GOVERNMENT OF ANDHRA PRADESH

ABSTRACT


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 hereunto enabling and in super session of the rules issued in:

2. GO Ms.No.1165, Home (Pri.A) Dept.dt. 6-7-1964.

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 Warder including Assistant Drill Instructor and Armourer.

Category (3)(a): Head Warder (Male) including Assistant Armourer.
   (b): Head Warder (Female).

Category (4)(a): Warder (Male) including Buglers and Motor Cycle Orderly.
   (b): Warder (Female).

CLASS-B:

Category (1): Manager (Industries).


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) Cobbler
   (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) Dury Making
   (v) Dyeing
   (vi) Soap Making

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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:-

<table>
<thead>
<tr>
<th>Class and Category</th>
<th>Method of appointment</th>
<th>Appointing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)(a) Deputy Jailor</td>
<td>(i) By direct recruitment</td>
<td>Deputy Inspector General of Prisons of concerned Region.</td>
</tr>
<tr>
<td></td>
<td>(ii) By promotion from category (2) of Class-A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(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.</td>
<td></td>
</tr>
<tr>
<td>(b) Assistant Matron</td>
<td>(i) By direct recruitment.</td>
<td>Deputy Inspector General of Prisons of concerned Region.</td>
</tr>
<tr>
<td></td>
<td>(ii) By promotion from Category (3)(b) of Class-A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(iii) By appointment by transfer of Women Senior Assistant in the A.P. Ministerial Services in the Jail Department from combined seniority list of Women Senior Assistant of Directorate and Subordinate Offices.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(iv) By promotion from Woman Teacher in Category (3) of Class-B and Woman Craft Instructor in Category (3)(b) of Class-D.</td>
<td></td>
</tr>
<tr>
<td>Class</td>
<td>Position</td>
<td>Officer/Title</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Chief Head Warder</strong></td>
<td>By promotion from Category (3)(a) of Class-A</td>
<td>Superintendent of Jail / Superintendent of Borstal School / District Sub-Jails Officer / Principal, State Institute of Correctional Administration of the concerned Jail</td>
</tr>
<tr>
<td><strong>(b) Head Warder (Female)</strong></td>
<td>By promotion from Category (4)(b) of Class-A</td>
<td>--do--</td>
</tr>
<tr>
<td><strong>(4)(a) Warder (Male)</strong></td>
<td>By direct recruitment</td>
<td>Superintendent of Jail / Superintendent of Borstal School / District Sub-Jails Officer / Principal, State Institute of Correctional Administration of the concerned Jail</td>
</tr>
<tr>
<td><strong>(b) Warder (Female)</strong></td>
<td>By direct recruitment</td>
<td>--do--</td>
</tr>
<tr>
<td><strong>CLASS-B</strong></td>
<td>Manager (Industries)</td>
<td>Deputy Inspector General of Prisons of concerned Region.</td>
</tr>
<tr>
<td><strong>(2) Head Master</strong></td>
<td>By promotion from Category (3) of Class-B.</td>
<td>--do--</td>
</tr>
<tr>
<td><strong>(ii) On 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.</strong></td>
<td>--do--</td>
<td></td>
</tr>
<tr>
<td><strong>(iii) If candidates in the methods (i) and (ii) are not available, by direct recruitment.</strong></td>
<td>--do--</td>
<td></td>
</tr>
<tr>
<td><strong>(3) Teacher (SGBT)</strong></td>
<td>By direct recruitment</td>
<td>Deputy Inspector General of Prisons of concerned Region.</td>
</tr>
<tr>
<td><strong>(4) Physical Education Teacher</strong></td>
<td>By direct recruitment</td>
<td>--do--</td>
</tr>
<tr>
<td><strong>CLASS-C</strong></td>
<td>Deputy Foreman</td>
<td>Deputy Inspector General of Prisons of concerned Region.</td>
</tr>
<tr>
<td><strong>(2) Senior Composer</strong></td>
<td>By promotion from category (4) of Class-C.</td>
<td>Supermanintendent of Jails</td>
</tr>
<tr>
<td><strong>(ii) By direct recruitment.</strong></td>
<td>By promotion from category (5) of Class-C.</td>
<td>Supermanintendent of Jails</td>
</tr>
<tr>
<td><strong>(ii) By direct recruitment.</strong></td>
<td>By promotion from category (5) of Class-C.</td>
<td>Supermanintendent of Jails</td>
</tr>
<tr>
<td><strong>(4) Junior Composer</strong></td>
<td>By direct recruitment</td>
<td>Supermanintendent of Jails</td>
</tr>
<tr>
<td><strong>(5) Assistant Mechanic</strong></td>
<td>By direct recruitment</td>
<td>Supermanintendent of Jails</td>
</tr>
<tr>
<td><strong>CLASS-D</strong></td>
<td>Instructor Grade-I</td>
<td>Deputy Inspector General of Prisons of concerned Region.</td>
</tr>
<tr>
<td><strong>(2) Assistant Chemist</strong></td>
<td>By direct recruitment</td>
<td>Supermanintendent of Jails</td>
</tr>
<tr>
<td><strong>(3)(a) Instructor Grade-II</strong></td>
<td>By direct recruitment</td>
<td>Supermanintendent of Jails</td>
</tr>
<tr>
<td><strong>(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.</strong></td>
<td>Supermanintendent of Jails</td>
<td></td>
</tr>
</tbody>
</table>
(i) 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
(1) Pharmacist Gr.II
    By transfer on tenure of persons holding equivalent
    posts in the Medical and Health Department.

(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.

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.

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.

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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 (Prl.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 Female Teacher and Wonten 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.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Post</th>
<th>Method of appointment</th>
<th>Duration of training</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Deputy Jailor (Male)</td>
<td>(i) By direct recruitment (ii) By appointment by transfer</td>
<td>9 months 6 months</td>
</tr>
<tr>
<td>(2)</td>
<td>Assistant Matron</td>
<td>(i) By direct recruitment (ii) By appointment by transfer</td>
<td>9 months 6 months</td>
</tr>
<tr>
<td>(3)</td>
<td>Warders (Male)</td>
<td>By direct recruitment</td>
<td>9 months</td>
</tr>
<tr>
<td>(4)</td>
<td>Warders (Female)</td>
<td>By direct recruitment</td>
<td>9 months</td>
</tr>
</tbody>
</table>

(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:-

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

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(for Annexure)
### ANNEXURE
(See Rule-5)

<table>
<thead>
<tr>
<th>Class and Category</th>
<th>Method of appointment</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CLASS-A</strong></td>
<td>(i) By direct recruitment</td>
<td>Must possess a Bachelor's Degree of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or any other equivalent qualifications.</td>
</tr>
<tr>
<td>(1(a) Deputy Jailor)</td>
<td>(ii) By promotion.</td>
<td>(1) Must possess the minimum general educational qualifications as prescribed in the scheduled to Part-II of the A.P. State &amp; Subordinate Service Rules.</td>
</tr>
</tbody>
</table>
|                    | (iii) By appointment by transfer. | (2) Must have passed:  
  (a) Accounts Test for Subordinate Officers Part-I.  
  (b) Jail Department Test Paper-I, II, III & IV.  
  (Amended vide GO Ms.No.77, Home (Pri.A) Dept. dt. 28-4-2004)  
  (1) Must possess a Bachelors' Degree of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or any other equivalent qualification.  
  (2) Must have passed:  
     (c) Accounts Test for Subordinate Officers Part-I.  
     (d) Jail Department Test Paper-I, II, III & IV.  
     (Amended vide GO Ms.No.77, Home (Pri.A) Dept. dt. 28-4-2004) |
(b) Assistant Matron  
(i) By direct recruitment.

(ii) By promotion

(iii) By appointment by transfer.

Must possess a Bachelor's Degree of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or any other equivalent qualification.

1) Must possess the minimum general educational qualifications as prescribed in the scheduled to Part-II of the A.P. State & Subordinate Service Rules.

2) Must have passed:  
(a) Accounts Test for Subordinate Officers Part-I.  
(b) Jail Department Test Paper-I, II, III & IV.  
(As amended vide GO Ms.No.77, Home (Pr.i.A) Department, dt.28-4-05)

1) Must possess a Bachelors' Degree of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or any other equivalent qualification.

2) Must have passed:  
(c) Accounts Test for Subordinate Officers Part-I.  
(d) Jail Department Test Paper-I, II, III & IV.  
(As amended vide GO Ms.No.77, Home (Pr.i.A) Department, dt.28-4-05)

(3)(a) Warder (Male)  
By direct recruitment

(b) Warder (Female)  
By direct recruitment

Must have passed Intermediate or equivalent examination.

Preference shall be given to candidates who have undergone training in Civil Defence and gained experience as Home Guard.  
(Amended vide GO Ms.No.181, Home (Pr.i.A) Department, dt. 23-7-2007)
| CLASS-II                      | By promotion.                                      | (a) Must possess the minimum general educational qualification as prescribed in the schedule to Part-II of the A.P. State and Subordinate Service Rules.
|                              | By direct recruitment                               | (b) Must possess a trade certificate in any course from an Industrial Training Institute or an equivalent qualification. Must possess a Diploma in Engineering in any branch issued by the Andhra Pradesh State Board of Technical Education or an equivalent qualification.
| (2) Head Master              | By direct recruitment or promotion or by transfer, or tenure | Must possess a Bachelor's degree in any subject and Bachelor's Degree in Education of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or any other equivalent qualification. |
| (3) Teacher (SGBT)           | By direct recruitment                               | (1) Must possess the minimum general educational qualification as prescribed in the schedule to Part-II of the A.P. State and Subordinate Service Rules. (2) A trained Teachers' Certificate of the Secondary Grade or the Senior Basic Grade or an equivalent qualification there to or a matric trained Teachers' Certificate. |
| (4) Physical Education Teacher | By direct recruitment                               | Must possess a diploma or a certificate of Physical Education issued by the Government College or Physical Education, Hyderabad or equivalent qualification. |
| Class-C | Deputy Foreman | By direct recruitment. | (1) Must possess a Diploma in Printing Technology awarded by the A.P.State Board or Technical Education or an equivalent qualification.
(2) Must have experience of not less than two years in a supervisory capacity in any medium size printing press.
The minimum general educational qualification as prescribed in the schedule to Part-II of the A.P.State and Subordinate Service Rules. |
|---|---|---|---|
| (2) Senior Composer | By direct recruitment | (1) The minimum general educational qualification as prescribed in the schedule to the general rules for the A.P.State and Subordinate Service Rules.
(2) Must possess a setting speed average of 800 corrected cms. per hour including distribution and should know how to do display work and tabular matter.
(3) Must have knowledge of at least two languages, English and Telugu or Urdu.
(4) Must have practical experience of at least two years in composing. |
<table>
<thead>
<tr>
<th>Job Title</th>
<th>Selection Process</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| (3) Machine Man Gr.I       | By direct recruitment     | (1) The minimum general educational qualification as prescribed in the schedule to Part-II of the A.P. State and Subordinate Service Rules.  
(2) Must have ability to handle letter press printing machines both handled and automatic.  
(3) Should give the outer turn stipulated. Must have a good knowledge of single and multi-colour work, particularly cutting overlays and interlays for process blocks and subsequent print.  
(4) Must have practical experience of 3 years in machine minding. |
| (4) Junior Composer        | By direct recruitment     | (1) Must have passed VII Class Exam from any recognized School.  
(2) Must have practical experience of distributing type matter, ability to distinguish type faces, type materials etc.  
(3) Must have experience of two years as Distributor. |
| (5) Assistant Mechanic     | By direct recruitment     | (1) Must have passed in VII Class Exam from any recognized School.  
(2) Must be a qualified Mechanic preferably with knowledge of the mechanism of different types of machines used in the Printing Press.  
(3) Must have practical experience of at least 3 years in Mechanism. |
| CLASS-I | (1) Instructor Grade-I | (i) By direct recruitment | (1) Must possess a certificate from an Industrial Training Institute in the relevant trade.  
(2) Must possess a certificate from the Central Training Institute relatable to concerned trade.  
**Explanation:**  
The certificate from an Industrial Training Institute relatable to any given trade shall be specified by the Inspector General of Prisons in consultation with the Director of Employment and Training from time to time.  
Must possess an Industrial Training Institute Certificate in the concerned trade.  
(ii) By promotion |  
(2) Assistant Chemist | By direct recruitment | Must have passed a degree in Pharmacy of Pharmaceutical Chemistry of a University recognized by the Central Government for the purpose of section VI of the Drugs and Cosmetics Act, 1940 or must have passed a degree in Science of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or any other equivalent qualification and has for the purpose of his degree studied Chemistry as a Principal subject. |  
(3)(a) Instructor Grade-II | By direct recruitment. | (1) Must have passed 8th Class Examination.  
(2) Must have 3 years experience in the relevant trade. |  
(b) Woman Craft Instructor | By direct recruitment | (1) Must have passed 8th Class Examination.  
(2) Must have 3 years experience in the relevant trade. |
<table>
<thead>
<tr>
<th>(4)(a)</th>
<th>Fitter</th>
<th>A certificate from an Industrial Training Institute in the relevant trade or an equivalent examination.</th>
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<tbody>
<tr>
<td>(b)</td>
<td>Electrician (including Electrician-cum-Mechanic and Wireman-cum-Mechanic and Wireman).</td>
<td>By direct recruitment</td>
</tr>
<tr>
<td>(d)</td>
<td>Engine Driver and Oil Engine Driver</td>
<td>By direct recruitment</td>
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</tbody>
</table>
| (e)    | Tractor Driver/ Fitter-cum-Tractor Driver | By direct recruitment | (1) Must have passed 8th 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. |