101. The Andhra Pradesh Labour Subordinate Service Rules


Ref. — (1) G.O.Ms.No. 815, Home (Lab.I) Department, Dt. 23-4-1958.
(2) G.O.Ms.No. 1234, Home (Lab.I) Department, Dt. 27-5-1978.
(3) G.O.Ms.No. 721, Home (Lab. III) Department, Dt. 30-3-1959.
(4) G.O.Ms.No. 2697, Home (Lab. III) Department, Dt. 25-11-1959.
(6) G.O.Ms.No. 1388, Home Department, Dt. 28-7-1962.

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and in supersession of the rules issued in G.Os. 1st to 8th read above in respect of various posts in Labour Department, the Governor of Andhra Pradesh hereby makes the following Special Rules for the Andhra Pradesh Labour Subordinate Service and they will come into force with immediate effect.

Rule 1. Short title:—These rules may be called the Andhra Pradesh Labour Subordinate Service Rules.

Rule 2. Constitution:—The service shall consist of the following categories of posts:

Category 1: Assistant Labour Officer (including Assistant Inspectors of Factories, Welfare Organisers & Executive Assistants, S.I.H.S.).

Category 2: Health Visitor.

Category 3: Nursery School Teacher.

Category 4: Craft Instructress.

Category 5: Games Supervisor.

Category 6: Adult Education Teacher (including Workers Education Teachers).

Category 7: Audio Visual Incharge.

Category 8: Bill Collector.

Category 9: Pump Driver.

Rule 3. Method of appointment and appointing authority:—Subject to the other provisions in these rules, the method of appointment and appointing authority for the categories mentioned in Rule 2 shall be as follows:
<table>
<thead>
<tr>
<th>Category</th>
<th>Method of Appointment</th>
<th>Appointing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
</tr>
<tr>
<td>1. Assistant Labour Officer</td>
<td>(i) By direct recruitment</td>
<td>Deputy Commissioner of respective Zones</td>
</tr>
<tr>
<td></td>
<td>(ii) By transfer from Sr. Assistant and Senior Stenographers in the A.P. Ministerial Service, working in Head Offices and Subordinate Offices of the Labour Dept., Factories Deptt. and Bollers Department;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(iii) By promotion from the categories of: Health Visitor, Nursery School Teacher, Craft Instructress, Games Supervisor, Adult Education Teachers (including Workers Education Teachers) Audio-Visual Incharge.</td>
<td></td>
</tr>
<tr>
<td>2. Health Visitor</td>
<td>(i) By direct recruitment</td>
<td>Deputy Commissioner of respective Zone.</td>
</tr>
<tr>
<td></td>
<td>(ii) By appointment by transfer of Ayahs of A.P. Last Grade Service under Category 5 working in the Labour Welfare Centres in the Labour Dept.</td>
<td></td>
</tr>
<tr>
<td>3. Nursery School Teacher</td>
<td>(i) By direct recruitment</td>
<td>Deputy Commissioner concerned.</td>
</tr>
<tr>
<td></td>
<td>(ii) By appointment by transfer of Ayahs of A.P. Last Grade Service under Category 5 working in the Labour Welfare Centres in the Labour Dept.</td>
<td></td>
</tr>
<tr>
<td>4. Craft Instructress</td>
<td>(i) By direct recruitment</td>
<td>Deputy Commissioner concerned.</td>
</tr>
<tr>
<td></td>
<td>(ii) By appointment by transfer of Ayahs working in the Labour Welfare Centres in the Labour Department.</td>
<td></td>
</tr>
<tr>
<td>5. Games Supervisor</td>
<td>(i) By direct recruitment</td>
<td>Deputy Commissioner of Labour.</td>
</tr>
<tr>
<td></td>
<td>(ii) By appointment by transfer of Junior Assistant, Typist in the A.P. Ministerial Services, Bill Collector, Record Asst. and other members in the Andhra Pradesh Last Grade Service subject to possession of Minimum General Education qualification and other qualifications as indicated in the Column No. 3 of the Annexure.</td>
<td></td>
</tr>
<tr>
<td>6. Adult Education Teacher (including Workers Education Teachers)</td>
<td>(i) By direct recruitment</td>
<td>Deputy Commissioner of Labour.</td>
</tr>
<tr>
<td></td>
<td>(ii) By appointment by transfer of Junior Assistant, Typist in the A.P. Ministerial Services, Bill Collector, Record Asst. and other members in the Andhra Pradesh Last Grade Service subject to</td>
<td></td>
</tr>
</tbody>
</table>
possession of Minimum General Educational Qualifications and other qualifications as indicated in the Column No. 3 of the Annexure.

7. Audio Visual Incharge
   (i) By direct recruitment;
   (ii) By appointment by transfer of Junior Assistant, Typist in the A.P. Ministerial Services, Bill Collector, Record Asst. and other members in the Andhra Pradesh. Last Grade Service subject to possession of Minimum Genl. Educational qualifications and other qualifications as indicated in the Column No. 3 of the Annexure.

8. Bill Collector
   By transfer of the members of the A.P. Last Grade Service working in the Labour Dept.

9. Pump Driver
   No future recruitment.

[Note (1)]:—In every cycle of 10 vacancies, other than leave vacancies, the 1st, 4th, 7th and 10th vacancies shall be filled by direct recruitment and the remaining six vacancies shall be filled by appointment by transfer in the rotation of vacancies as mentioned below:

Among the Senior Assistants/Senior Stenographers and the personnel working in the Labour Welfare Centres, the appointment to the post of Assistant Labour Officer shall be made in the ratio of 9:1 respectively in the following order of rotation:

(1) Senior Assistant/Senior Stenographer
(2) Senior Assistant/Senior Stenographer
(3) Senior Assistant/Senior Stenographer
(4) Labour Welfare Centre Staff
(5) Senior Assistant/Senior Stenographer
(6) Senior Assistant/Senior Stenographer
(7) Senior Assistant/Senior Stenographer
(8) Senior Assistant/Senior Stenographer
(9) Senior Assistant/Senior Stenographer
(10) Senior Assistant/Senior Stenographer

Provided that among the Senior Assistants/Senior Steno of the Directorate and the Senior Assistants/Senior Stenos of the Subordinate Offices, the appointment shall be in the ratio of 2:3 respectively in the following rotation:

1st Vacancy: Subordinate Offices.
2nd Vacancy : Directorate.
3rd Vacancy : Subordinate Offices.
4th Vacancy : Directorate.
5th Vacancy : Subordinate Offices.

Note 2: For purposes of appointment by transfer of Senior Assistants and Senior Stenographers, the Seniority of a Senior Stenographer shall be fixed with reference to the date of his commencement of probation in the category of Senior Stenographer in the combined Seniority List of Senior Assistants and Senior Stenographers.

Note 3: The combined seniority list of persons belonging to categories 2 to 7 for appointment by transfer to the category of Assistant Labour Officer shall be prepared with reference to their dates of commencement of probation in the respective categories for each Zone.

Note 4: For the purpose of appointment by transfer to the post of Assistant Labour Officer, a combined list of Senior Assistants and Senior Stenographers in the Directorates of Labour, Factories and Boilers Departments shall be prepared with reference to their date of commencement of probation by the Commissioner of Labour, and communicated to the appointing authority concerned.

Note 5: If an eligible candidate belonging to Directorate Office or Subordinate Office including the Labour Welfare Centre staff is not available for appointment in the turn allotted for him in the order of rotation, the turn shall lapse and the vacancy shall be filled in by a candidate of next turn in the order of rotation.

Note 6: The concession allowed in G.O.Ms.No. 607, Employment and Social Welfare Department, dated 6-8-1974 and G.O.Ms.No. 503, Labour, Employment, Nutrition and Technical Education, dated 20-7-1982 to the Senior Assistants and Senior Stenographers of Factories and Boilers Department shall be allowed to continue till the last person exists in those Departments, as on the date of issue of the second order i.e. 20-7-1982.

Note 7: The Direct Recruitment to the categories 2 to 4 shall be against the first 7 vacancies in a unit of 10 vacancies and the remaining vacancies shall be filled in by appointment by transfer.

Note 8: The appointment by direct recruitment to the categories 5 and 6 shall be against the first 7 vacancies in a unit of 10 vacancies and out of the remaining 3 vacancies, the first and second vacancies shall be filled in by appointment by transfer of Junior Assistants and Bill Collectors from the combined seniority list of these categories and the last vacancy by other members in the Andhra Pradesh Last Grade Service in the Labour Department.

Rule 4. Reservation of appointments:-(a) The rule relating to the special representation (General Rule 22) shall apply for appointment by direct recruitment to the posts of Assistant Labour Officers and Adult Education Teachers except in so far as it relates to appointment of physically handicapped persons.

(b) In the matter of direct recruitment to the posts of Assistant Labour Officers (Category 1) and Adult Education Teachers (Category 6) other things being equal preference shall be given to women and they shall be selected to an extent of at least 30% of posts in each category of O.C., B.C. ‘A’, B.C. ‘B’, B.C. ‘C’, B.C. ‘D’, S.C. and S.T. quota.
(c) The appointment to Category 2 (Health Visitor), Category 3 (Nursery School Teacher) and Category 4 (Craft Instructress) shall be restricted to Women only.

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 corresponding entry in column (3) thereof.

Rule 6. Age:—No person shall be eligible for appointment by direct recruitment, if he has completed 28 years of age on the first day of July of the year in which the selection is made.

Rule 7. Minimum service:—No person shall be eligible for appointment by transfer or promotion unless he 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.

Rule 8. Probation:—Every person appointed by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years, and every person appointed to any post by promotion or transfer, shall be on probation for a total period of one year on duty within a continuous period of two years from the date on which one commences probation.

Rule 9. Training:—Every person appointed to the post of Assistant Labour Officer by direct recruitment or appointed by promotion from the categories 2, 3, 4, 5, 6 and 7 shall undergo training for a period of three months as per the programmes prescribed by the Commissioner of Labour, from time to time. During the period of training, the direct recruit trainee shall be eligible for the initial pay of the post with usual allowances admissible at the place of training. The period of training shall be allowed to count as duty for all purposes like probation, pension, leave and increment.

[Every person who undergoes the training prescribed above, shall execute an Agreement Bond, as annexed to this order before commencement of training. During the period of training, a supernumerary post shall be created].

[Added by G.O.Ms.No. 19, Labour Employment Training & Factories (Lab. IV), Dt. 3-5-1996]

Rule 10. Tests:—Every person appointed by direct recruitment as Assistant Labour Officer shall, within the period of probation, pass the following tests:

PART ‘A’:—District Office Manual and Manual for Conciliation Officers;

PART ‘B’:—Acts and Rules relating to the Factories Administration;

PART ‘C’:—Acts and Rules relating to Labour Administration;

AND

Accounts Test for Subordinate Officers, Part–I.

The period of probation shall be extended until the Tests prescribed have been passed by the incumbent.

Rule 11. Unit of appointment:—For purposes of recruitment, appointment, discharge for want of vacancy, seniority, promotion, transfer and posting and re-appointment
as full members of the post specified in Column (2) of the Table below, the unit of appointment shall be as specified in Column (3) thereof:

<table>
<thead>
<tr>
<th>Category</th>
<th>Post</th>
<th>Unit of appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
</tr>
<tr>
<td>1. Assistant Labour Officer</td>
<td>Zone I: (Comprising Srikakulam, Vizianagaram and Visakhapatnam Districts).</td>
<td></td>
</tr>
<tr>
<td>2. Health Visitor</td>
<td>Zone II: (Comprising East Godavary, West Godavary and Krishna Districts).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Zone V: (Comprising Adilabad, Karimnagar, Warangal and Khammam Districts).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Zone VI: (Comprising Rangareddy District excluding the city of Hyderabad as defined in the First Schedule to the A.P. Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975, Nizamabad, Mahabubnagar Medak and Nalgonda Districts).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>City Cadre: (Comprising City of Hyderabad as defined in the First Schedule to the A.P. Employment (Organisation of Local Cadre and Regulation of Direct Recruitment) Order, 1975.</td>
<td></td>
</tr>
<tr>
<td>5. Games Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Adult Education Teacher including Workers Education Teacher.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Bill Collector</td>
<td></td>
<td></td>
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<tr>
<td>9. Pump Driver</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rule 12. Postings and transfers:—(a) Posting and transfer of the Assistant Labour Officer shall be made:

(i) by the Deputy Commissioner of Labour (in respect of Assistant Labour Officers and Welfare Organisers working in the Labour Department) in their respective Zones, while the posting of Executive Assistants shall be made by the Commissioner of Labour as along as they remain in the Office of the Commissioner of Labour;

(ii) by the Director of Factories (in respect of the Assistant Labour Officers working as Assistant Inspectors of Factories, in Factories Department) in each Zone.
(b) The postings and transfers of categories 2 to 9 shall be made by the appointing authorities specified in column (3) of the Table under Rule 3.

ANNEXURE

[See Rule 5]

<table>
<thead>
<tr>
<th>Category</th>
<th>Method of appointment</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
</tr>
<tr>
<td>1. Assistant Labour Officer</td>
<td>(i) By direct recruitment;                          Must possess a degree of University in India established or incorporated by or under a Central Act, or Provincial Act or a State Act or any other equivalent recognised qualification.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) By Recruitment by transfer from the Category of Sr. Asst. &amp; Sr. Stenographer of the Labour Dept. and Factories &amp; Boilers Dept. in A.P. Services.</td>
<td>Must have passed: (i) Parts, A, B and C of Labour, Factories and Boilers Departmental Test and (ii) Accounts Test for Subordinate Officers, Part I.</td>
</tr>
<tr>
<td></td>
<td>(iii) By recruitment by transfer from among the personnel working in the Labour Welfare Centres of the Labour Department under the Andhra Pradesh General Subordinate Services restricted to those working in the zones in which the vacancies arise.</td>
<td></td>
</tr>
</tbody>
</table>

Note:—To get eligibility for appointment by transfer, the individuals from the feeder categories must possess Minimum General Educational Qualification besides passing the Departmental Tests.

2. Health Visitor By Direct recruitment or By appointment by transfer of Ayahs working in the Labour Welfare Centres in the Labour Department. (i) Must have passed Matriculation or S.S.C. or its equivalent examination on the date of notification; (ii) Must have successfully undergone a complete midwifery training preferably with a general sick nursing training together with the Health Visitors course at Delhi or at the Govt. Training School for Health visitors at Hyderabad or Visakhapatnam; OR Must possess a certificate of having passed the Health Visitor Examination recognised by the other State.
<table>
<thead>
<tr>
<th>(1)</th>
<th>(2)</th>
<th>(3)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3. Nursery School Teacher</strong>&lt;br&gt;(i) By direct recruitment or&lt;br&gt;(ii) By appointment by transfer of Ayahs working in the Labour Welfare Centres in the Labour Department.</td>
<td>(i) Must have passed Matriculation or S.S.C. or its equivalent examination on the date of notification;&lt;br&gt;(ii) Must possess a Teacher's Training Certificate issued by the Govt. of Andhra Pradesh or any other Institution recognised by the Government. OR&lt;br&gt;A training Certificate in Montesary methods or for Nursery School Teachers.&lt;br&gt;OR&lt;br&gt;A Trained Teacher's Certificate of the Secondary Grade or Balavadi trained.&lt;br&gt;OR&lt;br&gt;A Senior/Higer Grade Basic Training Certificate.</td>
<td>Must have obtained a Diploma or certificate in Tailoring &amp; Embroidery issued by the Department of Technical Education.</td>
</tr>
<tr>
<td><strong>4. Craft Instructress</strong>&lt;br&gt;(i) By direct recruitment or&lt;br&gt;(ii) By appointment by transfer of Ayahs working in the Labour Welfare Centres in the Labour Department.</td>
<td>(i) Must has passed Matriculation or S.S.C. or its equivalent examination on the date of notification;&lt;br&gt;(ii) Must have obtained a Diploma or certificate in Tailoring &amp; Embroidery issued by the Department of Technical Education.</td>
<td>Must possess a Government Teacher Certificate in Physical Education (High Grade) or a Government Teachers Certificate in Physical Education (Higher Grade issued to Ex-servicemen) or a Certificate in Physical Education issued to Intermediate candidate by the Government College of Physical Education, Hyderabad. If a person possessing the above qualifications is not available or person holding a Government Teachers Certificate in Physical Education (Lower Grade) may be appointed.</td>
</tr>
<tr>
<td><strong>5. Games Supervisor</strong>&lt;br&gt;(i) By Direct recruitment or&lt;br&gt;(ii) By appointment by transfer of Junior Assts., Typists in the A.P. Ministerial Services, Record Assts., Bill Collectors and other members of the A.P. Last Grade Service, Working in the Labour Dept. subject to possession of Minimum General Educational Qualifications and other qualifications.</td>
<td>(i) Must have passed Matriculation or S.S.C. or its equivalent examination on the date of Notification;&lt;br&gt;(ii) Must possess a Trained Teachers Certificate or the Secondary Grade or a Senior Grade Basic Trained</td>
<td></td>
</tr>
<tr>
<td><strong>6. Adult Education Teacher</strong>&lt;br&gt;(including Workers Education Teachers).&lt;br&gt;(i) By Direct recruitment or&lt;br&gt;(ii) By appointment by transfer of Junior Assts., Typists in the A.P. Ministerial Service, Record Assts., Bill Collectors and other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
</tr>
<tr>
<td>------</td>
<td>---------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td>7.</td>
<td>Audio Visual Incharge. (including Workers Education Teachers)</td>
<td>Teachers Certificate.</td>
</tr>
<tr>
<td></td>
<td>By Direct recruitment or</td>
<td>(i) Must have passed Matriculation or S.S.C. or its equivalent</td>
</tr>
<tr>
<td></td>
<td>or Incharge of Junior Assts., Typists in A.P. Ministerial Service,</td>
<td>examination on the date of Notification;</td>
</tr>
<tr>
<td></td>
<td>Record Assts., Bill Collectors.</td>
<td>(ii) Must have passed the examination conducted by the Govt. Board</td>
</tr>
<tr>
<td></td>
<td>By appointment by transfer of all members of the A.P. Last Grade</td>
<td>of Examination for Cinema Operators.</td>
</tr>
<tr>
<td></td>
<td>Service in the Labour Department.</td>
<td></td>
</tr>
</tbody>
</table>

**ANNEXURE**

[Annexure added by G.O.Ms.No. 19, Labour Employment Training & Factories (Lab. IV), Dt. 3-5-1996]

(To be executed on a Non-Judicial stamp paper of the value of Rs. 30.00)

**AGREEMENT BOND**

Know all men by these presents that

We..........................(1) Son/daughter of..............
residing at..........................(2) (Surety) Son/daughter of..............
residing at..........................(3) (Surety) Son/daughter of..............

residing at..........................(Surety) bind ourselves, our respective heirs, executors, administrators and legal representatives, jointly and severally to the Governor of Andhra Pradesh (hereinafter referred to as the Government which expression shall where the context so admits, include their successors or assignees or their attorney or attorneys) for payment to the Government of three months salary being the pay and allowance received by the above bounden (1) for the period of his/her training together with interest thereon at Government rates for the time being in force on Government loans calculated from the respective dates of payments.

Signed by us this the...................... day of......

(1) Principal

(2) (First Surety)

(3) (Second Surety)

Whereas the above bounden (1)...................... has been appointed to the A.P. General Subordinate Service in Labour Department as Assistant Labour Officer in the Andhra Pradesh General Subordinate Service. A training for a period of three months in Labour
Department on the minimum pay of Rs. 1,330/- in the time scale of Rs. 1330-60-1930-
70-2630 plus allowance admissible.

And whereas, it has been agreed between the Government and the said bounden
(1).................... that the above bounden (1).................... shall execute the above given bond
in the above mentioned sum on the terms and conditions hereinafter contained with the
above bounden (2).................... and above bounden (3).................... as sureties.

Now the condition of the above written bond are such that the above bounden
(1).................... shall successfully undergo the full period of training for one month in
the Labour Department (..........................) and shall during such period of training
abide by the rules therefor and shall after the completion of such period of training serve
the Government in the Labour Department (..........................) for a minimum period of three
years, excluding periods of leave and if the said bounden (1).................... shall be
prevented by accident or ill-health as certified by a competent medical authority, to the
satisfaction of the appointing authority from undergoing the full period of training
successfully or from serving the Government for the said minimum period of three years
or if the above bounden (1).................... shall not be removed from service for any
misconduct etc., before the expiry of the said minimum period of three years or if the
above bounden (1).................... shall for reasons sufficient in the opinion of the appointing
authority, be unable to comply with all or any of the terms and conditions herein specified
or if the above bounden (1)....................

and/or (2) (surety)
and/or (3) (surety)

shall at all times within thirty days of the receipt of notice in writing from the appointing
authority, pay all sums of money that may become payable or refundable to the Government
by the above bounden under and by virtue of the above conditions or if the above
bounden (1) .................... shall duly and faithfully observe all these stipulations and
conditions of his part to be observed and performed, then the above written bond or
stipulation shall be void and be of no effect, otherwise, the bond shall remain in full
force, and the Government, without prejudice to any other rights may recover such sum
of money as may be due from the above bounden.

By virtue of this bond if it were an arrear of land revenue under the Andhra
Pradesh Revenue Recovery Act, 1864.

Signed by above bounden (1)

Signed by the Surety (2)

Signed by the Surety (3)

Signed by witnesses :

(1) Signature :
Name, designation and address of the witness :
Witness

(2) Signature :
Name, designation and address of witness.