

GENERAL ADMINISTRATION (SER.B) DEPARTMENT

G.O.Ms.No.515

Dated.04-12-1999.

- 1) G.O.Ms.No.261, G.A., (Ser.A) Dept., Dt.14-07-1998.
- 2) D.O.Lr.No.11204/Ser.Wel/99-5, Dt.24-03-1999.
- 3) Govt.Lr.No.50855/Ser.B/99-2, Dt.29-10-1999.
- 4) From the Secretary, A.P.P.S.C.Lr.No.2410/RR/99, Dt.22-11-1999.

ORDER:

Based on the recommendations of the One Man Commission, the Andhra Pradesh Ministerial Service Rules were issued in the G.O. 1st read above.

2. The Andhra Pradesh Non-Gazetted Officers Association have represented to the Andhra Pradesh Civil Services Joint Staff Council to prescribe cycle for appointments between Direct Recruitment / Recruitment by Transfer/Conversion, in respect of Junior Assistants, Assistant-cum-Typist, Typist, Junior Stenographer, Senior Stenographer.

3. Accordingly, the following Notification will be published in the Andhra Pradesh Gazette:-

NOTIFICATION

In exercise of the powers conferred by the provision to article 309 of the Constitution of India and of all other powers hereunto enabling the Governor of Andhra Pradesh, hereby makes the following amendments to the Andhra Pradesh Ministerial Service Rules, issued in G.O.Ms.No.261, General Administration (Ser.B) Department, Dt.14-07-1998.

AMENDMENT

1. In the said Rules, in Rule 3 for “Note (5)”, the following shall be substituted namely:-

“**Note(5):** The vacancies of Junior Assistants, (Category 3 of Class-A) and Assistant-cum-Typist (Category 4 of Class-A) shall be filled in a unit of 10 vacancies as indicated below:

1st Vacancy: By appointment of Junior Assistants and Assistant-cum-Typists working in the Subordinate Offices, where the unit of appointments is the office of the Head of Department or Directorate.

2nd Vacancy: By Direct Recruitment.

3rd Vacancy: By Direct Recruitment.

4th Vacancy: By Direct Recruitment.

5th Vacancy: Appointment by conversion from the categories of Typist, Junior Stenographers and Telephone Operators working in the unit of appointment of the Department as per Rule 14 and 16.

6th Vacancy: Appointment by Transfer from lower categories like Record Assistants, Attenders etc., working in the unit of appointment of the Department as in Note 17.

7th Vacancy: By appointment of Junior Assistant and Assistant-cum-Typists working in the Subordinate Offices, where the unit of appointment is the office of the Heads of Departments or Directorate.

8th Vacancy: By Direct Recruitment.

9th Vacancy: By Direct Recruitment.

10th Vacancy: By Direct Recruitment.

Provided that the vacancies earmarked to be filled by appointment by Transfer shall lapse, if eligible qualified candidates are not available for appointment by transfer from any of the three categories mentioned above in their turn and consequently such vacancies shall be filled up by Direct Recruitment”.

II. For “Note (8)” the following shall be substituted namely:-

“**Note(8):** 70% of the substantive vacancies of Typists, Junior Stenographers, Senior Stenographers shall be filled by Direct Recruitment and the remaining vacancies shall be filled by promotion and other methods, as specified in Notes 13 and 14 in Rule 3 and if no qualified person is available for appointment by other methods, the vacancies intended for them shall also be filled by the Direct Recruitment.”

III. For “Note (13)” the following shall be substituted namely:-

“**Note (13):** For appointment to the post of Senior Stenographer (Category-2 of Class-B), the vacancies shall be filled in an unit of 10 vacancies as indicated below:

1st Vacancy: By promotion from among qualified Junior Stenographer/Typist / Assistant-cum-Typist/Lower Division Typist in English/Telugu Language.

2nd Vacancy: By Direct Recruitment.

3rd Vacancy: By Direct Recruitment.

4th Vacancy: By Direct Recruitment.

5th Vacancy: By Direct Recruitment

6th Vacancy: By Transfer of Upper Division Typist in English/Telugu Language, who is qualified for appointment to the post of Senior Stenographer.

7th Vacancy: By promotion from among qualified Junior Stenographer/Typist / Assistant-cum-Typist / Lower Division Typist in any Language.

8th Vacancy: By Direct Recruitment.

9th Vacancy: By Direct Recruitment.

10th Vacancy: By Direct Recruitment.

Provided that if no qualified person is available in the category of Junior Stenographer, Typist, Assistant-cum-Typist and Lower Division Typists in English / Telugu Languages are not available, the vacancy intended for that category shall be filled by Direct Recruitment.”

IV. For “Note (14)”, the following shall be substituted, namely:-

“**Note(14) :** the appointments to the post of Junior Stenographer/Typist and the post of Lower Division Typist in any language shall be made in a unit of 10 vacancies in the following order:-

1st Vacancy: In the office of Heads of Departments and Directorates appointment by transfer of Junior Stenographers/Typist working in the Subordinate Offices under its administrative control.

2nd Vacancy: By Direct Recruitment.

3rd Vacancy: By Direct Recruitment.

4th Vacancy: Appointment by conversion from the categories of Junior Assistants and Telephone Operators working in the unit of appointment of the Department as per Rule 14.

5th Vacancy: By Direct Recruitment

6th Vacancy: By Direct Recruitment.

7th Vacancy: Appointment by transfer from lower categories like Record Assistants, Attenders etc., working in the unit of appointment of the Department as in Note(17)

8th Vacancy: By Direct Recruitment.

9th Vacancy: By Direct Recruitment.

10th Vacancy: By Direct Recruitment.

Provided that the vacancies earmarked to be filled by the transferees shall be filled by direct recruitment, if eligible and qualified candidates are not available for appointment by transfer from any of the three categories mentioned above in their turn.”

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

**N.V.H.SASTRY,
SECRETARY TO GOVERNMENT.**