stipend of Rs.3000/- (Rupees three thousand only) per month and a candidate selected for the post of Warder (Male & Female) shall be eligible for a stipend of Rs.2000/- (Rupees two thousand only) per month during the period of training and the period of training shall not count for service.

(f) On successful completion of institutional training and passing of the tests, the trainees shall be appointed against regular posts in the respective categories on the time scale of pay prescribed for the post and put on probation by the competent authority.

(g) The inter-se-seniority of directly recruited Deputy Jailors/Assistant Matrons/Warders (Male & Female) shall be fixed based on their overall performance in the selection procedure as well as Institutional Training i.e. based on the total marks secured by them at the time of selection together with the marks secured in the successful passing of the examination conducted at the end of training. The marks in the subjects in which they failed in the final examination and later passed in supplementary examination need not be taken into account for fixation of seniority.

(h) The Warders (Male and Female) recruited prior to 1-5-1984 must undergo training course of six months at State Institute of Correctional Administration, Hyderabad as and when deputed by the Director General & Inspector General of Prisons and Correctional Services, AP, Hyderabad.

(Amended vide GO Ms.No.114, Home (Pri.A) Dept dt, 25-6-2005)

10. Tests:

Every person appointed by direct recruitment to the posts of Deputy Jailor and Assistant Matron or Deputy Jailor (Women) shall pass the Accounts Test for Subordinate Officers Part-I and Jail Departmental Tests Paper-I, Paper-II, Paper-III and Paper-IV within the period of probation.

Provided that the persons who are appointed on or after 10-2-2004 shall pass above tests within the period of probation.

Provided further that those persons, who are appointed prior to 10-2-2004 and have not passed the Jail Departmental Tests as per the old syllabus, shall pass Jail Departmental Tests, as prescribed above, within the period of their probation.

(Amended G.O.Ms.No.77, Home (Pri.A) Department, dated 28-4-2004)

11. Unit of appointment:

For purpose of direct recruitment, transfer, seniority, appointment as full member and discharge for want of vacancy, the unit of appointment for the posts in the Jail Department shall be as specified in the Table below:-

Class and Category (1)	Name of the post (2)	Unit of appointment (3)
Class-B		
Category (3)	Teacher (SGBT)	Each Revenue District
Category (4)	Physical Education Teacher	Each Revenue District
Class-C		
Category (4)	Junior Composer	Each Revenue District
Category (5)	Assistant Mechanic	Each Revenue District
Class-D		
Category (3)	(a) Instructor Grade-II (b) Women Craft Instructor	Each Revenue District Each Revenue District
Category (4)	(a) Fitter (b) Electrician including Electrician-cum-Mechanic and Wireman-cum- Mechanic and Wireman. (c) Engine Driver and Oil Engine Driver	Each Revenue District Each Revenue District Each Revenue District
Category (5)	Tractor Driver / Fitter-cum-Tractor Driver	Each Revenue District

12. Physical requirements:-

A candidate for appointment either by direct recruitment or by appointment by transfer to the posts of Deputy Jailor, Assistant Matron or Warder (Male & Female) shall satisfy the following physical requirements:-

(a) DEPUTY JAILORS & WARDERS (MALE):

Must not be less than 168 Cms in height and must not be less than 87 Cms round the Chest on full inspiration with a minimum expansion of 5 Cms.

Provided that in case of candidate belonging to Scheduled Tribes and aboriginal Tribes where the reserved quota cannot be fully utilized for want of sufficient candidates possessing the requisite physical standards, the physical standards shall be as specified below.

Must not be less than 164 Cms in height and must not be less than 83 Cms round the chest on full inspiration with a minimum expansion of 5 Cms.

(b) ASISTANT MATRON & WARDERS (FEMALE):

Must not be less than 153 Cms in height and must not be less than 45.5 Kgs. in weight.

Provided that in the case of persons appointed prior to the issue of these amendments the above physical standards will not apply.

(amended vide GO Ms.No.181, Home (Pri.A) Department, dated 23-7-2007)

13. Transfers and Postings:

The transfers and postings of persons in the different categories in this service, except those mentioned in the table in rule 11, shall be made by the appointing authorities within their jurisdiction and the authority next in rank above the appointing authority shall make transfers and postings, within the jurisdiction of that next higher authority.

Provided however that the Inspector General of Prisons shall be competent to affect transfers and postings of any category to any place in the State.

In the case of persons in the categories mentioned in rule 11, the transfers and postings shall be made within the unit mentioned in Column (3) of the table therein.

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

D.K.PANWAR
SECRETARY TO GOVERNMENT

To

XXXXXXXXXX

The Inspector General of Prisons & Director of Correctional Services, AP, Hyderabad.

XXXXXXXXXXXX

Contd...13
(for Annexure)

(3) Machine Man Gr.I	By direct recruitment.	<p>(1)The minimum general educational qualification as prescribed in the schedule to Part-II of the A.P.State and Subordinate Service Rules.</p> <p>(2)Must have ability to handle letter press printing machines both handled and automatic.</p> <p>(3)Should give the out turn stipulated. Must have a good knowledge of single and multi-colour work, particularly cutting overlays and inter lays for process blocks ad subsequent print.</p> <p>(4)Must have practical experience of 3 years in machine minding.</p>
(4) Junior Composer	By direct recruitment	<p>(1)Must have passed VII Class Exam from any recognized School.</p> <p>(2)Must have practical experience of distributing type matter, ability to distinguish type faces type materials etc.</p> <p>(3)Must have experience of two years as Distributor.</p>
(5) Assistant Mechanic	By direct recruitment	<p>(1)Must have passed in VII Class Exam from any recognized School.</p> <p>(2)Must be a qualified Mechanic preferably with knowledge of the mechanism of different types of machines used in the Printing Press.</p> <p>(3)Must have practical experience of at least 3 years in Mechanism.</p>

(4)(a) Fitter	By direct recruitment	A certificate from an Industrial Training Institute in the relevant trade or an equivalent examination.
(b) Electrician including Electrician-cum-Mechanic and Wireman-cum-Mechanic and Wireman.		
(d) Engine Driver and Oil Engine Driver (e)	By direct recruitment	Deputy Inspector General of Prisons.
(5) Tractor Driver/ Fitter-cum-Tractor Driver.	By direct recruitment	(1) Must have passed 8 th Class Examination. (2) Must possess a heavy duty license or Tractor Driving License granted under the Motor Vehicle Act, 1988 (Central Act No.59 of 1988) (3) Must have practical experience for a period of at least two years in operation and maintenance of all types of Tractors.

D.K.PANWAR
SECRETARY TO GOVERNMENT

// TRUE COPY //