145. The Andhra Pradesh Municipal Ministerial Subordinate Service Rules


In exercise of the powers conferred by Section 329 of the Andhra Pradesh Municipalities Act, 1965 (Act 6 of 1965), the Government of Andhra Pradesh hereby gives full force and effect of the following rules made under the provisions of sub-section (2) of Section 80 of the Andhra Pradesh Municipal Subordinate Service constituted in G.O.Ms.No. 295, M.A., dated 9-5-1977.
**Rule 1. Short title:**—These rules may be called the Andhra Pradesh Municipal Ministerial Subordinate Service Rules.

**Rule 2. Commencement:**—The said rules shall come into force with immediate effect.

**Rule 3. Definitions:**—As they occur unless the contest otherwise requires the words and expressions used in these rules but not defined shall carry the same meaning as defined in the Andhra Pradesh State and Subordinate Services Rules, Andhra Pradesh Ministerial Service Rules, Andhra Pradesh Municipalities Act, 1965 and other relevant rules.

**Rule 4. Constitution:**—The Andhra Pradesh Municipal Ministerial Subordinate Service shall consist of the following categories namely:

- **Category I:** Managers of Special and Selection Grade Municipalities.
- **Category II:** Managers of First Grade Municipalities and Revenue Officers of Special and Selection Grade Municipalities.
- **Category III:** Managers of Second and Third Grade Municipalities, Revenue Officers of First Grade Municipalities and Accountants of Special and Selection Grade Municipalities.
- **Category IV:** Accountants of First and Second Grade Municipalities.
- **Category V:** U.D. Clerks including U.D. Revenue Inspectors and Upper Division Typists.
- **Category VI:** Lower Division Clerks, including Lower Division Revenue Inspectors, Typists and Lower Division Steno Typists.

The posts of Upper Division Clerks, Upper Division Revenue Inspectors are equivalent posts and they are intertransferrable. Similarly, the posts of Lower Division Clerks and Lower Division Revenue Inspectors are equivalent posts and they are intertransferrable.

**Rule 5. (1) The pattern and norms of this service shall be as follows:**

1. **Categories I to IV**—Each Multi-Zone will be a local unit.
   (a) Zones I to IV constitutes Multi-Zone I.
   (b) Zones V & VI constitutes Multi-Zone II.

2. **Category V**—Each Zone will be a local unit.

3. **Category VI**—Each Municipality will be a local unit.

**Zones and their Jurisdiction**

- **Zone I**—All Municipalities in Srikakulam, Vizianagaram and Visakhapatnam districts.
- **Zone II**—All Municipalities in East Godavari, West Godavari and Krishna districts.
- **Zone III**—All Municipalities in Guntur, Prakasam and Nellore districts.
- **Zone IV**—All Municipalities in Kurnool, Cuddapah, Anantapur and Chittoor districts.
Zone V—All Municipalities in Adilabad, Karimnagar, Warangal and Khammam districts.

Zone VI—All Municipalities in Mahabubnagar, Nalgonda, Rangareddy, Medak, Nizamabad and Hyderabad districts.

Rule 6. Appointing authority in respect of Categories I to IV:—The Director of Municipal Administration shall be the appointing authority in respect of Category I to IV of this service.

Rule 7. Appointing authority in respect of categories V & VI:—The Regional Director-cum-Appellate Commissioner of Municipal Administration of the concerned region shall be the appointing authority for categories V and VI.

Rule 8. Method of appointment to categories I to IV:—(1) Category I:—By promotion from category II working in the Municipalities of Multi-Zone I or Multi-Zone II as the case may be with not less than 2 years of service in that category.

Category II:—By promotion from category III working in the Municipalities of Multi-Zone I or Multi-Zone II as the case may be with not less than 2 years of service in that category.

Category III:—By promotion from category IV working in the Municipalities of Multi-Zone I or Multi-Zone II as the case may be with not less than 2 years of service in that category.

Provided that whenever a Gram Panchayat, Grade I is constituted into a Municipality or the entire area or part of any Gram Panchayat is included in the limits of the neighbouring Municipality, the Executive Officers or Executive Officers, Grade I or Grade II of the Gram Panchayat so constituted as a Municipality or included in the neighbouring Municipality as the case may be shall on his exercising the option in writing to be absorbed into Andhra Pradesh Municipal Ministerial Subordinate Service so absorbed in category III or category V respectively of the Andhra Pradesh Municipal Ministerial Subordinate Service. The past services of the Executive Officers to be absorbed into Andhra Pradesh Municipal Ministerial Subordinate Service shall be considered for fixing of the inter-se seniority in relevant categories of Andhra Pradesh Municipal Ministerial Subordinate service.

Category IV:—By promotion from the category V working in the Municipalities of Multi-Zone I or Multi-Zone II as the case may be with not less than 2 years of service in that category.

(2) Appointment by promotion to categories I to IV of this service shall be made by a committee consisting of the following Members:—

1. Director of Municipal Administration;
2. Director of Local Fund Audit; and
3. The President of Chamber of Municipal Chairmen or, in his absence the Secretary of the Chamber or in the absence of both, a Municipal Chairman authorised by the Chamber, for the purpose.

(3) Director of Municipal Administration shall preside over the meetings of the committee, which shall meet twice in a year ordinarily in the months of May and
November every year at such time and place as the Director of Municipal Administration as Presiding Officer may fix:

Provided that the panels may be prepared by the two Members namely, the Director of Municipal Administration and the Director of Local Fund Audit, if the Offices of President/Secretary/Municipal Chairman authorised for the purpose are vacant, co-opting the Additional Director of Municipal Administration/Joint Director (Services), Office of the Director of Municipal Administration.

Rule 9. Method of appointment to categories V and VI:—

(1) **Category V**:—By promotion from the eligible Lower Division Clerks and Typists working in the Municipalities of the Zone with not less than 2 years of Service:—

Provided whenever a Gram Panchayat, Grade I is constituted into a Municipality or the entire or part of any Gram Panchayat is included in the limits of the neighbouring Municipality, the Senior Assistants including Upper Division Revenue Inspectors and Upper Division Stenos of the said Gram Panchayat shall be absorbed in category V of the Andhra Pradesh Municipal Ministerial Subordinate Service on their exercising option in writing to be absorbed into Andhra Pradesh Municipal Ministerial Subordinate Service and their past service in Panchayats shall be considered for fixing the inter-seniority in category V of Andhra Pradesh Municipal Ministerial Subordinate Service.

**Category VI**:—The selection shall be made by a Committee consisting of the following Members:—

(i) Regional Director-cum-Appellate Commissioner of the Municipal Administration of the region concerned.

(ii) Chairman of the Municipal Council, and

(iii) Commissioner of the Municipality.

(2) Regional Director-cum-Appellate Commissioner of Municipal Administration shall preside over the meetings of the Committee.

(3) The recruitment to category VI shall be made in the following rotation:—

1st vacancy: By direct recruitment.

2nd vacancy: By appointment by transfer from Bill Collectors.

3rd vacancy: By direct recruitment.

4th vacancy: By appointment by transfer from Record Assistants.

5th vacancy: By direct recruitment.

6th vacancy: By appointment by transfer from category of Attendees or [the Members of equivalent category including Public Health and Non-Public Health Workers in the last Grade Category] (G.O.Ms. No. 180, M.A. & U.D., Dt. 17-3-1997)

7th vacancy: By direct recruitment.

8th vacancy: By appointment by transfer from the category of Drivers.

Provided the candidates for the second, fourth, sixth and eighth vacancies intended for appointment by transfer from Bill Collector, Record Assistant, Driver or Last Grade 

THE A.P. CIVIL SERVICES CODE
Service shall complete 5 years of regular service in the lower category and shall possess requisite qualifications to hold the post in category VI;

Provided further that if no qualified persons in the Municipality are available for the second, fourth, sixth and eighth vacancies for appointment the vacancies shall be filled by Direct Recruitment;

Provided also that preference shall be given to Women and they shall be selected for appointment in respect of Direct Recruitment to an extent of at least 30% in each category of Open competition, Backward Classes, Scheduled Castes and Scheduled Tribes quota.

(4) The candidates for the vacancies intended for direct recruitment shall be selected as per the procedure laid down in Annexure I of these rules and principles laid down in the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulations of Direct Recruitment) Order, 1975.

Whenever a Gram Panchayat constituted into a Municipality or the entire area or part of any Gram Panchayat is included in the limits of the neighbouring Municipality the Lower Division Clerks including Lower Division Revenue Inspectors, Typists, and Lower Division Steno-Typists of the said Gram Panchayat shall on their exercising their option in writing to be absorbed into Andhra Pradesh Municipal Ministerial Subordinate Service be absorbed. In category VI of Andhra Pradesh Municipal Ministerial Subordinate Service. The past services of the persons so absorbed shall be considered for fixing of the inter-se-seniority in category VI of Andhra Pradesh Municipal Ministerial Subordinate Service.

Rule 10. Qualifications:—No person shall be eligible for appointment to the category of posts in column (2) of the Annexure II to these rules unless he possesses the qualifications prescribed in the corresponding entries in column (3) thereof.

Rule 11. Temporary appointments:—(1) Where it is necessary in the public interest owing to an emergency which has arisen to fill immediately a vacancy in a post borne on a higher category to the service by promotion from a lower category and there would be undue delay in making appointment by promotion in accordance with these rules, the appointing authority may promote a person otherwise than in accordance with the rules purely on temporary basis until a person is promoted in accordance with the Rules.

(2) No person who does not possess the qualifications, if any, prescribed for the said service shall ordinarily be promoted under sub-rule (1).

(3) A person temporarily promoted under sub-rule (1) whether or not he possesses the qualifications prescribed for the service to which he is promoted, be replaced as soon as possible by the Member of the service who is entitled to the promotion under the Rules.

(4) A person promoted under sub-rule (1) shall not be regarded as probationer in the higher category or be entitled by reason of only of such temporary promotion to any preferential claim to future promotion of such higher category.

(5) If such person is subsequently promoted to the higher category in accordance with the rules he shall commence his probation if any, in such category from the date of
such subsequent promotion or from such earlier date as the appointing authority may determine.

Rule 12. Seniority:—(1) The seniority of a Member of the service in each category and grade shall be determined by the date of his first appointment to that category in accordance with these Rules:

Provided, that if any portion of the service of a Member does not count towards his probation, his seniority shall be determined by the date of the commencement of his service which counts towards probation.

(2) Where the date by which seniority is determined under sub-rule (1) is the same in the case of two or more members of the service, their inter-se-seniority shall be determined by the appointing authority with reference to their age and the member older in age should succeed the younger.

(3) A member of the service shall, unless he is reduced in seniority as a punishment, retain seniority in the category as determined by sub-rules (1) and (2) through his service, notwithstanding any delay in the completion of his probation or in his appointment as a full member of the service.

(4) Where a Member of any service is reduced to lower category or grade, he shall be placed at the top of the latter, unless the authority ordering the punishment, directs that he shall take in such lower category or grade, next below any specified member thereof.

Rule 13. Probation:—(1) 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 category by promotion or by transfer shall be on probation for a total period of one year on duty within a continuous period of two years.

(2) A probationer in a service or a class or category of a service, shall be eligible to count for probation his service, if any performed otherwise than in a substantive capacity on regular appointment to another service in accordance with the rules if the normal method of recruitment to the latter service is, according to the rules, by transfer from the former service of the class or category thereof, as the case may be.

(3) A probationer in any category of a service or class of service shall be eligible to count for probation his service, if any performed otherwise than in a substantive capacity on regular appointment to a higher category of the same service or class of service as the case may be.

Nothing contained in this sub-rule shall be construed as authorising the promotion of a probationer in a category to higher category in contravention of Rule 12.

(4) A probationer in any category of a service who is promoted temporarily under the provisions of Rule 11 to a higher category in the same service shall be entitled to count towards his probation, if any, in the former category, the period of duty performed by him in the latter category during which he would have held a post in the former category but for such temporary promotion.

Rule 14. Extension of probation:—(1)(i) If within the period of probation, a probationer fails to acquire the special qualifications or to pass the special tests if any
prescribed in these rules, the appointing authority shall by order, discharge him from the service unless the period of probation is extended under sub-rule (2).

(ii) If within, the period of probation prescribed in these rules or within the extended period of probation, as the case may be, a probationer has appeared for any such tests or for any examination in connection with the acquisition of any such qualifications and the results of the tests or examinations for which he has so appeared are not known before the expiry of such period, he shall continue to be on probation until the publication of the results of the test or examinations for which he has appeared.

(iii) In case the probationer who fails to pass any of the tests or examinations for which he has so appeared, the appointing authority shall by order, discharge him from the service.

(iv) Any delay in the issue of an order discharging a probationer under clause (i) or (ii) shall not entitle him to be deemed to have satisfactorily completed his probation.

(2) In the case of any probationer falling under sub-rules (4) and (5) of Rule 11 or sub-rules (2) and (3) of Rule 28, the appointing authority may extend his probation to acquire the special qualifications or pass the prescribed tests or to complete the period of punishments imposed if any under Rule 28, as the case may be, to enable the appointing authority to decide whether the probationer is suitable for full membership or not. Such extended period of probation shall terminate at the latest.

(3) In the case of any probationer falling under sub-rules (2) and (3) of Rule 28 when he has after the date of expiry of the period of probation prescribed for the service, class or category for which he is on probation completed one year of duty in such service, class or category.

(4) In cases, where the probation of a probationer is extended his increment shall be postponed until he completes his probation satisfactorily and by the said period for which his probation is extended, such postponement of increment shall not be treated as a penalty, but only as a condition of extension of probation and shall not have the effect of postponing future increments after he has passed the prescribed tests or examinations or after he completes his probation satisfactorily.

(5) In the case of a probationer whose period of probation is one year on duty the increment shall be postponed until he completes his probation. It shall not, however, be postponed, if it falls due after he completes his probation satisfactorily.

Rule 15. Appeal against discharge:—(1) A probationer discharged from service shall be entitled to appeal to the Director of Municipal Administration in respect of categories V and VI and to Government in respect of categories I to IV against the order of discharge passed by the appointing authorities concerned within sixty days of the date of which one receives the orders of discharge.

(2) The Government in respect of categories I to IV and the Director of Administration in respect of categories V and VI may on their own motion or otherwise revise any order of the lower appointing authorities concerned.

(3) When an order of discharge is issued by an authority subordinate to the appointing authority, he shall exercise the powers as mentioned in sub-rules (1) and (2).
Rule 16. Commencement of probation of those who are first appointed temporarily:—(1) A person having been appointed temporarily under Rule 11 to the post borne on the cadre of these service is subsequently appointed to the service, he shall commence his probation from the date of such subsequent appointment or from such earlier date as appointing authority may determine.

(2) A probationer in any category of the service shall be eligible to count for probation, the period of service if any, performed in a higher category of the service if during such period he would have held a post in the former category but for his appointment to the latter category.

Rule 17. Members absent from duty:—The absence of a member of the service from duty in such service whether on leave or on foreign service or on deputation or for any other reason and whether his lien in a post borne on the cadre of such service is suspended or not, shall not if he is otherwise fit, render him ineligible in his turn;

(i) For re-appointment to a substantive or officiating vacancy in the class or category in which he may be probationer or an approved probationer; or

(ii) For promotion from a lower to higher category in such service; or

(iii) For appointment to any substantive or officiating vacancy in another service for which he may be an approved candidate as the case may be in the same manner as if he had not been absent. He shall be entitled to all the privileges in respect of appointment, seniority, probation and appointment as full member which he would have enjoyed but for his absence subject to his completing satisfactorily a period of probationer on his turn.

Rule 18. Appointment of full members:—(1) Subject to the provisions of Rules 9 and 10 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.

(2) 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 of probation is due to administrative reasons, but subject to the conditions of his probation being declared subsequently to have been satisfactorily completed.

(3) 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 the prescribed period of probation.

(4) For the purpose of this sub-rule, an approved probationer on leave shall be deemed to be on duty as 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.

(5) Where appointment to any service, class or category is according to rules both by direct recruitment and by transfer vacancies against which persons have been recruited direct shall be regarded as distinct group, while all other vacancies shall be regarded as another distinct group, and appointment of full members in accordance with sub-rule (1) shall be made separately in each of these groups.

Rule 19. Postings and transfers:—(1) The employees working in categories I to IV are liable for transfer within the Multi-zone concerned. The authority competent to order the postings and transfers in respect of categories I to IV within the Multi-Zone I and Multi-Zone II as the case may be, shall be the Director of Municipal Administration, Andhra Pradesh, Hyderabad.

(2) The employees working in categories V and VI are liable for transfer within the Zones concerned. The authority competent to order the postings and transfers of categories V and VI within the Zone shall be concerned Regional Director-cum-Appellate Commissioner/Joint Director of Municipal Administration:

Provided that the Director of Municipal Administration shall have the power to cancel, to modify or to revise such transfers and to issue such instructions to the concerned Regional Director-cum-Appellate Commissioner/Joint Director of Municipal Administration as he deems fit.

Rule 20. Age:—The rule governing the minimum age for direct recruitment in the Government service, shall mutatis mutandis apply to all the services in these rules.

Rule 21. Training:—Every person appointed to category VI shall undergo training before commencement of his probation as specified below:

Two Weeks in Accounts Section.
Two weeks in Taxation.
Two weeks in Town Planing Section.
Two weeks in Engineering Section.
Two weeks in Public Health Section.
One week in Council Meeting Section.
One week in Inward Section.
One week in Outward Section.
One week in Record Room.

Rule 22. Conditions of service:—In matters not covered by these rules, the members of the service shall be governed by all other rules applicable to Government servants.
Rule 23. Pay and allowances:—A member of this service, shall begin to draw the pay and allowance attached to his tenure of a post with effect from the date when he assumes the duties of that post and shall cease to draw them as soon as he ceases to hold the post.

[Rule 24. Leave:—(1) The Authority to sanction all kinds of leave except study leave and special disability leave to the Members of all categories of the Andhra Pradesh Municipal Ministerial Subordinate Services, is the Municipal Commissioners of, the respective Municipalities.] [Subs. by G.O.Ms.No.297, M.A. & U.D., Dr. 31-5-94]

(2) The authority which may sanction casual leave, compensatory leave and Optional Holidays to a member of the service of all the categories shall be the Commissioner of the Municipality in which he is working.

Rule 25. Leave Salary:—(1) There shall be a Central Fund to provide for the payment of leave salary and contribution to the Provident Fund during leave of the members in categories I to IV. The fund shall be administered by the Director of Municipal Administration, Andhra Pradesh, Hyderabad.

(2) Every Municipality to which a member of service is posted shall pay to the Central Fund every month a contribution towards his leave salary at the rate of 12 ½% (twelve and half percent) of his pay plus Dearness Allowances and other allowances admissible.

(3) The leave salary in respect of members of service in category V and VI shall be paid by the Municipalities concerned from their Municipal Funds in which he is working.

Rule 26. Payment of pay and allowances, transit pay, travelling allowances and dearness allowances:—(1) A member of this service shall draw pay and allowances admissible as revised by Government from time to time.

(2) The pay and allowances, transit pay, travelling allowances and daily allowances of the members in the categories I to VI of the service shall be paid from the Municipal Funds.

Rule 27. Loans and advances:—The authority which may sanction various loans and advances to a member of this service shall be the Commissioner of the Municipality in which he is working.

Rule 28. Discipline and control:—(1) The Andhra Pradesh Civil Service (Classification, Control and Appeal) Rules, 1963 applicable to Government employees shall be made applicable to the members of the service except to the extent indicated hereunder.

(2) The Commissioner of the Municipal Council may suspend a member of this service of all the categories pending enquiry into grave charges or impose the following penalties:

(i) Censure,

(ii) Withholding of increment; and

(iii) Recovery from pay of the whole or any part of any pecuniary loss caused to the Municipal Council by negligence or breach of orders while working in the Municipality:
Provided that the appointing authorities concerned shall be the authority who can also suspend a member of this service pending enquiry into grave charges or impose the above penalties.

(3) The authority which may impose the following penalties on a member of the service shall be the appointing authorities concerned or any higher authority.

(i) Withholding of promotion where such penalty is imposed on a ground of specific default or mis-conduct.

(ii) Reduction to a lower rank in the seniority list or to a lower post or time scale or a lower stage in a time scale.

(iii) Compulsory retirement from service.

(iv) Removal from service.

(v) Dismissal from service.

(vi) Suspension.

(4) When, in any case, a higher authority has imposed or declined to impose a penalty under this rule a lower authority shall have no jurisdiction to proceed under this rule in respect of the same case.

(5) The fact that a lower authority has imposed or declined to impose a penalty in any case shall not preclude a higher authority from exercising his jurisdiction under this rule in respect of the same case.

(6) The order of higher authority imposing or declining to impose in any case, a penalty under this shall supersede any order passed by a lower authority.

(7) An appeal against any order passed by the appointing authorities in respect of categories V & VI concerned shall be to the Director of Municipal Administration and to the Government against the orders of the Director Municipal Administration, in respect of categories I to IV.

Rule 29. Conduct:—Andhra Pradesh Civil Service (Conduct Rules), 1964 applicable to Government servants as amended from time to time shall be made applicable to the Members of the Service.


Rule 32. Review of earlier promotions:—(1) Notwithstanding anything contained in these rules, the appointing authorities shall as soon as possible after these
rules come into force fit in the Officers or employees in the categories concerned into such categories of service or grade thereof as they consider them fit after examining their previous record and all other relevant circumstances and in terms of general instructions or guide lines, if any, issued by the Government for such fixation.

(2) An appeal shall lie to the Director of Municipal Administration against the orders issued by the appointing authority in respect of the categories V and VI and to the Government against the orders issued by the Director of Municipal Administration in respect of categories I to IV:

Provided Government may call for the records of any such order or orders passed by the Director of Municipal Administration and other appointing authorities and pass such orders as they deem fit, on appeals.

(3) Any order or orders passed in accordance with these rules by the authorities concerned or any higher authority, shall be binding on the Municipal Councils and such orders shall have to be implemented by the Municipal Councils.

(4) An appeal shall lie to the competent authority within sixty days from the date of receipt of orders under sub-rule (1) by the employee concerned.

Rule 33. Saving:—All the transfers, promotions and suspensions made by the Commissioners and Director of Municipal Administration in pursuance of the orders issued in G.O.Ms.No.142, M.A., dated 12-3-84 and all acts, proceedings or things done or taken by the State Government or by any Officer of the State Government or by any other Authority under the said orders shall be deemed to be and to have always been done or taken in accordance with these rules.

ANNEXURE I

(1) The Municipal Commissioner shall furnish every year twice in the first week of August, the estimate of the number of vacancies likely to arise over a period of 12 months from first September of the year to the end of August of the succeeding year in each category to the concerned Regional Director-cum-Appellate Commissioner of Municipal Administration concerned.

(2) The estimate of vacancies furnished to the concerned Regional Director-cum-Appellate Commissioner of Municipal Administration shall contain among other information as to the number of vacancies reserved for the Scheduled Castes, Scheduled Tribes, Backward Classes, Women, Physically Handicapped persons and also Ex-Service man in accordance with the latest orders of Government issued on the subject from time to time.

(3) The Municipal Commissioner shall notify the vacancies to the Local Employment Exchange for sponsoring candidates according to the norms followed by the Employment Exchange in accordance with the dates fixed by concerned Regional Director-cum-Appellate Commissioner of Municipal Administration for the above purpose.

(4) The Candidates shall be selected by conducting a written test and an oral test.

(5) The written test shall be of two hours duration. The marks for written test shall be 90 (ninety). Oral test shall be held to the Candidates in the ratio of 1:3 with reference to the highest marks secured in written test. The written test shall be conducted.
Rule 4. Appointing authorities:—The appointing authorities for the categories specified below shall be the authorities specified in the corresponding entry thereof.

1. Special Educational Organisers:—The Director of Public Instruction.

2. Mukhya Sevikas redesignated as Extension Officer (W and CW):—Regional Deputy Director. Unit of appointment—Zone)

[Sub. by G.O.Ms.No. 78, W.D. & C.W., Dt. 16-7-1988]

Rule 5. Reservation:—The rule of reservation of appointments (General Rule 22) shall apply to direct recruitment only:

Provided that, no reservation shall be made for physically handicapped persons for appointment to the posts of Extension Officers (Women and Child Welfare).

Rule 6. Qualifications:—No person shall be eligible to appointment to the category below unless he or she, as the case may be, possesses the qualifications prescribed in the corresponding entry thereof:

Categories and Qualifications

(1) Social Education Organisers:—

(a) By direct recruitment:

(i) Must have completed 21 years of age and must not have completed 35 years of age on the 1st day of July of the year in which the selection is made;

(ii) Must be a graduate of a University in India.

Note:—(1) Preference shall be given to those who have not less than two years of experience in Social Work under a recognised institution engaged in Social and Village reconstruction work.

(2) Preference shall also be given to holders of diploma in Rural services with special interest in the fields of Public Administration, Social Work, Social Education and Home Science.

(b) By transfer from any other service: Must be a graduate of a University in India and Must possess Community Development experience of atleast two years and should have special aptitude to make a successful Social Education Organiser.

(c) By selection of Village Level Workers by direct recruitment: Must have worked as Village Level Worker for a period of seven years of which two years should be in the selection grade and must have passed S.S.L.C., or an equivalent qualification.

(2) Extension Officers (Women and Children's Welfare):—

(a) By direct recruitment:

(i) Must possess the minimum general educational qualification prescribed in the Schedule to the Andhra Pradesh State and Subordinate Services Rules with three years experience in Social Work. Preference will be given to those who have passed Intermediate or possess an equivalent qualification with three years experience in Social Work or a graduate of a University in India; and
(ii) must have worked as Secondary Grade trained teacher in Municipal Schools or Zilla Parishads or Panchayat Samithi School or recognised Aided School for not less than three years and should have an aptitude for Social Work;

(iii) must have completed twenty one years of age and must not have completed forty years of age on the 1st day of July of the year in which the selection is made.

(b) By transfer from any other service or by selection from among Gram Sevikas by direct recruitment:

(i) Must possess the minimum general educational qualification prescribed in the Schedule to the general rules; and

(ii) must have put in atleast five years of service as Women Welfare Organiser; or

(iii) must have put in four years of service as a Gram Sevaka in the blocks; or

(iv) must have the aptitude to make a successful Extension Officer (Women & Children's Welfare).

Rule 7. Training:—The holders of the categories shall undergo such training and shall be paid such stipends during training as may be fixed by the Government from time to time.

Note:—The period spent on training shall count for probation.

Rule 8. Probation:—(1) Every person appointed to the service by direct recruitment except from among Village Level Workers and Gram Sevikas shall be on probation for a total period of two years.

(2) Every person appointed to the service by transfer or direct recruitment from among Village Level Workers and Gram Sevikas shall be on probation for a total period of one year on duty within a continuous period of two years.

Rule 9. Postings and transfers:—Transfers of Extension Officers (Women and Child Welfare) within the Zone/District, shall be made by the appointing authority: Provided that where the State Government is not the appointing authority any other authority to whom the appointing authority is subordinate, shall also be competent to effect the transfers and postings within the jurisdiction of the appointing authority.

(Sub. by G.O.Ms.No. 78, W.D. & C.W. (D2), Dt. 16-7-1988)

Rule 10. Savings:—Nothing contained in these rules shall adversely affect any person holding a post in either of these categories on the date of publication of these rules in the Andhra Pradesh Gazette.

Amendment


In the Annexure II under Rule 10 of the Andhra Pradesh Municipal Ministerial Subordinate Services Rules, after the entry “A pass in Intermediate or its equivalent examination in Column (3), against Serial No. 1 relating to Junior Assistant in Column (2) thereof the following proviso shall be inserted; namely

“Provided that those who were already appointed prior to 29-10-1997 shall be eligible for appointment as Junior Assistants, etc., if they possess the minimum General Educational qualification of S.S.C. or its equivalent examination and put in not less than five years of regular service.”
15. Amendment to the A. P. Municipal Ministerial Subordinate Service Rules, printed at page 261.

Amendment


For Rule 30 of the said rules, the following shall be substituted, namely:

"30. Pension & Gratuity :—(1) The Andhra Pradesh Municipalities (Pension-cum-Gratuity Fund) Rules, 1969 issued in G.O.Ms.No. 799, Municipal Administration, dated 17-10-1969, as amended from time to time shall be made applicable to the members of service covered in Zones I to IV.

(2) In respect of the members of service covered in Zones V and VI, pension shall be paid from the State Funds in terms of Exception 2 of Rule 248 of the Hyderabad Civil Service Rules, 1954. Provided that pensionary contribution equivalent to 1/7th of the Pay they have drawn from time to time is paid by or on behalf of them to the State Funds."

MUNICIPALITIES