A.P. Legislature Secretariat Service Rules

NOTIFICATION


In exercise of the powers conferred by clause (3) of Article 187 of the Constitution of India and in modification of the rules issued in G.O.Ms. No. 68, Home (Elections.II) Department, dated the 10th January, 1955 and G.O.Ms.No. 1315, General Administration (Elections A) Department, dated the 20th August, 1958, the Governor of Andhra Pradesh after consultation with the Speaker of the Andhra Pradesh Legislative Assembly and the Chairman of the Andhra Pradesh Legislative Council, hereby makes the following special rules for the Andhra Pradesh Legislature Secretariat Service:

RULES

1. **Short title** :- These Rules may be called the Andhra Pradesh Legislature Secretariat Service Rules.

2. **Constitution**: - This service shall consist of the following categories of posts, namely:-

   Category 1 - Special Category Stenographers.
   Category 2 - *Assistant Section Officers.
   Category 3 - Upper Division Stenographers
   Category 4 - "Assistants.

* [xx xx xx xx]

* The Portion beginning with the words "There shall be no recruitment" and ending with "for appointment as Junior Assistant" were omitted by G.O.Ms.No. 15, Leogr. (O.P.I) Dept., dt. 7-2-1983.

   Category 5  - Typists and Steno-typists.
   **Category 5-A - Typist-cum-Assistants
   Category 6  - Telephone Operators.

3. **Applicability of General and Special Rules**: - The Andhra Pradesh State and Subordinate Services Rules, the Andhra Pradesh Civil Services (Conduct) Rules, 1964 and the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules apply to the Members of this service as they apply to members of any other State Service.

* Amended by G.O.Ms.No. 15, Legislature (O.P.I) Department, dt. 7-2-1983.
** Inserted by G.O.Ms.No. 26, Leogr. (O.P.I) Secrt., dated 22-03-1993 deemed to have come into force w.e.f. 21-08-1990
4. **Appointing authority:** The appointing authority shall be the Officer not lower in rank than a Deputy Secretary, other than the Secretary, In-charge of establishment.

   **Explanation:** The appointing authority in respect of a person transferred from any Department of the Secretariat to the Legislature Department shall be the appointing authority specified above.

5. **Method of appointment to the service:** Appointment to the service for the categories specified in column (1) of Annexure-I to these rules, and to posts specified in column (2) shall be made by the method specified in column (3) thereof.

6. **Qualifications:** No person shall be eligible for appointment to any of the posts referred to in column (2) of Annexure-II to these rules by any of the methods specified in column (3), unless he possesses the qualifications specified in the corresponding entries in column (4) thereof.

7. **Age:** No candidate shall be eligible for appointment by direct recruitment to this service, if he will have completed twenty-eight years of age on the first day of July of the year in which the selection is made.

8. **Selection categories:** Promotion to the categories of Special Category Stenographers, *Amended by G.O.Ms.No. 15, Legislature (O.P. - I) Department, dated 7-2-1983. Assistant Section Officers and Upper Division Stenographers shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

9. **Promotion:** No member of the service shall be eligible for promotion to a higher category, unless he has put in three years of service, of which at least two years shall be in the category from which promotion is to be made exclusive of any period of service rendered in non Secretariat Departments.

10. **Probation:** (1) Every person appointed to any category shall, from the date on which he joins duty, be on probation as follows:-

    (i) if he is a direct recruit for a total period of two years on duty within a continuous period of three years;
    
    (ii) if he is a promotee for a total period of one year on duty within a continuous period of two years; and

---

*Amended by G.O.Ms.No. 51, Legislature (O.P.I) Department, dt. 1-5-1979.*
(iii) in other cases for a total period of one year on duty within a continuous period of two years.

Provided that no probation shall be necessary in the case of appointment between the categories of + Assistants, Typists, Steno-typists and Telephone Operators.

(2) A Probationer in the categories of Special Category Stenographers, *Assistant Section Officers, Upper Division Stenographers, Assistants, Typists or Steno-typists when appointed as Personal Assistant to the Speaker or the Deputy Speaker, Andhra Pradesh Legislative Assembly, the Chairman or the Deputy Chairman, Andhra Pradesh Legislative Council or a Minister, shall count towards probation in the category in which he is a probationer, such duty as he would have rendered therein but for his appointment as Personal Assistant.

11. Appointment of full members:- An approved probationer shall be appointed by the appointing authority to be a full member of the service in the class or category for which he was selected at the earliest possible opportunity, in any substantive vacancy which may exist or arise in the permanent cadre of such class or category and if such vacancy existed from a date previous to the issue of the order of appointment, he may be so appointed with retrospective effect from the date or, as the case may be, from any subsequent date from which he was continuously on duty as a member of the service in such class or category or in a higher class or category;

Provided that where more than one approved probationer is available for such appointment as full member, the senior most approved probationer on the date of the vacancy shall be appointed.

Explanation - I.- For the purpose of this proviso, if there are more persons than one who have completed the prescribed period of probation, the senior most among them shall be deemed to be the senior-most approved probationer eligible for appointment as full member notwithstanding the fact that his probation has not been declared provided the delay in declaration is due to administrative reasons, but subject to the condition of his probation being declared subsequently to have been satisfactorily completed.

* Amended by G.O.Ms.No. 15, Legislature (O.P.I) Department, dt. 7-2-1983.
NOTE: If there is a senior who joined duty later due to administrative reasons, such as availing of joining time and the like, and hence commenced probation from a date later than his junior, the senior shall be deemed to be the approved probationer eligible for appointment as full member notwithstanding the fact that he has not completed the prescribed period of probation on the date of the vacancy, but subject to his satisfactorily completing prescribed period of probation.

Explanation - II: For the purpose of this sub-rule an approved probationer on leave shall be deemed to be on duty as a member of the service in the class or category concerned if he would have been on duty in such class or category or in a higher class or category but for his absence on leave.


Provided that the said rule in so far as it relates to the reservation of vacancies for the physically handicapped persons, shall apply to the categories of Assistants, Typists and stenotypists and Telephone Operators in respect of orthopaedically handicapped persons only.

13. Proportion of Recruitment to the Posts of *Assistant Section Officers: Out of every eight successive substantive vacancies among the posts of *Assistant Section Officers, the first three vacancies shall be filled or reserved to be filled by direct recruitment, and the remaining five vacancies shall be filled by promotion of Assistants and Typists including Steno-typists and Telephone Operators.

14. Recruitment to the Posts of Special Category Stenographers and Upper Division Stenographers: (1) The posts of Special Category Stenographers shall be filled by promotion of Upper Division Stenographers, who exercise option for the posts of Special Category Stenographers.

(2) Out of every four successive substantive vacancies among Upper Division Stenographers, one vacancy shall be filled or reserved to be filled by direct recruitment and the remaining three vacancies shall be filled by promotion of Typists or Stenotypists who exercise option for the posts of Upper Division Stenographers.

* Amended by G.O.Ms.No. 15, Legislature (O.P.I) Department, dt. 7-2-1983.
15. Seniority of Members Appointed to the Service by Transfer:—(1) The Seniority of a person who is transferred on administrative grounds from any department of the Secretariat to the Legislature Department shall be fixed in that department with reference to the date of his first appointment in the department from which he is transferred.

(2) A person who is transferred to the Legislature Department at his own request from any department of the Secretariat shall have his seniority fixed in the Legislature Department with reference to the date of his appointment in the Legislature Department.

*(3) The seniority of the Typists, Steno-typists and Telephone Operators appointed as Assistant or of Telephone Operators appointed as Typists and Stenotypists shall be fixed in the category of Assistants or Typists and Steno-typists, as the case may be from the date of their appointment in the respective categories.

16. Special Provision for Upper Division Stenographers absorbed asी Assistant Section Officers:— No persons shall be eligible for appointment from the category of Upper Division Stenographers to the category of आसिस्टेंट Section Officers unless he has put in ordinarily a minimum period of three years in the category of Upper Division Steno-graphers.

17. Method of Direct Recruitment:— Appointment by direct recruitment to posts, other than those of Telephone Operators, shall be made in the manner specified in Annexure—III to these Rules.

18. Special provision for certain stenographers:— (a) The seniority of Upper Division Stenographers appointed as Assistant Section Officers shall be fixed in the category of आसिस्टेंट Section Officers from the date of their appointment to the later category.

(b) The seniority of First Grade Stenographers and Second Grade Stenographers absorbed as Section Officers and आसिस्टेंट Section Officers respectively shall be fixed in the respective categories with reference to the period of their continuous officiation as First Grade Stenographers and Second Grade Stenographers and they shall not be reverted except for unsuitability or for want of vacancy in their due turn.

* Amended by G.O.Ms.No. 16, Legislature (G.P.) Department, dt. 7-2-1983.
19. Training:—Every person selected by the Andhra Pradesh Public Service Commission for appointment as Assistant or *Assistant Section Officer by direct recruitment shall undergo training for a period of not less than three months or for such period as the Government may prescribe from time to time and shall, before undergoing the training prescribed, execute an agreement in such form as may be prescribed by the Government with the sureties, binding himself—

(i) to undergo and complete the entire course of training successfully;

(ii) to serve the Government for a period of not less than two years after completion of training; and

(iii) in case he fails to fulfil either of the conditions in clauses (i) and (ii) above, to refund to the Government, the total amount drawn by him as pay during the period of training.

Provided that the appointing authority may in deserving cases exempt a candidate from undergoing the course of training prescribed for Assistants and *Assistant Section Officers, if the candidate concerned has rendered previously a satisfactory service for a minimum period of six months in a temporary capacity in the concerned category or the service of in the corresponding category in any other service of the State Government.

19. A Training period to count as duty:—The period of training shall count as duty for all purposes like probation, pension, leave increments and the like. A probationer who is direct recruit, shall be entitled to draw the first increment after the commencement of probation after putting in the service necessary to earn the increment inclusive of the period during which he has undergone a course of instruction or training, if any, applicable to the class or category of the post he holds, provided he has satisfactorily completed the period of training, his next increment shall however, be admissible only with effect from the date of which he is declared to have satisfactorily completed the period of his probation.

20. Repeals:—The Special Rules contained in the Ministerial Service Rules applicable to the posts in the Legislature Secretariat covered by these Rules, the Hyderabad Legislative Assembly Secretariat (Recruitment and Conditions of Service) Rules, 1953 in so far as they relate to the posts covered by these Rules, are hereby repealed.

# ANNEXURE - I

(See Rule 5)

## METHOD OF APPOINTMENT TO THE SERVICE

<table>
<thead>
<tr>
<th>Category</th>
<th>Post</th>
<th>Method of appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
</tr>
<tr>
<td>Category-1</td>
<td>Special Category Stenographers</td>
<td>By promotion of Upper Division Stenographers.</td>
</tr>
<tr>
<td>Category-2</td>
<td>&quot;Assistant Section Officers&quot;</td>
<td>By direct recruitment or by promotion of Assistants, Typists, Steno-typists and telephone Operators in deserving cases or by appointment of Upper Division Stenographers or Second Grade Stenographers.</td>
</tr>
<tr>
<td>Category-3</td>
<td>Upper Division Stenographers.</td>
<td>By direct recruitment or by promotion of Typists and Steno Typists.</td>
</tr>
<tr>
<td>@ Category-4</td>
<td>&quot;assistants&quot;</td>
<td>By direct recruitment or by appointment from among Typists and Steno-typists in category 5 or by appointment of Telephone Operators in category 6 who are full members or approved probationers; or by recruitment by transfer from any other service. Provided that in the matter of direct recruitment preference shall be given to Women and they shall be selected to the extent of thirty percent of the posts in each category of O.C.s., B.Cs., S.C.s., and STs. quota.”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: There shall be no recruitment by any method to the posts of Assistants in the Legislature Secretariat with effect from 21st August, 1990</td>
</tr>
<tr>
<td>@ Category-5</td>
<td>Typists and Steno-Typists</td>
<td>By direct recruitment or by appointment from among full members and approved probationer in the Category of Typists-cum-Assistant or Category of Telephone Operators or for Special reasons by transfer from any other service. Provided that in the matter of direct recruitment preference shall be given to women and they shall be selected to the extent of thirty percent of the Posts in each category of O.C.s., B.Cs., S.C.s., and S.Ts., quota</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: There shall be no recruitment by any method to the posts of a Typists in the Legislature Secretariat with effect from 21st August, 1990.</td>
</tr>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------------</td>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td>Category-5A Typist-cum-Assistants</td>
<td>By direct recruitment or appointment from among the full members or approved probationers of Telephone Operators or for special reasons, by recruitment by transfer from any other service*</td>
<td></td>
</tr>
<tr>
<td>Category-6 Telephone Operators.</td>
<td>By direct recruitment or by recruitment by transfer from any other service. Provided that in the matter of direct recruitment preference shall be given to women and they shall be selected to the extent of thirty percent of the posts in each category of O.Cs., B.Cs., S.Cs., and S.Ts. Quta**</td>
<td></td>
</tr>
</tbody>
</table>

@ Vide G.O.Ms.No. 26, Legr. (O.P.I) Deptt., Dt. 22-3-93.
# ANNEXURE - II

*(See rule 6)*

## QUALIFICATIONS

<table>
<thead>
<tr>
<th>Category</th>
<th>Post</th>
<th>Method of appointment</th>
<th>Qualifications</th>
</tr>
</thead>
</table>
| Category-1 | Special Category Stenographer | Promotion | (i) Must possess the minimum general educational qualification prescribed the Schedule to the General Rules; and  
(ii) Must have passed the Government Technical Examination in Short-hand by the Higher Grade and Typewriting by the Higher Grade. |
| Category-2 | *Assistant Section Officer* | Direct Recruitment | Must hold a degree of a University in India established or incorporated by or under a Central Act, a Provinical Act or a State Act or by an Institution recognised by the University Grants Commission. |
| Category-3 | Upper Division Stenographers | Direct recruitment | (i) (a) Must have passed the P.U.C. or Intermediate Examination of a University of India established or incorporated by or under a Central Act, a Provinical Act or a State Act or any other equivalent qualification; and (b) Must have passed the Government Technical Examination in Shorthand by the Higher Grade and Typewriting by the Higher Grade or  
(ii) Must have passed the Examination of the Diploma in Commercial Practice with first or second class marks in the Shorthand and typewriting subjects of the examination irrespective of the class secured in the examination; Provided that persons with Diploma in Commercial Practice appointed as Upper Division Stenographers shall acquire the qualifications specified in sub-item (b) of item (i) within two years from the date of such appointment, failing which they shall not be entitled to draw increments in the time scale of pay or to become full members until they acquire the said qualifications; |

---

<table>
<thead>
<tr>
<th>(1)</th>
<th>(2)</th>
<th>(3)</th>
<th>(4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category-3</td>
<td>Upper Division Stenographers (Contd.)</td>
<td>Direct recruitment (Contd.)</td>
<td>Provided further that candidates with Diploma in Commercial Practice shall be considered for appointment as Upper Division Stenographers only when there are no candidates with qualifications specified in item (i).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Promotion</td>
<td>(i) Must possess the minimum general educational qualification prescribed in the Schedule to the General Rules; and (ii) Must have passed the Government Technical Examination in Shorthand by the Higher Grade and Typewriting by the Higher Grade.</td>
</tr>
</tbody>
</table>

| Category-4 | Assistants | Direct recruitment or by appointment of Typists or Telephone Operators or recruitment by transfer. | Must hold a degree of a University in India established or incorporated by or under a Central Act, a Provincial Act or a State Act or by an institution recognised by the University Grants Commission. Provided that those who were appointed to the categories of Telephone Clerks, Record Assistants and Attenders etc., shall not be required to possess the degree qualification for appointment by transfer if they possess minimum general educational qualification prescribed in the Schedule to the General Rule and; (i) in the case of those appointed to the above categories prior to 30th November, 1981; (a) must have passed the full test (two paper test) conducted by the Andhra Pradesh Public Service Commission; and (b) must have put in not less than five years of regular service in that category. (ii) In case of those appointed to the above categories prior to 5th August, 1975; must have put in not less than five years of regular service in that Category by the said date. |

| Category-5 | (i) Typists | Direct recruitment or recruitment by transfer or by appointment of Telephone operator. | (i) Must possess the minimum general educational qualification prescribed in the Schedule to the General Rules or must have passed the I.A.F. Educational Test for reclassification to Leading Air Craftsmen; and (ii) Must have passed the Government Technical Examination in Typewriting by the Higher Grade; Provided that if candidates who have passed that examination by the Higher Grade are not |
(ii) Stenotypists.

<table>
<thead>
<tr>
<th>(1)</th>
<th>(2)</th>
<th>(3)</th>
<th>(4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct recruitment or recruitment by transfer or by appointment of Telephone Operators</td>
<td>(i) Must possess the minimum general educational qualification prescribed in the Schedule to the General Rules or must have passed the I.A.F. Educational Test for reclassification of Leading Air Craftsmen; and</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) Must have passed the Government Technical Examination in Typewriting by the Higher Grade; Provided that if candidates who have passed that examination by the Higher Grade are not available, those who have passed that examination by the Lower Grade may be appointed on pain of postponement of increments without cumulative effect until they acquire the qualification.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(iii) Must have passed the Government Technical Examination in Short-hand by the Higher Grade; Provided that if candidates who have passed that examination by the Higher Grade are not available, those who have passed that examination by the Lower Grade may be appointed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category-5A Typist-cum-Assistant.-</td>
<td>(i) Must hold a Bachelor's Degree of a University in India established or incorporated by or under a central Act, provincial Act or by an institution recognised by the University Grants Commission.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>By direct recruitment or by transfer from among full members and approved probationers of Telephone Operators, Record Assistants and Attenders etc. of the Legislature Secretariat or for special reasons, by transfer from any other service.</td>
<td>(ii) Must have passed the Government Technical Examinations to Typewriting by Higher Grade in English and Telugu on Government Standard Key Board.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Provided that persons who were appointed to the categories of Record Assistants and attenders etc., in the Legislature Secretariat, prior to 30th November, 1981 shall be eligible for consideration for appointment by recruitment by transfer to the post of Typist-cum-Assistants, if they possess the following qualifications.

(a) Minimum General Educational qualification;

(b) A pass in full test (two papers test) of S.S.C. Standard held by the A.P.P.S.C.

(c) English Typewriting qualifications prescribed in item (ii); and

(d) must have put in not less than five years of regular service in such categories.

(e) In respect of those persons, who were appointed to the said categories of posts on or after 30th November, 1981, they are eligible for appointment as Typist-cum-Assistants, if they possess degree qualification and possess English Typewriting qualification prescribed in item (ii).

<table>
<thead>
<tr>
<th>Category</th>
<th>Telephone Operators</th>
<th>Direct recruitment or recruitment by transfer</th>
</tr>
</thead>
</table>

(1) Must possess the Minimum general educational qualification prescribed in the Schedule to the General Rules or must have passed the I.A.F. Educational Test for Reclassification to Leading Air Craftsmen; and

(ii) Must possess a certificate issued by the District Manager, Telephones Hyderabad that the candidate has sufficient knowledge and experience to operate a Telephone Exchange.

ANNEXURE - III
(See Rule 17)

Method of appointment to the service by direct recruitment

1. (a) Direct recruitment shall be made from the list of approved candidates drawn up by the Andhra Pradesh Public Service Commission. The list for each of the categories except the category of Telephone Operators shall be drawn up, separately for the Legislature Department with sub-lists for each of the following namely:-

(i) Open Competition.

(ii) Scheduled Castes.

(iii) Scheduled Tribes.

(iv) Backward Classes (Group-wise).

(b) Candidates belonging to each of these groups shall be arranged in the order of preference in their respective lists.

(c) Each such list shall be in force until the publication of a fresh list. The names of such of the candidates included in any of the lists, as have not been appointed to the service before the publication of a fresh list, shall, in the order in which they are arranged in the former list, be included in, and be placed at the top of the appropriate part of the fresh list.

2. A candidate allotted to fill a vacancy in the Legislature Department shall, unless the appointing authority considers that it will not be possible to absorb him ultimately in the Department, be regarded as permanently allotted to the Legislature Department. A candidate who is regarded as permanently allotted to the Legislature Department shall not, without the consent of the appointing authority, be appointed in any other Department.
AD-HOC RULES FOR THE POSTS OF ELECTRIC LIFT OPERATORS IN THE LEGISLATURE DEPARTMENT

[G.O.Ms.No. 17, Legislature (O.P.-I), Department, 9th February, 1979.]

In exercise of the powers conferred by clause (3) of Article 187 of the Constitution of India, the Governor of Andhra Pradesh, after consultation with the Speaker of the Andhra Pradesh Legislative Assembly and the Chairman of the Andhra Pradesh Legislative Council, hereby makes the following ad-hoc rules for the temporary posts of Electric Lift Operators in the Legislature Department.

AD-HOC RULES

1. Applicability of General and Special Rules:— The General and Special Rules applicable in common to the holders of the permanent posts in the Andhra Pradesh Legislature subordinate Service shall apply to the temporary posts of Electric Lift Operators in the Legislature Department except to the extent specified in the rules.

2. Constitution:— The temporary posts of Electric Lift Operators in the Legislature Department shall constitute a distinct category in the Andhra Pradesh Legislature Subordinate Service.

3. Method of Appointment:— Appointment to the posts shall be made transfer or promotion from among the Record Assistants or the Attenders in the Legislature Department or by direct recruitment, if no qualified and suitable person is available for appointment by transfer or promotion.

4. Appointing Authority:— The appointing authority shall be the Officer not lower in rank than the Deputy Secretary, other than the Secretary, in-charge of establishment.

5. Qualifications:— No person shall be eligible for appointment to the posts unless he possesses the following qualifications, namely:

   (a) By transfer or promotion:— (i) Must have put in a regular service of five years in the category of posts from which the appointment is made, and (ii) must possess a certificate from any Electrical supervisor to the effect that the individual has an elementary knowledge of operating an Electric Lift.

   (b) By Direct recruitment:— (i) Must have passed III Form or VIII Class in any recognised School; (ii) Must possess a Wireman certificate issued by the Electrical Inspector or the Director of Technical Education with a practical experience of six months as Wireman and (iii) must not have completed 30 years of age on the first day of July of the year in which the appointment is made.
AD-HOC RULES FOR THE POSTS OF PERSONAL ASSISTANTS TO THE PRESIDING OFFICERS ETC.,

[G.O.Ms.No. 86, Legislature (O.P-1), dated 10th September, 1979]

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 and Clause (3) of Article 187 of the Constitution of India, the Governor of Andhra Pradesh after consultation with the Speaker of the Andhra Pradesh Legislative Assembly and the Chairman of the Andhra Pradesh Legislative Council hereby makes the following Ad-hoc rules.

The rules hereby made shall be deemed to have come into force on the 1st day of May, 1976.

AD-HOC RULES

1. Constitution: - The posts of Personal Assistants to the holders of the officers specified in the Annexure to this notification shall constitute a distinct category in the Andhra Pradesh Legislature Secretariat Service.

2. Applicability of General and special Rules: - The General and Special Rules applicable to holders of the permanent posts in the Andhra Pradesh Legislature Secretariat Service shall not apply to the holders of the posts of Personal Assistants except to the extent specified below.

3. Appointing Authority: - The appointing authority shall be the Joint Secretary or Deputy Secretary to Government in-charge of establishment in the Legislature Department.

Provided that the selection of candidates for appointment to the posts shall be made by the holders of the offices specified in the Annexure.

4. Appointment: - Appointment to the post of Personal Assistants shall be made from among full members or approved probationers in any category of the Andhra Pradesh Secretariat Service or the Andhra Pradesh Legislature Secretariat Service:

Provided that in special cases appointment to the posts may be made by recruitment by transfer from any other service or by direct recruitment from the service of any local authority.

5. Probation and Increment etc: - A person recruited from the Government service or service of a local authority and appointed as Personal Assistant shall count his service as such towards his probation, increment and for all other purposes
in the post in the Government service or the service of the local authority as the case may be, which he held immediately before his appointment as Personal Assistant or in any other post in such service in which he would have acted to the extent he would have acted in such post but for his appointment as Personal Assistant.

Non-Government servants appointed as Personal Assistants shall not be regarded as probationers in the Andhra Pradesh Legislature Secretariat Service or in any other service and their appointment as such shall not confer on them any claim for future appointment to any of those services under the Government of Andhra Pradesh.

6. Penalties and Appeals:-(1) The penalties referred to in rule 8 of the Andhra Pradesh Civil Service (Classification, Control and Appeal) Rules may be imposed on the holders of the posts by the Joint Secretary or Deputy Secretary to Government in charge of establishment in the Legislature Department.

(ii) The appellate authority against an order of the said Joint Secretary or Deputy Secretary in respect of all matters shall be the Secretary to Government Legislature Department.

7. Pay, Special Pay and Allowances:-(a) There shall be paid to the holders of the posts of Personal Assistants, if they are Government servants or servants of any local authority, a pay calculated in the time scale of pay applicable to Assistants in the Legislature Department per mensum or a scale of pay admissible to them in the post held by them immediately before or after their appointment as Personal Assistants whichever is advantageous, subject to the condition that the starting pay shall not be less than the minimum of the time scale of pay of the said posts of Assistants in the Legislature Department.

(b) The holders of the post shall be paid a special pay and such other allowances for attendance on the holders of officers in accordance with the orders for the time being in force in this regard, besides the shorthand special pay according to their qualification.

ANNEXURE

[Vide Rule 1]

Speaker of the Andhra Pradesh Legislative Assembly.
Leader of the Opposition in the Andhra Pradesh Legislative Assembly.
Deputy Speaker of the Andhra Pradesh Legislative Assembly.
Government Chief Whip and Whips in the Andhra Pradesh Legislative Assembly.
Chairman of the Andhra Pradesh Legislative Council.
Leader of the Opposition in the Andhra Pradesh Legislative Council.
Deputy Chairman of the Andhra Pradesh Legislative Council.
Government Chief Whip and Whips in the Andhra Pradesh Legislative Council.
AD-HOC RULES FOR THE POST OF DEPUTY MARSHAL

NOTIFICATION

In exercise of the powers conferred by clause (3) of Article 187 of the Constitution of India, the Governor of Andhra Pradesh, after consultation with the Speaker of the Legislative Assembly of the State, hereby makes the following Ad-hoc Rules to regulate the recruitment and conditions of service for appointment to the temporary post of Deputy Marshal in the Andhra Pradesh Legislature Secretariat Service.

The Rules hereby made, shall be deemed to have come into force with effect from the 16th January, 1990.

AD-HOC RULES

1. Constitution:— The post of Deputy Marshal, shall constitute a distinct category in the Andhra Pradesh Legislature secretariat service.

2. Appointment Authority:— The Appointing Authority for the post, shall be the Secretary to State Legislature.

3. Method of Appointment:— Appointment to the post shall be made,

   (i) by promotion from among the Assistant Marshals in the Legislature Secretariat, who are approved probationers and put in not less than two years of service and shall be based on merit and ability, seniority being considered where merit and ability are approximately equal; or

   (ii) by recruitment by transfer of Inspector of Police in the Police Department.

4. Qualification:— Must hold a Degree of a University of India established or incorporated under a Central Act, a Provincial Act or a State Act or an Institution recognized by the University Grants Commission.

5. Probation:— Every person appointed to the post by promotion or recruitment by transfer, shall from the date on which he joins duty be on probation for a period of one year on duty within a continuous period of two years.
AD-HOC RULES FOR THE POST OF CHIEF MARSHAL

NOTIFICATION

In exercise of the powers conferred by clause (3) of article 187 of the Constitution of India, the Governor of Andhra Pradesh after consultation with the Hon'ble Speaker of the Legislative Assembly hereby makes the following Adhoc Rules, to regulate the recruitment and conditions of service for appointment to the temporary post of Chief Marshal in the Andhra Pradesh Legislature Secretariat Service.

The rules hereby made, shall be deemed to have come into force with effect from 18-11-1995.

AD-HOC RULES

1. **Constitution:** The post of Chief Marshal shall constitute a distinct category in the Andhra Pradesh Legislature Secretariat Service.

2. **Appointing Authority:** The Appointing Authority for the post shall be the Speaker.

3. **Method of Appointment:** Appointment to the post shall be made,
   
   (i) by promotion of the Marshal in the Legislature Secretariat who is an approved probationer and have put in not less than two years of service in the said category;

   (ii) by transfer from the category of Additional Superintendent of Police of Police Department, who is an approved probationer.

4. **Qualifications:**
   
   1. No person shall be eligible for the post of Chief Marshal unless he holds a degree of any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognised by the University Grants Commission.

   2. No person shall be eligible for appointment to the post of Chief Marshal unless he is not less than 1.65 metres in height and not less than 0.86 cms around the chest in full inspiration and has a chest expansion of not less than 0.05 cms on full inspiration and satisfies the Medical Board at Hyderabad as to his physique, fitness and capacity for active outdoor work and is certified by the Ophthalmic Surgeon, Sarojini Devi Hospital, Hyderabad that his vision comes up to the requirements specified without the use of contact glasses.

5. **Probation:** Every person promoted to the post shall from the date on which he joins duty be on probation for a period of one year on duty within a continuous period of two years.
LEGISLATURE SECRETARIAT (CONDITIONS OF SERVICE) RULES 1979

NOTIFICATION

In exercise of powers conferred by clause (3) of Article 187 of the constitution of India and after consulting the Speaker of the Andhra Pradesh Legislative Assembly and the Chairman of the Andhra Pradesh Legislative Council, the Governor of Andhra Pradesh hereby makes the following rules, namely:-

RULES

1. These rules may be called the Legislature Secretariat Staff (Conditions of Service) Rules, 1979.

2. The following rules which are made under the proviso to article 309 of the Constitution of India regulating the conditions of service of persons appointed to the Public services and posts in connection with the affairs of the State of Andhra Pradesh shall apply and shall be deemed to have always applied to members of the Secretarial Staff of the Andhra Pradesh Legislative Assembly and the Andhra Pradesh Legislative Council except in so far as any such member has exercised his option to have his conditions of service regulated by the provisions of the rules specified in the schedule to these rules in pursuance of any special or general order of the Government of Andhra Pradesh, namely:-

1. The Andhra Pradesh Civil Pensionis (Commutation) Rules, 1944.
2. The Extraordinary Pension Rules, Andhra Pradesh.
5. The Andhra Pradesh Retiring and Invalid Gratuitues (Non-Pensionable Establishment) Rules, 1941.
12. The Andhra Pradesh State and Subordinate Services Rules.
13. The Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules.
Ad-hoc Rules for the Post of Assistant Director

NOTIFICATION


In exercise of the powers conferred by clause (3) of article 187 of Constitution of India, the Governor of Andhra Pradesh after consultation with the Speaker of the Andhra Pradesh Legislative Assembly hereby makes the following Ad-hoc Rules to regulate the recruitment and conditions of service for appointment to the temporary post of Assistant Director (Gazetted) in the Andhra Pradesh Legislature Secretariat Service.

2. These Rules shall be deemed to have come into force with effect from the 9th December, 1994.

Ad-hoc Rules

1. Constitution:– The post of Assistant Director (Gazetted) shall constitute a distinct category in the Andhra Pradesh Legislature Secretariat Services.

2. Appointing Authority:– Secretary to State Legislature shall be the Appointing Authority for the post of Assistant Director.

3. Method of Appointment:– Appointment to the post shall be made:

   (i) by promotion of Librarian in the Legislature Secretariat, who is an approved probationer and must have put in not less than two years of service in the said category and based on merit and ability, seniority being considered where merit and ability are approximately equal; or

   (ii) by recruitment by transfer of Assistant Director (Technical) of the Directorate of Public Libraries; or a District Librarian (Gazetted) in the equal category of Assistant Director of Public Libraries Department/Zilla Grandhalaya Samstha or any Assistant Director, O/o Department of Public Libraries possessing requisite educational qualifications preferably with technical qualification fixed for such post in the Department of Public Libraries.

4. Qualifications:– Must hold a Degree of a University in India established or incorporated by or under a Central Act, a Provincial Act or a State Act or an Institution recognised by the University Grants Commission or any other equivalent qualification and must also possess B.L.Sc., of a University established or incorporated by or
under a Central Act or State Act or a Provincial Act or an Institution recognised by
the University Grants Commission.

5. Probation: – Every person appointed to the post by promotion or recruitment
by transfer shall be on probation for a period of one year on duty within a continuous
period of two years from the date on which he joins duty.
GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

LEGISLATURE SECRETARIAT – O.P.I – Ad-hoc Rules for the post of Additional Secretary to State Legislature (Non-cadre) - Notified.

LEGISLATURE (O.P.I) SECRETARIAT

Read:-


ORDER:

The following notification shall be published in the next issue of Andhra Pradesh Gazette:

NOTIFICATION

In exercise of the powers conferred by clause (3) of Article 187 of Constitution of India, and all other powers there to enabling the Governor of Andhra Pradesh after consultation with the Hon’ble Chairman, A.P. Legislative Council and the Hon’ble Speaker of A.P. Legislative Assembly hereby makes the following Ad-hoc Rules to regulate the recruitment and conditions of service for appointment to the post of Additional Secretary (Non-cadre) in the A.P. Legislature Secretariat:

Ad-hoc Rules

1. Constitution: The post of Additional Secretary to State Legislature (Non-cadre) shall constitute a distinct category in the Andhra Pradesh Legislature Secretariat Service.

2. Method of Appointment: Appointment to the post shall be made by promotion of Joint Secretary to State Legislature (Non-cadre) or any other officer in Legislature Secretariat holding the post carrying the same scale of pay of Joint Secretary, who is also an approved probationer and have put in not less than two years of service in the said category. Promotion to the post shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

3. Qualification: No person shall be eligible for appointment to the post of Additional Secretary to State Legislature (Non-cadre) by appointment by transfer unless he is a full member or an approved probationer in the post of Joint Secretary to State Legislature or any other equivalent post and has put in not less than two years of service in that category and he shall hold a degree in Law of any University in India established or Incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission.

(P.T.O)
AMENDMENT

In the said rules, for rule 4, the following shall be substituted; namely:-

"4 appointing Authority:- The appointing authority for the posts in Class.I & II shall be the Governor, in consultation with the Hon’ble Speaker of A.P. Legislative Assembly and the Chairman of A.P. Legislative Council and for the posts in all categories in Class.III and Class.IV shall be the Secretary of the State Legislature."

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

K. TULJANAND SINGH,
SECRETARY TO STATE LEGISLATURE.

To
The General Administration(Ser.A) Department, Secretariat, Hyderabad.
The General Administration (Ser.B) Department, Secretariat, Hyderabad.
The General Administration (Ser.D) Department, Secretariat, Hyderabad.
The Law Department, Secretariat, Hyderabad.
The Accountant General, Andhra Pradesh, Hyderabad.
The Secretary, A.P.Public Service Commission, M.J.Road, Nampally, Hyderabad.
The Commissioner of Printing & Stationary, Chanchalguda, Hyderabad, for publication of the notification in the next issue of A.P. Gazette and for supply of 50 copies of the same.
The Secretary, A.P. Service Rules Commission, General Administration Department, Hyderabad.

// FORWARDED :: BY ORDER //

SECTION OFFICER.