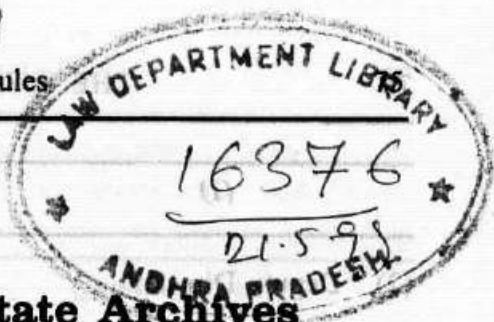


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The A.P. State Archives Service Rules



# ARCHIVES

## 12. The Andhra Pradesh State Archives Service Rules

[G.O.Ms.No. 95, Education (Co. Ord. HE. 2), Dt. 26-4-1997 published in A.P. Gazette, Part I, Dt. 5-6-97]

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and of all other powers hereunto enabling and in supersession of the rules issued in—

- (1) G.O.Ms.No. 1138, Education, dated 22-7-1971,
- (2) G.O.Ms.No. 625, Education, dated 16-6-1976,
- (3) G.O.Ms.No. 345, Education, dated 23-7-1985, and
- (4) G.O.Ms.No. 477, Education, dated 07-10-1986.

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.

**Rule 1. Short title** :—These rules may be called the Andhra Pradesh State Archives Service Rules.

**Rule 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)

Category (3) : (a) Assistant Director (Technical)

(b) Assistant Director (Urdu & Persian)

(c) Assistant Director (Administration)

**Rule 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 :

Category of posts (1)	Method of appointment (2)
(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.



(1)	(2)
(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 Subordinate Service.
(b) Asst. Director (Urdu & Persian)	(i) By appointment by transfer from Archivist or Senior Research Assistant (Persian) in the Andhra Pradesh State Archives Subordinate Service.
(c) Asst. Director (Administration)	(i) By appointment by transfer of Superintendents Special Category Steno in Andhra Pradesh Ministerial Service in the State Archives Dept.  (ii) By appointment by transfer of Caretaker in A.P. State Archives Subordinate Service.

**Note (1) :**—Promotion to the Category (2) of Deputy Director shall be made from a combined seniority list of eligible and qualified Assistant Directors, 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.

**Rule 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.

**Rule 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.

**Rule 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.

**Rule 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 if appointed by promotion or transfer from the date on which he commences probation.

**Rule 8. Transfers and postings :**—The Director shall be the competent authority to effect transfers and postings of Deputy Directors and Assistant Directors.



## ANNEXURE

(See Rule 5)

Category (1)	Method of Appointment (2)	Qualifications (3)
1. Director	By direct recruitment (i) or on contract basis	<p>(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 recognised by the University Grants Commission or an equivalent qualification.</p> <p>(ii) Must possess a Diploma in Archival Administration awarded by any University in India established or incorporated by or under a Central Act or a Provincial Act or a State Act or an Institution recognised by the University Grants Commission or National Archives of India or an equivalent qualification.</p> <p>(iii) Must have not less than 10 years experience in Archival Administration.</p>
2. Deputy Director	By promotion of Assistant Director (Administration)	Must possess a Masters degree with Indian History as 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 a Provincial Act or a State Act or an Institution recognised by the University Grants Commission or an equivalent qualification.
	By promotion of Asst. Director (Technical) and Asst. 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 under a Central Act or a Provincial Act or a State Act or an Institution recognised by the University Grants Commission or an equivalent qualification.
3(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



(1)	(2)	(3)
(b) Assistant Director (Urdu & Persian)	By appointment by transfer	or diploma in Archival Administration awarded by any University in India established or incorporated by or under a Central Act or a provincial Act or a State Act or an Institution recognised by the University Grants Comm. or an equivalent qualification.
(c) Asst. Director (Administration)	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 a Central Act or a Provincial Act or a State Act or an Institution recognised by the University Grants Commission or an equivalent qualification.  Must have passed Accounts Test for Executive Officers or Accounts Tests for Subordinate Officers, Part I and Part II.