

A.P. MINISTERIAL SERVICE RULES

The A.P.Ministerial Service Rules, 1998

*These Rules have been issued in G.O.Ms.No.261,
G.A.D(SER.B) DEPT. DT.14.7.98.*

Constitution :

RULE 2 : CLASS-A :CAT (1)

Superintendents :

Superintendents in the offices of the H.O.D's
Directorates and other Subordinate Offices, including
the posts in the basic scale of pay as that of
Superintendents.

CAT(2) Senior Assistants: In the Offices of the H.O.D's, Directorates and other subordinate offices, including posts in the Basic Scale of pay of S.A's.

- CAT(3) Junior Assistants : In the Offices of the H.O.D's, Directorates and other subordinate offices including the posts in the Basic Scale of pay as that of J.A's.
- **CAT(4) : Assistant – Cum – Typist**
- **CAT (5) : Telephone Operator**
- **Class-B : CAT(1) Special Cat. Steno :** The posts in the basic scale of pay of Senior Steno.
- **CAT (2) : Senior Steno (including the posts in the basic scale of pay of Senior Steno.**
- **CAT(3) : U.D. Typist.**
- **CAT(4) : Junior Steno/Typist.**

Rule 3 : Method of Appointment

<u>Category and Post</u>	<u>Method of Appointment</u>
Class A CAT(1) : Superintendents including the other posts categorized as such in R.2.	1.By promotion from CAT 2 of class-A. 2. By conversion from the special category steno.
CAT(2) : S.A's including the other posts included as such in R-2.	1.By promotion from the categories 3 & 4 of class-A. 2. By promotion from CAT-4 of class – B 3. By conversion of Senior Stenos, U.D.Typists, Categories Ry 2 & 3 of Class-B.

Category and the post	Method of appointment
Category 5 : Telephone operator including the posts included as such in R.2	i.By Direct recruitment. ii.By conversion as provided in R.14,16 & 17.
Class B (Cat.(1) : Spl. Cat.Steno	i. By promotion of senior steno ii. By promotion of U.D.Typist in any language who is qualified for appointment as spl. Cat. Steno.
Cat.2 Senior Steno including posts in the scale of pay of Sr.steno designated as such in R-2.	i. By Direct Recruitment ii. By promotion of Junior Steno/Typist/Asst.cum/Typist or other language typists. Who are qualified. iii. By Transfer of U.D typist (Telugu/English or Hindi or Urdu who is qualified for appointment to the post of Senior Steno.

Category and Post	Method of Appointment
Category (3) i) By Direct Recruitment. J.A/s Including the other posts categorized as such in R-2.	i) By Direct Recruitment. ii) By conversion of Asst.-cum-Typist/Telephone operators and the posts included in CAT 4 of class-B who are qualified as provided in rules 14& 16. iii) By appointment by transfer of R.A's and other equivalent categories in A.P.Gen. Sub.service rules. iv) By appointment by transfer of members of the A.P.L.G Service.

Cat (3) U.D.Typist including posts in the scale of pay of U.D Typist Designated as: i. U.D. Typist (Urdu) ii. U.D Typist (Hindi) iii. U.D Typist (Telugu) iv. U.D Typist (Eng.)	i. By promotion of Typist in the relevant language. ii. By Direct Recruitment.If no qualified person is available for promotion.
Cat.(4) a.Typist (Junior Steno including post in the scale of pay of Jr.Steno/Typist categorized as in R.2	i. By Direct Recruitment. ii. By conversion of J.A/Telephone operator as provided in R.14 & 16.

	Contd. iii. By appointment by Transfer of Record Assistants and other equivalent categories in A.P.G.Sub.Service Rules. iv. By appointment by transfer from the member of A.P.L.G.S.
b. i. L.D.Typist (Telugu) ii. L.D. Typist (Urdu) iii. L.D. Typist (Eng.) iv. L.D Typist (Hindi)	i. By Direct Recruitment ii. By appointment by transfer of Record Assistants and other equivalent categories in A.P.G sub.ser. iii. By conversion of J.A's/Telephone operators as provided in R14 & 16. iv. By Appointment by Transfer of member of A.P.L.G.S.

- Note 1 : Under Proviso To R-3 :
1st vacancy out of every eight successive vacancies excluding leave vacancies of Superintendents in H.O.D's and Directorates shall on or after 23-12-80, be filled by Transfer from the category of Superintendent working in the S.O's under the Administrative Control of the concerned H.O.D.
- Note 2 : 1st vacancy out of every four successive vacancies of S.A's in the H.O.D's or Directorates shall be filled from among suitable S.A's working in the S.O's
- Note 4 : 1st vacancy out of every four vacancies of J.A's and Typists including Junior Stenos and other posts working in the S.O's.
- Note 5 : The vacancies of J.A's (Cat 3 of class – A) and Asst. Cum Typist (Cat 4 of class A) shall be filled in a unit of 10 vacancies as follows : contd.....

- 1st Vacancy : By appointment of J.A and Asst. cum Typists working in the S.O's where the unit of appointment is the O/o H.O.D
2nd Vacancy : By D.R
- 3rd Vacancy : -do-
- 4th Vacancy : - do-
- 5th Vacancy : Appointment by conversion from the categories of Typist Junior Stenos and J.O's working in the unit of appointment of the Department as per rule 14 & 16.
- 6th Vacancy : Appointment by transfer from lower categories like R.A's, Attenders etc., working in the unit of appointment of the Department as in Note 17.
- 7th Vacancy : By appointment of J.A and Asst. cum Typists working in the S.O's where the unit of appointment is the O/o HOD or Directorate.
- 8th Vacancy : By D.R
- 9th Vacancy : -do-
- 10th Vacancy : -do-

- **Note 6** : The special category stenos and senior stenos shall be converted as Superintendents or S.A's, as the case may be, before they are promoted or appointed by transfer to a higher post in the Department.
- **Note 7** : For promotion as S.A from the category of J.A or Asst. cum Typist a combined seniority list of the categories of J.A's, Asst.-cum-Typist, Cat. 9 and 4 of class a shall be prepared w.r.t their date of first regular appointment to the respective categories.
- **Note 8** : 70% of the substantive vacancies of Typists, Junior Stenos, Senior Stenos shall be filled by D.R and the remaining vacancies shall be filled by promotion and other methods.

•**Note 9.** For Appointment to the post of Superintendent (Cat. 1 of Class A) the conversion of special cat. Steno shall be against the 10th vacancy in a unit of 20 vacancies in the respective unit, the other vacancies shall be filled by promotion.

Note (10):- For appointment to the post of Senior Assistant (Category (2) of Class A), the appointments shall be made in the following order:-

(a) In a unit of 10 vacancies, the conversion of Senior Stenographers/U.D. Typist who are qualified shall be made against the 5th vacancy; and

(b) The rest shall be filled by promotion from Junior Assistants and Assistant-cum-Typists I.e., Category (3) and (4) of Class A from a combined seniority list of these two categories with reference to their dates of first regular appointment.

Note (11):- (a) 80% of the posts of Telephone Operators (Category (5) of class A) shall be filled by direct recruitment; and

(b) The remaining vacancies shall be by conversion from other categories as provided in Rule 14.

Note (12):- In the matter of appointment to the category of Special Category Stenographer, the sixth vacancy in a unit of 10 vacancies shall filled by promotion among U.D. Typists in any language if they are qualified for appointment as special category Stenographer and the remaining vacancies shall be filled by promotion among Senior Stenographers.

[Note (13):- For appointment to the post of Senior Stenographer (Category 2 of Class B), the vacancies shall be filled in a 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]

[Subs. By G.O.Rt.No.5810, G.A.(SR), Dt.17-12-1999]

[Note (14):- The appointment 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:

Ist Vacancy : - In the office of Heads of Department and Directorates, appointment by transfer of Junior Stenographer/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 transfer 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.]

[Subs. By G.O.Rt.NO.5810, G.A.(SR). Dt.17-12-1999]

Note (15):- Notwithstanding the provision in this rule (Rule 3) Typist and Junior Stenographer already working in the said category posts on the date of issue of stenographers possess the qualifications prescribed in these rules for promotion to the post of Senior Assistants.

Note (16):- No person working as a Telephone Operator (Category 5 in Class A) or in any Category included in Class B in Rule 2, shall be eligible for appointment to any category in Class A except as provide in Rule 14 and 16.

Note (17): - In the cycle mentioned in Notes (5) and (14) in respect of the appointment to the categories of Junior Assistants, Assistant-Cum-Typist, Junior Stenographer and Typist from the feeder category of Record Assistants and other equivalent categories Attenders and other categories

Cont...

in the Andhra Pradesh Last Grade Service, eligible persons from these categories shall be divided into three groups as indicated below and the appointments as between the Groups I,II and III shall be in the ratio of 1:2:7 respectively, in a unit of 10 vacancies

Group -I: Lift Operation, Motor Cycle Messengers, Drivers, Xerox Operators and Shroff;

Group -II : Record Assistant, Roneo Duplicating Operators

Group -III: Attenders, Chowkidars, Sweepers, Scavengers, Cycle Orderlies and other categories in the Andhra Pradesh Last Grade Service.

Appointment to the posts of Junior Assistants, Assistant-cum-Typist, Junior Stenographers and Typists shall be made from among the above three groups, in the order of rotation specified below, in every cycle of ten vacancies:

Ist Vacancy	Group - I
2nd Vacancy	Group - II
3rd Vacancy	Group - III
4th Vacancy	Group - III
5th Vacancy	Group - III

6th Vacancy Group - II

7th Vacancy Group - III

8th Vacancy Group - III

9th Vacancy Group - III

10th Vacancy Group - III

R.4: Appointing Authority : The appointing authority in respect of the posts included in this service shall be as follows :

Sl.no	Posts	Appointing Authority
(i)	(a) Offices of the Heads of Depts. And Directorates except the Office of the Principa Chief Conservator of Forests and Office of the Director General and Inspector General of Police :	The Head of the Dept. or any Gazetted Officer immediately below the rank of the Head of the Dept. nominated for the purpose by the Head of the Dept.
	All Posts	
	(b) Offices of the Principal Chief Conservator of Forests :	Principal Chief Conservator of Forests.
	(1) Manager	Chief Conservator of Forests incharge of Establishment.
	(2) Supdt. Senior Assts., Junior Assts., Stenographers, Typists and Telephone Operators, Assistant-cum-Typist.	
	(c) Office of the Director General and Inspector General of Police :	The Asst. Inspector General of Police incharge of establishment.
	All posts	

Sl.no	Posts	Appointing Authority
	(d) (I) All posts in the Office of the Advocate General. (ii) All posts in the Office of the Public Prosecutor, high Court of Andhra Pradesh. (iii) All posts in the Office of the Govt. Pleaders, High Court of Andhra Pradesh. (iv) Regional Offices : All posts	Advocate General Public Prosecutor. Special Officer. (other than Police Department) The Regional Officer concerned.
(ii)	(a) Other Subordinate Offices :- (other than Non-ISF Records Office, Hyderabad, Estate Officer, Hyd., Panchayat Raj Department, Police Department & Forests Department)	

Sl.no	Posts	Appointing Authority
	(1) Posts carrying pay scales of those above the pay scale of Junior Asst. (excluding Junior Assistant) (2) All other posts of and below the rank of the Junior Assistant. (b) Senior Assts. Junior Assts. In the Office of the Non-ISF Records, Hyderabad.	Where there is a Regional Officer such officer, and where there is no such Officer, the Head of the Dept. or an Officer of the Directorate nominated by the Head of the Department. The District Head of the Dept. Or the Head of the Institution or such other Officer nominated by the Head of the Depts. As the case may be, having jurisdiction over the area of the unit of appointment specified in Rule 13. Deputy Secretary to Govt., General Administration (Poll) Dept. or any other officer not lower in rank than the Dy.Secretary to Govt. in Genl Admn. Dept. incharge of the establishment of the Office of the Non-ISF Records.

Sl.no	Posts	Appointing Authority
	(c) Senior Assts., Junior Assts., and Typists in the Office of the Estate Officer, Hyd. and Secunderabad.	Dy.Secretary/Joint Secretary/Addl. Secretary to Govt. General Admmt. (Accommodation) Department.
	(d) Mandal Parishads and Zilla Praja Parishads: (1) Posts of the rank above Junior Assistants in Mandal Praja Parishads and Zilla Praja Parishads. (2) Other posts of and below the rank of Junior Assistant.	District Development Officer, Zilla Praja Parishad. Dy.district Developoment Officer, Zilla Praja Parishad.
	(e) Gram Panchayats : (1) Posts above the rank of Junior Assistants. (2) All other posts of and below the rank of Junior Assistant.	District Collector. District Panchayat Officer.
	(f) Posts of Superintendents / Managers / Accountants in Police Department other than the Director General and Inspector General of Police Office.	

Sl.no	Name of the Officers in the Group	Appointing Authority/Unit Officer
I.	(I) All District Police Offices in Visakhapatnam Range i.e., Srikakulam, Vizianagaram and Visakhapatnam and Office of the Deputy Inspector General of Police, Visakhapatnam Range. (ii) Office of the Commandant, V (Fifth) Battalion, Andhra Pradesh Special Police, Vizianagaram.	Dy. Inspector General of Police, Visakhapatnam Range.
II	(i) All District Police Offices in Eluru Range I.e., East Godavari, West Godavari and Krishna and Office of the Dy.Inspector General of Police, Eluru Range. (ii) Office of the Commandant, III Battalion, Andhra Pradesh Special Police, Kakinada	Dy. Inspector General of Police, Eluru Range.
III.	(i) All District Police Offices in Guntur Range I.e., Guntur, Prakasam & Nellore and Office of the Dy.Inspector General of Police, guntur Range.	Dy. Inspector General of Police, Guntur Range.

Sl.no	Name of the Officers in the Group	Appointing Authority/Unit Officer
	(ii) Office of the Commandant, VI (Sixth) Battalion, A.P.Special Police, Mangalagiri.	
IV.	(i) All District Police Offices in Kurnool Range I.e, Ananthapur, Cuddapah, Kurnool & Chittoor and Office of the Deputy Inspector General of Police, Kurnol Range. (ii) Office of the Commandant, II Battalion, Andhra Pradesh Special Police, Kurnool.	Dy. Inspector General of Police, Kurnool Range.
V.	(i) All District Police Offices in Warangal Range I.e., Warangal, Khammam, Karimnagar and Adilabad and Office of the Deputy Inspector General of Police, Warangal Range. (ii) Office of the Commandant, IV (Fourth) Battalion, A.P.Special Police, Warangal.	Dy. Inspector General of Police, Warangal Range.
VI.	(i) All District Police Offices in Hyderabad Range, I.e., Hyderabad, Ranga Reddy, Medak, Mahabubnagar, Nizamabad and Nalgonda and Office of the Dy. Inspector General of Police, Hyd. Range	

Sl.no	Name of the Officers in the Group	Appointing Authority/Unit Officer
	(ii) Office of the Commandant, Special Armed Reserve, Central Police Lines, Hyderabad Range. (iii) Office of the Commandant, 1 st Battalion, Andhra Pradesh Police. (iv) Office of the Deputy Inspector General of Police, A.P. Special Police, Battalions. (v) Office of the Commandant, VII Battalion, Andhra Pradesh special police.	Dy. Inspector General of Police, Hyd, Range.
VII.	Police Training College, Ananthapur.	Principal, Police Training College, Ananthapur.
VIII.	Office of the Superintendent, Railway Police, Vijayawada	Supdt., Railway Police, Vijayawada
IX.	Office of the Superintendent, Railway Police, Secunderabad.	Supdt., Railway Police, Secunderabad.
X.	(i) Office of the Crime Branch, Criminal Investigation Department. (ii) Office of the Intelligence Branch. (iii) Police Transport Organization. (iv) Office of the Supdnt., Police Communication.	Dy. Inspector General of Police, Hyd.

Sl.no	Name of the Officers in the Group	Appointing Authority/Unit Officer
XI	Office of the Commissioner of Police Hyderabad.	Commissioner of Police, Hyderabad.
XII.	Office of the Director, Forensic Science Laboratory.	Director, Forensic Science Laboratory, Hyd.
	Posts of Senior Assitants, Junior Assistants, Typists including Jr.Stenos and Sr.Stenos and other equivalent or lower posts in this service.	

Sl.no	Name of the Officers in the Group	Appointing Authority/Unit Officer
I.	(a) Office of the Dy. Inspector General of Police, Vizianagaram, Visakhapatnam, Visakhapatnam Range, District Police Offices, Visakhapatnam and Police Recruits School, Vizianagaram.	Superintendent of Police Visakhapatnam.
	(b) Each other Office in Visakhapatnam Range namely District Police Office, Srikakulam and Vth Battalion, Andhra Pradesh, Special Police, Vizianagaram.	Head of the Office, concerned.
II.	(a) Office of the Dy. Inspector General of Police, Eluru Range and District Police Office, West Godavari,	Superintendent of Police, West Godavari.
	(b) Each other office in Eluru Range namely, District Police Offices, East Godavari, Krishna and III (third) Battalion, Andhra Pradesh Special Police, Kakinada.	Head of the Office concerned.
	(c) Office of the Superintendent, Railway Police, Vijayawada.	Superintendent, Railway Police, Vijayawada.

Sl.no	Name of the Officers in the Group	Appointing Authority/Unit Officer
III.	(a) Office of the Dy. Inspector General of Police, Guntur Range & District Police Office, Guntur.	Superintendent of Police, Guntur.
	(b) Each other office in Guntur range namely District Police Offices, Prakasam, Nellore and VI Battalion Andhra Pradesh special Police, Mangalagiri.	Head of the Office concerned.
IV.	(a) Office of the Deputy Inspector General of Police, Kurnool Range and Superintendent of Police, Kurnool.	Superintendent of Police, Kurnool.
	(b) Each other office in Kurnool Range namely District Police Offices, Cuddapah, Chittoor, Anantapur and Office of the Commandant II (Second) Battalion, A.P. Special Police, Kurnool.	Head of the Office concerned.
	(c) Police Training College, Anantapur.	Principal, Police Training College, Anantapur.
V.	(a) Office of the Dy. Inspector General of Police, Warangal Range and District Police Office, Warangal.	Superintendent of Police, Warangal.

Sl.no	Name of the Officers in the Group	Appointing Authority/Unit Officer
	(b) Each other office in Warangal range namely District Police Offices Khammam, Karimnagar and Adilabad and Office of the Commandant IV Battalion A.P.Special Police, Warangal.	Head of the Office concerned.
VI.	(a) Office of the Dy. Inspector General of Police, Hyderabad Range and District Police Office, Ranga Reddy Dist., Hyderabad. (b) Each other District Police Office in Hyderabad Range namely Medak, Mahabubnagar, Nizamabad and Nalgonda and VII Battalion, A.P. Special Police, Dichpalli, Nizamabad District. (c) Office of the Dy. Inspector General of Police, Andhra Pradesh Special Police, Battalion and Commandant Ist Battalion Andhra Pradesh Special Police, Hyderabad. (d) Office of the Special Armed Reserve, Central Police Lines, Amberpet.	Superintendent of Police, Ranga Reddy District, Hyderabad. Head of the Office concerned. Commandant, Ist Battalion, Andhra Pradesh Special Police. Commandant, Special Armed Reserve, Central Police Lines.

Sl.no	Name of the Officers in the Group	Appointing Authority/Unit Officer
	(e) Office of the Superintendent, Railway Police, Secunderabad.	Superintendent, Railway Police, Secunderabad.
VII.	(a) Office of the Crime Branch, Investigation Department. (b) Office of the Intelligence Branch. (c) Office of the Supdt., Police, Communications. (d) Police Transport Organization. (e) Office of the Director, Forensic Science Laboratory.	Supdt., Crime Branch, Criminal Investigation Dept., Hyderabad. Superintendent of Police, Intelligence, Hyderabad. Superintendent of Police, Communication, Hyd. Police Transport Organisation, Hyderabad. Director, Forensic Science Laboratory.
VII.	(a) Office of the Commissioner of Police, Hyderabad.	Deputy Commissioner of Police incharge of Office Establishment.

R-5 : Reservation of Appointments

- a) Reservations for S.C's, S.T's & B.C's, the rule of Special Representation (Gen.R-22) shall apply to appointments by direct recruitment to the posts in this service provided that no reservation shall be made for physically handicapped persons except as provided in sub-rule (b) of R-5.
- b) Reservation for Physically Handicapped : Reservation shall apply to each of the categories in each Departmental unit referred to in Rule:13 when they are appointed by D.R.
- c) Reservation for Women in appointment : 33 1/3 % of posts for Direct Recruitment in each category – O.C, B.C's (Group A, B, C & D, S.C's & S.T's quota. In the matter of D.R to posts which are reserved exclusively for being filled by Women, they shall be filled by women only.

- **Rule:6: Qualifications:** No person shall be eligible for appointment to any post in the service either by Direct Recruitment or by appointment by transfer or by promotion, including conversion, unless he possesses the inter qualifications and where a higher educational qualification is prescribed for such post such higher qualification.
- **Proviso under rule 6(2) :** Employees who were already in service prior to 15-12-1984 and those appointed to the posts in the offices other than the H.O.D's and Directorates prior to 29-10-87 shall be eligible for appointment as J.A etc., if they passed S.S.C or any equivalent examination.

Rule 6(3) : R.A's and members of equivalent categories in other services and members of A.P.L.G services as specified in R.3 shall not be eligible for appointment by transfer to the posts of J.A, Asst.-cum – Typist & Junior Steno in the subordinate offices viz., Offices other than the H.O.D's & Directorate unless they possess the qualification of pass in Inter/Typewriting Higher in Telugu and put in not less than 5 years of regular service in such categories.

Proviso Under Rule 6(3): Those appointed to the categories of R.As and equivalent posts in the offices specified here prior to 31.10.80 shall be eligible for appointment by transfer to the post of J.A or Asst.-cum-Typist even if they do not hold a degree of a University referred to above but they shall possess the following qualifications :

- I. Intermediate certificate issued by the B.O.I.
- II. Typewriting qualification in higher grade.
- III. Put in not less than five years regular service in such categories.

No member of the service shall be eligible for appointment to the posts of Superintendents, S.A or J.A or Asst. – cum – typist in the O/o the H.O.D or Directorate, as the case may be, by Transfer from its subordinate offices under notes (1) (2) & (4) under R.3 unless he holds a degree of a university in India.

Rule:7: Max age Limit – 28 years

D.R – Uniformly raised by 5 years.

Rule 8 : Minimum 3 years service for promotion / appointment by Transfer.

- **Rule 9 : Probation : Direct Recruits : 2 years on Duty within a continuous period of 3 years.
Promotion/Appointment by Transfer one year on duty within a continuous period of 2 years.**
- **Rule 10 : (a) Training : 3 months for Direct Recruits.
(b) Bond should be executed for serving the Department for 3 years after completion of the Training.**

Amendment : Every person promoted as Senior Asst. from the category of typist and the Junior Stenographer shall undergo training for a period of three months (G.O.Ms.No. 144, GA (Ser.B) Dept.dt.12.05.2003)

- **Rule 11 : Tests**

- (a) A person appointed by direct recruitment shall pass such tests as may be prescribed by the Government from time to time in respect of the relevant category.**
- (b) No person shall be eligible for promotion or appointment by transfer to the posts mentioned in Annexure II unless he has passed the tests or acquired such qualifications, as are prescribed in the said Annexure.**
- (c) Where a test is newly prescribed for appointment to a category or grade, the members holding post in the said category or grade, shall, within a period of two years from the date of prescribing the test, pass the said tests failing which their annual increments in the category or grade shall be stopped without cumulative effect, and their confirmation shall also be withheld till such time that he passes the test.**

Rule 12 : Transfers & Postings :-

1. The appointing authorities listed out in r-4 or other subordinate authority are competent to effect the transfers and postings of persons in the respective categories.
2. Other Transfers : J.A's (Typists) Junior Stenos or Asst. Cum Typists may be transferred from the subordinate offices to the H.O.D's and Directorates.
3. Transfers from local cadres to regional offices permissible.
4. Transfers of probationers and approved probationers from the unit of the O/o H.O.D originally allotted to another unit of the O/o H.O.D or to the offices notified as state level offices or special offices to which 6 point formula does not apply may be made by the H.O.D concerned with the concurrence of the other H.O.D subject to the condition that their seniority shall be regulated as per R-15.

R-13 : Unit of appointment : Department unit means :-

- a) Each office of a H.O.D.**
- b) Each O/o A State Level Office / State Level Institution.**
- c) Each of the special offices and Special Establishments notified under the presidential order.**
- d) In the case of posts which are within the purview of the A.P.P.E (ORG. of Local Cadres and Regulation of D.R) Order, 1975.**
- i) Each Department in each Dist. of a Group of offices in a part of the Dist. into which several offices in a Dist. in that Department may be grouped, by an order of the H.O.D issued with the approval of the Government for the categories of posts the minimum of the scale of pay which is equivalent to or less than the minimum of the scale of pay of J.A.**

ii) Each Department in each zone specified in the second schedule or group of zones, as may be specified by the Government under presidential order.

- **Rule 14** : Conversion as between J.A's/Typists/junior Stenos/Telephone Operators, Asst. Cum Typists and Transfers between categories of J.As and Typists/Junior Stenos and Telephone operators and Asst. Cum Typists :
- **Asst. cum Typist, J.A, Typist or Telephone operator**
Junior Steno.
- **J.A, Typists, Junior Steno Telephone Operator.**
Asst. cum Typist.
- **Asst. cum Typist, J.A or Telephone Steno operator.**
Typist/junior

R.15 Seniority : (2) The Seniority of a member of the service who is appointed by conversion from the post of special category steno to the post of Superintendent or from the post of Senior Steno or U.D to the post of S.A shall be fixed w.r.t the date of his first appointment as special category steno or Senior Steno or U.D Typist as the case may be.

- *Proviso (I) In respect of persons whose services are lent to another department, the service rendered by him in the higher post in the deputation post, shall count for seniority in the parent department or office only from the date of regular appointment to such higher post in the parent department or office.*

ii) The Seniority of a person transferred on administrative grounds from one Department to another shall be fixed in the latter department w.r.t the date of his first appointment in the former department or office.

iii) If it is at request seniority shall be fixed in the latter department or office w.r.t the date of his first appointment in the latter department or office.

- **The Seniority of a Superintendent, S.A or J.A or Typist or J.S or Asst. Cum Typist Transferred and appointed as superintendent S.A etc., in the O/o concerned H.OD or Directorate in terms of note (1) (2) (4) of R.3 shall be determined w.r.t the date of joining as Superintendent or S.A etc., as the case may be, in the unit of office to which he is transferred.**
- **A person converted from one category to another under rule 2 shall take his seniority in the converted category from the date of his commencement of probation in the latter category, as on the date of his commencement of probation of such person in the latter category.**

Rule 16 : Promotion and absorption of Stenographers and Typists :

a. No member of a service shall be eligible for appointment from the post mentioned in Column (1) of the table below to the post mentioned in Column (2) unless he has put in satisfactory service for min. period in the category specified in Column(3) there of and acquired the other qualifications referred to in Column(3)

[illegible]

Amendment : for sub rule (b) of Rule 16 and the task there under the following shall be substituted namely :

(b) A telephone operator opting for absorption in clerical line, shall first be converted to the category of Junior Asst./Asst.-cum-typist / Typist / Junior Stenographer and put in satisfactory service of one year in such category and shall have passed the departmental or other special tests prescribed in Annexure for Promotion as Senior Asst.”.
(G.O.Ms.No.114, GA (Ser B) Dept. dt.12.05.2003.

Rules 18 : List of approved candidates : There shall be one list of approved candidates for appointment by D.R to the posts of J.A's taken together and another list of approved candidates for appointments by D.R to the posts of Typists and Junior Stenos and another list for appointment by D.R to the post of Asst. cum Typist. Such lists shall be drawn up by the APPSC separately for each departmental unit in two parts :

- For offices and Institutions other than those solely managed by or intended for women and**
- For offices and institutions solely managed by, or intended for women.**

R-19 : Preparation of lists of approved candidates :-

The lists shall be prepared in accordance with the application made annually to the commission by the appointing authority for the Department Unit concerned or, if there are more than one appointing authority in the unit, by the authority to be nominated for the purpose by the H.O.D.

Rule 20 : Permanent allotment of candidates to departmental units and their appointment.

The candidates included by the commission in the list for each departmental unit shall be regarded as permanently allotted to the Department of which that unit forms part and appointments to the service in each unit shall be made from that list.

Proviso : If there is more than one appointing authority in the unit, such appointments shall be made in consultation with the authority nominated for the purpose by the H.O.D.

Rule 21 : Candidates allotted but not actually employed in a departmental unit :

A candidate appointed to one departmental unit but not actually employed in that unit may be appointed temporarily in another office in a different departmental unit. If there is no candidate in that departmental unit, such temporary appointment shall not count for probation in the service and shall cease if the candidate is required to fill a vacancy in the departmental unit to which he has been allotted.

**Rule 22 : List of Probationers for Administrative
units :**

As soon as a candidate is placed on probation, in a Department a service book shall be opened and his name shall be removed from the list of approved candidates and transferred to the list of probationers.

A probationer or an approved probationer may be employed in any of the offices of the department within the Administrative Unit.

Rule 23 : Allotment of candidates with special qualifications :

When a candidate is required to fill any post for which special qualifications are prescribed, the order indicated in the list of approved candidates may be departed from in so far as such departure may be necessary in order to secure the appointment of a candidate possessing such special qualifications.

**Rule 24 : Failure of approved candidates,
discharged Probationers and approved
probationers to join duty when required.**

In such an event his name shall be removed from the list of approved candidates, or from the list of approved probationers. In such an event the candidate shall not be eligible for appointment again on the basis of the inclusion of his name in the same list.

Rule 26 : Securities :

1. Security needs to be obtained wherever they are required for the due and faithful performance of duties attached to the post.

2. If a G.S who has furnished security applies for leave other than casual leave or is deputed to other duty, the person who is appointed to officiate for him shall furnish the security.

Rule 27 : Members desiring courses of study not connected with probation :

They may undergo if the study enhances their usefulness as a member of the service. He can be granted leave. He is also entitled to seniority held by him previously and increments. This shall not have the effect of excluding the period of absence during the course of study in computing the continuous period within which the prescribed period of probation has to be completed.

AP CS (CCA) Rules, 1991

ART 311 of COI

- Reasonable opportunity of being heard
- No dismissal or removal except
by authority competent to appoint
- CCA Rules framed on this principle

AP C. S. (CCA) RULES

- CONTAINS 46 RULES
- 2 SCHEDULES
- 4 APPENDICES
- C : Classification of Services
 - Rule 5. Classification of Services
 - Rule 6. Constitution of State Services
 - Rule 7. Constitution of Subordinate Services
- C : Control
 - Rule 8. Suspension
 - Rule 9. Penalties
 - Rule 10. Other Penalties
- A – Appeal (Rules 32 to 39)

AP C. S. (CCA) RULES

- Schedule I: State Services
- Schedule II: Subordinate Services
- Appendix: I: General Subordinate Services
- II. Authorities imposing minor penalties on Subordinate officers
- III. Authorities imposing minor & major penalties against Subordinate officers
- IV. Authorities in respect of police etc

Application of Rules (Rule 3)

These rules shall apply to every Govt servant

except

- persons in casual employment**
- persons subject to discharge from service on less than one month notice**
- Members of All India services**
- Persons for whom special provision is made**
- in respect of matters covered.**

SUSPENSION - WHEN

- DISCIPLINARY ACTION PENDING OR CONTEMPLATED
- IF ENGAGED IN SUBVERSIVE ACTIVITIES
- CRIMINAL OFFENCE UNDER INVESTIGATION, INQUIRY OR TRIAL
- PUBLIC SCANDAL
- CUSTODY FOR MORE THAN 48 HOURS IS DEEMED TO BE UNDER SUSPENSION

SUSPENSION

- STANDARDISED FORMS GIVEN IN G.O.Ms 411
GAD Dt. 20.7.93
- SUBSISTENCE ALLOWANCE TO BE SANCTIONED
- NO OTHER EMPLOYMENT DURING SUSPENSION
- NOT FREE TO GO TO ANYWHERE
- NO TA WILL BE PAID IF LEFT HQ
- RESIGNATION SHOULD NOT BE ACCEPTED

MINOR PENALTIES

- (i) Censure
- (ii) Withholding of promotion
- (iii) omitted in 2005
- (iv) Withholding increment without cumulative effect not exceeding 3 years
- (v) (a) Suspension where the person is already suspended under Rule 8
- (v) (b) reduction to a lower stage in the time scale of pay for a period not exceeding three years , without cumulative effect and not adversely affecting his pension

MINOR PENALTY – MAJOR PROCEDURE

- Withholding of increment without cumulative effect exceeding 3 years
- Not a major penalty but:
- Procedure for major penalty should be followed

Major penalties

- (vi) Withholding of increment with cumulative effect
- (vii) Reduction to:
 - (a) Lower stage in time scale of pay
 - (b) Lower time scale of pay, grade, post or Service
- (viii) Compulsory retirement
- (ix) Removal
- (x) Dismissal

HOW A DISCIPLINARY CASE ARISES

- Receipt of a complaint
- Finding the misconduct:
- Petitions
- News report
- Audit report
- Office inspection etc

PRELIMINARY INQUIRY

- No Inquiry if the complaint is:
 - ANONYMOUS or
 - PSUDONYMOUS
- But, If verifiable allegations
 - PRELIMINARY INQUIRY to assess facts
 - No procedure prescribed in CCA Rules
 - If allegations are found correct
 - Disciplinary Action to be initiated

Procedure to be followed

- Charge Memo:
- Explanation of the Public Servant
- Imposing Minor Penalty
- In Case of Major Penalty: Inquiry
- Appointing Inquiry officer
- Appointing Presenting officer

Articles of Charge

- A charge should be brief, clear and precise
- It should identify the Misconduct/ misbehaviour
- preferably be in the third person.
- A separate article of charge should be framed in respect of each transaction/event or a series of related transactions/ events.
- each misconduct should be specifically mentioned.
- Multiplication or splitting up of charges on the basis of the same allegation should be avoided.
- Charge should not contain expression of opinion
- Charge should not relate to a matter which has already been the subject matter of an inquiry and adjudication.

A specimen of an article of charge

“That Sri (name and designation of the Government servant at the time of framing of the charge), while functioning as (designation at the time of the misconduct) from to (period) demanded and obtained an amount of Rs.5,000 as illegal gratification from Sri (name), contractor, (address) on at (date and time), in his office (mention any other place) promising to pass his bill of execution of work (give the name of the work) without objections threatening otherwise to withhold payment, which constitutes misconduct of failure to maintain absolute integrity and devotion to duty and commission of an act unbecoming of a Government servant, in violation of sub-rules (1) and (2) of Rule 3 of the APCS (Conduct) Rules, 1964.”

Inquiry procedure

- Preliminary hearing
- Choosing the Defence assistant by CO
- Furnishing statements of witnesses if recorded
- Allowing to examine documents in the presence of IO

Inquiry procedure

- Hearing
- Examination-in-Chief
- Cross examination
- Reexamination
- Recording
- Taking signature of the recorded statements
- Note of next hearing

Inquiry procedure

- Personal hearing, if CO desires
- Written Brief
- Inquiry report in the form of a statement containing :
 - Articles of charge
 - Defense statements
 - Assessment of evidence
 - Findings
 - Submission to Disciplinary Authority

Inquiry procedure

- Disciplinary Authority to:
 - Satisfy himself/herself with the findings
 - If any deviation in procedure found:
 - Refer back to the IO for re-inquiry
 - DA can come to independent decision based on the facts

Inquiry procedure

- Once satisfied:
 - Copy of the Inquiry Report to be communicated to the Charged Officer
 - Receipt of further representation within 30 days
 - Speaking order of DA in consultation with APPSC if required
- Appeal
- Revision
- Review

principles of natural justice

- He should be informed of the charges
- He should be given reasonable opportunity to give his explanation
- He should be supplied with all the relevant copies of documents which he required to defend his case
- He should be informed of his right to appoint a defence assistant to defend his case

- The C.O. should be given opportunity to cross examine the Mgt. witness
- Personal hearing, if the Charged officer desires so.
- Communication of written brief of the presenting officer
- Opportunity to submit defense statement
- Communication of Inquiry report

- Reasonable opportunity to make further representation on the Inquiry report
- The penalty should be proportionate to the gravity of offence
- While disposing appeal, if the AA decides to enhance penalty, the C.O. should be given reasonable opportunity to being heard
- No double jeopardy.

Rules in CCA Rules, 1991

- Rule 1. Short title and commencement**
- Rule 2. Interpretations**
- Rule 3. Application**
- Rule 4. Power to exclude from operation**
- Rule 5. Classification of Services**
- Rule 6. Constitution of State Services**
- Rule 7. Constitution of Subordinate Services**
- Rule 8. Suspension**
- Rule 9. Penalties**

Rules in CCA Rules, 1991

- Rule 10. Other Penalties**
- Rule 11. Disciplinary Authorities in respect of
State Services**
- Rule 12. Government's power to impose penalties on
members of State Services**
- Rule 13. Authorities competent to suspend members
of State Services**
- Rule 14. D.A. and Authorities competent to suspend,
in respect of Subordinate Services**

Rules in CCA Rules, 1991

- Rule 15.** Powers of appointing authority etc. to suspend members of State and Subordinate Services.
- Rule 16.** Disciplinary authority in case of promotion or transfer of a member of a Service and a reversion or reduction
- Rule 17.** Special provision to respect of Police Officials employed in Anti – Corruption Bureau, Vigilance and Enforcement Department and Lokayukta and Upa-Lokayukta

Rules in CCA Rules, 1991

- Rule 18. Lower authority not to reopen case:**
- Rule 19. Authority to institute proceedings**
- Rule 20. Procedure for imposing major penalties**
- Rule 21. Action on the Inquiry report**
- Rule 22. Procedure for imposing minor penalties**
- Rule 23. Communication of orders**
- Rule 24. Common proceedings**

Rules in CCA Rules, 1991

- Rule 25. Special procedure in certain cases**
- Rule 26. Waiver procedure to certain cases**
- Rule 27. Action on report of Lokayukta and Upa-Lokayukta**
- Rule 28. Rule not to affect provisions relating to Andhra Pradesh Survey and Land Records Subordinate Service**
- Rule 29. Rules not to affect provisions in Andhra Pradesh Stationery Manual**

Rules in CCA Rules, 1991

- Rule 30. Provisions regarding officers lent to Government of India etc.**
- Rule 31. Provisions regarding officers borrowed from Government of India etc.**
- Rule 32. Orders against which no appeal lies**
- Rule 33. Orders against which appeal lies**
- Rule 34. Appellate Authorities**
- Rule 35. Period of limitation for appeals**

Rules in CCA Rules, 1991

- Rule 36. Form and contents of appeal**
- Rule 37. Consideration of Appeal**
- Rule 38. Review of original orders passed by Govt., in lieu of appeal**
- Rule 39. Implementation of orders in appeal**
- Rule 40. Revision**
- Rule 41. Review**

Rules in CCA Rules, 1991

Rule 42. Service of orders, notices etc.

Rule 43. Power to relax time-limit and to condone delay

Rule 44. Supply of copy of Commission's advice

Rule 45. Repeal and Saving

Rule 46. Removal of Doubts

Prescribed Formats

(G.O. Ms. No. 411 G.A.D., Dt. 20.07.1993)

- **Annexure – I - Form of order of suspension
(Where charge sheet has been issued)**
- **Annexure – II Form of order of Suspension
(where disciplinary proceedings are
contemplated)**
- **Annexure – III – Form of order of suspension
(Where a case has been registered and it is
under investigation)**

Prescribed Formats

(G.O. Ms. No. 82, G.A. (Ser.C.) Dept., Dt. 1.3.1996)

- Form- I - Non employment Certificate
- Form- II - Articles of Charges
- Form- III - Order of revocation of suspension order
- Form- IV- Appointment of Inquiry Authority
- Form- V - Appointment of Presenting Officer
- Form-VI - Memorandum of Charges for imposing minor penalty under Rule 22
- Form-VII- Minor Penalty proceedings
- Form-VIII- Common Proceedings

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For official use only

HAND BOOK
ON DISCIPLINARY PROCEEDINGS FOR
DISCIPLINARY AUTHORITIES, INQUIRING
AUTHORITIES AND PRESENTING OFFICERS

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HAND BOOK
ON DISCIPLINARY PROCEEDINGS FOR
DISCIPLINARY AUTHORITIES, INQUIRING
AUTHORITIES AND PRESENTING OFFICERS

1. Object of the Hand Book

The procedure prescribed under the Andhra Pradesh Civil Services (Classification Control and Appeal) Rules, 1991 (“CCA Rules” for short) for imposition of major penalties on “Government servants” of the Andhra Pradesh State, is set out here, for the guidance of the disciplinary authorities, inquiring authorities and presenting officers, who are the primary functionaries dealing with disciplinary cases.

2. Importance of Procedure, in Disciplinary Proceedings

Disciplinary proceedings lay down the procedure that is required to be followed by the competent authorities for the purpose of establishing the truth or otherwise of an allegation of misconduct leveled against a Government servant, and in the event of the Government servant being held guilty of the charge, to impose on him a prescribed penalty, in strict conformity with the provisions of the APCS (CCA) Rules, 1991 applicable to him. If the departmental authority holds the inquiry in violation of the prescribed procedure, the findings and the decision are liable to be set aside by the departmental authorities and courts. More cases are lost for technical lapses, few for want of proof. It is so, because “some”: evidence is sufficient to sustain the charge and judicial review does not interfere with the findings of fact arrived at in disciplinary proceedings and it is confined to examination of the decision-making process. Hence, it is necessary that the functionaries charged with the task of conducting disciplinary proceedings should equip themselves with a thorough knowledge of the procedural requirements; and the Hand Book with the ready-at-hand, easy-to-refer information will be found invaluable.

3. Article 311 of the Constitution

The Procedure that is required to be followed in imposing major penalties on civil officials is laid down in Article 311 of the Constitution of India. The Article is extracted below.

311. “Dismissal, removal or reduction in rank of persons employed in civil capacities under the Union or a State :- (1) No person who is a member of a civil service of the Union or an All-India Service or a civil service of a State or holds a civil post under the Union or a State shall be dismissed or removed by an authority subordinate to that by which he was appointed.

(2) No such person as aforesaid shall be dismissed or removed or reduced in rank except after an inquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges:

Provided that where it is proposed after such inquiry, to impose upon him any such penalty, such penalty may be imposed on the basis of the evidence adduced during such inquiry and it shall not be necessary to give such person any opportunity of making representation on the penalty proposed.

(Provided further . . .)

(3) If, in respect of . . .”

Government servants (the subject of the study) are “civil officials” mentioned in Article 311 of the constitution, and the constitutional provisions laid down there under would apply to Government servants of the State.

Article 311 of the Constitution, extracted above, lays down that--

- (i) an inquiry should be conducted;
- (ii) the civil official should be informed of the charges against him;
- (iii) he should be given a reasonable opportunity of being heard in respect of those charges;
- (iv) a penalty may be imposed on the basis of the evidence adduced during the inquiry;
- (v) he shall not be dismissed or removed by an authority subordinate to that by which he was appointed.

Explaining the above constitutional provisions, the Supreme Court held that the rules of natural justice require that - -

- (i) charged employee should be given notice of the charges he is called upon to explain and the allegations on which those were based;
- (ii) evidence should be taken in the presence of the charged employee;
- (iii) he should be given an opportunity to cross-examine the prosecution witnesses;
- (iv) he should have an opportunity of adducing all relevant evidence on which he relies. No material should be relied against him without giving him an opportunity of explaining such material..

Non-compliance with the constitutional requirements or deviation there from will render the proceedings null and void.

4. Rules 20, 21 of AP. CS. (CCA) Rules

The Andhra Pradesh Civil Services (CCA) Rules, 1991 in turn elaborated the procedure required to be followed, step by step, stage by stage, under Rules 20 and 21. and the procedure laid down under the said rules meets the constitutional requirements.

5. Conduct Rules

The AP CS (Conduct) Rules, 1964 lay down principles as to what the Government expects the Government servant to do and not to do, and Rule 3 thereof stipulates that the Government servant shall maintain absolute integrity and devotion to duty and do nothing which is unbecoming of a Government servant. Rule 3 is a potent frequently used provision covering a wide range of misconducts like bribery and corruption, forgery and misappropriation, theft and rape.

6. Government servant

“Government servant” means a person as defined under clause (e) of Rule 2 of the AP CS (CCA) Rules, 1991, viz. (i) a member of a Civil Service of the State or holder of a Civil post in connection with the affairs of the State, including such Government servant whose services are temporarily placed at the disposal of the Government of India, Government of another State or a company, corporation or organisation owned or controlled by Government of Andhra Pradesh or a local or other authority or (ii) a member of a Civil Service or holder of a Civil post under the Government of India or Government of another State, whose services are temporarily placed at the disposal of the Government of Andhra Pradesh or (iii) a person in the service of a local or other authority, whose services are temporarily placed at the disposal of the Government of Andhra Pradesh.

Thus, the term Government servant includes those whose services are lent to or borrowed from Government of India, Government of another State or a company, corporation or organization owned or controlled by Government of Andhra Pradesh or a local or other authority.

The CCA Rules, however, do not apply to casual employees, those liable for discharge on less than one month's notice and members of the All India Services.

7. Application to other Services and Undertakings

The Government servants of the State are governed by the APCS (CCA) Rules, 1991 and the AP.CS. (Conduct) Rules, 1964. and employees of other Services and State Public Sector Undertakings are governed by the respective Rules and Regulations applicable to them. For instance, members of the All-India Services ie. the Indian Administrative Service, the Indian Police Service and the Indian Forest Service are governed by the All-India Services (Discipline and Appeal) Rules, 1969 and the All-India Services (Conduct) Rules, 1968.

The basic structure and the underlying principles are the same and the procedure can be suitably moulded to meet the requirements of any particular Service or Undertaking.

8. Basis for Disciplinary Proceedings

Disciplinary proceedings are instituted commonly on the basis of material secured in what is known as a preliminary enquiry conducted by the department on receipt of a complaint and at times on the basis of a well-documented allegation straight away without conducting a preliminary enquiry. Disciplinary proceedings are taken up also as an outcome of an enquiry or investigation conducted by the Anti-Corruption Bureau or any other investigating agency.

Disciplinary proceedings are not exploratory; prima facie material should be available for their institution.

The basis of initiation of disciplinary proceedings cannot be questioned. There is no question of failure to follow procedure as no procedure is prescribed. The Government servant has no right of being heard. or any other right during the preliminary enquiry stage

The material secured during the preliminary enquiry cannot be the basis for imposing a penalty; it can be the basis only for deciding the course of action, whether to drop action or start action.

It may be noted that 'enquiry' in 'preliminary enquiry' is spelt with the letter 'e' while 'inquiry' in 'regular inquiry' is spelt with the letter 'i' as a standard practice in jurisprudence, and 'enquiry' indicates enquiry conducted prior to institution of formal proceedings while 'inquiry' indicates regular inquiry conducted after institution of the disciplinary proceedings.

9. Disciplinary Authority, King-pin

The disciplinary authority is the king-pin around whom the disciplinary proceedings revolve from commencement to conclusion.

Disciplinary authority does not necessarily mean an authority competent to impose the penalty of dismissal; he is an authority competent to impose any of the penalties, as defined under clause (c) of Rule 2 of the CCA. Rules.

10. Drawing up of Charge-sheet

The Disciplinary Authority or the cadre-controlling authority draws up or causes to be drawn up a charge sheet containing the following :

- (i) articles of charge containing the substance of the imputations of misconduct or misbehavior in a definite and distinct form;
- (ii) a statement of the imputations of misconduct or misbehaviour in support of each article of charge, which shall contain
 - (a) a statement of all relevant facts including any admission or confession made by the Government servant;
 - (b) a list of documents by which and a list of witnesses by whom, the articles of charge are proposed to be sustained, .

11. Delivery of the charge sheet together with copies of documents and statements of witnesses

The disciplinary authority shall deliver the charge sheet or cause it to be delivered to the Government servant together with copies of the said documents and copies of statements recorded, if any, of the said witnesses

12. Serving of charge sheet

The drawing up and delivery of the charge sheet is a significant land-mark as it marks the commencement of the proceedings. The best way of serving the charge sheet is personal service by delivering it under acknowledgement. In the alternative, the charge sheet may be sent to the Government servant by registered post acknowledgment due to his last known address, failing which it may be exhibited on the notice board and published in the official gazette and put in the news papers. Endorsements on postal letters "not found", "not traceable", "not known", "left" do not amount to service, but an endorsement "refused" does. The Supreme Court laid down, in the cases of Delhi Development Authority vs. H.C. Khurana, 1993(2) SLR SC 509 and Union of India vs. Kewal Kumar, 1993(2) SLR SC 554 that charge sheet is issued when it is framed and despatched to the employee irrespective of its actual service on the employee.

13. Articles of charge

(i) Article of charge is the prima facie proven essence of the allegation setting out the nature of the accusation in general terms, such as obtaining illegal gratification, acceptance of sub-standard work, false measurement of work executed, execution of work below specification, breach of a conduct rule etc. A charge should briefly, clearly and precisely identify the misconduct/misbehaviour committed and the Conduct Rule violated. It should give the time, place, persons and things involved so that the Government servant has a clear notice of his involvement. It should be unambiguous and free from vagueness.

(ii) The articles of charge should preferably be in the third person.

(iii) A separate article of charge should be framed in respect of each transaction/event or a series of related transactions/events.

(iv) If, in the course of the same transaction, two or more misconducts are committed, each misconduct should be specifically mentioned.

(v) If a transaction/event shows that the Government servant must be guilty of one or the other of misconducts depending on one or the other set of the circumstances, then the charge can be in the alternative.

(vi) Multiplication or splitting up of charges on the basis of the same allegation should be avoided.

(vii) The terms delinquent and accused suggest prejudging the issue and are inappropriate, and terms like public servant, employee or simply Government servant should be used instead.

(viii) Charge should not contain expression of opinion as to the guilt of the Government servant. It should start with the word “that” to convey that it is only an allegation and not a conclusion.

(ix) Charge should not relate to a matter which has already been the subject matter of an inquiry and adjudication, unless it involves technical considerations.

(x) There should be no mention of the penalty proposed to be imposed either in the articles of charge or the statement of imputations.

14. Specimen Article of charge

A specimen of an article of charge in a case of bribery is given below :

“That Sri (name and designation of the Government servant at the time of framing of the charge), while functioning as (designation at the time of the misconduct) from to (period) demanded and obtained an amount of Rs.5,000 as illegal gratification from Sri (name), contractor, (address) on (date and time), in his office (mention any other place) promising to pass his bill of execution of work (give the name of the work) without objections threatening otherwise to withhold payment, which constitutes misconduct of failure to maintain absolute integrity and devotion to duty and commission of an act unbecoming of a Government servant, in violation of sub-rules (1) and (2) of Rule 3 of the APCS (Conduct) Rules, 1964.”

Quite often expressions like moral turpitude, habitual corruption are freely used in the articles of charge without basis in the mistaken impression that such

expressions bolster up the charge. They are purposeless and out of place and should be given up unless they are ingredients of the charge.

15. Statement of Imputations

Statement of imputations should contain all relevant facts given in the form of a narration and should embody a full and precise recitation of specific relevant acts of commission or omission on the part of the Government servant in support of each article of charge including any admission or confession made by the Government servant and any other circumstances which it is proposed to take into consideration. It should be precise and factual. It should mention the conduct/behaviour expected or the rule violated. It would be improper to furnish the report of the Investigating Officer as a statement of imputations. It would not be proper to mention the defence and enter into a discussion of the merits of the case to support the imputations in spite of the likely version of the Government servant. All material particulars such as dates, names, places, figures and totals of amounts etc should be carefully checked with reference to documents, statements of witnesses and other record and their accuracy ensured.

The statement should not refer to the preliminary enquiry report unless relied upon or the Anti-Corruption Bureau Report of enquiry/investigation or the advice of the Vigilance Commission, Vigilance Department or any such agency or functionary.

It would be convenient to draft the statement of imputations of misconduct or misbehavior first and based thereon to frame the articles of charge and pick up the witnesses and documents therefrom.

16. Witnesses

In the course of the preliminary enquiry, a number of witnesses are usually examined and their statements recorded. The list of such witnesses should be carefully checked and only such of them who can give evidence to substantiate the charges should be included for examination during the oral inquiry. Others considered necessary may be included. Care should be taken to see that the list of witnesses is complete. Copies of the statements recorded, if any, of the listed witnesses should be furnished to the Government servant with the charge sheet. Statements of those not relied upon by the disciplinary authority need not be furnished.

17. Documents

A list of documents containing evidence in support of the allegations should be prepared. Individual documents should be listed. Mere mention of a file is not proper, unless the whole file is relevant and relied upon. It should be seen that the list of documents is complete. Copies of the listed documents should be furnished with the charge sheet.

18. Memorandum

The charge sheet is served on the Government servant with a memorandum indicating that he is being proceeded against under Rule 20 of the A.P.C.S. (C.C.A.) Rules, 1991, which gives him notice that major penalty proceedings are instituted against him.

He is required to appear before the disciplinary authority on a date to be specified not exceeding 10 working days and submit a written statement of defence

and to state whether he desires to be heard in person. He is informed that an inquiry will be held only in respect of the articles of charge not admitted by him and that he should specifically admit or deny each article of charge. He is also informed that if he fails to submit the statement of defence or fails to comply with the provisions of the Rules at any stage, the inquiry may be held ex parte. He is warned against bringing influence to bear on the authorities on pain of action for misconduct under Rule 24 of the AP CS (Conduct) Rules, 1964.

It should be signed by the disciplinary authority and where Government are the disciplinary authority, by an officer who is authorised to authenticate the orders on behalf of the Governor.

19. Action on receipt of statement of defence

On the date fixed for appearance, the Government servant shall submit the written statement of his defence. On a consideration of the statement of defence and examination of the Government servant, the Disciplinary authority can take the following course of action:

- (i) He may review and modify the articles of charge, in which case a fresh opportunity should be given to the Government servant to submit a fresh statement of defence.
- (ii) He may drop some of the charges or all the charges, if he is satisfied that there is no further cause to proceed with.
- (iii) He may, where he is of the opinion that imposition of a major penalty is not necessary, impose a minor penalty, on the basis of the record. But he shall not do so where the charged Government servant has not offered a detailed explanation to the charge in the expectation that he could let in his defence in the course of the inquiry.
- (iv) The disciplinary authority shall return a finding of guilty on such of the charges as are admitted.
- (v) Inquiry need be conducted only into such of the charges as are not admitted.
- (vi) The disciplinary authority may conduct the inquiry himself but should refrain from doing so, unless unavoidable.
- (vii) He may appoint an Inquiring Authority to inquire into the charges. He should do so only after consideration of the statement of defence and fulfillment of the other tasks assigned to him.

20. Where the Charged Government servant pleads guilty

The disciplinary authority shall ask the Government servant whether he is guilty or has any defence to make and if he pleads guilty to any of the articles of charge, the disciplinary authority shall record the plea, sign the record and obtain the signature of the Government servant thereon. The disciplinary authority should give a finding of guilty on such of the charges as are admitted. The admission should be unequivocal, unqualified and unconditional. He may take evidence as he may think it fit. Where the Government servant pleads guilty to all the charges, the disciplinary authority may act in the manner laid down in Rule 21.

21. Appointment of Inquiring Authority

Where the Government servant appears before the disciplinary authority and pleads not guilty to the charges or refuses or omits to plead, the disciplinary authority shall record the plea and obtain the signature of the Government servant thereon and may decide to hold the inquiry itself or if it considers it necessary to do so, appoint a serving or a retired Government servant as inquiring authority for holding the inquiry into the charges.. Though the A.P. Civil Services (CCA) Rules, 1991 permit such an inquiry being held by the disciplinary authority itself, the normal practice is to appoint another officer as Inquiry Officer. The officer selected should be of sufficiently senior rank and one who is not suspected of any prejudice or bias against the charged Government servant and who did not express an opinion on the merits of the case at an earlier stage. The inquiring authority could also be the Chairman, Commissionerate of Inquiries or a member thereof provided he is a serving or a retired Government servant.

22. Appointment of Presenting Officer

The disciplinary authority may also appoint a Government servant or legal practitioner as Presenting Officer to present the case on his behalf in support of the articles of charge before the Inquiring Authority. Ordinarily, a Government servant belonging to the departmental set up who is conversant with the case will be appointed as the Presenting Officer except in cases involving complicated questions of law where it may be considered desirable to appoint a legal practitioner to present the case on behalf of the disciplinary authority. The Presenting Officer should be senior in rank to the charged Government servant. An officer who made the preliminary enquiry into the case should not be appointed as Presenting officer as bias may be attributed to him. Government instructed that in all cases investigated or enquired into by the Anti-Corruption Bureau, the Bureau shall nominate an officer other than the one who investigated or conducted the enquiry in the case, and the disciplinary authority shall appoint him as the Presenting officer.

The Presenting Officer should ensure that the prescribed procedure is followed and raise written objections against any irregularities and acts of prejudice on the part of the Inquiry Officer then and there and report to the Disciplinary Authority promptly for taking up the matter with the Government.

The Presenting Officer should be supplied with copies of the documents and other relevant papers. He may also be given custody of the original documents sought to be produced in support of the charges. If the Government servant has submitted a written statement of defence, the Presenting Officer will carefully examine it. If there are any facts which the Government servant has admitted in his statement of defence without admitting the charges, a list of such facts should be prepared by the Presenting Officer and brought to the notice of the Inquiring authority at the appropriate stage of the proceedings so that it may not be necessary to lead any evidence to prove the facts which the Government servant has admitted.

23. Defence Assistant

The disciplinary authority shall serve copies of the orders appointing the inquiring authority and the Presenting Officer on the Government servant and inform him that he may take the assistance of any other Government servant to present the case on his behalf, but he may not engage a legal practitioner for the purpose unless the Presenting Officer appointed by the disciplinary authority is a legal practitioner or the disciplinary authority, having regard to the circumstances of the case, so permits, and ask him to finalise the selection of his defence assistant before the commencement of the proceedings and adjourn the case to a date not exceeding five days for the said purpose.

The charged employee is entitled to have a Government servant as his Defence Assistant, subject to restrictions imposed under the Rules.

He has no right to have a particular employee as defence assistant, if the controlling authority is unable to spare his services for the purpose. No permission as such is required for the charged employee to take a Defence Assistant or for the employee concerned to function as a Defence Assistant. It is enough if the controlling authority is intimated of the fact.

If the Presenting Officer appointed by the disciplinary authority is a legal practitioner, the Government servant will be so informed by the disciplinary authority so that the Government servant may, if he so desires, engage a legal practitioner to present the case on his behalf before the Inquiring Authority. The Government servant may not otherwise engage a legal practitioner. In other cases, the Government servant may avail himself of the assistance of any other Government servant as defined in rule 2(e) of the A.P.Civil Services (CCA) Rules, 1991. However, he cannot take the assistance of a Government servant who has two pending disciplinary cases on hand in which he has to give assistance. He may also take the assistance of a retired Government servant. He may take the assistance of a Government servant posted at any other station only if permitted by the inquiring authority. He shall not take the assistance of a Government servant who is dealing in his official capacity with the case of the particular inquiry or any officer to whom an appeal may be preferred .

24. Defence documents

The disciplinary authority shall inform the Government servant to submit within five days a list of documents, which he requires to be discovered or produced by Government for the purpose of his defence indicating the relevance of the documents so required.

25. Documents which are not relevant

The disciplinary authority may for reasons to be recorded in writing refuse to requisition such of the documents as are, in its opinion, not relevant to the case.

The disciplinary authority shall on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition.

26. Documents, where privilege is claimed

On receipt of the requisition, every authority having the custody or possession of the requisitioned documents shall produce the same before the disciplinary authority, provided that if the authority having the custody or possession of the requisitioned documents is satisfied for reasons to be recorded by it in writing that the production of all or any of such documents would be against the public interest or security of the State, shall submit the fact to the Head of the Department or to the Secretary of the Department concerned for a decision in the matter. Such decision shall be informed to the disciplinary authority and where the decision is to withhold production of all or any of such documents, the disciplinary authority shall on being so informed communicate the information to the Government servant and withdraw the requisition made by it for the production or discovery of such documents and where the decision is against withholding the production of all or any of such

documents, every authority having the custody or the possession of such requisitioned documents shall produce the same before the disciplinary authority.

27. Privileged Documents, examples

The following are examples of documents, access to which may reasonably be denied:

- (i) Reports of a departmental officer appointed to hold a preliminary enquiry and reports of enquiry/investigation of Anti-Corruption Bureau:

These reports are intended only for the disciplinary authority to satisfy himself whether departmental action should be taken against the Government servant or not and are treated as confidential documents. These reports are not presented before the Inquiry Officer and no reference to them is made in the statement of imputations. If the Government servant makes a request for the production/inspection of the report of preliminary enquiry by the departmental officer or the Anti-Corruption Bureau, the Inquiry Officer should pass on the same to the disciplinary authority concerned, who may claim privilege of the same in public interest.

- (ii) File dealing with the disciplinary case against the Government servant:

The preliminary enquiry report and the further stages in the disciplinary action against the Government servant are processed on this file. Such files are treated as confidential and access to them should be denied.

- (iii) Advice of Vigilance Commission:

The advice tendered by the Vigilance Commission is of a confidential nature meant to assist the disciplinary authority and should not be shown to the Government servant.

- (iv) Character roll of the Government servant:

The character/confidential roll of the Government servant should not be shown to him.

If preliminary report of enquiry is referred to in the article of charge or statement of allegations, it has to be made available to the Government servant.

A copy of the First Information Report registered by the Police, if any, may be made available to the Government servant, if asked for.

28. Charge-sheet etc forwarded to Inquiry Officer

The disciplinary authority shall, where it is not the inquiring authority, forward to the inquiring authority--

- (i) a copy of the articles of charge and the statement of the imputations of misconduct or misbehavior;
- (ii) a copy of the written statement of defence, if any, submitted by the Government servant;
- (iii) copies of the statements of witnesses referred to in sub-rule (3);
- (iv) copies of documents referred to in sub-rule (3);

- (v) evidence proving the delivery of copies of the documents referred to in sub-rules (3) and (4), to the Government servant, and
- (vi) a copy of the order appointing the Presenting Officer.

The disciplinary authority shall also forward to the inquiring authority documents received under clause (g) of sub-rule (5) as and when they are received.

After receiving the documents mentioned under clause (a) of sub-rule (7) the inquiring authority shall issue a notice in writing to the Presenting Officer and also to the Government servant to appear before him on such day and at such time and place specified by him which shall not exceed ten days.

The Presenting Officer and Government servant shall appear before the inquiring authority on the date fixed under sub-rule (8).

If the Government servant informs the inquiring authority that he wishes to inspect the documents mentioned in sub-rule (3) of rule 20 for the purpose of preparing his defence, the inquiring authority shall order that he may inspect the documents within five days and the presenting officer shall arrange for the inspection accordingly.

The inquiring authority shall call upon the Government servant whether he admits the genuineness of any of the documents, copies of which have been furnished to him and if he admits the genuineness of any document it may be taken as evidence without any proof by the concerned witness.

The inquiring authority shall adjourn the case for inquiry to a date not exceeding ten days for production of evidence and require the Presenting Officer to produce the evidence by which he proposes to prove the articles of charge.

29. Evidence on behalf of Disciplinary Authority

On the date fixed for recording the evidence, the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the disciplinary authority. The evidence shall be recorded as far as possible on day-to-day basis till the evidence on behalf of the disciplinary authority is completed.

The witnesses shall be examined by or on behalf of the Presenting Officer and they may be cross-examined by or on behalf of the Government servant. The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross-examined, but not on any new matter without the permission of the inquiring authority. The inquiring authority may also put such questions to the witnesses as it thinks fit.

30. New evidence on behalf of Disciplinary Authority

If it appears necessary before the closure of the case on behalf of the disciplinary authority, the inquiring authority may, in its discretion, allow the presenting officer to produce evidence not included in the list given to the Government servant or may itself call for new evidence or recall and re-examine any witness.

In such case the Government servant shall be entitled to have a copy of the list of further evidence proposed to be produced and an adjournment of the inquiry for three clear days before the production of such new evidence, exclusive of the day of adjournment and the day to which the inquiry is adjourned.

The inquiring authority shall give the Government servant an opportunity of inspecting such documents before they are taken on the record.

New evidence shall not be permitted or called for and witness shall not be re-called to fill up any gap in the evidence. Such evidence may be called for only when there is an inherent lacuna or defect in the evidence which has been produced originally.

The procedure mentioned above is elaborated below.

31. Summoning of Witnesses

It is the duty of the Inquiry Officer to take all necessary steps to secure the attendance of witnesses of both sides. The Inquiry Officer, however, would be within his right to ascertain in advance from the charged Government servant what evidence a particular witness is likely to give. If the Inquiry Officer is of the view that such evidence would be entirely irrelevant to the charge against the Government servant and failure to secure the attendance of the witness would not prejudice the defence, he should reject the request for summoning such a witness. In every case of rejection, the Inquiry Officer should record the reasons in full for doing so. The Supreme Court, in the State of Bombay vs. Nurul Latif Khan, AIR 1966 SC 269, have observed that if the Government servant desires to examine witnesses whose evidence appears to the Inquiry Officer to be thoroughly irrelevant, the Inquiry Officer may refuse to examine such witnesses but in doing so he will have to record his special and sufficient reasons.

The witnesses whom the charged Government servant proposes to examine, other than those who are found not relevant, should ordinarily be summoned by the Inquiry Officer. It is, however, not obligatory for the Inquiry Officer to insist on the presence of all such witnesses cited by the charged Government servant and to hold up proceedings until their attendance has been secured. The inability to secure attendance of a witness will not vitiate the proceedings on the ground that the Government servant was denied reasonable opportunity. The Inquiry Officer conducting an inquiry has no power to enforce the attendance of witnesses under the provisions of the A.P. Civil Services (CCA) Rules, 1991, unless the Andhra Pradesh Departmental Inquiries (Enforcement of Attendance of Witnesses and Production of Documents) Act, 1993 are applicable and specifically extended to the particular inquiry. If they are official witnesses, the Head of Department or Head of Office may be approached.

The notices addressed to the witnesses will be signed by the Inquiry Officer. Those addressed to witnesses who are Government servants will be sent to the Head of Department/Office under whom the Government servant, who is to appear as witness, is working for the time being, with the request that the Head of Department/Office will direct the Government servant to attend the inquiry and to tender evidence on the date and time fixed by the Inquiry Officer.

Non-compliance with the request of the Inquiry Officer by the Government servant summoned would be treated as conduct unbecoming of a Government servant and would make him liable for disciplinary action.

The notices addressed to non-official witnesses will be sent by registered post acknowledgment due.

In cases emanating from the Anti-Corruption Bureau, the notices addressed to non-official witnesses may be sent to the Director General, Anti-Corruption Bureau for delivery to the witnesses concerned. The Presenting Officer, with the assistance of the Investigating Officer of the Anti-Corruption Bureau will take suitable steps to

secure the presence of the witnesses on behalf of the disciplinary authority on the date fixed for their examination.

32. Examination of witnesses of Disciplinary Authority

On the date fixed for the inquiry, the Presenting Officer will be asked to lead the presentation of the case on behalf of the disciplinary authority.

The Presenting Officer will draw the attention of the Inquiry Officer to facts admitted by the Government servant in his written statement of defence, if any, so that it may not be necessary to lead any evidence to prove such facts. The Presenting officer should discuss with the defence assistant and arrive at an understanding in the interest of speedy progress of the proceedings.

The documentary evidence by which the articles of charge are proposed to be proved will then be produced by the officer having custody of the documents or by an officer deputed by him for the purpose. The documents produced will be numbered as Ex.S1, Ex.S2 and so on. The Presenting Officer should not produce the documents as in that event he places himself in the position of a witness and the charged Government servant may insist on cross-examining him.

The inquiring authority shall call upon the Government servant whether he admits the genuineness of any of the documents, copies of which have been furnished to him, and if he admits the genuineness of any document it may be taken as evidence without any proof by the concerned witness. Here also, the Presenting officer should convince the charged official/defence assistant of the futility of seeking formal proof of undisputed documents.

The witnesses mentioned in the list of witnesses furnished to the Government servant with the articles of charge will then be examined, one by one, by or on behalf of the Presenting Officer. The witnesses may be numbered as S.W.1, S.W.2 and so on.

During the examination-in-chief, the Inquiry Officer may not allow putting of leading questions in a manner which will allow the very words to be put into the mouth of a witness which he can just echo back.

33. Cross-examination of Witnesses

The right of the Government servant to cross-examine a witness giving evidence against him in a departmental proceeding is a safeguard implicit in the reasonable opportunity to be given to him under Article 311(2) of the Constitution. But the rules of evidence laid down in the Evidence Act are, strictly speaking, not applicable and the Inquiry Officer, the Presenting Officer and the charged Government servant are not expected to act like judge and lawyers. The scope and mode of cross-examination in relation to the departmental inquiries have not been set out anywhere. But there is no other variety of cross-examination except that envisaged under the Evidence Act. It follows, therefore, that the cross-examination in departmental inquiries should, as far as possible, conform to the accepted principles of cross-examination under the Evidence Act.

Cross-examination of a witness is the most efficacious method of discovering the truth and exposing falsehood. During the examination-in-chief, the witness may say things favourable to the party on whose behalf he tenders evidence and may deliberately conceal facts which may constitute part of the opponent's case. The art of cross-examination lies in interrogating witness in a manner which would bring out the concealed truth.

Usually considerable latitude is allowed in cross-examination. It is not limited to matters upon which the witness has already been examined-in-chief, but may extend to the whole case. The Inquiry Officer may not ordinarily interfere with the discretion of the cross-examiner in putting questions to the witness. However, a witness summoned merely to produce a document or a witness whose examination has been stopped by the Inquiry Officer before any material question has been put is not liable to cross-examination. It is also not permissible to put a question on the assumption that a fact was already proved. A question about any matter which the witness had no opportunity to know or on which he is not competent to speak may be disallowed. The Inquiry Officer may also disallow questions if the cross-examination is of inordinate length or oppressive or if a question is irrelevant. It is the duty of the Inquiry Officer to see that the witness understands the question properly before giving an answer and of protecting him against any unfair treatment.

34. Re-examination of Witnesses

After cross-examination of witness by or on behalf of the Government servant, the Presenting Officer will be entitled to re-examine the witness on any points on which he has been cross-examined but not on any new matter without the leave of the Inquiry Officer. If the Presenting Officer has been allowed to re-examine a witness on any new matter not already covered by the earlier examination/cross-examination, cross-examination on such new matter covered by the re-examination, may be allowed.

35. Examination of Witness by Inquiry Officer

After the examination, cross-examination and re-examination of a witness, the Inquiry Officer may put such questions to the witness as he may think fit. The witness may then be cross-examined by or on behalf of the Government servant with the leave of the Inquiry Officer on matters covered by the questions put by the Inquiry Officer.

36. Where a witness turns hostile

If a Government servant who had made a statement in the course of a preliminary enquiry changes his stand during his examination at the inquiry and gives evidence which is materially different from his signed statement recorded earlier, the Inquiry Officer may permit the party calling the witness to treat him as hostile and cross-examine him, when there is anything on record or in the testimony of the witness to show that there is material deviation.

Government Servants are liable to be proceeded against for misconduct in violation of rule 3(1), (2) of the A.P.C.S. (Conduct) Rules, 1964, where, having given a statement under sec.164 Cr.P.C. or having given a signed statement or being signatories to a mediators report as panch witnesses, deviate from the same materially in a departmental inquiry.

37. Recording of Evidence

Disciplinary proceedings are held in camera; they are not open to the public.

A typist may type the deposition of witness to the dictation of the Inquiry Officer. The deposition of each witness will be taken down on a separate sheet of paper at the head of which will be entered the number of the case, the name of the witness, his age, parentage, calling etc about his identity. No oath is administered to witnesses.

The deposition will generally be recorded as narration but on certain points it may be necessary to record the question and answer verbatim.

As examination of each witness is completed, the Inquiry Officer will read the deposition as typed to the witness in the presence of the Government servant and/or the defence assistant or his legal practitioner as the case may be. Verbal mistakes in the typed depositions, if any, will be corrected in their presence. However, if the witness denies the correctness of any part of the deposition, the Inquiry Officer may, instead of correcting the deposition, record the objection of the witness. The Inquiry Officer will record and sign the following certificate at the end of the deposition of each witness:

“Read over to the witness in the presence of the charged officer and admitted correct/objection of witness recorded”

The witness will be asked to sign each page of the deposition. The charged Government servant when he examines himself as defence witness, should also be required to sign his deposition. If a witness refuses to sign the deposition, the Inquiry Officer will record this fact and append his signature.

If a witness deposes in a language other than English but the deposition is recorded in English, a translation in the language in which the witness deposed should be read to the witness by the Inquiry Officer. The Inquiry Officer will also record a certificate that the deposition was translated and explained to the witness in the language in which the witness deposed.

Copies of the depositions will be made available at the close of the inquiry each day to the Presenting Officer as well as to the charged Government servant.

The documents exhibited and the depositions of witnesses will be kept in separate folders.

38. Defence of Government servant

When the case for the disciplinary authority is closed, the Government servant shall be required to state his defence orally or in writing as he may prefer and to submit a list of witnesses to be examined on his behalf for which purpose the case may be adjourned to a date not exceeding five days. If the defence is made orally, it shall be recorded and the Government servant shall be required to sign the record. In either case, a copy of the statement of defence and the list of defence witnesses may be provided to the presenting officer.

The case shall be adjourned to a date not exceeding ten days for production of defence evidence.

39. Evidence on behalf of Government servant

The evidence on behalf of the Government servant shall then be produced. The documents produced by the defence will be numbered Ex.D1, Ex.D2 and so on and the witnesses who give oral evidence will be numbered as D.W.1, D.W.2 and so on.

Each witness will be examined by the Government servant or on his behalf by his Defence Assistant or legal practitioner as the case may be. The witness may be cross-examined by the Presenting Officer and may then be re-examined by or on behalf of the Government servant on any points on which the witness has been cross-examined but not on any new matter without the leave of the Inquiry Officer. After

the examination and cross-examination and re-examination of a witness, the Inquiry Officer may also put such questions to him as he may think it fit. In that event the witness may be re-examined by or on behalf of the Government servant and cross-examined by or on behalf of the Presenting Officer with the leave of the Inquiry Officer on matters covered by the questions put by the Inquiry Officer.

The Government servant may offer himself as his own witness. In that case, he may allow himself to be examined by his Defence Assistant or legal counsel as the case may be. In such a case the Government servant will be liable to cross-examination by or on behalf of the Presenting Officer and examination by the Inquiry Officer in the same way as other witnesses. If the Government servant does not offer himself as his own witness, this fact may not be relied upon by the Presenting Officer to deduce therefrom his guilt in any way.

The record of their depositions will be made and signed and made available to the parties concerned in the same way as described in the above paragraphs.

If the charged Government servant wants to examine the Presenting Officer as a defence witness, there can be no objection in principle in accepting the request. In such an event, he cannot function simultaneously as a Presenting Officer while deposing as a defence witness and another officer can be authorised to cross-examine him. He can resume his functions as Presenting Officer after his examination as defence witness was over. The inquiry officer may consider changing the presenting officer in case his testimony is against the interests of the case of the disciplinary authority.

40. Government servant questioned on evidence

The inquiring authority may after the Government servant closes his case and shall, if the Government servant has not examined himself, generally question him on the circumstances appearing against him in the evidence for purpose of enabling the Government servant to explain any circumstances appearing in the evidence against him.

This is an important provision but seldom complied with. Failure of the Inquiry Officer to question the charged official on the circumstances appearing against him and eliciting his explanation would amount to denial of reasonable opportunity to the charged official to defend himself. The use of the expression 'circumstances appearing against him' twice is significant.

For instance, in a case of bribery, the complainant may have deposed that the charged official visited him at his residence on a particular day at a particular time (where the demand and acceptance of the illegal gratification took place later). The inquiry officer is required to put this circumstance to the charged official and seek his explanation. It is up to him to deny the visit outright or admit it and explain it away as a courtesy call. All such circumstances should be put to the charged official and his explanation sought.. It is not an empty formality. It enables the Inquiry officer to hold a circumstance as incriminating in the absence of plausible explanation, and helps him in assessing the truthfulness or otherwise of witnesses and veracity of the defence version...

But, if the Charged official has examined himself as a witness, the inquiry officer has discretion whether or not to question him, as the charged official had opportunity to explain such circumstances on his own while deposing as a witness and the charged official may question the charged official if any circumstance remained unanswered.

41. Oral Arguments/Written Briefs

After the completion of the production of evidence on both sides, the Inquiry Officer may hear the Presenting Officer and the charged Government servant or permit them to file written briefs of their respective cases, if they so desire. In the case of written briefs, the Presenting Officer should submit his brief first and furnish a copy thereof to the charged Government servant and the charged Government servant will thereafter submit his written brief. The charged official should be furnished a copy of the brief of the presenting officer, so that he gets an opportunity to meet the contentions raised therein by the Presenting officer; Otherwise, it will amount to the inquiring officer hearing the presenting officer behind the back of the charged official and denial of opportunity to the charged official to defend himself.

42. Requests, Representations etc during Inquiry

Representations are made by both sides during the course of the inquiry. The Inquiry Officer should pass appropriate orders assigning reasons especially when the orders have an adverse effect on the charged official and place them on record. This record comes in handy to meet any contention of the charged official of denial of opportunity to defend himself. One word orders, “rejected” and the like will not serve the purpose.

43. Daily Order Sheet

The Inquiry Officer should maintain Daily Order Sheet in which should be recorded in brief the day-to-day transaction of business including date, time, venue of inquiry and progress of inquiry. A gist of the representations made and the orders passed thereon should also be recorded therein.

44. Report of Inquiry Officer—Factors for consideration

The findings of the Inquiry Officer must be based on evidence adduced during the inquiry and in respect of which the Government servant had an opportunity to rebut. While the assessment of documentary evidence should not present much difficulty, to evaluate oral testimony the evidence has to be taken and weighed together, including not only what was said and who said it, but also when and in what circumstances it was said, and also whether what was said and done by all concerned was consistent with the normal probabilities of human behavior. The Inquiry Officer who actually records the oral testimony is in the best position to observe the demeanor of a witness and to form a judgment as to his credibility. Taking into consideration all the circumstances and facts, the Inquiry Officer as a rational and prudent man has to draw inferences and record his reasoned conclusion as to whether the charges are proved or not.

The Inquiry officer should discuss and assess the evidence on record and give reasons for his findings. Mere incorporation of extracts of statements of witnesses or a summary of the evidence does not meet the requirements.

The Inquiry Officer should take particular care to see that no evidence, which the charged Government servant had no opportunity to refute, is relied on against him.

Findings should be based on the evidence adduced during the inquiry and brought on record. He should not take any extraneous material not forming part of the proceedings into consideration or import his personal knowledge to the inquiry.

Evidence of a hostile witness need not be disregarded totally and can be taken into consideration.

No material from the personal knowledge of the Inquiry Officer should be imported into the case.

There is no question of giving benefit of doubt. The proof required is preponderance of probability

45. Charge, where proved in-part

The Inquiry Officer should give findings whether the charged Government servant is guilty of the charge or not guilty. He may give a finding that the charge is proved in part, if the charge is not proved in its entirety and only some of the aspects of the charge are proved.

46. Where a different charge is proved

If in the opinion of the inquiring authority the proceedings of the inquiry establish any article of charge different from the original articles of the charge, it may record its findings on such article of charge, provided that the findings on such article of charge shall not be recorded unless the Government servant has either admitted the facts on which such article of charge is based or has had a reasonable opportunity of defending himself against such article of charge.

The inquiry officer can give a finding where a charge different from the charge framed is proved, provided the charged official has admitted the facts or he had an opportunity of defending himself.

An illustrative example can be a case of bribery where the charge of the charged official demanding and accepting of a bribe may not have been established but a charge of placing himself under pecuniary obligation with a person with whom he is having official dealings may have been established on the basis of admitted facts and the defence set up by the charged official that the bribe amount represented repayment of a loan taken earlier or a loan advanced by him at the trap time as in such a case both the stipulations are fulfilled.

47. Inquiry Report—what it should contain

The report of the Inquiry Officer should contain:

- (i) an introductory paragraph in which reference is made about the appointment of the Inquiry Officer and the dates on which and the places where the inquiry was held;
- (ii) the articles of charge and the statement of imputations of misconduct or misbehaviour;
- (iii) charges which were admitted or dropped or not pressed, if any;
- (iv) charges that were actually inquired into;
- (v) the defence of the Government servant in respect of each article of charge
- (vi) an assessment of the evidence in respect of each article of charge

- (vii) findings on each article of charge. and the reasons therefore..

48. Record of Major Penalty Proceedings

The Inquiry Officer may maintain the record in a major penalty proceedings in the following folders:

- (i) a folder containing:
 - (a) list of exhibits produced in proof of the articles of charge;
 - (b) list of exhibits produced by the charged Government servant in his defence;
 - (c) list of witnesses examined in proof of the charges;
 - (d) list of defence witnesses.
- (ii) a folder containing depositions of witnesses arranged in the order in which they were examined;
- (iii) a folder containing exhibits;
- (iv) a folder containing daily order sheet;
- (v) a folder containing written statement of defence, if any, written briefs filed by both sides, applications, if any, made in the course of the inquiry with orders thereon and orders passed on any request or representation orally made.

49. Inquiry Officer to forward record of inquiry to Disciplinary Authority

The Inquiry Officer, where it is not itself the disciplinary authority, will forward to the disciplinary authority his report together with the record of the inquiry including the exhibits. Spare copies of the report may be furnished, as many copies as the number of charged Government servants, and one more copy for the Anti-Corruption Bureau in cases investigated by them.

- (a) the report prepared by the Inquiring Authority;
- (b) the written statement of defence, if any, submitted by the Government servant;
- (c) the oral and documentary evidence produced in the course of the inquiry;
- (d) written briefs, if any, filed by the presenting officer or the Government servant or both during the course of the inquiry; and
- (e) the orders, if any, made by the disciplinary authority and the inquiring authority in regard to the inquiry.

50. Inquiring Authority, functus officio

The Inquiry Officer, after signing the report, becomes functus officio and cannot thereafter make any modification in the report.

51. Functions and Powers of Inquiring Authority

The following are the functions, which an Inquiry Officer will have to discharge, and powers, which he can exercise in the conduct of an inquiry:

- (1) There should be a proper order of appointment issued by the Disciplinary authority in respect of the inquiry in his favour and the Inquiry Officer should check up the order to satisfy himself that it is properly worded and signed by the competent authority.
- (2) A Government servant (superior in rank), serving or retired, can be appointed as Inquiry Officer.
- (3) Inquiry Officer can proceed with the inquiry, except when there is a specific order of stay issued by Court.
- (4) Inquiry Officer is a delegate of the Disciplinary Authority.
- (5) Inquiry Officer cannot delegate power of conducting inquiry.
- (6) Inquiry Officer is not subject to the directions of the Disciplinary authority or his own superior officers in the conducting of the inquiry.
- (7) A witness cannot be Inquiry Officer.
- (8) Inquiry Officer should stay the proceedings where bias is alleged against him and await orders of competent authority. Bias should have existed before the enquiry had started. There is no question of bias in official functions.
- (9) He should check up whether the enclosures to the charge memo and other records are received.
- (10) Venue of inquiry should normally be the place where witnesses and documents are readily available, but any other place can be fixed according to the requirements of the case and convenience of the parties.
- (12) He should arrange for production of documents required by the charged employee for his defence. He can reject the request to summon documents considered not relevant to the inquiry, and in such a case he should record reasons for rejecting the request. Where the competent authority claims privilege, he is bound by such decision and he cannot demand their production.
- (13) Inquiry Officer can reject the request to call any witnesses cited by the charged official, if their examination is considered irrelevant or vexatious or causes harassment or embarrassment.
- (14) Inquiry Officer may summon defence witnesses and write to the employer and not merely leave it to the charged employee to produce them.
- (15) Charged employee can examine himself as a witness in his own behalf in which case he can be subjected to cross-examination on behalf of the disciplinary authority.
- (16) At the preliminary hearing, he should apprise the charged employee, the defence assistant, if any, and the presenting officer, of the

procedure of the inquiry and draw up a programme in consultation with them.

- (17) The charged employee may be asked whether he would admit the genuineness and authenticity of the listed documents, and admitted documents may be marked as exhibits straightaway. This would obviate the necessity of examining witnesses to prove them.

- (18) Depositions of witnesses may be recorded in a narrative form. Wherever considered necessary, question and answer may be recorded verbatim. The statement should be read over to the deponent, and corrections if any made in the presence of both sides. The signature of witness should be obtained on each page and the Inquiry Officer should also sign on each page. At the end, the Inquiry Officer should record the following certificate:

“Read over to the witness in the presence of the charged officer and admitted by him as correct/Objection of the witness recorded.”

- (19) During the examination of a witness, the Inquiry Officer should see that the witness understands the question before answering. If he gives evidence in a language other than English, it shall be correctly translated into English and recorded, unless recorded in the language spoken. If the witness deposes in a language other than English and the deposition is recorded in English the deposition should be translated in the language in which it is made and read over to the witness and a certificate recorded as follows:

“Translated and read over to the witness in -- (mention the language) and admitted by him to be correct.”

- (20) Leading questions i.e. questions suggesting answers to the witness should not be allowed in chief-examination or re-examination, unless such questions relate to matters which are introductory or undisputed or which have already been sufficiently proved.

- (21) Inquiry Officer may record the demeanour of the witnesses wherever considered necessary and discuss it in his report.

- (22) Inquiry Officer may put such questions, as he deems fit, to witnesses for obtaining clarification on any point, but he shall not cross-examine witnesses.

- (23) The Inquiry Officer may permit the party calling a witness to treat him as hostile and cross-examine him, when the witness deviates from his previous statement or from the material on record. In such a case, the Inquiry Officer should discuss the evidence of such hostile witness while rejecting or accepting it, in the inquiry report.

- (24) Where a number of witnesses to an incident or any aspect are cited in the charge sheet, there is no obligation to call all of them. Presenting Officer has discretion as to which of them should be called and the Inquiry Officer cannot interfere with his discretion unless it is shown that there is some oblique motive for not examining them.

- (25) Combined statements of two or more witnesses should not be recorded. Separate statement should be recorded of each witness.

- (26) No other witness or outsider shall be allowed during the examination of each witness.

- (27) Previous statements recorded during preliminary enquiry, investigation, trial cannot be relied upon, unless those witnesses are produced for cross-examination.
- (28) Inquiry Officer has no power to compel the attendance of witnesses and production of documents, unless the provisions of the Departmental Inquiries (Enforcement of Attendance of Witnesses and Production of Documents) Act, are applicable and specifically extended to the inquiry. If they are official witnesses, the head of the department or office may be requested. Action can be taken against official witnesses for failure to appear.
- (29) Before the close of the evidence on behalf of the disciplinary authority, the Inquiry Officer may in his discretion allow the Presenting Officer to produce evidence not included in the list and may himself call for new evidence or recall and reexamine any witness. In such a case he shall make available to the charged employee a list of the further evidence and allow him to inspect the documents and adjourn the inquiry. He may also allow the charged employee to produce new evidence, if he is of the opinion that production of such evidence is necessary in the interests of justice.
- (31) Inquiry Officer should examine the charged employee on the circumstances appearing against him in the evidence on record to enable him to explain them.
- (32) Inquiry Officer cannot cross-examine the charged employee or put incriminating questions.
- (33) Arguments may be heard on both sides. Where written briefs are submitted, it is necessary that a copy of the brief of the Presenting Officer is furnished to the charged employee before the latter is asked to submit his own.
- (34) Inquiry Officer is well within his right to regulate the inquiry in such a manner as to cut out delay, but in the process cannot refuse oral or documentary evidence relevant to his case which the charged employee wants to lead in his defence. He can check and control cross-examination of witnesses, if made in irrelevant manner.
- (35) Inquiry Officer examining himself as a witness cannot continue as Inquiry Officer.
- (36) Where there is no provision for appointment of a Presenting Officer or where a Presenting Officer is not appointed, Inquiry Officer can discharge the functions of Presenting Officer.
- (37) Adjournment may be granted where there are weighty reasons and the Inquiry Officer is satisfied about the genuineness and bonafides of the request. Reasons for rejecting the request for adjournment should be recorded and a mention made in the Daily Order Sheet.
- (38) Representations received from both sides should be kept in separate files.
- (39) A daily order sheet should be maintained where the day-to-day transaction of business including date and time, venue of inquiry and brief particulars of progress of inquiry should be recorded.

- (40) A gist of representations and requests of charged employee and Presenting Officer and orders passed thereon should be recorded in the Daily Order Sheet.
- (41) Orders passed by the Inquiry Officer on any issue in the course of the inquiry, are not appealable.
- (42) Where, during the course of the inquiry, the Inquiry Officer is succeeded by another Inquiry Officer, the successor shall proceed with the inquiry from the stage at which it was left by the predecessor, unless he considers it necessary to recall and reexamine any of the witnesses already examined.
- (43) Inquiry Officer should not take any extraneous material or material not brought on record in the inquiry, into consideration.
- (44) Inquiry Officer should not refer to the preliminary enquiry report or report of investigation by the police or any other record or documents, when they are not part of the record of inquiry.
- (45) Inquiry Officer should not make any reference to the advice of any legal or other officer, or act on such advice.
- (46) Inquiry Officer should not impart his personal knowledge into the inquiry.
- (47) For any decision taken and orders passed on any matter in the course of the inquiry, cogent reasons should be given in justification in writing and placed on record.
- (48) Inquiry Officer should discuss and assess the evidence, oral and documentary, on record and give reasons for the findings arrived at by him. Mere incorporation of extracts of statements or a summary of evidence does not meet the requirements.
- (49) Findings on the charges should be based entirely on the evidence adduced during the inquiry.
- (50) Inquiry Officer should give his findings on each charge.
- (51) Inquiry Officer cannot recommend penalty.
- (52) The approach of the Inquiry Officer in arriving at a decision on any issue should be that of a reasonable man taking a reasonable view of the matter.
- (53) Inquiry Officer should just do what is “lawful” without being “legalistic”.

52. Action on Inquiry Report

On receipt of the Inquiry Report and the record of inquiry from the Inquiry officer, the Disciplinary Authority can take action as follows:

The report of the Inquiry Officer is intended to assist the disciplinary authority in coming to a conclusion about the guilt or otherwise of the charged official. The findings of the Inquiry Officer are not binding on the disciplinary authority and it can

disagree with the findings of the Inquiry Officer and come to its own assessment of the evidence forming part of the record of inquiry.

The disciplinary authority will examine the Inquiry report and the record of inquiry carefully and dispassionately and satisfy itself that the charged official has been given a reasonable opportunity to defend himself.

The disciplinary authority will consider whether the procedure laid down has been complied with and whether such non-compliance if any has resulted in violation of any provisions of the Constitution or in miscarriage of justice

The disciplinary authority will record its tentative findings in respect of each article of charge whether, in its opinion, it stands proved or not. The disciplinary authority must apply its mind to all relevant facts which are brought out in the inquiry report and other case record for arriving at an opinion as to the tentative findings on the charges.

53. Further Inquiry

If the disciplinary authority considers that a clear finding is not possible or that there is any defect in the inquiry, for instance where the Inquiry Officer has taken into consideration certain factors without giving the charged official opportunity to defend himself in that regard, or where there are grave lacunae or procedural defects vitiating the inquiry or the disciplinary authority comes to the conclusion that the inquiry was not made in conformity with the principles of natural justice, the disciplinary authority may, for reasons to be recorded by it in writing, remit the case to the Inquiry Officer for further inquiry and report. He cannot appoint a different inquiry officer for the purpose. The Inquiry Officer will, thereupon, proceed to hold further inquiry according to the provisions of rule 20 of the A.P. Civil Services (CCA) Rules, 1991..

The disciplinary authority cannot remit the case for further inquiry for the reason that the inquiry report has gone in favour of the charged official or that it does not appeal to him or for the purpose of inducing the inquiry officer to fall in line with him. In such cases, the disciplinary authority can, if it is satisfied on the evidence on record, disagree with the Inquiry Officer and arrive at his own findings

54. Disciplinary authority disagreeing with the Inquiry officer, need not contest the conclusions

On the question of the disciplinary authority disagreeing with the findings of the inquiring authority, the Supreme Court held, in the case of High Court of Judicature at Bombay vs Shashikanth S. Patil, 2000(1) SLJ SC 98, that the reasoning of the High Court that when the Disciplinary Committee differed from the finding of the inquiry officer it is imperative to discuss the materials in detail and contest the conclusion of the inquiry officer, is quite unsound and contrary to the established principles in administrative law. The Disciplinary Committee was neither an appellate nor a revisional body over the Inquiry Officer's report. It must be borne in mind that the inquiry is primarily intended to afford the delinquent officer a reasonable opportunity to meet the charges made against him and also to afford the punishing authority with the materials collected in such inquiry as well as the views expressed by the inquiry officer thereon. The findings of the inquiry officer are only his opinion on the materials, but such findings are not binding on the disciplinary authority as the decision-making authority is the punishing authority and therefore that authority can come to its own conclusion ofcourse bearing in mind the views expressed by the inquiry officer. But it is not necessary that the disciplinary authority should "discuss materials in detail and contest the conclusions of the inquiry

officer”. Otherwise the position of the disciplinary authority would get relegated to a subordinate level.

He shall forward a copy of the inquiry report to the Government servant requiring him to submit his written representation or submission. Where the inquiring officer holds the charge as not proved and the disciplinary authority holds a contrary view the reasons for such disagreement should also be communicated to the charged official.

He shall consider the representation of the charged official, if any, before proceeding further.

He may impose a minor penalty, even though the disciplinary proceedings are instituted for imposition of a major penalty.

(vi) Where the authority is not competent to impose a major penalty, it shall forward the record of inquiry to the authority competent to impose a major penalty and the latter authority may act on such record.

He may impose any of the major penalties.

It is not necessary to give an opportunity of making a representation on the penalty proposed to be imposed .

The penalty imposed should be commensurate with the gravity of the charge established.

The order passed by the disciplinary authority is in exercise of quasi-judicial powers vesting in him. He should apply his mind and arrive at his own decision on findings of guilty or otherwise and on quantum of penalty and pass a self-contained speaking order and record reasons wherever he differs with the findings of the inquiry officer. Disciplinary authority should not call for remarks or seek the views of Head of Department or of any officer or of the Anti-Corruption Bureau.

55. Imposition of Penalty

The penalty should be commensurate with the gravity of the charge established. Rule 9 of the A.P.C.S.(C.C.A.) Rules, 1991 has a specific provision that in proven cases of bribery and corruption, a penalty of dismissal or removal from service should normally be imposed. To ensure a clean and efficient administration, Government directed that in all proven cases of misappropriation, bribery, bigamy, corruption, moral turpitude, forgery, outraging the modesty of women, the penalty of dismissal from service should be imposed. Government further laid down that disciplinary action should be taken against the officials where a minor penalty is imposed in cases of the type mentioned above, in violation of the proviso to rule 9 of the APCS (CCA) Rules, 1991. (G.O.Ms.No.2 G.A.(Ser.C) Dept. dated 04-01-1999, Circular Memorandum No.698/Special.B3/99-1 G.A (Spl.B) Dept. dated 30-08-1999)

“Warning”, “let off”, “to be more careful in future” and the like are not penalties specified under rules 9 and 10 of the APCS (CCA) Rules 1991. The disciplinary authority should impose a specified penalty in case he is held guilty of the charge or exonerate him in case he is held not guilty of the charge.

56. Order on Inquiry Report

After considering the advice of the Public Service Commission, where the Public Service Commission is consulted, the disciplinary authority will decide whether the Government servant should be exonerated or whether a penalty should be imposed upon him and will make an order accordingly. The penalty imposed can be minor or major.

In arriving at a finding on the articles of charge and deciding the quantum of penalty, the disciplinary authority should take into account only evidence adduced during the inquiry and which the Government servant had the opportunity to rebut.

The order should be signed by the disciplinary authority competent to impose the penalty.

57. Orders where charges held not proved

Having regard to its own findings on the articles of charge, if the disciplinary authority is of the opinion that the articles of charge have not been proved and that the Government servant should be exonerated, it will make an order to that effect and communicate it to the Government servant together with a copy of the report of the Inquiry Officer, its own findings on it and brief reasons for its disagreement, if any, with the findings of the Inquiry Officer.

58. “Show Cause Notice”

Article 311(2) of the Constitution was amended in 1963 making it necessary to give the Government servant concerned a reasonable opportunity of making representation on the penalty proposed to be imposed. The Article was further amended in 1976 dispensing with the need to give such an opportunity. As from 3-1-77, when the amendment came into force, it was not necessary to give opportunity to the Government servant of making representation on the penalty proposed to be imposed.

Still where the inquiry is conducted by an officer other than the disciplinary authority himself, it is necessary for the disciplinary authority to furnish a copy of the Inquiry Officer's report to the charged officer and give him an opportunity to make a representation against the contentions raised in the report (not against the proposed penalty) before taking a decision on the charges.

It may be noted that there is no need to give the Government servant a show cause notice against the penalty proposed to be imposed or a show cause notice against the report of inquiry as such. Communication of a copy of the inquiry report is for the limited purpose of enabling the Government servant to submit his written representation on the report for the consideration of the disciplinary authority before arriving at a finding on the charges. The use of the expression ‘show cause notice’ while communicating a copy of the inquiry report is misleading and should be given up.

59. Consultation with the Vigilance Commission

The advice of the Vigilance Commission shall be sought both before arriving at a provisional conclusion upon receipt of the inquiry report and after receiving the submission of the charged officer if any and before arriving at a final conclusion regarding the findings on the delinquency and the penalty to be imposed on the charged officer. The disciplinary authority shall give due consideration to the advice of the Commission. Deviation if any from the advice shall be made only after obtaining orders of the Chief Minister through the Minister concerned and the Chief Secretary to Government. Though the advice of the Commission is not binding on the disciplinary authority or the Government such deviation from the advice of the Commission will be included in the Annual Report of the Commission.

60. Consultation with Public Service Commission

In cases in which it is necessary to consult the Andhra Pradesh Public Service Commission, the record of the inquiry together with relevant documents will be forwarded by the disciplinary authority to the Public Service Commission for advice, and its advice taken into consideration before imposing the penalty. While referring the case to the Public Service Commission, particulars should be furnished in the proforma prescribed.

61. Consultation with Anti-Corruption Bureau

The Supreme Court held in the case of State of Assam vs. Mahendra Kumar Das, AIR 1970 SC 1255, that the inquiry is not vitiated if consultations are held with the Anti-Corruption Branch, if the material collected behind the back of the charged officer is not taken into account and the inquiry officer is not influenced.

62. Inquiry Report etc, furnishing of copy to ACB

Government decided that a copy of the inquiry report along with the order of the disciplinary authority on the inquiry report in cases where the inquiry has been instituted based on the report of the ACB, should be furnished to ACB and that it is not necessary to furnish the whole record of disciplinary proceedings, that the ACB should not reopen or review the action taken by the disciplinary authority and they can be utilised only for internal analysis and record. (G.O.Rt.No.977 G.A. (Spl.B) Dept. dt. 26-2-2003)

The order made by the disciplinary authority will be communicated to the Government servant together with:

- (a) a copy of the report of the Inquiry Officer;
- (b) a statement of findings of the disciplinary authority on the inquiry officer's report together with brief reasons for its disagreement, if any, with the findings of the Inquiry Officer;
- (d) a copy of the advice, if any, given by the Public Service Commission and where the disciplinary authority has not accepted the advice of the Public Service Commission a brief statement of the reasons for such non-acceptance.

A copy of the order will be sent to:

- (i) the Vigilance Commission, in cases in which the Vigilance Commission had given advice;
- (ii) the Public Service Commission in cases in which they had been consulted;
- (iii) the Head of Department or Office where the Government servant is employed for the time being unless the disciplinary authority itself is the Head of Department or Office; and
- (iv) the Anti-Corruption Bureau in cases investigated by the Anti-Corruption Bureau.

63. Special Provisions of procedure

The procedure required to be followed in the normal course for imposition of major penalties on Government servants under rules 20 and 21 of the AP CS (CCA) Rules, 1991 is dealt with above. There are certain special provisions of procedure laid down under the said rules to cater to developing situations and they are dealt with below.

64. Ex parte inquiry

Where the Government servant to whom a copy of the articles of charge has been delivered does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the disciplinary authority or otherwise fails or refuses to comply with the provisions of rule 20 of the CCA Rules, the disciplinary authority may decide to hold the inquiry ex parte or if it considers it necessary so to do, appoint an inquiring authority for the purpose.

Occasions may arise when the charged Government servant fails, omits or refuses to be present during the inquiry proceedings despite proper notice to him. Under such circumstances the inquiry officer is left with no alternative but to hold the proceedings ex parte in the absence of the Government servant. Where the proceedings are held ex parte, the inquiry officer should record the reasons why he is proceeding ex parte.

In ex parte proceedings, the inquiry will have to be held, ie. witnesses and documents should be produced and evidence recorded as in the normal course. Notice of each hearing should be sent to the Government servant and he is at liberty to take part in the inquiry at any stage of the proceedings. If he has not attended the inquiry at a particular stage, it does not take away his right to attend the inquiry at any subsequent stage.

It shall not be necessary to recall witnesses examined in his absence or repeat the proceedings conducted ex parte already lawfully..

The practice of granting adjournments routinely should be given up and resort had to ex parte proceedings in deserving cases. Judicious application of the provision will have a salutary effect in speeding up proceedings.

In the case of U.R. Bhatt vs Union of India, AIR 1962 SC 1344, the Supreme Court held that when the appellant declined to take part in the proceedings and remained absent, it is open to the Inquiry Officer to proceed on the materials which were placed before him. When the Inquiry Officer had afforded to the public servant an opportunity to remain present and to make his defence, but because of the conduct of the appellant in declining to participate in the inquiry, all the witnesses of the State who could have been examined in support of their case were not examined viva voce, the Inquiry Officer was justified in proceeding upon the materials placed before him.

It may be noted that delivery of the articles of charge to the Government servant is a pre-condition to invoking the provision of ex parte proceedings, as mentioned under sub-rule (6) of rule 20.

65. Change of Inquiring Authority

Whenever an inquiring authority after having heard and recorded the whole or any part of the evidence in an inquiry ceases to exercise jurisdiction therein, and is

succeeded by another inquiring authority which has and which exercises, such jurisdiction, the inquiring authority so succeeding may act on the evidence so recorded by its predecessor, or partly recorded by its predecessor, and partly recorded by itself, provided that if the succeeding inquiring authority is of the opinion that further examination of any of the witnesses whose evidence has already been recorded is necessary in the interest of justice, it may recall, examine, cross-examine and re-examine any such witnesses.

As such, in the event of a change in the inquiry officer, it is not necessary to start the inquiry afresh.

66. Where Disciplinary Authority is not competent

A disciplinary authority competent to impose any of the penalties on a Government servant can institute disciplinary proceedings against any such Government servant and a disciplinary authority competent to impose any of the minor penalties may institute proceedings for the imposition of any of the major penalties notwithstanding that such disciplinary authority is not competent to impose any of the major penalties as per Rule 19 of the CCA Rules.

In this regard there is a matching provision under sub-rule (16) of Rule 20 of the CCA Rules that where a disciplinary authority competent to impose any of the penalties specified in clauses. (i) to (v) of rule 9 and rule 10 but not competent to impose any of the penalties specified in clauses. (vi) to (x) of rule 9, has itself inquired into or caused to be inquired into the articles of any charge and that authority, having regard to its own findings or having regard to its decision on any of the findings of any inquiring authority appointed by it is of the opinion that the penalties specified in clauses. (vi) to (x) of rule 9 should be imposed on the Government servant, that authority shall forward the records of the inquiry to such disciplinary authority as is competent to impose the last-mentioned penalties.

The disciplinary authority to which the records are so forwarded may act on the evidence on the record or may if it is of the opinion that further examination of any of the witnesses is necessary in the interests of justice, recall the witnesses and examine, cross-examine and re-examine the witnesses and may impose on the Government servant such penalty as it may deem fit in accordance with the Rules.

This provision meets the legal requirement in the event of such a situation developing of a disciplinary authority competent to impose a minor penalty alone instituting proceedings for imposition of a major penalty due to unforeseen circumstances but it may not be treated as accepted procedure, for administrative considerations.

67. Higher authority which instituted proceedings alone competent to impose even a minor penalty

If the disciplinary proceedings have been instituted by a higher authority competent to impose a major penalty and on receipt of the report of the Inquiry Officer, it appears that a minor penalty will meet the ends of justice, the final order imposing a minor penalty should be passed by the same higher disciplinary authority which had initiated the proceedings and not a lower disciplinary authority though it may be competent to impose a minor penalty.

68. Common Proceedings

Where two or more Government servants are concerned in any case, the Government or any other authority competent to impose the penalty of dismissal

from service on all the Government servants may make an order directing that disciplinary action against all of them be taken in a common proceedings under rule 24 of the CCA Rules. If the authorities competent to impose the penalty of dismissal from service on such Government servants are different, an order for common proceedings may be made by the highest of such authorities with the consent of the others. The order should specify—

- (i) the authority which may function as the disciplinary authority for the purpose of such common proceedings;
- (ii) the penalties which such disciplinary authority will be competent to impose;
- (iii) whether the proceedings shall be instituted for a major penalty or a minor penalty.

Common proceedings cannot be instituted if one of the Government servants involved has retired from service. Proceedings against the retired person will have to be held under rule 9 of the Andhra Pradesh Revised Pension Rules, 1980 and against the persons in service in terms of rule 24 of the CCA Rules. The oral inquiry against them in such a case should be entrusted to the same Inquiring Authority. Common proceedings when once commenced can however be continued even if one of the persons retires from service in the course of the proceedings. The proceedings will have to be suspended if one of them dies or is dismissed or removed or compulsorily retired from service.

In the case of *Vijay Kumar Nigam vs State of ,MP*, 1997(1) SLR SC 17, the Supreme Court held that taking into account the statement of the co-charged official in common proceedings in adjudging misconduct, is not objectionable.

A common proceedings against the accused and accuser is an irregularity and should be avoided.

There may be cases where two or more persons concerned therein are governed by different disciplinary rules. In such cases, proceedings will have to be instituted separately in accordance with the respective Rules applicable to each one of them and such public servants cannot be dealt with in a common proceedings. However, it will still be advantageous, if the inquiries are entrusted to the same inquiry officer.

Where two or more Government servants are involved in a case, it should be the endeavour to deal with them in a common proceedings as the advantages are innumerable.

69. Time limits

The CCA Rules fixed time limits for various stages of action; for instance 10 working days is the time-limit for appearance of the charged Government servant and submission of his statement of defence, under sub-rule (4) of rule 20. These time-limits are not observed, not even taken note of.

The proceedings should be conducted as per the time schedule, granting extensions of time only where justified. Where the charged official fails to comply with the requirements without valid reasons, the disciplinary authority/inquiry officer may pass over to the next stage.

But abnormal delays, in fact, take place on the part of the disciplinary authorities themselves from the stage of institution of the proceedings, in framing of charges, securing documents and the like.. The disciplinary authority/Inquiry officer should feel responsible and pay adequate attention and take timely action. .

70. Related issues of disciplinary proceedings

The following are some related issues having a bearing on disciplinary proceedings.

71. Evidence Act

The provisions of the Indian Evidence Act and the Criminal Procedure Code are not applicable to the departmental enquiries. The spirit of these enactments should, however, be followed in departmental enquiries. The Inquiry Officer should afford reasonable opportunity to both sides to present their respective cases including full opportunity for cross-examining witnesses..

72. Principles of Natural Justice

The following are the two important basic Principles of Natural Justice:

- (i) No one can be a judge in his own cause
- (ii) Hear the other side.

The first principle means that the disciplinary authority and the inquiring authority should be free from bias. The second principle stipulates that the charged official should be given a reasonable opportunity of being heard and this operates throughout the proceedings from the beginning to the end.

73. Standard of proof

The standard of proof required in a departmental oral inquiry differs materially from the standard of proof required in a criminal trial. The Supreme Court has given clear rulings to that effect that a disciplinary proceedings is not a criminal trial and that the standard of proof required in a disciplinary inquiry is that of preponderance of probability and not proof beyond reasonable doubt, which is the proof required in a criminal trial. (Union of India vs. Sardar Bahadur, 1972 SLR SC 355; State of A.P. vs. Sree Rama Rao AIR 1963 SC 1723 and Nand Kishore Prasad vs. State of Bihar, 1978(2) SLR SC 46)

Thus, material found not sufficient for proof in a criminal trial can be held sufficient in a departmental proceeding, and consequently a fact which is not proved in a criminal trial may be held proved in departmental proceedings.

The departmental authorities, if the inquiry is properly held, are the sole judge of facts and if there is some legal evidence on which their findings can be based, the adequacy or reliability of that evidence is not a matter which can be permitted to be canvassed before the High Court in a proceeding for a writ under Article 226 of the constitution. (State of AP vs S. Sreerama Rao AIR 1963 SC 1723).

The Supreme Court held, in the case of Union of India vs Harjeet Singh Sandhu, 2002(1) SLJ SC 1, that if two views are possible, court shall not interfere by substituting its own satisfaction or opinion for the satisfaction or opinion of the authority exercising the power, in judicial review.

The Supreme Court held in the case of B.C. Chaturvedi vs Union of India, 1995(6) SCC 749, that the power of judicial review is meant to ensure that the individual receives fair treatment and not to ensure that the conclusion which the authority reaches is necessarily correct in the eye of the court. The disciplinary authority is the sole judge of facts. The Court/Tribunal in its power of review does not act as appellate authority to re-appreciate the evidence and to arrive at its own independent findings on the evidence.

74. Order passed by Inquiry Officer not appealable

An order passed by the Inquiry Officer on any issue in the course of the inquiry, any order of an interlocutory nature or of the nature of a step-in-aid of the final disposal of a disciplinary proceedings, is not appealable as specifically provided in the CCA Rules and hence the question of granting an adjournment on account of going in appeal against such an order, does not arise.

However, when bias is alleged, inquiry officer should stay the proceedings and await orders of the competent authority, as bias is alleged against him and his deciding the issue himself would amount to his being a judge in his own cause.

75. Adjournments

An adjournment may be granted where there are weighty reasons and the inquiry officer is satisfied about the genuineness and bona fides of the request. The charged official has no right to an adjournment as a matter of course. The inquiry officer may pass over to the next stage and consider proceeding ex parte in case of default by the charged official without valid reason.

76. Stay by Court

Proceedings need not be adjourned or stayed in the following circumstances—

- (i) on receipt of a notice under sec. 80 of the Civil Procedure Code;
- (ii) on receipt of intimation that the impugned officer proposes to file a writ petition;
- (iii) on receipt of a mere show cause notice (or rule nisi) from a court asking --
 - (a) why the petition should not be admitted; or
 - (b) why the proceeding pending before disciplinary authority/inquiring authority should not be stayed; or
 - (c) why the writ or an order should not be issued.

The proceedings need be stayed only when a court of competent jurisdiction issues an injunction or clear order staying the same.

No disciplinary proceedings, however, should be started subsequent to the initiation of the court proceedings, if they have the effect of deterring or intimidating the petitioner from proceeding with the court case.

77. Further inquiry, where order set aside on technical grounds

Where the order of the court setting aside the order of the disciplinary authority imposing a penalty is on merits on consideration of facts, it is binding and should be complied with unless it is taken up in appeal to a higher forum. But when the court has passed the order purely on technical grounds without going into the merits of the case, it is open to the competent authority on a consideration of the circumstances of the case to hold a further inquiry against the official on the allegations on which the penalty was originally imposed and rectify the procedural lapses and comply with the requirements and pass a proper order. Same is the position where the order of the disciplinary authority is set aside by the departmental appellate authority. The provisions of deemed suspension under sub-rules (3), (4) of rule 8 of the CCA Rules bear this out

78. Fresh Inquiry, in case proceedings are quashed by court on technical grounds

The Supreme Court held, in the case of Devendra Pratap Narain Rai Sharma vs State of Uttar Pradesh, AIR 1962 SC 1334, that where departmental proceedings are quashed by civil court on technical ground of irregularity in procedure and where merits of the charge were never investigated, fresh departmental inquiry can be held on same facts.

**79. Procedural defect after conclusion of Oral Inquiry--
Fresh proceedings from the stage of defect**

If the oral inquiry has been held properly, a defect in the subsequent proceedings will not necessarily affect the validity of the oral inquiry. Where the order of dismissal was set aside on the ground that it was made by an authority subordinate to the competent authority in contravention of Art. 311 of the Constitution, fresh proceedings could be restarted from the stage at which the oral inquiry ended.

80. Role of Disciplinary Authority, the sole judge

In a departmental action, the disciplinary authority is the sole judge and he is in the picture throughout from the beginning to the end. The disciplinary authority verifies the allegation by conducting a preliminary enquiry himself or getting it done, decides on instituting disciplinary proceedings, frames charges against the Government servant, considers the statement of defence and decides to hold an inquiry and conducts a regular inquiry or gets it done by appointing an Inquiry Officer for the purpose and appoints a Presenting Officer to present the case in support of the charges on his behalf and the Presenting Officer examines witnesses in support of the charges on behalf of the disciplinary authority, obtains representation of the charged Government servant on the inquiry report and finally arrives at a finding of guilty even in disagreement with the finding of the Inquiring Authority and imposes a penalty. The disciplinary proceedings are thus entirely different from a criminal trial, where the prosecuting authority appears before a neutral third-party Judge or Magistrate.

81. Action against Disciplinary Authority for lapses in conducting proceedings

Government decided that in all cases where the circumstances leading to a Government servant's reinstatement reveal that the authority which terminated his services, either willfully or through gross negligence, failed to observe proper procedure as laid down in the CCA Rules, before terminating his service, proceedings should be instituted against such authority under rule 20 and the question of recovering from such authority the whole or part of the pecuniary loss arising from the reinstatement of the Government servant should be considered. (Memorandum No.380/65-1 G.A. (Ser.C) Dept., dated 24-02-1965)

The High Court of Rajasthan held, in the case of Dwarakachand vs State of Rajasthan, AIR 1958 RAJ 38, that if a superior officer holds the inquiry in a very slipshod manner or dishonestly, the State can certainly take action against the superior officer and in an extreme case even dismiss him for his dishonesty.

The Central Administrative Tribunal, Madras, in the case of S. Venkatesan vs Union of India, 1999(2) SLJ CAT MAD 492, held that disciplinary authority can be proceeded against in disciplinary action for misconduct of imposing a lenient penalty.

Government ordered that cases relating to corruption are to be dealt with swiftly, promptly without delay and the appropriate authorities should find out and deal with the persons responsible as and when delay is found to have been caused during the inquiry. (G.O.Rt.No.1699 G.A. (Spl.C) Dept., dated 15-04-2003)

Hyderabad
Date.30.04.2004

(I.V.RATNA RAO)
CONSULTANT
A.P.VIGILANCE COMMISSION

**THE ANDHRA PRADESH GAZETTE
PART I – EXTRAORDINARY
PUBLISHED BY AUTHORITY**

No. 341

HYDERABAD, MONDAY, JANUARY 27, 1997.

NOTIFICATIONS BY GOVERNMENT

**GENERAL ADMINISTRATION DEPARTMENT
(services-D)**

**ANDHRA PRADESH STATE AND SUBORDINATE SERVICE RULES – Revised
Rules 1996.**

(G.O.Ms.No.436, General Administration (Services-D), 15th October, 1996).

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and of all other powers hereunto enabling and in supercession of the Andhra Pradesh State and Subordinate Service Rules, 1962 (Parts I and II) issued in G.O.Ms.No.418, General Administration (Rules) Department, dated 7-3-1962 as amended from time to time, and of all the adhoc rules to the extent they have been incorporated in these rules, the Governor of Andhra Pradesh hereby makes the following rules in respect of the members of the State and Subordinate Services of the Govt., of Andhra Pradesh.

RULES

1. SHORT TITLE, SCOPE AND RELATION TO SPECIAL RULES.

- (a) These Rules may be called the Andhra Pradesh State and Subordinate Service Rules 1996.
- (b) The gazetted and non-gazetted posts under the State Government shall be constituted into various State and Subordinate Services and they shall be governed by the State and Subordinate Service Rules (General Rules) and the Special Rules as well as adhoc rules issued by the Government.
- (c) These rules shall apply to the State and Subordinate Services and to the holders of posts, whether temporary or permanent included in any State or Subordinate Service except to the extent otherwise expressly provided.
 - (i) by or under any law for the time being in force;

- (ii) in respect of holders of any post, appointed by contract or agreement subsisting between such holders and the State Government.
- (d) Relation to Special Rules: If any provisions in these rules are repugnant to the provisions in the special rules applicable to any particular service in regard to any specific matter, the latter shall, in respect of such service and such specific matter, prevail over the provisions in these rules.

2. DEFINITIONS:

In these rules, unless there is anything repugnant in the subject or context.

(1) Adhoc Rules:- “Adhoc rules” means rules issued to govern:

- (i) a temporary post in a Service, Class Category which is not covered by any Special Rules; or
- (ii) all or some of the services in regard to issues of common applicability of all such services.

(2) Appointed to a Service:- A person is said to be “appointed to a service” when, in accordance with these rules, except under rule 10 and in accordance with the Special Rules of adhoc rules applicable to such service he discharges for the first time, the duties of a post borne on the cadre of such service or commences the probation, instruction or training prescribed for members thereof.

Explanation: The appointment of a person holding a post borne on the cadre of one service to hold additional charge of a post borne on the cadre of another service or same service or to discharge the current duties thereof does not amount to appointment to the latter service or post in the same service, as the case may be.

(3) Approved candidate: “Approved candidate” means a candidate whose name appears in an authoritative list of candidates approved for appointment to any service class or category.

(4) Approved probationer: “Approved probationer” in a service, class or category means a member of that service, class or category who has satisfactorily completed his probation in such service, class or category.

(5) Appointment or Recruitment by transfer: A candidate is said to be appointed or recruited by transfer to a service:-

(a) if, at the time of first appointment thereto he is an approved probationer in the Andhra Pradesh High Court Service or A.P.Legislature Service or in any other service, the rules for which prescribed a period of probation for members thereof; or

(b) In case at the time of his first appointment thereto he is the holder of a post which has been included in another service but for which no probation has been prescribed, if he has put in that post, satisfactory service for a total period of two years on duty within a continuous period of three years.

(6) Armed Forces of the Union:- “Armed Forces of the Union” means the Army, Naval or Air Force of the Union.

(7) Backward Classes: “Backward Classes” mean the communities mentioned in Part-C of Schedule-I.

(8) Cadre: “Cadre” means the posts in various classes, categories and grades in a service.

(9) Commission:- “Commission” means the Andhra Pradesh Public Service Commission.

(10) Confirmed Member:- “Confirmed Member” means a member of a service who has been confirmed in a service under the State Government in accordance with rule 21.

(11) Date of Regular Appointment: “Date of regular appointment” means the date of commencement of probation, i.e., the date from which the service rendered by a person after appointment to a service class or category counts for probation.

(12) Departmental Promotion Committee:- Departmental Promotion Committee means a Committee constituted to advise the appointing authority in regard to the persons to be included in the panel for being appointed by promotion or by transfer to a selection post not within the purview of the Commission.

Provided that the Departmental Promotion Committee may be required to prepare adhoc panels also for appointment to any service by promotion or by transfer even on temporary basis.

(12-A) Screening Committee:- “Screening Committee” means a Committee constituted by Government to recommend the names for inclusion in the panel to the second level Gazetted Posts which are within the purview of the Andhra Pradesh Public Service Commission: and also to indicate the order in which the persons concerned should be included in the panel. The list of persons so prepared by the said Committee shall be forwarded to the Commission for its concurrence, by the concurrence authority.

(13) Discharge of a probationer:- “Discharge of a probationer” means, in case of probationer is confirmed or is an approved probationer or probationer of another service, class or category or is an approved probationer or probationer of another post in the same service, reverting him to such service, class or category and every other case, dispensing with his service.

(14) Duty: A person is said to be “on duty” as a member of a service”

- (a) When he is performing the duties of a post borne on the cadre of such service or is undergoing the probation, instruction or training prescribed for such service, or is deputed by the competent authority for higher studies or for undergoing training in India or abroad; or
- (b) When he is on joining time; or
- (c) When he is absent from duty during vacation or authorized holidays or on casual leave taken in accordance with instructions regulating such leave, issued by the State Government, having been on duty immediately before and immediately after such absence; or
- (d) When he is absent from duty during the period of training for courses of instruction and the period spent in camps as a member of the Auxiliary Air Force and also during the period spent for interview or for attending medical examination at the time of recruitment or commissioning; or
- (e) When he is absent from duty during the period of training including the period spent in transit as a member of the Indian Fleet Reserve or as a Reservist of the Army or Air Force (excluding the Reserve Officers); or
- (f) When he is absent from duty during the period of training in the Territorial Army including the period spent in transit for undergoing annual training in the said army; or
- (g) When he is absent from duty as a member of Air Defence Reserve, when called upon for service in the aid of the Civil power or for Air Force Service or during the period of annual training exceeding one month in the case of permanent and temporary Government servant and person on work-charged establishments during the period of training in Air Defence Reserve of Air Force Service in the case of probationers; or
- (h) When he is absent from duty for service in the N.C.C. or during the period of training including the period spent in transit thereof.

Explanation: Participation of a Government Servant in the ceremonial parade on special occasions like the Territorial Army Day, Republic Day, visit of a Minister and the like in his capacity as a member of the Air Defence Reserve shall be treated as part of his training: or

- (i) When he is absent from duty to attend the annual day celebrations of the Home Guards Organisation or when called upon for duty in times of emergency as a member of the Home Guards Organisation.

(15) Direct Recruitment: A candidate is said to be recruited direct to a post, class or category in a service, in case his first appointment thereto is made otherwise than by the following methods:-

- I. by promotion from a lower post, category or class in that service or from a lower grade of any such post, category or class, or
- II. By transfer from any other class of that service, or
- III. By appointment by transfer from any other service, or
- IV. By re-employment of a person in case he had retired from service of Government prior to such appointment, or
- V. By appointment by agreement or contract.

(16) Ex-Servicemen: "Ex-Servicemen" means a person who has served in any rank (whether as a combatant or as a non-combatant) in Regular Army, Navy and Air Force of the Indian Union but does not include a person who has served in the Defence Security Corps, the General Research Engineering Force, Lok-Sahayak, Sena and the para-military forces i.e. Border Security Force, Central Reserve Police Force, Indo-Tibetan Border Police, Central Industrial Security Force, Central Secretariat Security Force, Assam Rifles and Railway protection Force and

- I. who has retired from such service after earning his / her pension; or
- II. who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
- III. who has been released, otherwise than on his own request, from such service as a result of reduction in establishment or
- IV. who has been released from such service after completing the specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct, inefficiency and has been given a gratuity and includes personnel of the Territorial Army of the following categories; namely:-
 - (a) pension holders for continuous embodied services;
 - (b) person with disability attributable to military service; and
 - (c) gallantry award winners.

Explanation: The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of ex-servicemen, may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

(17) General Rules: “General Rules” means the Andhra Pradesh State and Subordinate Service Rules.

(18) Member of a Service: “Member of a Service” means a person who has been appointed to that service and who has not retired or resigned, or who has not been removed or dismissed, or substantively transferred or reduced to another service, or who has not been discharged otherwise than for want of a vacancy. He may be a probationer, an approved probationer or confirmed member of that service.

(19) Meritorious Sportsman:- “Meritorious Sportsman” means a sportsman who has represented the State or the Country in a national or international competition or Universities in the Inter-University tournaments conducted by the Inter-University Boards or the State School team in the national sports / games for schools conducted by the All India School Games Federation in any of the games, sports, mentioned below: and any other games / sports as may be specified by the Government from time to time:

- (a) Athletics (including Track and Field events)
- (b) Badminton
- (c) Basketball
- (d) Cricket
- (e) Hockey
- (f) Football
- (g) Swimming
- (h) Volleyball
- (i) Table Tennis
- (j) Tennis
- (k) Weightlifting
- (l) Wrestling
- (m) Bosing
- (n) Cycling
- (o) Gymnastics
- (p) Judo
- (q) Rifle shooting
- (r) Kabaddi
- (s) Kho Kho
- (t) Ball Badminton
- (u) Archery

- (v) Equestrian Sports
- (w) Hand Ball
- (x) Rowing
- (y) Chess
- (z) Taek Wondo
- (aa) Carroms

(20) Officiating Appointment:- A person is said to be officiating in a post, if his appointment has been made after his inclusion in the relevant panel, but whose appointment has not been regularized.

(21) Panel: "Panel" means the authoritative list of candidates approved for regular appointment to any service, class or category drawn up by the Commission or by the Government or by the appointing authority concerned, but does not include the panel or list prepared for temporary appointment by the appointing authority pending preparation of a panel for regular appointment in accordance with the rules.

(22) Physically handicapped person: "Physically handicapped person" means a person who is blind, deaf or orthopaedically handicapped.

Explanation: A person is said to be

- (I) blind, if he is suffering from total absence of sight or visual acuity not exceeding 3-60 or 10/200 (snellen) in the better eye with correcting lenses:
- (II) deaf, if his sense of hearing is fully non-functional for the ordinary purposes of life:
- (III) orthopaedically handicapped, if he has a physical defect or deformity which causes so much interference as to significantly impede normal functioning of the bones muscles and joints.

(23) Presidential Orders: "Presidential Orders" wherever it occurs in these rules shall mean the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975 issued by the President of India under Article 371-D of the Constitution of India.

(24) Probation: "Probation" means the period during which a fresh entrant to a service or a person appointed to a higher post for the first time either by promotion within the service or by transfer from any other service, is put on test for determining his fitness to hold the post in a service, class or category.

(25) Probationer:- "Probationer" means a member in a service class or category who has not completed his probation.

(26) Promotion: "Promotion" means the appointment of a member of any category of grade of service or a class of service to a higher category, grade, of such service or such class of service.

(27) Schedule:- "Schedule" means the schedule to these rules.

(28) Scheduled Castes:- "Scheduled Castes" mean the communities mentioned in Part-A of Schedule-I.

Explanation: No person who professes a religion different from Hinduism shall be deemed a member of scheduled caste.

However, Scheduled Caste converts to Buddhism deemed to be Scheduled Caste.

(29) Scheduled Tribes: "Scheduled Tribes" means the communities mentioned in Part B of Schedule-I.

(30) Service: "Service" means a post or a group of posts or categories of posts classified by the State Government as State or Subordinate Service, as the case may be.

Provided that for the purpose of recruitment, probation and transfer, each class included in the Andhra Pradesh General Service and the Andhra Pradesh General Subordinate Service shall be regarded as a separate service.

Note:- Where the context so requires "Service" means the period during which a person holds a post in accordance with these rules, special or Ad-hoc rules except rule 10 or a lien on a post or is a member of a service as above denied.

(31) Special Rules: "Special Rules" mean the rules applicable to each service or class or category of a service, which include adhoc rules applicable to temporary posts in a service, or class or category, which are not covered by the special rules.

Explanation: The words importing either gender in these or special rules shall be taken to include those of the other gender if circumstances so require.

3-(A) CONDITIONS OF SERVICE:- The Fundamental Rules, the rules regulating the Scales of Pay, the Andhra Pradesh Civil Services (Conduct) Rules, Andhra Pradesh Civil Services (CCA) Rules 1991, The Andhra Pradesh Leave Rules, the Andhra Pradesh Government Life Insurance Fund Rules, the Andhra Pradesh Revised Pension Rules and any other Acts, Rules or Regulations enacted, issued or as may be issued by Government or other competent authority, for the time being in force in respect of the Service conditions, shall in so far as they may be applicable and except to the extent expressly provided in these rule, govern members of every service and pensions appointed to any post in any service, whether appointed regularly or on temporary

basis. In the matter of their pay and allowances, leave, leave salary, Life Insurance, Pension and other conditions of Service.

Provided that;

(i) Where any such member has elected to be governed by the provisions of the Civil Services Regulations, those provisions shall apply to him.

(ii) save as otherwise expressly provided in the Special Rules nothing contained in this rule shall affect the operation of the provisions of Article 526 of the Civil Service Regulations or any other rule similar thereto, for the time being in force, relating to the fixation of pay of a member of a service who is in receipt of a military pension, and

(iii) a person appointed in a department performing functions entrusted to him under clause (1) of Article 258 of the Constitution of India shall be governed in the matter of his leave and pension by the rules issued by the Central Government in that behalf;

Provided further that the said rules and regulations shall, in their application to the members of the Secretariat and the staff of the Governor, be construed as if the functions of the State Government under those rules and regulations were the functions of the Governor respectively;

Provided also, that a member of a service of the former Hyderabad Government allotted to the State of Andhra Pradesh, shall continue to be governed by such orders as may be applicable to him in the matter of pay, leave rules, the Andhra Pradesh Government Life Insurance Fund Rules, Pension and Provident Fund.

3-(B) APPLICATION OF RULES:-Any rules made under the proviso to Article 309 of the Constitution of India in respect of any service or any class or category thereof shall be applicable to all persons holding the posts intended to be held by members of that service, class or category on the date on which such rules were made applicable.

Provided that nothing in any such rules shall, unless a contrary intention is expressly indicated therein, operate to deprive any such person of any right of privilege to which he is entitled by or under rule or order made applicable to him prior to the making of such rule.

4. METHOD OF APPOINTMENT:-

(a) Appointment to any service, class or category shall be by one or more of the methods indicated below as may be specified in the Special Rules applicable to the relevant post:-

1. Direct recruitment
2. Recruitment / Appointment by transfer

3. Promotion or
4. Contract / Agreement / Re-employment

(b) Direct Recruitment:- Where the normal method of recruitment to any service, class or category includes direct recruitment, the proportion in which the special rules may require vacancies to be filled by persons recruited direct shall be applicable to all substantive vacancies and direct recruitment shall be made only against the substantive vacancies.

Explanation: (i) For the purpose of this rule, notwithstanding anything contained in these rules or special or adhoc rules, substantive vacancies shall mean all vacancies in the permanent cadre and all vacancies in the posts which have been in existence for more than 5 years.

(ii) The posts earmarked for direct recruitment in the Special Rules / Adhoc Rules shall be filled by direct recruits strictly and not by any other method.

(iii) In respect of posts in the State and Subordinate Service the percentage earmarked for direct recruitment should not fall short of 30%.

(iv) If the special rules specify more than one method of appointment, a provision shall be made in the special rules indicating the cycle or order in which vacancies shall be filled by such different methods of appointments.

(c) Re-allotment of candidates selected by the Public Service Commission:- The reallotment of candidates selected by the Andhra Pradesh Public Service Commission for appointment, from one unit to another unit, either in the same service and district / Zone or in any other service of district / Zone shall be made with the mutual consent of the appointing authorities concerned and with the prior concurrence of the Commission. The order of re-allotment shall be issued by the appointing authority to whose unit the candidate was first allotted by the Commission.

Provided that such re-allotment shall be strictly in conformity with the provisions of the Presidential Order.

5. SELECTION POSTS:- (a) All first appointments to a State Service and all promotions / appointment by transfer in that service shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal, by the appointing authority as specified in the sub-rule (a) of rule 7 from the panel of candidates. Such panel shall be prepared as laid down in rule 6 by the appointing authority or any other authority empowered in this behalf.

(b) Non-Selection posts:- No non-gazetted post should be treated as selection post. Promotion and appointment by transfer to higher posts other than those mentioned in sub-rule (a) shall be made in accordance with seniority-cum-fitness, unless.

(i) Such promotion or appointment by transfer of a member has been withheld as a penalty; or

(ii) a member is given special promotion for conspicuous merit and ability.

6. METHOD OF PREPARATION OF PANELS:- (a) The panel of approved candidates referred to in sub-rule (a) of rule-5 shall be prepared by the appointing authority or any other authority empowered in this behalf, in consultation with the Departmental Promotion Committee in respect of posts outside the purview of the Andhra Pradesh Public Service Commission and Screening Committee in respect of the posts within the purview of the Andhra Pradesh Public Service Commission to recommend the names to the Commission. The appointing authority shall make appointments of candidates from such panel/list, in the order in which the candidates in such panel are arranged in their order of preference.

(b) The panel of candidates for appointment by transfer to a service or a class of service in any case, where the Commission is not consulted on the suitability of a candidate for such appointment under sub-clause (b) of Clause (3) of Article 320 of the Constitution of India or for promotion, shall be prepared ordinarily during the months of September every year on the basis of estimate of vacancies sent in terms of sub-rule (d). First September of the year shall be reckoned as the qualifying date to determine the eligibility of a candidate for such appointment, which shall cease to be in force on the afternoon of the 31st December of the succeeding year or till the next panel is prepared whichever is earlier and for the purpose of preparing the said panel, the zone of consideration shall be in the ratio of 1:3. The period from 1st September of the year to the 31st August of the succeeding year shall be reckoned for purpose of determining the number of vacancies during the panel.

Provided that if the number of candidates to be included in the panel falls short of the number of vacancies estimated such shortfall shall be made good by considering the claims of the other qualified and eligible candidates, if any, in the seniority list placed immediately below.

Provided further that the panel of candidates so prepared shall be reviewed after a period of six months reckoned from the date of approval of the panel, for the purpose of considering the cases of such other persons whose names were not included in the panel prepared earlier for not passing the prescribed tests or for not having special qualifications prescribed under the rules, if they have subsequently passed those tests or acquired the said qualifications and are otherwise found suitable for inclusion in the panel of the year. No such review of list of approved candidates shall, however, be undertaken where no tests or special qualifications are prescribed under the rules as condition precedent for promotion or appointment by transfer:

Provided also that no panel of candidates need be prepared:

(i) if vacancies are not available for the particular panel period subject to the appointing authority recording a certificate to that effect; or

(ii) where the appointing authority does not consider it necessary.

Provided also that the Government may order preparation of panel of candidates as frequently as may be necessary in exigencies of administration.

(c) The panel of candidates for promotion or appointment by transfer to a service or class of a service, in any case where it is necessary to consult the Commission on the suitability of candidates for such appointment shall be prepared ordinarily in the month of September every year reckoning 1st September of the year as the qualifying date to determine the eligibility of a candidate for such appointment, which shall cease to be in force on the afternoon of the 31st December of the succeeding year or till the next panel is prepared whichever is earlier. The period from first September of the year to 31st August of the succeeding year shall be reckoned for purpose of determining the number of vacancies during the panel.

(d) The panel of candidates under sub rule (b) or sub-rule (c) shall consist of such number of candidates as is equal to the number of vacancies which are estimated to arise on the following basis during the currency of that list::

(i) The existing vacancies, including the vacancies which were not filled up in the previous years for any reason:

(ii) (1) vacancies to arise owing the retirement;

(2) consequential vacancies due to promotion or appointment by transfer.

Provided, that when the number of qualified and eligible candidates to be included in the panel of candidates is less than the number of vacancies estimated to arise during the currency of that list, such number of candidates eligible and found fit only shall be included in the panel irrespective of the number of vacancies.

(e) A panel of candidates shall also be prepared taking into account the vacancies not exceeding 10% of the total estimate of vacancies, ignoring fraction of less than half or 0.5 and rounding of fraction of $\frac{1}{2}$ or more i.e. 0.5 and above to the next nearest number as reserve to fill up the vacancies likely to last for more than 2 months on account of:-

- (i) deputation;
- (ii) training;
- (iii) long leave; or
- (iv) suspension,

Provided also that the candidates kept in reserve in the approved list shall be not less than one, where the estimate of vacancies is five or less than five.

(f) inclusion of a candidate's name in any panel of candidates for any State Service, class or category shall not confer on him any right for appointment to such service, class or category.

(g) The following persons shall be considered for inclusion in any panel prepared under sub-rules (b) and (c).

(i) Persons who are qualified on the qualifying date including those who had been including in the previous panel of approved candidates but who have not commenced their probation.

(ii) Persons who had not possessed the prescribed qualifications at the time of preparation of the previous panel, but who have since acquired such qualification and are qualified as on the qualifying date.

(iii) Persons who were qualified but were considered unsuitable for inclusion in the previous panel and who continue to possess the prescribed qualifications.

Explanation:- In considering the inclusion of persons, who had been included in the previous panel but who had not commenced their probation, in the current panel it shall not be necessary to carry forward their names without having regard to their relative merit and ability with reference to the relative merit and ability of other candidates coming up for fresh consideration. If such candidates are included in the current panel it shall not be necessary to arrange them in the same order in which they had been arranged in the previous panel.

(h) Persons included in more than one panel:- Where a candidate's name has been included in different panels of approved candidates for more than one service, the cadre controlling authority of the panel in which the candidate's name is included, should intimate the cadre controlling authority of the other panel of the inclusion of the name of the candidate in the former panel and it shall be the duty of the cadre controlling authority of the parent cadre to intimate the inclusion of the candidate's name to such other cadre controlling authority, if any, in whose panel the same candidate's name had been sponsored for inclusion by the cadre controlling authority, of the parent cadre. The cadre controlling authority of the parent cadre shall require the candidate to initiate the service to which the candidate wishes to be appointed. On receipt of such intimation, the cadre controlling authority of the parent cadre shall inform the other cadre controlling authorities and such candidate's name shall be removed by such cadre controlling authority from the panel or panels of approved candidates for such service or services to which the candidate does not wish to be appointed.

(i) Non Selection Posts:- For non selection posts referred to in sub rule (b) of rule 5 the appointing authority shall prepare a list of eligible employees every year i.e. from first September of the year to 31st August of the succeeding year after considering the record sheet and the qualifications prescribed for the said post in the relevant Special rules for promotion to next higher category of non selection post.

7. APPOINTING AUTHORITY:

State Service: Unless otherwise stated in the Special rules, the Head of the Department shall be the appointing authority in respect of the initial categories of posts in a State Service and the Government shall be the appointing authority for all other posts in the State Service.

8. ELIGIBILITY FOR PROMOTION OR APPOINTMENT BY TRANSFER:

For Appointment to a higher post either by promotion from one category to another with a service or by appointment by transfer from one service to an other service, a member of a service or class of a service, shall have satisfactorily completed his probation in the category from which he is proposed to be promoted or appointed by transfer to such higher post.

9. APPOINTMENT BY AGREEMENT OR CONTRACT:

(a) (i) Notwithstanding anything contained in these rules or special rules it shall be open to the State Government to make appointment to any post in a service class or category, otherwise than in accordance with these rules or special rules and to provide by agreement or contract with the person(s) so appointed, for any of the matters in respect of which, in the opinion of the State Government, special provisions are required to be made and to the extent to which such provisions are made in the agreement or contract, nothing in these rules or the special rules shall apply to any person so appointed in respect of any matter for which the provision is made in the agreement or contract;

Provided that in every agreement or contract made in exercise of the powers conferred by these rules, it shall further be provided that in respect of any matter in which no provision has been made in the agreement or contract, provisions of these rules or special rules relatable to the post shall apply.

(ii) The agreement or contract may inter-alia include provisions in respect of conditions of service, pay and allowances, discipline, contract period of appointment notice period for termination of appointment by either party and other relevant matters.

(iii) The Government may, by order, prescribe the form of such agreement or contract.

(b) A person appointed under sub-rule (a) shall not be regarded as a member of the service, in which the post to which he is appointed, is included and shall not be entitled by reason only of such appointment to any preferential right to any other appointment in that or in any other service.

(10) TEMPORARY APPOINTMENT INCLUDING APPOINTMENTS BY DIRECT RECRUITMENT, RECRUITMENT / APPOINTMENT BY TRANSFER OR BY PROMOTION:

(a) Where it is necessary in the public interest to fill emergently a vacancy in a post borne on the cadre of a service, class or category and if the filling of such vacancy in accordance with the rules is likely to result in undue delay the appointing authority may appointing a person temporarily, otherwise than in accordance with the said rules, either by direct recruitment or by promotion or by appointment by transfer, as may be specified as the method of appointment in respect of the post, in the special rules.

(b) No appointment under sub-rule (a) shall be made of a person who does not possess the qualifications, if any, prescribed for the said service, class or category.

Provided that where, in the exigencies of service and where persons with the prescribed qualifications are not available, a person who may not possess all or some of the prescribed qualifications may be appointed on temporary basis. Every such person who does not possess such qualifications and who has been or is appointed under sub-rule(a) shall be replaced as soon as possible, by a person possessing such qualifications.

(c) A person appointed under sub-rule (a) shall not be regarded as a probationer in such service, class or category or be entitled by reason only of such appointment to any preferential claim to future appointments to such service, class or category.

(d) A person temporarily appointed under sub-rule (a) shall, whether or not he possesses the qualifications prescribed for the service, class or category to which he is appointed, be replaced as soon as possible by the member of the service, who is entitled to the appointment under the rules.

(e) The appointing authority shall have the right to terminate the service of a person who has been appointed under sub-rule (a), at any time, without assigning any reason and without any notice if appointed by direct recruitment revert to a lower category or grade, if promoted, or revert to the post from which such appointment by transfer was made, if appointed by transfer.

(f) A person appointed to any part-time post, created in lieu of a whole time post borne on the cadre of a service, class or category shall not be regarded as a probationer in such service nor shall be entitled by reason only of such appointment to any preferential claim to future appointment to such service, class or category.

(g) No person appointed under sub-rule(a) shall be eligible to an increment in the time scale of pay applicable to him, unless he possess the test, complete the training or acquires the qualifications prescribed in the Special Rules, as a condition for the grant of increment to a member of the service class or category.

(h) The practice of making incharge arrangements on own scale of pay of the incumbent concerned is totally prohibited and whenever filling up of vacant posts is considered expedient in the exigencies of administration, action may be taken to fill the post following the relevant Special / Adhoc Rules, duly placing the proposals before the

DPC/APPSC as the case may be or by making full additional charge arrangements as provided for in the Fundamental Rules.

(i) Temporary posts requiring special qualifications

Notwithstanding anything contained in these rules or special rules, if and when, a temporary post is created as an addition to the cadre of any service, class or category and the holder thereof is required by the State Government to possess any special qualifications, knowledge or experience, any person who possesses such qualifications, knowledge or experience and who is considered to be most suitable person to discharge the duties, of such post may, irrespective of other considerations, be appointed temporarily to that post by the appointing authority; but the person so appointed shall not, by reason only of such appointment, be regarded as a probationer in such-service, class or category nor shall he acquire thereby any preferential right to future appointment to such service, class or category.

11. THE LIMIT FOR JOINING EITHER ON FIRST SELECTION OR ON PROMOTION OR ON APPOINTMENT BY TRANSFER:-

(a) Direct recruitment:- A candidate selected for appointment by direct recruitment either through the Andhra Pradesh Public Service Commission or through any other agency, shall be required by the appointing authority to join in the post for which he has been selected within a period of 45 days taking the date of despatch (by registered post with acknowledgement due) of the appointment order as crucial date for reckoning the time limit. If he does not join the post within the stipulated period of 45 days, the offer of appointment shall be treated as automatically cancelled and the name of the candidate shall be deemed to have been omitted from the list of approved candidates.

(b) Time to join a post on appointment, shall be allowed a joining time of 30 days, other than by direct recruitment, shall be allowed a joining time of 30 days from the date of receipt of the order of appointment sent to the candidate by Registered Post with acknowledgement due or by any other means. Where a person fails to join the new post to which he is appointed within the said time limit or evades to join the post by proceeding on leave, he shall forfeit his right of appointment both for the present and in future for the post.

12. QUALIFICATIONS FOR DIRECT RECRUITMENT:

(i) (a) No person shall be eligible for appointment to any service by direct recruitment unless he satisfies the selection authority as well as the appointing authority, that;

(i) he is of sound health, active habits and free from any bodily defect or infirmity rendering him unfit for such service.

(ii) his character and antecedents are such as to qualify him for such service;

(iv) he is a citizen of India;

Provided that no candidate other than a citizen of India may be appointed except with the previous sanction of the State Government and except in accordance with such conditions and restrictions as they may be laid down. Such sanction shall not be accorded unless the State Government are satisfied that sufficient number of citizens of India, who are qualified and suitable are not available.

(v) No person shall be eligible for direct recruitment if he is less than 18 years of age and unless otherwise specified in the special or adhoc rules and if he is more than 28 years of age as on the 1st day of July of the year in which the notification for selection to the relevant post, category or class or a service is made.

Provided that nothing in this sub-rule shall apply for direct recruitment to all the categories and posts in the Andhra Pradesh Police Subordinate Service and in the Andhra Pradesh Special Armed Police Service.

(b) The maximum age limit prescribed in the Special Rules for direct recruitment to a post shall be raised:-

(i) Uniformly by 5 years in the case of candidates belonging to the S.Cs or S.Ts or B.Cs specified in Schedule-I of these rules:

Provided that his age concession in the case of BCs shall not exceed 40 years.

N.B: The age concession in favour of B.Cs will be in force for 10 years from 23rd September, 1990:

(vide G.O.Ms.No.311 G.A.(Ser.D) dt. 24.4.91)

Provided also that in the case of S.Cs and S.Ts., the maximum age limit prescribed for other communities in the Special rules shall be raised uniformly by 10 years for the purpose of limited direct recruitment, subject to the condition that it does not exceed 45 years:

(ii) Uniformly by 10 years in the case of Physically handicapped persons;

N.B.: This concession shall be inforce during the period between 28th March, 1967 and 22nd September, 2000.

(vide G.O.Ms.No.311 G.A.(Ser.D) dt. 24.4.91)

(iii) In the case of widows, divorced women and women judicially separated from their husbands, who are not remarried, the maximum age limit for direct recruitment to posts carrying a scale of pay equal to Junior Assistants or less, shall not exceed 40 years in the case of S.Cs and S.Ts candidates and 35 years in the case of others.

(c) When the direct recruitment is to be made to any State or Subordinate Service by examination or Selection:

(i) a person who worked in the armed forces of the Indian Union, shall be allowed to deduct from his age a period of three years in addition to the length of service rendered by him in the armed forces for purposes of the maximum age limit;

(ii) a person who was recruited as a whole-time cadet Corpse Instructor on or after the 1st January, 1963 on his discharge from the NCC either before or after the expiry of the initial or extended tenure of his office in NCC having served for a period of not less than six months prior to his release from the NCC shall, subject to the production of a certificate to the effect that he has been released from the NCC be allowed to deduct from his age a period of three years in addition to the length of service rendered by him in the NCC for purposes of maximum age limit;

Provided that the person referred to in sub-rules (i) and (II) above shall, after making the deductions referred on in the sub-rules shall not exceed the maximum age limit prescribed for the post.

(iii) a person already in service of State Government who has been appointed regularly shall be allowed to deduct from his age the length of regular service under the State Government upto a maximum of five years for purposes of the maximum age limit and in the case of a person who has rendered minimum temporary service of six months in the census department (Organisation) of this State and who has been retrenched during 1991 shall be allowed to deduct from his age a period of three years for purpose of computing the maximum age limit.

(2) The minimum General Educational qualifications wherever referred to, in these or special rules shall be the qualifications prescribed in Schedule-II of these rules.

(3) (a) A candidate should possess the academic qualifications and experience including practical experience prescribed, if any, for the post, at the time or on the date on which the selection process commences, for direct recruitment i.e., to say, the first date on which the examination (Written) or where such written examination is not there, the first date on which the interview for selection takes place.

(b) No person shall be eligible for appointment to a post by promotion or appointment by transfer unless he possesses the academic qualifications and technical or other qualification and has passed the departmental and other tests and has satisfactorily completed any course or training prescribed in the special rules as a prerequisite qualification, for the post, to which he is to be appointed by promotion or by transfer.

(4) Disqualification for appointment:-

(a) A candidate shall be disqualified for appointment if he himself or through relations or friends or any others has canvassed or endeavoured to enlist for his candidature

extraneous support, whether from official and non-official sources for appointment to any State or Subordinate Service.

(b) No person who has more than one wife living or who has spouse living, marries in any case, in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment by direct recruitment to any State or Subordinate Service.

(c) No Woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment by direct recruitment to any State or Subordinate Service.

(d) No person who has been dismissed from a State or Central Government undertaking or local or other authorities or who has been convicted by a court of law for an offence involving moral turpitude shall be eligible for appointment to any State or Subordinate Service.

13. LANGUAGE TEST IN TELUGU: (a) Every person appointed to a service, that within the period of probation, pass the Language test in Telugu, failing which his probation shall be extended and increments in the time scale of pay shall be postponed without cumulative effect till he passes the test.

Provided that a person who was appointed to a service but who has not passed the Language Test in Telugu shall be allowed time to pass the said test upto 31-12-1997 or till the expiry of a total period of 3 years from the date of his appointment whichever is later, by extending the period of probation:

Provided further that a person, who has completed the age of 45 years or who has been on deputation in this State from any other State or from the Government of India, or who being an officer of the erstwhile Government of Hyderabad has passed the language test in Telugu or has been exempted from passing the said test by virtue of his having passed an examination of equivalent standard in that language test under the Hyderabad Regional Language Examination Rules or who is holding a post for which no educational qualification is prescribed for initial recruitment, shall not be required to pass the language test aforesaid:

Provided also that a person who is exempted from passing the language test in telugu on reaching the age of 45 years, but the pay to which such person is entitled to draw after reaching the age of 45 years shall be the pay which he would have been eligible to, without arrears, had the language test in Telugu not been prescribed at all and the increments not postponed.

(b) The standard of the test referred to in sub-rule (a), above shall be a pass in the Second (Class) Language Test in Telugu for holders of the posts for which the educational qualification prescribed is the minimum General Educational Qualification

referred to in the schedule to rule 12(2), or equivalent or higher academic qualification and a pass is the Third Class Language Test in Telugu for all others.

14. LANGUAGE TEST – EXEMPTION: (a) A person who has passed the SSC or its equivalent examination or any other higher examination with Telugu as the medium of instructions and examination or with Telugu as one of the subjects, shall be exempted from passing the 2nd class language test in Telugu.

(b) A person who has passed the 7th or 8th Class Examination with Telugu as a subject or medium of instruction shall be exempted from passing the 3rd class Telugu Language Test.

(c) A person who has crossed the age of 45 years.

(d) Other Linguistic qualification:- (i) If in the opinion of an appointing authority, a candidate with an adequate knowledge of a particular language or languages is necessary for holding a specified post in any service, class or category, it may declare that such post, specified post in the declaration, is reserved for a candidate with such knowledge. When such a declaration has been made, the required number of qualified candidates who possess such knowledge shall be selected in preference to those who do not possess it and notwithstanding anything contained in these rules but without prejudice to the rule of reservation of appointments, any such post shall be filled only by a member of the service or an approved candidate who possesses such knowledge.

(ii) The State Government shall have power to declare that any proportion of posts in any service, class or category for which recruitment is made at the same time, shall be filled by candidates with an adequate knowledge of a particular language or languages and when such a declaration has been made, the rule of reservation of appointments shall apply separately in regard to the proportion of posts in respect of which such a declaration has been made.

Explanation:- For the purpose of this rule a candidate will be considered to have adequate knowledge of the particular language, if he has acquired knowledge of that language in the High School or higher courses, or satisfies the appointing authority that he has adequate knowledge in speaking, reading and writing in that language.

15. (A) TIME TO PASS NEWLY PRESCRIBED TESTS:- Where a test is newly prescribed by the special rules of a service for any class, category, or post thereof, a member of the service who has not passed the said test, but is otherwise qualified and suitable for promotion to such category or post may be promoted thereto and he shall be required to pass the said test or tests within the period of probation or within one year or in one of the first two examinations held after such promotion, whichever is later. If he fails to pass the tests he shall be reverted to the class, category, or post from which he was promoted and he shall not again be eligible for consideration for promotion unless he passes the tests.

A person who is so reverted shall not by reason only of his promotion under this rule, be regarded as entitled to any preferential claim to future promotion to the category, grade or post, as the case may be, to which he had been promoted under this rule.

Explanation: This rule shall be applicable even to appointment by transfer in the direct line, for example, for appointment by transfer of Superintendents to the post of Assistant Director (Administration), for appointment to which the passing of departmental tests has been newly prescribed as a pre-requisite qualification.

Note: This concession will be available only for a period of three years from the date on which the test has been newly prescribed.

(b) Concessions regarding passing of Tests and Examinations on grounds of age:-

Notwithstanding anything contained in these rules or in the Special rules, except the Andhra Pradesh Treasuries and Accounts Service Rules, Andhra Pradesh Treasuries and Accounts Subordinate Service Rules, Andhra Pradesh Pay and Accounts Service Rules, Andhra Pradesh Pay and Accounts Subordinate Service Rules, Andhra Pradesh Local Fund Audit Service Rules and Andhra Pradesh Local Fund Audit Subordinate Service Rules:-

(i) Where no tests have been prescribed in the Hyderabad Cadre and Recruitment Rules for promotion, an employee of the erstwhile Government of Hyderabad allotted to the State of Andhra Pradesh under section 115 of the States Reorganisation Act, 1956 Central Act 37 of 1956 need not pass the tests prescribed for promotion or recruitment by transfer on or after the 1st November 1956, to a post one stage above that held by him Prior to the said date. The employee so promoted shall not be affected either by reversion or by stoppage of increment for failure to pass such test.

(ii) Where tests have been prescribed in the Hyderabad Cadre and Recruitment Rules, as a condition precedent for promotion, an employee of the erstwhile Government of Hyderabad referred to in clause (i) may be appointed by transfer or promotion to a post one stage above that held by him prior to the 1st November, 1956, subject to his passing the common departmental tests prescribed by the Government of Andhra Pradesh within four years from the date of such appointment by transfer or promotion, whichever is later, except where a longer period than four years has already been allowed to all;

Provided that such an employee, on completion of the age of 45 years, shall not be required to pass tests referred to in this clause; either for the first stage promotion or for appointment by transfer or promotion to a post which is second or subsequent stage above that held by him prior to the said date.

(c) The provisions in sub-rule(b) shall mutatis mutandis apply to an employee of the former Andhra State continuing in Andhra Pradesh for his appointment by transfer or promotion to a post above the one held by him prior to the 1st November, 1956, where:-

(i) new tests are prescribed in the Andhra Pradesh State after the said date for appointment by transfer for promotion to such posts:

Provided that such employee, who on completion of the age of 45 years is not required to pass the tests for his appointment by transfer or promotion to a post above the one held by him prior to the said date, need not pass the same test if prescribed for appointment by transfer or promotion to a post above the one held by him prior to the same date, need not pass the same test if prescribed for appointment by transfer or promotion to a post which is second or subsequent stage above the one held by him prior to the said date.

Explanation, sub-rule(b) shall be in force till 31-10-1996.

16. (A) COMMENCEMENT OF PROBATION FOR DIRECT RECRUITS

A person appointed in accordance with the rules, otherwise than under rule 10, by direct recruitment shall commence his probation from the date of his joining the duty or from such other date as may be specified by the appointing authority:

Provided that a person having been appointed temporarily under rule-10 to a post in any service, class or category or having been so appointed otherwise than in accordance with the rules governing appointment to such post, is subsequently appointed to the same post, in the same service or class or category, in the same unit of appointment, in accordance with the rules, shall commence his probation from the date of such subsequent appointment or from such earlier date as the appointing authority may determine, subject to the condition that his commencement of probation from an earlier date shall not adversely affect any person who has been appointed earlier or simultaneously, to the same service, class or category in the same unit.

(b) Minimum service for commencement of probation:

A person appointed to a service, class or category, in accordance with the rules, otherwise than by direct recruitment, shall, if he is required to be on probation in such service, class or category, be deemed to have commenced his probation in such service, class or category from the date from which he has been continuously on duty in such service, class or category for a period of not less than 60 days from the date of joining duty after having been appointed to such service, class or category on regular basis in accordance with rules:

Provided that this rule shall not apply to a person appointed to a post in a service, class or category whose appointment is made in consultation with the Andhra

Pradesh Public Service Commission or D.P.C or any other agency for requirement specified by Government.

(c) Period of Probation:- Unless otherwise stated in the special rules or in these rules, the period of probation shall be as follows:

(i) Every person appointed by direct recruitment to any post shall, from the date on which he commences his probation be on probation for a period of two years on duty within a continuous period of three years.

(ii) Every person appointed to any post either by promotion or by transfer (not by transfer on tenure) shall, from the date on which he commences his probation, be on probation for a period of one year on duty within a continuous period of two years.

(iii) A probationer in any category, class or service shall be eligible to count for probation his service in a higher category of the same service or class, as the case may be, or in any other service (State or Subordinate Service) towards his probation in the former service, to the extent of the period of duty performed by him in the latter service during which he would have held the post in the former service but for such appointment in the latter service.

(d) In regard to the persons appointed to any class or category of a service by promotion or appointment by transfer, in respect of whom the special rules of the service applicable to the higher post do not prescribe a period of probation, in the class or category to which they have been promoted or appointed by transfer, the provisions in this part shall be construed as if the expression "probation" and "probationer"/"approved probationer" mean "officiating service" and "person officiating" respectively.

(e) Tests to be passed during probation: A person who has commenced his probation in a service, class or category shall, within the period of probation, if so required in the special rules of these rules, pass such tests or acquire such qualifications as may be prescribed in these rules or in the special rules applicable to such service, class or category.

(f) (i) If within the period of probation a candidate fails to pass such tests or acquire such qualifications as may be prescribed in these rules or in the special rules, the appointing authority shall, by orders, discharge him from the service unless the period of probation is extended under the sub-rule (b) of rule 17 and if within such extended period also, the candidate fails to pass such tests or acquire such special qualifications, the appointing authority shall discharge him from service.

(ii) If within the period of probation or within the extended period of probation, as the case may be, a probationer has appeared for any such test or any examination in connection with the passing of such prescribed tests or with the acquisition of the prescribed qualifications and the results of such tests or examinations for which he has

so appeared are not known before the expiry of the probation period, he shall continue to be on probation until the publication of results of such tests or examinations for which he has appeared, or the first of them in which he fails to pass, as the case may be.

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

Any delay in the issue of the order discharging the probationer under clause (i) of clause (iii) of this sub-rule shall not entitle him to be deemed to have satisfactorily completed his probation.

(g) Exemption from special qualifications to be acquired or special tests to be passed during probation: Where a probationer has before he commenced his probation, already acquired any special qualification or passed any special test prescribed in these or in the special rules, or has acquired such other qualification as may be considered by the State Government or by the appointing authority, with the approval of the State Government to be equivalent to the special qualification or special test, he shall not be required to acquire the said special qualification or to pass the said special test again, after the commencement of his probation.

(h) Change of date of commencement of probation:

Notwithstanding anything contained in the special rules or sub-rule(a) and (b) of Rule 33, a probationer who does not pass the prescribed tests or acquire the prescribed special qualifications within a period of probation or within the extended period of probation under rule 17 and whose probation is further extended by the Government by an order under rule 32, till the date of his passing such tests or acquiring such qualifications, shall be deemed to have commenced the probation with effect from the date to be fixed by the Government, which would be anterior to a date to his passing such tests or acquiring such special qualifications, so, however, that the interval between the two dates shall be equivalent to the prescribed period of probation, whether on duty or otherwise and seniority of such probationer shall be determined with reference to the date so fixed.

Provided that nothing in this sub-rule shall apply in the cases of persons appointed to the class, category or grade in a service prior to the 9th March, 1981 and whose seniority in the said class, category or grade was fixed under sub-rule(b) of Rule 33 prior to the said date.

(v) The period of probation undergone by a probationer discharged under clause (i) and (iii) of sub-rule (a) of this rule, before his discharge shall, upon such restoration, count towards the period of probation prescribed by the rules applicable to him.

18. DECLARATION OF PROBATION:

(a) At the end of the prescribed or extended period of probation, as the case may be, the appointing authority shall consider whether the probationer should be considered to have satisfactorily completed his period of probation and after taking a decision in this regard, he shall issue an order declaring the probationer to have satisfactorily completed his probation.

(b) (i) The decision whether the probationer has satisfactorily completed his probation or whether his probation should be extended, shall be taken soon after the expiry of the prescribed period of probation. If any lapses are noticed during the period of probation by the appointing authority or a higher authority, such lapses should be communicated to the probationer to rectify such lapses. A decision whether a probationer could be considered to have satisfactorily completed his probation or his probation should be extended or discharged or suspended shall be taken within a period of 8 weeks after the expiry of the prescribed period of probations.

(ii) If no order as referred to in sub-rule (a) is issued within one year from the date of expiry of the prescribed or extended period of probation, the probationer shall, subject to other provisions of these rules, be deemed to have completed satisfactorily his probation with retrospective effect from the date of expiry of the prescribed or extended period of probation and a formal order to that effect may be issued for purpose of record.

Provided that nothing in this sub-rule shall apply to a probationer who has been communicated a memorandum of charges during the prescribed or extended period of probation or who has failed to acquire the special qualifications or to pass the special tests, if any prescribed in the special rules or to acquire such other qualifications, as may be declared by the State Government or by the appointing authority with the approval of the State Government, to be equivalent to the said special qualifications or special tests, within the said period of probation.

19. RIGHTS OF A PROBATIONER AND APPROVED PROBATIONER FOR REAPPOINTMENT:-

(a) A vacancy in a service, class or category shall not be filled by appointment of a person who has not yet commenced his probation in such service, class or category when an approved probationer or probationer is available for such appointment.

(b) (1) Discharge of a probationer or approved probationer:

A probationer or an approved probationer shall be discharged from service, in the event of non-availability of a vacancy, in the following order:-

1. The probationers in the order of juniority.
2. The approved probationers in the order of juniority:

Provided that where, in course of discharge of persons appointed to a service, class or category consequent on the retrenchment of the posts in any administrative Unit, the representation of the Scheduled Castes of the Scheduled Tribes in that unit falls, short of the percentage of posts reserved for those cases or Tribes, as the case may be, shall be discharged in the order of juniority, only after all other persons appointed in that unit belonging to these castes or tribes are discharged; that is to say, the discharge of persons in any administrative unit consequent on the retrenchment of posts, shall be in the following order:-

First	Persons, other than those belonging to the Scheduled Castes and the Scheduled Tribes, appointed temporarily, in order or juniority;
Second	Probationers, other than those belonging to the Schedule Castes and the Scheduled Tribes, in the order of junirotiy;
Third	Approved probationers, other then those belonging to the Scheduled Castes and the Scheduled Tribes, in the order of juniority;
Fourth	Persons belonging to the Scheduled Castes and the Scheduled Tribes, appointed temporarily in the order of juniority;
Fifth	Probationers belonging to the Scheduled Castes and the Scheduled Tribes, in the order of juniority;
Sixth	Approved probationers belonging to the Scheduled Castes and Scheduled Tribes, in the order of juniority.

(ii) For the purpose of this rule, the posts borne on the cadre of a service, class or category in respect of recruitment to which the principle of reservation of appointments is made applicable, shall be deemed to have been reserved so as to secure fifteen percent of the posts for the Scheduled Castes and six percent of the posts for the Scheduled Tribes.

(c) Right of re-appointment / promotion / appointment by transfer of an approved probationer on foreign service or on deputation:

The absence of an approved probationer from the post in a service, class or category whether on leave or on foreign service or on deputation or for any other reason, if his lien on such service, is not terminated or suspended, shall not, if he is otherwise eligible qualified, render him ineligible in his turn:-

(i) for re-appointment to the post on which he is an approved probationer;

(ii) for promotion from a lower to the higher category in such service;
(iii) for appointment to a post in a class or category in another service for which he may be an approved candidate, as the case may be, in the same manner as if he is not absent.

He shall be entitled to all the privileges in respect of appointment, seniority, which he would have enjoyed but for his absence.

Provided that a member of service who is appointed to another service and if he is a probationer in the later service shall not be appointed to any other service for which he may be an approved candidate, unless he relinquishes his right in such latter service in which he is a probationer:-

Provided further that the absence of a member of a service from duty in such service, whose lien in a post borne on the cadre of such service is deemed to have been terminated on account of being an approved probationer in a class, or category in any other service shall not be eligible:-

(1) for re-appointment to a regular post, whether permanent or temporary in the former service in which he was an approved probationer; or

(2) for promotion from a lower to a higher category in such former service.

Note:- This provision shall not be applicable to a person who is a member of two services where one of them is normally a feeder service or category to the other.

20. EXERCISE OF CERTAIN POWERS OF APPOINTING AUTHORITIES IN RESPECT OF PROBATIONERS:-

The power exercisable by the appointing authority other than the State Government, may be exercised also by any higher authority to whom such appointing authority is administratively subordinate, whether directly or indirectly, in the following cases namely:-

(1) discharge of a probationer under sub-rule (i) of rule 16 of clause (ii) of sub-rule (a) of rule 17; and

(2) extension of probation under sub-rule (a) or (b) of rule 17.

21. CONFIRMATION:

(a) Confirmation of a member of a service: As soon as a person appointed initially in a service or class of a service is declared to have satisfactorily completed his probation or deemed to have satisfactorily completed his probation, he shall be confirmed as a member of that service, by the appointing authority.

The Seniority of the person shall however be regulated in terms of rule 33 of these rules.

Explanation:

(1) For the purpose of the rule “appointed initially” means appointment of a person for the first time to any post in the civil service in the State or Civil post in the service of the State of Andhra Pradesh.

(2) A member of a service or a class of a service shall be confirmed in such service or class of a service irrespective of whether there is a permanent or substantive post or vacancy available in that service.

(3) A person appointed to a Government service shall be confirmed in any service, only once during his service in Government at the entry grade, irrespective of whether subsequently he is promoted within the same service or appointment by transfer to some other service or class of service, from time to time.

(b) A person confirmed in a particular category, Class or Service shall not be confirmed in any other category, class or service.

20. SPECIAL REPRESENTATION (RESERVATION): Reservations may be made for appointments to a service, class or category in favour of Scheduled Castes, Scheduled Tribes, Backward Classes, Physically handicapped, Meritorious Sportsman, Ex.Servicemen and such other categories, as may be prescribed by the Government from time to time, to the extent and in the manner specified hereinafter in these rules or in the special rules.

(a) (1) The Principle of reservation as hereinafter provided shall apply in all appointments to a service, class or category.

(i) by direct recruitment, except where the Government by a General or special order made in this behalf, exempt such service, class or category;

(ii) otherwise than by direct recruitment where the special rules lay down specifically that the principle of reservation in so far as it relates to Scheduled Castes, and Scheduled Tribes only shall apply to such service, class or category to the extent specified therein.

(2) The unit of appointments for the purposes of this rule shall be one hundred, of which 15 shall be reserved for Scheduled Castes, six shall be reserved for Scheduled Tribes, Twenty five shall be reserved for the Backward Classes and the remaining fifty four appointments shall be made on the basis of open competition.

(b) Out of fifty four appointments to be made on the basis of open competition, three appointments shall be reserved for direct recruitment of the physically handicapped persons.

(c) In the case of appointments to clerical posts including the posts of typists, i.e. in Group II and Group IV services and in the case of posts in the Andhra Pradesh Police Subordinate Service, to which the principle of reservation of appointments applies, out of fifty four, as the case may be, fifty one appointments to be made on the basis of open competition, two appointments shall be reserved for direct recruitment of ex-servicemen.

(d) In the case of appointments to the posts of Senior Assistants, Junior Assistants, Junior Stenographers, typists and Record Assistants in the offices of Heads of Departments, Assistant Section Officers, Typist-cum-Assistants, Junior Stenographers and Record Assistants in the Secretariat to which the principle of reservation of appointments applies, out of fifty four, as the case may be, forty nine appointments to be made on the basis of open competition, one appointment shall be reserved for direct recruitment of meritorious sportsmen.

Provided that the claims of members of the SCs and STs and BCs, the physically handicapped persons or the ex-servicemen as the case may be, shall also be considered for the remaining appointments which shall be filled on the basis of open competition, the number of appointments reserved for that category shall in no way be affected during the period the reservation for that category is in force.

(e) Appointments under this rule shall be made in the order of rotation specified below in a unit of hundred vacancies:

1. Open competition
2. Scheduled Castes
3. Open competition
4. Backward Classes
5. Open competition
6. Open competition
7. Scheduled Castes
8. Scheduled Tribes
9. Open competition
10. Backward Classes
11. Open competition
12. Open competition
13. Open competition
14. Backward Classes
15. Open competition
16. Scheduled Castes
17. Open competition
18. Backward Classes

19. Open Competition	
20. Backward Classes	
21. Open competition	
22. Scheduled Castes	
23. Open competition	
24. Backward Classes	
25. Scheduled Tribes	
26. Open competition	
27. Scheduled Castes	
28. Open competition	
29. Backward Classes	
30. Open competition	
31. Open competition	
32. Open competition	
33. Scheduled Tribes	
34. Open competition	
35. Backward Classes	(Group-B)
36. Open competition	
37. Open competition	
38. Open competition	
39. Backward Classes	(Group-D)
40. Open competition	
41. Scheduled Castes	
42. Open competition	
43. Backward Classes	(Group-D)
44. Open competition	
45. Backward Classes	(Group-A)
46. Open competition	
47. Scheduled Castes	
48. Open competition	
49. Backward Classes	(Group-B)
50. Open competition	
51. Open competition	
52. Scheduled Castes	
53. Open competition	
54. Backward Classes	(Group-A)
55. Open competition	
56. Open competition	
57. Open competition	
58. Scheduled Tribes	
59. Open competition	
60. Backward Classes	(Group-B)
61. Open competition	
62. Scheduled Castes	
63. Open competition	

64. Backward Classes	(Group-D)
65. Open competition	
66. Scheduled Castes	
67. Open competition	
68. Backward Classes	(Group-D)
69. Open competition	
70. Backward Classes	(Group-A)
71. Open competition	
72. Scheduled Castes	
73. Open competition	
74. Backward Classes	(Group-B)
75. Scheduled Tribes	
76. Scheduled Tribes	
77. Scheduled Castes	
78. Open competition	
79. Backward Classes	(Group-B)
80. Open competition	
81. Backward Classes	(Group-B)
82. Open competition	
83. Scheduled Tribes	
84. Open competition	
85. Backward Classes	(Group-B)
86. Scheduled Castes	
87. Scheduled Castes	
88. Scheduled Castes	
89. Backward Classes	(Group-B)
90. Open competition	
91. Scheduled Castes	
92. Open competition	
93. Backward Classes	(Group-B)
94. Open competition	
95. Backward Classes	(Group-B)
96. Open competition	
97. Scheduled Castes	
98. Open competition	
99. Backward Classes	(Group-B)
100. Open competition	

Provided that:

(i) In the case of appointments to a post referred to in sub-rule (c), the 12th and 37th turns in each unit of hundred vacancies shall be reserved for ex-servicemen. However, wherever the special or adhoc rules provide that there shall be no reservation for ex-servicemen or if a qualified and suitable candidate is not available from ex-servicemen, the turn allotted to ex-servicemen shall be deemed to be allotted to the open competition.

(ii) The 6th, 31st and 56th turns in each unit of hundred vacancies shall be allotted to the physically handicapped persons and where qualified and suitable candidates are not available from among the physically handicapped persons, the turn allotted lot for them in the unit referred to above, shall be carried forward for three succeeding recruitment years and the reservation for these vacancies shall cease thereafter.

(f) (i) If a qualified and suitable candidate belonging to any particular group of the Backward Classes is not available, for appointment in the turn allotted for them in the cycle, the turn shall accrue to the next group of the B.Cs in the rotation and only if no suitable and qualified candidate is available in any of the four groups, the turn shall stand allotted to open competition.

(ii) The reservation in the case of B.Cs and Physically handicapped persons shall be in force for the period commencing from the 23rd September, 1990 to 22nd September, 2000.

(g) If in any recruitment, qualified candidates belonging to the Scheduled Castes or as the case may be and S.Ts are not available for appointment to any or all the vacancies reserved for the S.Cs or as the case may be. S.Ts, a limited recruitment confined to candidates belonging to SCs or as the case may be S.Ts., shall be made immediately after the general recruitment to select and appoint qualified candidates from among the persons belonging to these communities to fill such reserved vacancies.

(h) (i) If in any recruitment, qualified candidates belonging to SCs or, as the case may be STs are not available for appointment to all or any of the vacancies reserved for SCs, or as the case may be STs even after conducting a limited recruitment as specified in sub-rule (g), such vacancies or vacancy may be allotted to the open competition after obtaining the permission of the Government and may, thereafter, be filled by a candidate or candidates selected on the basis of open competition.

(ii) Where any vacancies reserved for the SCs or, as the case may be the S.Ts are so filled by candidates belonging to other communities, an equal number of vacancies shall be reserved in the succeeding recruitment for the SCs or, as the case may be STs, in addition to the vacancies that may be available for that recruitment for the S.Cs or, as the case may be, STs, and if in the said succeeding recruitment also, Qualified candidates belonging to the SCs, or as the case may be STs, are not available for appointment to all or any of the additional vacancies which are so reserved in that succeeding recruitment, an equal number of vacancies shall again be reserved in the next succeeding recruitment for the SCs or, as the case may be STs, in addition to the number of vacancies that may be available for the next succeeding recruitment for the SCs or, as the case may be, the STs.

Provided that if in the said second succeeding recruitment also no qualified candidates belonging to the SCs, or, as the case may be, the STs are available for appointment to all or any of the additional vacancies which are so reserved in that

succeeding recruitment, an equal number of vacancies shall again be reserved in the next succeeding recruitment for the Scheduled Castes, or as the case may be, the STs, in addition to the number of vacancies, that may be available for the next succeeding recruitment for the SCs or, as the case may be, STs.

Provided further that in the third succeeding recruitment if qualified candidates belonging to STs, or as the case may be SCs, are not available, a vacancy reserved to be filled by a candidate belonging to STs may be filled by a candidate belonging to SCs and a vacancy reserved to be filled by a candidate belonging to SCs may be filled by a candidate belonging to STs.

Provided further that if after three successive recruitments, if no candidate belonging to SC or ST is available, such vacancy will be treated as dereserved.

(iii) In any additional vacancy or vacancies reserved in favour of candidates belonging to the SCs or, as the case may be STs, in any recruitment in accordance with the provisions in clause (ii) appointments, thereto shall be made before the appointments in the order of rotation for the relevant recruitment are made:-

(i) At no selection for recruitment other than any limited recruitment made in accordance with the provisions of sub-rule(g), the number of reserved vacancies including the additional vacancies reserved under sub-rule(h), shall exceed 52% of the total number of vacancies for the selection, and all vacancies in excess of 52% of the total number of vacancies for which recruitment is made on any particular occasion shall, not withstanding anything in this rule, be treated as unreserved.

Provided further that the carry forward vacancies and current reserved vacancies in a recruitment shall be available for utilization even where the total number of such reserved vacancies exceeds 52% of the vacancies filled in that recruitment, in case the overall representation of the SCs and STs in the total strength of the concerned grade or cadre, has not reached and prescribed percentage of reservation of 15% for the Scheduled Castes and 6% for the Scheduled Tribes respectively.

(i) Where there is only a single solitary post borned on the class or category of a service, the rule of special representation shall not apply for appointment to such post, notwithstanding anything contained in the foregoing sub-rules.

Provided that the rule of special representation shall be applicable for appointment of the number of posts born on the cadre, category or grade is more than one, even through selection is to be made against only one vacancy at any recruitment other than limited recruitment.

(k) In respect of appointments by promotion or recruitment by transfer from Subordinate Service to state service, where such appointments or recruitment by transfer is required to be made on the principle of merit and ability seniority being considered only where merit and ability are approximately equal, the claims of any

members of the Scheduled Castes and Scheduled Tribes shall be considered for such appointment on the basis of seniority subject to fitness.

Provided that a member of the Scheduled Caste or the Scheduled Tribe possessing superior merit and ability shall be allowed to supersede not only others but also the members of Scheduled Castes or Scheduled Tribes as the case may be.

22-A PREFERENCE IN APPOINTMENT: Notwithstanding anything contained in these rules or special rules or Adhoc rules:

(1) In the matter of direct recruitment to posts for which which women are better suited than men, preference shall be given to women:

Provided that such absolute preference to women shall not result in total exclusion of men in any category of posts.

(2) In the matter of direct recruitment to posts for which women and men are equally suited, there shall be reservation to women to an extent to 33 1/3% of the posts in each category of O.C., B.C-A, B.C-B, B.C.-C, B.C-D, S.C., S.T., and Physically Handicapped and Ex-Service men quota. Provided that if sufficient number of women candidates are not available the vacancies shall be filled by men”.

EXPLANATION: “It is hereby clarified that all selections made in accordance with sub-rule (2) prior to its amendment shall be, and shall be deemed always to have been made in accordance with this rule; and shall not entitle any person to enforce 33 1/3% reservation merely on the ground that this amendment is made with retrospective effect.”

(3) In the matter of direct recruitment to posts which are reserved exclusively for being filled by women, they shall be filled by women only;

23. APPEAL, REVISION AND REVIEW OF ORDERS OF APPOINTMENT (INCLUDING PROMOTION) TO HIGHER POSTS:-An order appointing a member of a service or class service or category to a higher post by transfer or by promotion may, within a period of six months from the date of such order, be revised by an authority to which an appeal would lie against the order of dismissal passed against a member of a service, class or category, such revision may be made by the appellate authority aforesaid, either on its own motion or on an appeal filed by the aggrieved member of the service, class or category.

Provided that the Government may, irrespective or whether they are the appellate authority or not, revise such order of appointment after the expiry of the period of six months aforesaid, for special and sufficient reasons to be recorded in writing.

Provided further that no order or revision under this rule shall be passed unless the person likely to be affected by such revision is given an opportunity of making his representation against the proposed revision.

24. REVISION OF LISTS OF APPROVED CANDIDATES (PANELS) OR LIST OF ELIGIBLE CANDIDATES FOR APPOINTMENT BY PROMOTION OR BY TRANSFER:-

(a) The State Government shall have the power to revise in any manner they consider suitable, any panel of approved candidates for appointment by transfer or by promotion to any category class or service, prepared by a Head of the department or any other authority subordinate to the Head of the Department, in exercise of the powers conferred on them by the special rules or these rules:

Provided that before revision of the panel is under taken the cases for review should be placed before the D.P.C / Review D.P.C / Screening Committee and their recommendations obtained:

Provided that where the panel is prepared by an authority subordinate to a Head of the Department, in exercise of the powers conferred on him by the special rules, the aforesaid power of revision may be exercised by the Head of the Department. This will not preclude the State Government from exercising the powers of the revision aforesaid, against the orders either of the Head of the Department or of any other subordinate authority aforesaid.

(b) The State Government and the Head of the Department shall have power to revise in any manner they consider suitable, any list of eligible candidates for promotion to any category, class or service in respect of the subordinate service, prepared in accordance with rule-5. The aforesaid power of revision by the State Government could be exercised by them in respect of an order passed by the Head of the department or by any other subordinate authority.

(c) The aforesaid power or revision mentioned in sub rule (a) and sub rule (b), may be exercised by the State Government or by the Head of the Department on their own motion, at any time, or on an application made by the aggrieved person, within a period of six months from the date of the order of appointment or promotion of a person junior to the aggrieved person:

Provided that the time time of six months aforesaid may, for good and sufficient reasons to be recorded in writing, be waived by the State Government.

Provided further that where the panel referred to in sub-rule (a) has been partially utilized, any order of revision likely to affect a person who has already been appointed from such panel, shall be given an opportunity of making his representation against the proposed revision, before any order of revision is passed.

Provided also that if any revision of list of eligible candidates mentioned in sub-rule (b) is likely to affect a person already promoted from the aforesaid list of eligible candidates, he shall be given an opportunity of making a representation against the proposed revision before any order of revision is passed:

Provided also that where a panel has been prepared on the basis of the recommendations made by a DPC / Screening Committee any revision of such panel shall be made only after consultation with such D.P.C / Screening Committee.

25. REVIEW: The State Government, may, of their motion or otherwise, review any original order passed by them, promoting a member of a service or class, to a higher post or approving a panel of candidates for appointment or promotion to any category, class or service, prepared by them, or any order or television passed by them under rule 24, if it was passed under any mistake, whether of fact or of law, or in ignorance of any material fact or for any other sufficient reason.

Provided that no order of review under this rule shall be passed unless the person affected or likely to be affected hereby is given an opportunity of making his representation against the proposed review.

26. APPEAL AGAINST SENIORITY OR OTHER CONDITIONS OF SERVICE:- (a) Except where other-wise provided in these or the special rules, an appeal shall lie against an order fixing the seniority of a person or affecting any conditions of service, passed by the appointing authority, to the authority to whom an appeal would lie against an order of dismissal passed against the member of the service, class or category..

(b) The powers in sub-rule (a) shall be exercised by the Head of the Department, if he is not the appellate authority, or by the State Government on its own motion, or on an appeal received by the Head of the Department or the State Government, as the case may be.

(c) The appellate authority, if it is not the Head of the Department or the Government shall dispose of such appeal within a maximum period of one year. If the appeal has not been disposed of within the aforesaid period, the Head of Department or the State Government may in the matter, for sufficient reasons to be recorded in writing and take such action as may be considered necessary by them in the matter.

(d) No appeal for restoration of seniority or assignment of notional seniority on par with his Junior shall be entertained by the appellate authority after a period of 90 days from the date on which junior was promoted.

27. APPOINTMENT OF ALL INDIA SERVICE OFFICERS AND APAS OFFICERS TO POSTS IN THE STATE SERVICES:- (a) Notwithstanding anything contained in these rules or the special rules on officiating or permanent member of the All India Services may be appointed to any post in any state service subject to the provisions of

the All India Service Rules. Such an officer shall not by reason of such appointment, cease to be a member of the All India Service concerned.

(b) Notwithstanding anything contained in these rules or the special rules an officiating or permanent member of the APAS may be appointed to any post in any State service subject to the provisions of the APAS rules. Such an officer shall not by reason of such appointment cease to be a member of the APAS.

28. RELINQUISHMENT OF RIGHTS BY MEMBERS:- Any member of a service may, in writing, relinquish any right or privilege to which he may be entitled to, under these rules or the special rules, if, in the opinion of the appointing authority such relinquishment is not opposed to public interest. Such relinquishment once made will be final and irrevocable. Nothing contained in these or the special rules shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished.

Provided that no conditional relinquishment or relinquishment of right for a temporary period shall be permitted.

29. RE-EMPLOYMENT OF MEMBERS OF SERVICE DISCHARGED ON ACCOUNT OF THEIR SUFFERING FROM T.B. ETC.,

(a) A member of the State or Subordinate Service discharged on account of his suffering from T.B. or such other diseases as may be specified by the Government from time to time shall be eligible for re-appointment to the post held by him prior to his discharge as aforesaid or to a post of the same rank and status in the department concerned, if he is declared non-infective and medically fit for Government service by the Medical authority, authorized for this purpose by the State Government.

(b) For the purpose of determining whether any such member possesses the age qualification, where such age qualifications are prescribed in the special rules or these rules the period of his service in the post held by him prior to his discharge shall be deducted from the actual age and if the age so computed does not exceed the prescribed age limit by more than three years, he shall be deemed to be with the prescribed age limit.

(c) On re-appointment of any such member the actual service rendered by him prior to his discharge from service, shall count for purposes of seniority and pay, to the extent to which it would have been counted for the said purposes had he not been discharged. The break in service between the date of discharge and the date of reappointment shall not, however, count for any purpose, but his service shall, otherwise, be regarded as continuous. On reappointment of such a member to the same post or to a post of the same rank and status the service which has not been counted for increments before, upto a maximum of one year and any leave to his credit under the leave rules by which such member was governed at the time of his discharge, shall also be allowed to be carried over to his account.

(d) The provisions of this rule shall have effect notwithstanding anything contained in these rules or the special rules applicable to the concerned members of a service.

30. RESIGNATION:- (a) A member of a service may resign his appointment and the acceptance of his resignation by the appointing authority shall take effect:-

(i) in case he is on duty, from the date on which he is relieved of his duties in pursuance of such acceptance;

(ii) in case he is on leave, from the date of communication of such acceptance to the member or if the said authority so directs, from the date of expiry of leave; and

(iii) in any other case, from the date of communication of such acceptance to the member or from such other date, not being earlier than the date on which he was last on duty, as the said authority may, having regard to administrative exigencies, specify.

Provided that the resignation of a member of a service, who is placed under suspension from service, pending investigation or enquiry into grave charges or who is deemed to have been suspended under rule 8 of the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991 shall not be accepted during the period of such suspension.

Provided further a member of a service may withdraw his resignation before it takes effect.

Provided also that no withdrawal of resignation shall be permitted except with the sanction of the Government, if the withdrawal is made after the resignation takes effect.

(b) If the resignation of a member of a service has been accepted, but has not taken effect and he withdraws his resignation before it has taken effect, he should be deemed to be continuing in service. If the person is permitted to withdraw his resignation after it has taken effect and is re-appointed to the post from which he resigned, such reappointment shall be subject to the conditions specified in sub-rules (c) and (d).

(c) A member of service, shall, if he resigns his appointment, forfeit not only the service rendered by him in the particular post held by him at the time of resignation but all his previous service under the Government.

(d) The reappointment of a person, who has resigned from Government service and who is re-appointed to any service, shall be treated in the same way as a first appointment to such service by direct recruitment and all rules governing such appointment shall apply; and on such re-appointment, he shall not be entitled to count any portion of his previous service for any benefit or concession admissible under any rule or order.

Provided that nothing contained in this rule shall affect the operation of clause (b) of Article 418 or Article 422 of the Civil Services Regulations or of any other rules similar thereto for the time being in force.

(e) Where a member of a service is selected for appointment by direct recruitment to another post, category or class in the same or different service and is appointed to it, his lien on the service or his probationary right, if any, in the post of the service under the State Government, which he was holding prior to such appointment by direct recruitment, shall be retained for a period of three years or until he becomes an approved probationer in the post, category or class in the same or different service of this State Government, to which he has been selected, whichever is earlier; and if before the expiry of three years he is not an approved probationer in the post to which he was selected for appointment by direct recruitment, in the same or different service of the Government, unless he reverts to the parent Department, he shall be deemed to have resigned from the service of which he was a member prior to such appointment by direct recruitment with effect from the date on which the three years period expires.

Provided that nothing in this sub-rule shall affect the benefits accrued to such member of a service or services in the previous post or posts, except the lien or probationary right, as the case may be, on such post or posts.

Provided further that where a member of a service is selected for appointment by direct recruitment to a post under the service of the Government of India or any other State Government, has lien on a post or probationary right, if any, in the State Government shall be retained for a period of three years or until he becomes an approved probationer in the service of the Government of India as the case may be whichever is earlier, and if before the expiry of three years he is not an approved probationer in any post under the service of that other Government as the case may be, unless he reverts to the services of the State Government, he shall be deemed to have resigned from the service of which he was a member prior to such appointment by direct recruitment, with effect from the date on which the three years period expires.

31. RELAXATION OF RULES BY THE GOVERNOR:-

Notwithstanding anything contained in these rules or in the special rules, the Governor shall have the power to relax any rules contained in these rules or special rules, in favour of any person or class of persons, in relation to their application to any member of a service or to any person to be appointed to the service, class or category or a person or a class of persons, who have served in any civil capacity in the Government of Andhra Pradesh in such manner as may appear to be just and equitable to him, where such relaxation is considered necessary in the public interest or where the application of such rule or rules is likely to cause undue hardship to the person or class of persons concerned.

32. RELAXATION OF RULES BY THE HEAD OF THE DEPARTMENT:-

(a) Notwithstanding anything contained in these rules or in the special rules and without prejudice to the power of the Governor under rule 31, the Head of the Department shall also have the power to relax any rule or rules in these rules or in the special rules in favour of any person or class of persons or category of persons for being appointed to or of any person or class of persons who have served or are serving in any civil post or posts carrying a scale of pay less than that of Junior Assistant in his department in so far as such cases relate to transfer, promotion or the service conditions governed by these rules or special rules in such manner as may appear to him to be just and equitable in the public interest or where he considers the application of such rule or rules would cause undue hardship to the person or persons concerned.

Provided that nothing in this sub-rule shall apply in regard to the appointment by transfer of a person who is not qualified for such appointment to the post of junior assistant or equivalent post in the A.P.Ministerial or any other Subordinate Service.

Explanation: This rule shall be applicable to posts which carry a scale of pay or pay less than that of a Junior Assistant and not to posts of Junior Assistants or any other post carrying an equivalent scale of pay.

(b) Notwithstanding anything contained in rule 31 or sub-rule (a), the State Government, may, of their own motion or otherwise, review the Orders of relaxation issued in rule 31, or subrule (a) or cancel any such relaxation orders, within a period of six (6) months from the date of issue of such relaxation orders, if it is found that the said orders were passed under any mistake, whether of fact or of law, or in ignorance of any material fact or for any other sufficient cause to be recorded in writing.

Provided that no order consequent on such review, or an order to cancel the relaxation orders, under this sub-rule, shall be issued unless the person affected thereby is given an opportunity of making his representation against the proposed review or cancellation.

33. SENIORITY:- (a) The seniority of a person in a service, class, category or grade shall, unless he has been reduced to a lower rank as a punishment, be determined by the date of his first appointment to such service, class, category or grade.

Provided that the seniority of a probationer or approved probationer in a service, class or category from which he stood reverted on the 1st November, 1956 or prior to that date, shall be determined in the statewide gazetted posts in the Departments of the Secretariat and the offices of the Heads of Departments with reference to the notional date of continuous officiation with or without breaks in that service, class or category prior to the 1st November, 1956 to the date of re-appointment made thereafter, but it shall not disturb inter-seniority which obtained in the Andhra State. (This proviso shall be in force till 31st October, 1996).

(b) The appointing authority may, at the time of passing an order appointing two or more persons simultaneously to a service, fix either for the purpose of satisfying the rule of reservation of appointments or for any other reason the order of preference among them, and where such order has been fixed, seniority shall be determined in accordance with it.

Provided further that the order of merit or order of preference indicated in a list of selected candidates prepared by the Public Service Commission or other selecting authority, shall not be disturbed inter-se with reference to the candidates position in such list or panel while determining the seniority in accordance with this rule and notional dates of commencement of probation to the extent necessary, shall be assigned to the persons concerned, with reference to the order of merit or order of preference assigned to them in the said list.

(c) Whenever notional date of promotion is assigned, such date of notional promotion shall be taken into consideration for computing the qualifying length of service in the feeder category for promotion to the next higher category and that the notional service shall be counted for the purpose of declaration of probation also in the feeder category.

(d) The transfer of a person from one class or category of a service to another class or category of the same service, carrying the same pay of scale of pay shall not be treated as first appointment to the latter class or category for purpose of seniority and the seniority of a person so transferred shall be determined with reference to the date of his regular appointment in the class or category from which he was transferred. Where any difficulty arises in applying this sub-rule, seniority shall be determined by the Government, if they are the appointing authority or in other cases, the authority next higher to the appointing authority shall determine the seniority.

(e) Where a member of a service, class or category is reduced for a specific period, to a lower service, class or category or grade:-

(i) in cases where the reduction does not operate to postpone future increment, the seniority of such member on re-promotion shall, unless the terms of the order of punishment provide otherwise, be fixed by giving credit for the period of service earlier rendered by him in the higher service, class or category.

(ii) in cases where the reduction operates to postpone future increment, the seniority of such member on repromotion shall, unless the terms of the order of punishment provide otherwise, be fixed by giving credit for the period of service earlier rendered by him in the higher service, class or category.

(f) Seniority of a retrenched and reappointed person:

The seniority of a member of a service who is re-appointed after having been retrenched, owing to reduction of staff as a measure of economy, shall be determined in accordance with the date of such reappointment.

Provided that the inter-se-seniority of such members absorbed in the same service, class or category shall be determined.

(i) In any case in which re-appointment of such members was made in consultation with Public Service Commission or the other selecting authority, in accordance with the order of merit or the order of preference indicated by the said Public Service Commission or other selecting authority; and

(ii) in any other case, in accordance with the total length of service, in the same equivalent or higher service, class or category put in by such member prior to retrenchment.

(g) The seniority of an approved candidate who takes up military service before joining his appointment to any service, class or category shall, on his appointment to such service, class or category, on his return from the said military service, be determined in accordance with the order of preference shown in the authoritative list of candidates approved for appointment to the service, class or category.

34. PREPARATION OF INTEGRATED OR COMMON SENIORITY LIST OF PERSONS BELONGING TO DIFFERENT UNITS OF APPOINTMENT:

Where as integrated or common seniority list of a particular class, or category or grade in any service belonging to different units of appointment has to be prepared for the purpose of promotion or appointment by transfer to a class or category having different units of appointment or for any other purpose, such an integrated or common seniority list shall be prepared with reference to the provision of sub-rule (a) of rule 33, provided that the seniority list of the persons inter-se belonging to the same units shall not be disturbed.

Explanation: The principle specified in this rule shall be applicable even where a common integrated list is required to be prepared for categories in different services classes or categories.

35. FIXATION OF SENIORITY IN THE CASE OF TRANSFERS ON REQUEST OR ON ADMINISTRATIVE GROUNDS:- (a) The seniority of a member of a service, class or category transferred from one unit of appointment to another unit of appointment, on administrative grounds, shall be, determined with reference to the date of seniority of such member in the former unit.

(b) The seniority of a member of a service, class or category, who is transferred on his own request from one unit of appointment to another unit of appointment shall be fixed with reference to the date of his joining duty in the latter unit of appointment.

36. INTER-SE-SENIORITY WHERE THE DATES OF COMMENCEMENT OF PROBATION ARE SAME:

The seniority of the persons in the service shall be determined as follows:-

- (i) In respect of the candidate selected by the Andhra Pradesh Public Service Commission or other selecting authorities by direct recruitment, shall be with reference to their ranking assigned irrespective of the date of commencement of their probation in that category;
- (ii) In respect of the persons promoted or appointed by transfer (involving promotion), the dates from which they were placed on their probation;
- (iii) In respect of persons covered under item (ii) above, in case the date of commencement of probation is the same, whoever is aged shall be the senior;
- (iv) in respect of the persons appointed on transfer on administrative grounds, shall be from the date on which the individual was placed on probation in the original department; and
- (v) in respect of the persons appointed on request transfer, the date of joining of such person in the new department/unit.

37. SENIORITY OF DIRECTLY RECRUITED CANDIDATES, RE-ALLOTTED IN CONSULTATION WITH A.P.P.S.C:-

The candidates re-allotted under sub-rule (c) of rule-4 shall be assigned seniority below the last regular candidates is re-allotted.

38. POSTINGS AND TRANSFERS:- (a) A member of a State Service or class of a State Service may be posted to any post borne on the cadre of such service or class of service anywhere in the State.

Provided that such postings and transfers shall be limited to the territorial jurisdiction of the local cadres specified in accordance with or in pursuance of the Presidential Order, where applicable, or to the units of appointment, if any, specified in the Special Rules.

- (b) A member of a Subordinate Service or a class of such service may be posted to another post borne on the cadre of such service or class of such service, within the unit of appointment specified in the special rules and subject to the provisions of the Presidential Order..
- (c) All transfers and postings of a member of State or Subordinate Service shall be made subject to sub-rules (a) & (b) by the appointing authority or such other authority

subordinate to the appointing authority, specified in the special rules or to whom the appointing authority has delegated such powers of postings and transfers.

(i) Provided that such power will exercised by the appointing authority or the authority to whom the power has been delegated, within their respective jurisdiction but subject to the units of appointment under the Presidential Order, applicable to the relevant post.

(ii) Provided further that the Head of the Department may transfer a member of a service from the unit of one appointing authority to the unit of another appointing authority, where the Presidential Order is not applicable.

(iii) Provided also that where the appointing authority is not the State Government, any authority to whom the appointing authority is administratively subordinate will, in respect of any post within the jurisdiction of the appointing authority, also be competent to effect transfers and postings to a post within the jurisdiction of such appointing authority within the units of appointment specified in the special rules and subject to the provisions of the Presidential Order.

(iv) Provided also that where the State Government are the appointing authority in respect of the members of the State Services, the Head of the Department who is competent to grant leave to such members under F.R.66 or H.C.S.R.374 shall also be competent to issue repositing order in respect of those members on return from leave.

(v) Provided also that unless otherwise stipulated in any special rules or adhoc rules, the State Government may, on its own motion or on a proposal received from a Head of the Department, Order, for sufficient reasons to be recorded in writing, the transfer of members of the State or Subordinate Services from the local cadres organized in pursuance of the Presidential Orders, to the office of the concerned Head of the Departments and offices notified under the said Order as State Level Offices or Special Offices or Major Development projects and vice-versa. The seniority of any member of the service who is so transferred on administrative grounds shall be fixed in the unit to which he is transferred and the seniority of any member of the service who is transferred at his own request shall be fixed with reference to the date of his joining in the unit to which he is transferred.

(vi) Notwithstanding anything in these Rules, or the special or the ad-hoc rules, transfer of a person holding post in a category organized into local cadre, under paragraph 3 of the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment)order 1975, as amended, from one local cadre to another may be made by the Government:-

- (a) against a vacancy where no qualified or suitable person is available in the latter cadre or where such transfer is otherwise considered necessary in the public interest; and

- (b) on reciprocal basis, subject to the condition that transferee shall be assigned seniority with reference to the date of transfer in the cadre to which he is transferred”.

Provided also that the Head of the Department may transfer on tenure, from a local cadre to a post to which the Presidential Order does not apply, where such posts are required to be filled on tenure basis from such local cadres and retransfer him to his local cadre.

- (d) A member of a State or Subordinate Service or a class of such service may be required by the appointing authority or any other authority superior to such appointing authority, to serve in any post borne on the cadre of any body wholly or substantially owned or controlled by the Government.

39. SAVINGS:- (A) (i) Unless a contrary intention is expressly indicated therein, nothing contained in these rules shall adversely affect any person who was a member of any service on the date of the coming into force of these rules.

- (ii) Unless a contrary intention is expressly indicated therein, nothing contained in any amendments to any special rules governing a service, shall adversely affect any person who was a member of such service on the date of the coming into force thereof.

- (b) Subject to the provisions of sub-rules (c) and (d) where these rules or the Special rules would adversely effect in respect of any matter, a person who was a member of any service before the date of coming into force thereof, he shall, in respect of the post held by him immediately prior to such date be governed by the rules and orders, if any, which were applicable to him immediately prior to such date.

- (c) A person who was on duty, otherwise than in a substantive capacity in a post, which was subsequently included in a service shall be regarded as a probationer or, as the case may be, as an approved probationer in the service or the class or category thereof in which the post is included and in the lower category, if any, in which he would have been on duty in such post immediately before and immediately after such absence.

Provided that if there were no rules or orders prescribing the period of probation for such post at the time of his appointment thereto, the provisions of these rules and of the special rules regarding probation shall apply to him and any period of duty rendered by him in such post before the date of issue of such rules shall count towards probation, if any to the extent such service would have counted had these rules and the special rules come into force at the time of such first appointment.

- (d) A person, who, before the issue of the special rules for a service had officiated in a post which was subsequently included in the service, class or category thereof, but who is not entitled to be regarded as probationer or as an approved probationer under sub-rule (c) shall, if he is again appointed to such post, after the issue of the special

rules without contravening any orders of the State Government, be entitled to count his previous service in such post towards the prescribed period of probation.

Provided that such previous service shall not count towards probation if there was an interval of a continuous period of two years or more during which he was not holding a post in the same or higher category.

Explanation: The re-appointment of a person under this sub-rule shall not, for the purposes of these rules regulating recruitment, be regarded as first appointment to the service, class or category concerned.

(e) if, before the issue of the Special Rules, a person had been exempted under the orders then in force, from the possession of any qualification or the passing of such test prescribed by such special rules, they shall not apply to such person to the extent and in respect of the category, grade or post, specially covered by the order of exemption.

(f) Where a person appointed to a post in accordance with the provisions of rule 4 of the Hyderabad General Recruitment Rules, was holding such post immediately before the first day of November, 1956 he shall continue to be governed by the provisions of the Hyderabad Cadre and Recruitment Rules and Hyderabad Probationary Rules.

The provisions of this sub-rule shall be deemed to have come into force on the first day of November, 1956 and shall be in force upto 31-10-1996.

(g) (i) Nothing in these rules or in the Special Rules shall disqualify or shall be deemed to have ever disqualified an employees of the erstwhile Government of Hyderabad who was allotted to the State of Andhra Pradesh under section 115 of the States Reorganisation Act, 1956, on promotion or recruitment by transfer, on or after the 1st November, 1956, to a post one stage above that held by him prior to the said date, if in the opinion of the appointing authority such person would have been qualified for promotion or for appointment to any such post under the Hyderabad Cadre and Recruitment Rules applicable thereto, had recruitment to such post been regulated by the last mentioned rules.

(ii) The promotion or recruitment by transfer on or after the 1st November, 1956 of an employee of the erstwhile Government of Hyderabad under these rules or the special rules of the Hyderabad Cadre and Recruitment Rules, to a post one stage above that held by him prior to that date, shall not in any way affect the protection given in favour of such employee in respect of the beneficial pay scale of promotion or transfer, upto one stage, drawal of increments, pension and other similar matters under the Hyderabad Civil Services Rules.

(iii) The appointment of an employee of the erstwhile Government of Hyderabad, either to an intermediary post for which there was no corresponding post under that Government or to a post by way of second and subsequent promotion on or after the 1st November, 1956, shall be governed only by these rules or the special rules, as the

case, may be, and the protection to be afforded to such employee to opt to the beneficial scale of pay on promotion to an intermediary post, which was either in existence on that date or created subsequently in the regular line of promotion, and which is lower than the one to which such employee would have been promoted in the pre-reorganised set up, shall in each case be determined after obtaining the approval of the Government of India.

M.S.RAJAJEE,
CHIEF SECRETARY TO GOVERNMENT

SCHEDULE-I

(See definition 27 of Rule 2)

PART-A

(Submitted with effect from 27th July, 1977 through G.O.Ms.No.838 G.A.(Services.D) Dept., dt. 15-12-1977)

Scheduled Castes (Definition 26 of rule 2)

1. Adi Andhra
2. Adi Dravida
3. Anamuk
4. Aray Mala
5. Arundhatiya
6. Arwa Mala
7. Bariki
8. Bauri
9. Bedajanagam / Budga Jangam
10. Bindla
11. Byagara
12. Chachati
13. Chalavadi
14. Chamar, Mochi, Muchi
15. Chambar
16. Chandala
17. Dakkal, Dokkalwar
18. Dandasi

19. Dhor
20. Dom, Dombara, Paidi, Pano
21. Ellamalwar, Yellammatawandlu
22. Ghasi, Haddi, Relli, Chachandi
23. Godagali
24. Godari
25. Gosangi
26. Holey
27. Holey Dasari
28. Jaggali
29. Jumbuwulu
30. Kolupulvandlu
31. Madasi Kuruva, Madari Kuruva
32. Madiga
33. Madiga Dasu, Mashteen
34. Mahar
35. Mala
36. Mala Dasari
37. Mala Dasu
38. Mala Hannai
39. Malajangam
40. Mala Masti
41. Mala Sale Netkani
42. Mala Sanyasi
43. Mang

44. Mang Garodi
45. Manne
46. Mashti
47. Matangi
48. Mahter
49. Mitha Ayyalvar
50. Mundala
51. Paky, Moti, Thoti
52. Pambada, Pambanda
53. Pamidi
54. Panchama, Pariah
55. Relli
56. Samagara
57. Samban
58. Sapru
59. Sindhollu, Chindollu
60. SC Converts to Budhism

PART – B

Scheduled Tribes (Definition 29 of rule 2)

1. Andh
2. Bagata
3. Bhil
4. Chanchu, Chenchwar
5. Gadabas
6. Gond, Naikpod, Rajgond
7. Goudu (in the Agency tracts)
8. Hill Reddis
9. Jatapus
10. Kammara
11. Kattunayakan
12. Kolam, Mannervarlu
13. Konda Dhoras
14. Konda Kapus
15. Konda Reddis
16. Kodhs, Kodi, Kodhu, Desaya, Kondhs, Dongria, Kondhs, Kuttiya, Khonds, Tikiria
Khondhs, Yenity Khonds
17. Kotia, Bentheo Oriya, Bartika, Dhulia, Dulia, Holva, Paika Putiya, Sanrona,
Sidhopaiko
18. Koya Goud, Rajah, Rasha Koya, Lingadhari Koya (Ordinary), Kottu Koya, Bhine
Koya, Raja Koya
19. Kulia
20. Malis, (excluding Adilabad, Hyderabad, Karimnagar, Khammam, Mahabubnagar,
Medak, Nalgonda, Nizamabad and Warangal Districts)
21. Manna Dhora

22. Nayaks (in the Agency tracts)

23. Mukhra Dhora, Nooka Dhora

24. Pardhan

25. Porja, Parangi Perja

26. Reddi Dhoras

27. Rona, Rena

28. Savaras, Kapu Savaras, Maliya Savaras, Khutto Savaras

29. Sugalis, Lambadis

30. Thoti (in Adilabad, Hyderabad, Karimnagar, Khammam, Mahabubnagar, Medak, Nalgonda, Nizamabad and Warangal Districts)

31. Valmiki (in the Agency tracts)

32. Yenadis

33. Yerukulas

PART – C

BACKWARD CLASSES (Definition 7 of Rule 2)

GROUP – A

1. Agnikulakshatriya, Palli, Vadabalija, Besta jalari, Gangavar, Gangaputra, Goondla, Vanyakulakshtriya (Vannekapu, Vannereddi, Pallikapu, Pallireddy), Neyyala and Pattapu
2. Balasanthu, Bahurupi
3. Bandara
4. Budabukkala
5. Chopamari
6. Dasari (formerly addicted to crimes and beggary)
7. Dommara
8. Gangiredlavari
9. Gudala
10. Jangam whose traditional occupation is begging
11. Jogi
12. Joshinandiwalas
13. Kalkadi
14. Kanjara – Bhatta
15. Katipapala
16. Kepamora or Reddika
17. Kalinga (Kinthala) (omitted vide G.O.Ms.No.701, GA(Ser.D) Dept., dated 12-11-1980 w.e.f.7-3-80)
18. Korecha
- 18-A Kunapuli

19. () Omitted in G.O.Ms.No.290, G.A (Ser.D) Dept., dated 21.4.1978
w.e.f 27-7-1977.

19-A () Omitted in G.O.Ms.No.472, G.A.(Ser.D) Dept. dt.11-11-83.

20. Mandula

21. Medari or Mahendra

22. Mehator (Muslim)

23. Mondipatta

24. Mondivaru, Mondibanda, Banda

25. Nakkala

26. Nayi Brahmin (Mangali)

Mangala Bhoganti

27. Nokkar

28. Odde (Oddulu, Vaddi, Vaddelu)

29. Pambala

30. Pamula

31. Pardhi (Nirshikari)

32. Pariki Muggula

33. Peddammavandlu

34. Vamsa Raj

35. Rajaka (Chakali, Vannar)

36. Valmiki Boya (Boya, Bedar, Kirataka, Nishadi, Yellapi Pedda Boya) Talayari and Chunduvellu

37. Veeramushti (Nettikotala)

38. Yata

39. () Omitted in G.O.Ms.No.290, G.A.(Ser.D) Dept., dt.21-4-78 w.e.f. 27-7-1977.

GROUP – B (Vocational)

1. Achukatlavandlu
2. Aryakshatriya, Muchi (Telugu Speaking), Chittari, Ciniyar, Chitrakara, Nakshas.
3. Devanga
4. Dudekula, Laddaf, Pinjari or Noorbash.
5. Ediga, Gowda (Gamalla, Kalalee), Goundla, Settibalija of Vishakapatnam, East Godavari, West Godavari and Krishna districts.
6. Gandla, Telikula
7. Jandra
8. Karikalabhakthula, Kaikolan or Kaikala (Sengundam or Sangunther)
9. Karnabhakthulu
10. Kummara or Kulala
Salivahana
11. Kuruba or Kuruma
12. Nagavaddilu
13. Neelakanthi
14. Nossi or kurni
15. Padmasali (sati, salivan, pattusali, Sanapathulu, Shogata Sali)
16. Patkar (Khatri)
17. Perika (Perika, balija, Urasirikshatriya
18. Srisayana (segidi)
19. swakulasali
20. Thogata, Thogati or thogataveerakshtriya
21. Viswabrahmin Ausula or Kamsali, Kummari, Kanchari Vadla or Vadra or Vadrangi and Silpis)

GROUP – C

Scheduled Castes converts to Christianity and their progeny).

(Substituted in G.O.Ms.No.159, G.A.(Ser.D) Dept., dt.2-4-81.

GROUP – D (Other Classes)

1. Agaru
2. Arekatika, Katika
3. Atagara
4. Bhatraju
5. Chippolu (Mera)
6. Gavara
7. Godaba
8. Halkar
9. Jakkala
10. Jingar
11. Kachi
12. Surya Balija, Ganika
13. Kandra
14. Koppulavelama
15. Kosthi
16. Krishnabalija (Dasari, Bukka)
17. Mali
18. Mathura
19. Mudiraj, Mustrasi, Tenugolu
20. Munnurukapu (Telangana)

21. Nagavamsam (Nagavamsa) vide G.O.Ms.No.53, B.C.Welfare Dept. dt.19-9-96.
22. Nelli
23. Passi
24. Polinativelmas of Srikakulam and Visakhapatnam districts
25. Poosala
26. Rangrez or Bhavasarakshtriya
27. Sadhu Chetty
28. Satani (Chattadasrivaishnava)
29. Tammali
30. Turupukapus or Gajula Kapus of Srikakulam, Vizianagaram (inserted in G.O.Ms.No.700, G.A.(Ser.D) Dept., dt. 12-11-80 w.e.f. 1.6.1979) and Visakhapatnam districts who are subject to Social customs or divorce and remarriage among their women.
31. Uppara or Sagara
32. Vanjara (Vanjari)
33. Yadava (Golla)

SCHEDULE-II

Minimum General Educational Qualification

(Referred to in Rule 12(2))

A candidate is said to possess the Minimum General Educational Qualification if he has passed one of the following examinations:-

- 1) Secondary School Certificate Examination conducted by the Board of Secondary Education, Andhra Pradesh, Hyd.
- 2) Indian Army Special Certificate of Education
- 3) A pass in the Higher Education Test of the Royal Indian Navy
- 4) A pass in the Anglo-Vernacular School leaving Certificate (Burma Examination)

- 5) A pass in the Burma High School Final Examination;
- 6) A pass in the Matriculation Examination of the Rangoon University;
- 7) A pass in the Secondary School Certificate Examination conducted by Government of Bombay;
- 8) A pass in the Admission Examination of the Benaras Hindu University;
- 9) A pass in the Advanced Class (Indian Navy) Examination held in or before 1953;
- 10) A certificate granted by the East Bengal Secondary Education Board, Decca, in any of the following three Examinations conducted by it:-
 - i) Matriculation Examination
 - ii) Higher Madrasa Examination
 - iii) School Final (Science side examination)
- 11) A pass in the Vidya Vinodini Examination conducted during the period commencing from the year 1946 and ending with May, 1964 by the prayag Mahila Vidyapitha situated at 556, Daragan, Allahabad and 106, Howett Road, Allahabad, provided the candidate has taken "Advanced English" as one of the optional subjects and procedures proof to the satisfaction of the Andhra Pradesh Public Service Commission in cases where appointment has to be made in consultation with it or the appointing authority in other cases, that the candidate has adequate knowledge of one of the language of the Andhra Pradesh State.
- 12) Successful completion of two years course at the Joint Services Wing of the National Defence Academy provided that the Cadet's discontinuance of the course at the Academy on completion of the two years was not due to academic reasons;
- 13) A pass in the High School Examination of the Aligarh University;
- 14) Cambridge School Certificate Examination (Senior Cambridge);
- 15) European High School Examination, held by the State Government
- 16) Tenth Class Examination of the Technical Higher Secondary School Delhi Polytechnic;
- 17) Pass in the preparatory Examination of the Delhi University;
- 18) School leaving Examination of the Government of Nepal;
- 19) A pass in the Vidyadhikari Examination of Gurukula Kanigiri-Viswa Vidyalaya.
- 20) A pass in Ceylon Senior School Certificate Examination.

- 21) A pass in the following French Examinations of Pondicherry;
- i) Brevet Elementaries;
 - ii) Brevet D' Etudes dupremier Cycle
 - iii) Brevet D' enseighment Premaire Superior de languo Indienns, and
 - iv) Brevet de langu Indienn (Vernacular)
- 22) A Certificate of Post-Basic Education awarded by a post-Basic School.
- 23) General Certificate of Education of Ceylon at Ordinary level, provided that the candidate has passed in six subjects including English, Mathematics and either Sinhaless or Tamil;
- 24) A pass in the Secondary School leaving Certificate of Kerala State;
- 25) A pass in the Secondary School Certificate Examination (New Pattern 1967) (10 years course) of Madhya Pradesh State;
- 26) A pass in HSLC Examination conducted by the Board of Secondary Education, Manipur
- 27) A compartmental pass in SSLC Examination of Government of Kerala;
- 28) A pass in Matriculation Examination of Haryana State conducted by the Board of School Education, Haryana
- 29) A pass in the Secondary School Leaving Certificate Examination of Mysore State.
- 30) A pass in any other examination declared as equivalent to SSC examination by the Government of Andhra Pradesh.
- 31) A pass in HSC examinations conducted by the Board of School Examination of Nagaland (G.O.Ms.No.982 Edn (K2) Dept. dt.6-10-77.

M.S.RAJAJEE,

CHIEF SECRETARY TO GOVERNMENT

ANDHRA PRADESH PUBLIC SERVICE COMMISSION: VIJAYAWADA**NOTIFICATION NO.26/2018, Dt.31/12/2018****LECTURERS IN GOVERNMENT DEGREE COLLEGES IN A.P COLLEGIATE EDUCATION SERVICE**
(GENERAL RECRUITMENT)**PARA – 1:**

- 1.1. Applications are invited online for recruitment to the post of Lecturers in Government Degree Colleges in A.P Collegiate Education Service for a total of 161 CF and 147 Fresh in the scale of pay of Rs.15,600 – 39100 with Rs. 6000/- AGP (Revised U.G.C scales of 2006) from candidates within the age group of 18 - 42 years as on 01.07.2018.
- 1.2. The proforma Application will be available on Commission's Website (<https://psc.ap.gov.in>) **from 05/02/2019 to 26/02/2019** (Note: **25/02/2019** is the last date for payment of fee upto 11:59 mid night).
- 1.3. Before applying for the post, an applicant shall register his/her bio-data particulars through One Time Profile Registration (OTPR) on the Commission's Website viz., <https://psc.ap.gov.in>. Once applicant registers his/her particulars, a user ID is generated and sent to his/her registered mobile number and email ID. Applicants need to apply for the post using the OTPR user ID through Commission's website.
- 1.4. The Commission conducts Screening Test in offline mode in case subject wise applicants exceed 25,000 in number and Main Examination in online mode for candidates selected in screening test.
- 1.5. If the screening test is to be held, the date of screening test will be communicated through Commission's Website.
- 1.6. The main examination in online mode for candidates selected in screening test will be held through computer based test **on 21/05/2019 and 22/05/2019**. There would be objective type questions which are to be answered on computer system. Instructions regarding computer based recruitment test are attached as Annexure - IV. In case any paper of the Examination is held in different languages, the candidate has to choose the medium in which he/she wants to write the examination and the paper will be valued with reference to that medium only.
- 1.7. A general Mock Test facility is available to the applicants to acquaint themselves with the computer based recruitment test. Applicant can visit the website and practice the answering pattern under MOCK TEST option available on main page of website <https://psc.ap.gov.in>.
- 1.8. The applicant is required to visit the Commission's website regularly to keep himself / herself updated until completion of the recruitment process. The Commission's website information is final for all correspondence. No individual correspondence by any means will be entertained under any circumstances.
- 1.9. HALL TICKETS can be downloaded whenever the Commission uploads them to its website. Intimation would be given through the website regarding downloading of Hall Tickets.
- 1.10. All desirous and eligible candidates shall apply online after satisfying themselves that they are eligible as per the terms and conditions of this recruitment notification. Any application sent through any mode other than the prescribed online mode will not be entertained under any circumstances. Submission of application form by the candidate is authentication that he / she has read the notification and shall abide by the terms and conditions laid down there under.
- 1.11. The details of vacancies are as follows:-

I. CARRIED FORWARD VACANCIES

P.C. No	Subject	Name of the Zone				Total
		I	II	III	IV	
01	English	02	01	-	04	07
02	Telugu	-	01	-	-	01
03	Hindi	-	01	01	01	03
04	Urdu	-	-	01	04	05
05	Oriya	01	-	-	-	01
06	History	02	01	-	2	05
07	Economics	02	02	03	02	09
08	Political Science	04	04	04	08	20
09	Commerce	02	06	02	05	15
10	Mathematics	02	05	02	05	14

11	Physics	03	06	02	03	14
12	Chemistry	04	02	-	01	07
13	Botany	02	03	02	01	08
14	Zoology	02	01	01	02	06
15	Computer Science	04	10	04	09	27
16	Computer Application	-	-	-	07	07
17	Statistics	-	01	01	03	05
18	Micro-Biology	-	-	02	02	04
19	Bio-Technology	-	-	-	01	01
20	Geology	-	01	-	01	02
	Total CF vacancies:					161

Note: As per G.O.Ms.No.277, GA (SC & ST CELL .B) Dept., dated: 22.03.1976, G.O.Ms.No.23 Backward Class (Welfare) Dept., dated: 18.03.1996 and G.O.MS.No.81, G.A.(Ser.A) Department, dt. 22/02/1997 the Carry Forward Vacancies to be filled first by a relevant community candidate in succeeding recruitment.

II. **FRESH VACANCIES**

P.C. No	Subject	Name of the Zone				Total
		I	II	III	IV	
01	English	03	03	01	-	07
02	Telugu	02	02	-	-	04
03	Hindi	-	01	-	-	01
04	Urdu	-	-	-	-	-
05	Oriya	-	-	-	-	-
06	History	01	02	01	-	04
07	Economics	-	03	-	-	03
08	Political Science	02	02	-	-	04
09	Commerce	02	-	02	01	05
10	Mathematics	-	-	01	-	01
11	Physics	01	04	04	03	12
12	Chemistry	09	18	08	03	38
13	Botany	05	07	-	-	12
14	Zoology	03	05	01	02	11
15	Computer Science	-	06	05	12	23
16	Computer Application	01	05	05	02	13
17	Statistics	-	02	-	04	06
18	Micro-Biology	02	01	-	-	03
19	Bio-Technology	-	-	-	-	-
20	Geology	-	-	-	-	-
	Total Fresh vacancies:					147

Note: The details of vacancies viz., Community, Zone and Gender wise (General / Women) may be seen at Annexure-I

PARA-2: ELIGIBILITY:

- i. He / She is of sound health, active habits and free from any bodily defect or infirmity rendering him unfit for such service;,
- ii. His / Her character and antecedents are such as to qualify him for such service;,
- iii. He /She possesses the academic and other qualifications prescribed for the post: and
- iv. He/ She is a citizen of India:
Provided that no candidate other than a citizen of India may be appointed except with the previous sanction of the State Government and except in accordance with such conditions and restrictions as they may be laid down. Such sanction shall not be accorded unless the State Government are satisfied that sufficient number of citizens of India, who are qualified and suitable are not available.

PARA-3: EDUCATIONAL QUALIFICATIONS:

A candidate should possess the academic qualifications and experience including practical experience prescribed, if any, for the post on the date of the notification for direct recruitment issued by the concerned recruiting agency.

Name of the post	Educational Qualifications
Lecturer in Government Degree Colleges in A.P Collegiate education Service	i) Good academic record with a minimum of 55% marks or an equivalent Grade of B in the 7 point scale with letter grades O, A, B, C, D, E & F at the Masters Degree level, in the relevant subject, obtained from the Universities recognized in India. ii) Should have passed National Eligibility Test (NET) for lecturers conducted by UGC, CSIR or similar tests accredited by the UGC or SLET conducted by the Osmania University in terms of G.O. Ms. No. 19, Higher Education (CE.I-1), Dept., Dt. 24/02/2011 and by Andhra University, Visakhapatnam in terms of G.O.Ms. No.57, Higher Education (CE.I-1) Dept.,dt.19.12.2014. N.B.:1. A relaxation of 5% marks may be provided (from 55% to 50% of marks) at the Master's Level for the SC/ST/PH (as per G.O.Ms.NO.91, Higher Education (CE.I.1) Dept., dated:08.09.2004)category. 2. A relaxation of 5% marks may be provided (from 55% to 50% of marks) to the Ph.D., Degree holders who have passed their Master's Degree prior to 19.09.1991. 3. "NET/SLET shall remain the minimum eligibility condition for recruitment and appointment of Lecturers in Government Degree Colleges". Provided, however, that candidates who are or have been awarded Ph.D degree in compliance of the University Grants Commission (minimum standards and procedure for award of Ph.D. Degree) Regulations, 2009 shall be exempted from the requirements of the minimum eligibility condition of NET / SLET for recruitments and appointment of Lecturers in Government Degree Colleges. (As per G.O. Ms. No. 47 Higher Education (CE.I-1) Department., dt.14/05/2007 read with G.O. Ms. No. 128, Higher Education(CE-I-1) Dept., dt.24/08/2010)

Note: Please see Annexure – III for subject equivalency particulars.

PARA- 4 RESERVATIONS:

- 4.1. There will be reservations in direct recruitment in respect of Scheduled Tribes, Scheduled Castes, Backward Classes, Physically Challenged, Women and Meritorious Sports Person as per Rule 22 and 22 (A) of A.P. State and Subordinate Service Rules.
- 4.1.i. Inter change procedure would be followed for BCs / SCs / STs as per G.O.Ms.No.436, General Administration (Ser.D) Dept., dated:15.10.1996 and in terms of rule 22 (h)(ii) of A.P. State and Subordinate rules 1996
- 4.2. In the case of candidates who claim the benefit of reservation or relaxation from upper age limit on the basis of Caste/Tribe or Community the basic document of proof of Community will be the Certificate issued by the Revenue Authorities not below the rank of Tahsildar in the case of SC/ST and Non Creamy Layer Certificate issued by the Revenue Authorities in the case of Backward Classes. The list of Caste/Tribe/Community is as incorporated in Schedule-I of above Rules. The list is also appended at Annexure –V. The candidates have to produce proof of the community claimed in their application at all stages of selection along with the certificates relating to educational qualifications and local status certificates etc.,. Subsequent claim of change of community will not be entertained.
- 4.3. The meritorious sportsman means a sportsman who has represented the State or the Country in a national or international competition or Universities in the Inter-University tournaments conducted by the Inter-University Boards or the State School team in the national sports/games for schools conducted by the All India School Games Federation in any of the games, sports, mentioned below; and any other games/sports as may be specified by the Government from time to time, in terms of Rule 2 (19) of AP State and Subordinate Service Rules.
- 4.4. The person with disability means a person suffering from not less than forty percent of any disability as certified by a medical authority except hearing Impairment. Hearing Impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies which corresponds to 85 dBs Hearing threshold on the audiogram in the better ear i.e., 85 dB hearing level in audiogram – 25 dB upper limit of normal hearing = 60 dBs hearing loss as per provision under "person with Disabilities Act, 1995".
- 4.5. Caste & Community: Community Certificate issued by the competent authority in terms of G.O. Ms No. 58, SW (J) Dept., dt.12/5/97 should be submitted at appropriate time. As per A.P. State and Subordinate Service Rules, Rule -2(28) Explanation: No person who professes a religion different from Hinduism shall be deemed a member of Schedule Caste. BCs, SCs & STs belonging to other States are not entitled for reservation.

- 4.6. If eligible disabled candidates of a particular category are not available, to fill up the carry forward vacancy, the same shall be filled-up by the method of interchanging as per G.O. Ms. No.23, department for Women, Children, Disabled and Senior Citizen (DW)Dept., Dated: 26.05.2011 and G.O.Ms.No.99, General Admn (Services -D) Dept., dated: 04.03.2013. Hence all the disabled categories are allowed to apply.
- 4.7. There shall be Reservation to Women horizontally to an extent of 33 1/3% as per G.O. Ms. No. 63, GA (Ser-D) Dept., dated:17.04.2018.
- 4.8. The reservation to meritorious sports persons will apply as per G.O.Ms.No.13, GA (Ser-D) Dept., dated: 23.01.2018, G.O.Ms.No.74, youth, advancement, Tourism and Culture (Sports) Dept., dated:09.08.2012 and G.O.Ms.No.473, youth, advancement, Tourism and Culture (Sports) Dept., dated: 03.12.2018.
- 4.9. Reservation to BC-E group will be subject to the adjudication of the litigation before the Hon'ble Courts including final orders in Civil Appeal No: 2628-2637 of 2010 in SLP(c). No. 7388-7397 of 2010, dated. 25/03/2010 and orders from the Government.
- 4.10. The candidates claiming to be belonging to non-creamy layer of Backward Class have to obtain a Certificate in terms of G.O. Ms. No. 3, Backward Classes Welfare (C-2) Department, Dated 04.04.2006 read with G.O. Ms. No. 26 Backward Classes Welfare(C) Department, Dated 09.12.2013 regarding their exclusion from the Creamy Layer from the competent authority (Tahasildar) and produce the same at appropriate time of verification. In case of failure to produce the same on the day of verification, the Candidature will be considered against open competition even if he / she is otherwise eligible in all aspects.

PARA- 5 AGE:

- 5.1. No person shall be eligible for direct recruitment if he/she is less than 18 years of age and if he / she is more than 42 years of age as on 01/07/2018 as per G.O.Ms.No.132,GA (Ser-A) Dept., dated:15.10.2018. Candidates should not be born earlier than 2nd July 1976 and not later than 1st July 2000.
- 5.2. Age Relaxation is applicable to the categories as detailed below:

S. No.	Category of candidates	Relaxation of age permissible
1.	SC/ST and BCs	5 Years
2.	Physically Handicapped persons	10 Years
3.	Ex-Service men	Shall be allowed to deduct from his age a period of 3 years in addition to the length of service rendered by him in the armed forces / NCC.
4.	N.C.C. (who have worked as Instructor in N.C.C.)	
5.	A.P. State Government Employees (Employees of APSEB, APSRTC, Corporations, Municipalities etc. are not eligible).	5 Years based on the length of regular service.
6.	Retrenched temporary employees in the State Census Department with a minimum service of 6 months.	3 Years

EXPLANATION:

Provided that the persons referred to at Sl.Nos.3 & 4 above shall, after making the deductions referred to in sub Rule 12 (c) (i) & (ii) of A.P. State and Subordinate Service Rules not exceed the Maximum age limit prescribed for the post.
The age relaxation for Ex-Servicemen is applicable for those who have been released from Armed Forces other than by way of dismissal or discharge on account of misconduct or inefficiency.

PARA - 6 HOW TO APPLY:

STEP-I: Candidates applying for the first time for any notification has to first fill the OTPR application carefully to obtain OTPR ID. While filling the OTPR, the candidate has to ensure that the particulars are filled correctly. The Commission bears no responsibility for the mistakes, if any, made by the candidates. If candidates choose to modify they may do so by clicking the modify OTPR make the modification, save them and proceed to STEP-II (If candidates have already registered and have the OTPR ID, number then he/she can proceed to STEP-II.)

STEP-II: The applicant has to Login in the Commission's website with the user name (OTPR ID) and the Password set by candidate. After Login, the applicant has to click on the "Online Application Submission" present in the bottom right corner of the Commission's website.

PAYMENT PROCESS: The applicant now has to click on the payment link against the notification number that he wants to apply. The basic details required for calculation of the fee and age relaxation will be prepopulated from the OTPR data. The applicant has to verify all the details that are displayed. Once the payment form is submitted, the respective details (used for calculation of fee and age relaxation) will not be altered in any stage of application processing. Hence if any details are to be changed, applicant should use the modify OTPR link, modify the details, save it and again click on application payment link.

STEP-III: After checking all the data and ensuring that the data is correct the applicant has to fill application specific data such as Local/Non Local status, white card details etc., which are also used to calculate the fee. Once all the data is filled appropriately, the applicant has to submit the payment form. On successful submission, the payment reference ID is generated and is displayed on the screen. By clicking "OK" the applicant is shown the various payment options where he/she can select any one among them and complete the payment process as given on the screen.

STEP-IV: Once the payment is successful, payment reference ID is generated. Candidates can note the payment reference ID for future correspondence. Thereafter the applicant is directed to the application form. Applicant should provide the payment reference Id generated along with the other details required for filing the application form (other fields like OTPR ID and fees relaxations details will be prepopulated from the data submitted in the payment form for respective notification). The applicant should check the data displayed thoroughly and should fill the application specific fields like qualification details, examination centre etc., carefully and submit the application form. Once the application is submitted successfully then application receipt is generated. The applicant is requested to print and save the application receipt for future reference/correspondence.

NOTE: Applicant shall note that the data displayed from OTPR at the time of submitting the application will be considered for the purpose of this notification only. Any changes made by the applicant to OTPR data at a later date shall not be considered for the notification on hand.

STEP-V: In any case if the payment process is not submitted successfully, then the applicant should start the fresh payment process as mentioned in STEP-II.

STEP-VI: Once the application is submitted successfully, correction in application form will be enabled. The corrections can be made in the application form itself. Fields which affects the name, fee and age relaxations are not enabled for corrections.

NOTE:

- A. The Commission is not responsible, for any omissions by the applicant in bio-data particulars while submitting the application form online. The applicants are therefore, advised to strictly follow the instructions given in the user guide before submitting the application.
- B. All the candidates are requested to submit their application with correct data. It is noticed that some of the candidates are requesting for change in the data, after submission of the application. It is informed that such requests shall be allowed on payment of Rs.100/- (Rupees hundred only) for each correction. However changes are not allowed for name, fee and age relaxation. No manual application for corrections shall be entertained. Corrections in the applications will be enabled after the last date of the submission of applications and will be allowed up to 7 days only from the last date of applications.
- C. The particulars furnished by the applicant in the application form will be taken as final. Candidates should, therefore, be very careful in uploading / submitting the application form online.
- D. Incomplete/incorrect application form will be summarily rejected. The information if any furnished by the candidate subsequently will not be entertained by the Commission under any circumstances. Applicants should be careful in filling-up the application form and submission. If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she comes to the final stage of recruitment process or even at a later stage and also liable for punishment as per Para 14.1 of this notification.
- E. Before uploading/submission application form, the candidates should carefully ensure his/her eligibility for this examination. No relevant column of the application form should be left blank; otherwise application form will not be accepted.

PARA - 7: (a) FEE:

- 7.1. Applicant must pay Rs. 250/- (Rupees two hundred and fifty only) towards application processing fee and Rs 120/- (Rupees one hundred twenty only) towards examination fee.
- 7.2. However, the following categories of candidates are exempted from payment of examination fee Rs.120/- only.
- i) SC, ST, BC, PH & Ex-Service Men.
 - ii) Families having household supply white card issued by Civil Supplies Department, A.P. Government. (Residents of Andhra Pradesh)
 - iii) Un-employed youth as per G.O.Ms.No.439, G.A (Ser- A) Dept., dated: 18/10/1996 should submit declaration at an appropriate time to the Commission.
 - iv) Applicants belonging to the categories mentioned above (except Physically Handicapped Persons & Ex-Service Men) hailing from other States are not entitled for exemption from payment of fee and not entitled for claiming any kind of reservation.
 - v) Candidates belonging to other States shall pay the prescribed fee of Rs.120/- (Rupees one hundred and twenty only), along with processing fee of Rs. 250/- (Rupees two hundred and fifty only) through different channels as indicated at Para-6. Otherwise such applications will not be considered and no correspondence on this will be entertained.

7.3. b) MODE OF PAYMENT OF FEE:

- i) The fee mentioned in the above paragraph is to be paid online using Payment gateway using net banking/ credit card / debit card. The list of banks providing service for the purpose of online remittance of fee will be available on the website.
- ii) The fee once remitted shall not be refunded or adjusted under any circumstances. Failure to pay the examination fee and application fee (in non-exempt case) will entail total rejection of application.
- iii) IPOs / Demand Drafts are not accepted.
- iv) In case of corrections Rs.100/- per correction will be charged. However changes are not allowed for Name, Fee and age relaxation.

PARA-8: SCHEME OF EXAMINATION:-

The Scheme & Syllabus for the examination has been shown in Annexure-II.

PARA - 9: CENTRES FOR THE WRITTEN (OBJECTIVE TYPE) EXAMINATIONS (CBRT):

The applicant may choose the Test centre with three preferences. However the Commission reserves the right to allot the applicant to any centre of examination depending on the availability of the resources like centres / systems.

PARA – 10 RESOLUTION OF DISPUTES RELATED TO QUESTION PAPER, ANSWER KEY AND OTHER MATTERS

- 10.1. The Commission would publish the key on its website after conduct of the examination. Any objections with regard to the key and any other matter shall be filed within one week after publication of the key in the prescribed proforma available in the website.
- 10.2. The objections received in the prescribed proforma and within due date will be referred to expert Committee for opinion and to take appropriate decision thereon by the Commission. As per decision of the Commission a revised key will be hosted and further objections only in respect of keys that are revised would be called for a period of three working days from the date of publication of revised key. No further objections on original key will be entertained at this stage. The matter will again be referred to experts, taking into consideration the opinion of expert Committee and the final key would be hosted on website based on the decision of the Commission.
- 10.3. The objections if any would be examined and the decision of the Commission in this regard shall be final. Any objection filed after expiry of specified time from the date of publication of key / revised key would not be entertained.

PARA -11 NOTE ON IMPORTANT LEGAL PROVISIONS GOVERNING THE RECRUITMENT PROCESS:

- 11.1. Vacancies: The recruitment will be made to the vacancies notified only. There shall be no waiting list as per G.O. Ms. No. 81, General Administration (Ser. A) Department, Dated 22/02/1997, G.O.Ms.No.544, General Administration (Ser. A) Department,

Dated:04.12.1998 and Rule 6 of APPSC Rules of procedure. In any case, no cognisance will be taken by Commission of any vacancies arising or reported after the completion of the selection and recruitment process or the last date as decided by the Commission as far as this Notification is concerned, and these will be further dealt with as per G.O. & Rule cited above.

- 11.2. The recruitment will be processed as per this notification and as per the Rules and Instructions issued by the Government and also as decided by the Commission from time to time. In A.P. Collegiate Education Service Rules in G.O.Ms. No. 47, Higher Education (CE.I-1) Department, dated: 14.05.2007 and G.O.Ms.No.128, Higher Education (CE.I-1), Department, dated:24.08.2010 and Special Rules / Adhoc Rules Governing the recruitment and other related GOs, Rules etc., are applicable.
- 11.3. **Rules:** The various conditions and criteria prescribed herein are governed by the A.P. State and Subordinate Service Rules, 1996 read with the relevant Special Rules applicable to any particular service in the departments. Any guidelines or clarification is based on the said Rules, and, in case of any necessity, any matter will be processed as per the relevant General and Special Rules as in force.
- 11.4. The Commission is empowered under the provisions of Article 315 and 320 of the Constitution of India read with relevant laws, rules, regulations and executive instructions and all other enabling legal provisions in this regard to conduct examination for appointment to the posts notified herein, duly following the principle of order of merit as per Rule 3(vi) of the APPSC Rules of Procedure read with relevant statutory provisions and ensuring that the whole recruitment and selection process is carried out with utmost regard to secrecy and confidentiality so as to ensure that the principle of merit is scrupulously followed.
- 11.5. The post is State Cadre and gazetted category and organized into zones local reservation is not applicable as per G.O.Ms.No.674 GA(SPF-A) dated: 28.10.1975.
- 11.6. Scheme is prescribed as per G.O Ms. No.141, Finance (HR-I Plg, & Policy) Dept., dated:01.08.2016.
- 11.7. The persons already in Government Service/ Autonomous bodies/ Government aided institutions etc., whether in permanent or temporary capacity or as work charged employees are however required to inform, in writing, to their Head of Office/ Department that they have applied for this recruitment.
- 11.8. A candidate shall be disqualified for appointment, if he himself or through relations or friends or any others has canvassed or endeavored to enlist for his candidature, extraneous support, whether from official or non-official sources for appointment to this service.
- 11.9. Evaluation of various physical disabilities and procedure for certification will be as per orders contained in G.O.Ms. No. 31, WD, CW & DW (DW) Dept., dated 01.12.2009.
- 11.10. The Candidates who have obtained Degrees through Open Universities / Distance Education mode are required to have recognition by the Distance Education Council, Government of India. Unless such Degrees have been recognized by the D.E.C. they will not be accepted for purpose of Educational Qualification. The onus, in case of doubt, of Proof of recognition by the D.E.C. that their Degrees / Universities have been recognized, rests with the candidate. Candidates may also refer G.O.R.t.No.143, Higher Education (EC) Dept., Dated:11.07.2018 and the Supreme Court judgment dated:03.11.2017 in this connection.

PARA- 12 Please read the following Annexures appended to the notification before filling the application form

Annexure- I- Break up of vacancies
 Annexure- II- Scheme & Syllabus
 Annexure- III- Subject equivalencies
 Annexure- IV Instructions to candidates
 Annexure- V- LIST OF SC / ST /BC's

PARA-13: PROCEDURE OF SELECTION:

- 13.1. The selection to this post will be based on the Scheme and Syllabus shown at Annexure-II. The selection of candidates for appointment to the post will be made in two successive stages viz., (1) Written Examination and (2) Oral Test in the shape of an interview.
- 13.2. Appearance in all the papers of computer based examination / Main examination is compulsory. Absence in any of the papers will automatically render the disqualification of the candidature.
- 13.3. As per G.O.Ms.No.5, General Administration (Ser-A) Dept., dated:05.01.2018 "Government here by permit the Andhra Pradesh Public Service Commission to pick up candidates who obtains such minimum qualifying marks in Screening Test / Preliminary Examination as may

be fixed by the Commission at its discretion shall be admitted to the Main Examination in all direct recruitment examinations. The APPSC is further permitted to select candidates belonging to the Scheduled Caste or Scheduled Tribes or Backward classes or Physically Challenged candidates for Main Examination by applying relaxed standards in the Screening Test / Preliminary Examination, if the Commission is of the opinion that sufficient number of candidates from these communities are not likely to be eligible for main examination on the basis of general standard in Screening Test / Preliminary Examination in order to fill up the vacancies reserved for them". Candidates who will come up for selection due to relaxed standards shall be considered against reserved category only.

- 13.4 The selection of candidates for appointment to the posts shall be based on the merit in the computer based examination followed by oral test, to be held as per the scheme of examination enunciated at para 8 above.
- 13.5. The minimum qualifying marks for consideration of a candidate to the selection process are 40% for OCs, 35% for BCs, and 30% for SCs, STs and PHs or as per rules. In the event of Schedule Caste & Schedule Tribe candidates not coming up for selection with the existing minimum prescribed for selection in the competitive examination conducted by the APPSC their selection shall be considered on the basis of rank with reference to their performance in the written and / or oral competitive examination irrespective of the marks secured.

N.B.: Mere securing of minimum qualifying marks does not confer any right to the candidate for being considered to the selection.
- 13.6. Where the candidates get equal number of marks in the main examination if two or more candidates get equal total number of marks, those candidates shall be bracketed. Candidates within the same bracket shall then be ranked 1, 2, 3 etc., according to age i.e., oldest being considered for admission. In case there is tie in age, the person who possesses educational qualification at earlier date would be considered.
- 13.7. With regard to situation where there is deletion of questions, if any, from any paper, scaling (proportionate increase) would be done for that particulars part of the paper to the maximum marks prescribed for the paper and the marks would be rounded off to 2 decimals to determine the merit of the candidate.
- 13.8. While the Commission calls for preference of candidates in respect of posts in the application form, it is hereby clarified that the said preferences are only indicative for being considered to the extent possible but not binding or limiting the Commission's powers under Article 315 and 320 of the Constitution of India. Therefore, the Commission has the power to assign a candidate to any of the notified posts for which he is considered to be qualified and eligible, subject to fulfilling the selection criterion.
- 13.9. The appointment of selected candidates will be subject to their being found medically fit in the appropriate medical classification, and if he/she is of sound health, active habits and free from any bodily defect or infirmity.
- 13.10. ANSWER KEY AND MARKS: Answer key would be published on the website and marks of each candidate are also displayed on website. No separate memorandum of marks would be issued.

PARA-14: DEBARMENT:

- 14.1. Candidates should make sure of their eligibility to the post applied for and that the declaration made by them in the format of application regarding their eligibility is correct in all respects. Any candidate **furnishing in-correct information or making false declaration regarding his/her eligibility at any stage or suppressing any information** is liable TO BE DEBARRED UPTO FIVE YEARS FROM APPEARING FOR ANY OF THE EXAMINATIONS CONDUCTED BY THE COMMISSION, and summary rejection of their candidature for this recruitment.
- 14.2. The Penal Provisions of Act 25/97 published in the A.P. Gazette No. 35, Part-IV.B Extraordinary dated: 21/08/1997 shall be invoked **if malpractice and unfair means are noticed at any stage** of the recruitment. Further candidates shall be liable for penalty as per G.O.Ms.No.385,G.A.(Ser. A) Dept., Dt.18/10/2016. The Chief Superintendent of the examination centre is authorized to take decision in case of malpractice or usage of unfair means or creation of disturbance or use of physical force by any candidate and report the matter to the competent authority as well as register a police case.
- 14.3. The Commission is vested with the Constitutional duty of conducting recruitment and selection as per rules duly maintaining utmost secrecy and confidentiality in this process and any attempt by anyone causing or likely to cause breach of this constitutional duty in such manner or by such action as to violate or likely to violate the fair practices followed and ensured by the Commission will be sufficient cause for rendering such questionable means as ground for debarment and penal consequences as per law and rules as per decision of the Commission.

14.4. Any candidate found **impersonating or procuring impersonation by any person** or resorting to any other irregular or improper means in connection with his / her candidature for selection or obtaining support of candidature by any means, such a candidate may in addition to rendering himself/ herself liable to criminal prosecution, be liable to be debarred permanently from any exam or selection held by the Service Commissions in the country.

14.5. **ELECTRONIC GADGETS BANNED:**

(a) The use of any mobile (even in switched off mode), pager, scientific calculator or any electronic equipment or programmable device or storage media like pen drive, smart watches etc., or camera or blue tooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.

(b) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/ pagers to the venue of the examination, as arrangement for safe – keeping cannot be assured.

PARA-15: COMMISSION'S DECISION TO BE FINAL:

The decision of the Commission in all aspects and all respects pertaining to the application and its acceptance or rejection as the case may be, conduct of examination and at all consequent stages culminating in the selection or otherwise of any candidate shall be final in all respects and binding on all concerned, under the powers vested with it under Article 315 and 320 of the Constitution of India. Commission also reserves its right to alter and modify the terms and conditions laid down in the notification for conducting the various stages up to selection, duly intimating details thereof to all concerned, as warranted by any unforeseen circumstances arising during the course of this process, or as deemed necessary by the Commission at any stage.

Place: VIJAYAWADA
Date: 31.12.2018

Sd/-A.K.Maurya,IFS.,
SECRETARY

ANNEXURE-I

NOTIFICATION NO.26/2018

THE DETAILED VACANCY POSITION FOR THE POST OF LECTURERS IN GOVT. DEGREE COLLEGES

IN A.P COLLEGIATE EDUCATION SERVICE

STATE WIDE POST

I. CARRIED FORWARD VACANCIES

- Note:** 1. As per G.O.Ms.No.277, GA (SC & ST CELL .B) Dept., dated: 22.03.1976, G.O.Ms.No.23 Backward Class (Welfare) Dept., dated: 18.03.1996 and G.O.MS.No.81, G.A. (Service. A) Department, dt. 22/02/1997 the Carry Forward vacancies to be filled first by a relevant community candidate in succeeding recruitment.
2. If eligible candidates are not available from any of the disabled categories, i.e. VH, HH and OH the vacancy shall be filled-up by interchange among candidates of other categories of disability, as per G.O.Ms.NO.23, Dept., for woman, children, disabled, & senior citizens (DW) Dept., dated:26.05.2011, G.O.Ms.No.99, General Admn (Services -D) Dept., dated: 04.03.2013. Hence, all the disabled categories of persons are allowed to apply.
3. Reservation to meritorious sports persons will apply as per G.O.Ms.No.13 GA (Ser-D) Dept., dated:23.01.2018 and G.O.Ms.No.74 youth advancement tourism and culture (sports) Dept. and G.O.Ms.No.473, youth, advancement, Tourism and Culture (Sports) Dept., dated: 03.12.2018.
4. As per the G.O.Ms.No.436, GA (Ser.D) Dept., Dated;15-10-1996 and in terms of Rule 22 (h)(ii) of AP State Subordinate Service Rules 1996, interchanging procedure shall be follows, as detailed below:
- (*) If qualified candidates belonging to SC or ST are not available, the vacancy reserved to be filled by a candidate belonging to ST or SC Vice-Versa viz., SC to ST /ST to SC.
- (**) If qualified candidate belonging to a particular Group of BCs (ABCD&E) are not available the vacancy reserved to that group that shall accrue to the nest group in respective Zones in concerned subjects.

POST CODE – 01 ENGLISH

Community	Zone - I		Zone - II		Zone - III		Zone - IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	01	-	-	-	-	-	01	-	02	-	02
BC-A	-	-	-	-	-	-	01	-	01	-	01
BC-B	-	-	-	-	-	-	-	-	-	-	-
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	-	-	-	-	-	-	-	-
BC-E	-	-	-	-	-	-	-	-	-	-	-
SC	-	-	-	-	-	-	-	-	-	-	-
ST	-	01*	-	-	-	-	-	01*	-	02	02
VH	-	-	-	-	-	-	-	-	-	-	-
HH	-	-	01	-	-	-	01	-	02	-	02
OH	-	-	-	-	-	-	-	-	-	-	-
TOTAL	01	01	01	-	-	-	03	01	05	02	07

POST CODE – 02 TELUGU

Community	Zone - I		Zone - II		Zone - III		Zone - IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	-	-	-	-	-	-	-	-	-	-	-
BC-A	-	-	-	-	-	-	-	-	-	-	-
BC-B	-	-	-	-	-	-	-	-	-	-	-
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	-	-	-	-	-	-	-	-
BC-E	-	-	-	-	-	-	-	-	-	-	-
SC	-	-	-	-	-	-	-	-	-	-	-
ST	-	-	-	-	-	-	-	-	-	-	-
VH	-	-	-	-	-	-	-	-	-	-	-
HH	-	-	01	-	-	-	-	-	01	-	01
OH	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	-	01	-	-	-	-	-	01	-	01

POST CODE – 03 HINDI

Community	Zone - I		Zone - II		Zone - III		Zone - IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	-	-	-	-	-	-	-	-	-	-	-
BC-A	-	-	-	-	-	-	-	-	-	-	-
BC-B	-	-	-	-	-	-	-	-	-	-	-
BC-C	-	-	-	-	-	-	01**	-	01	-	01
BC-D	-	-	-	-	-	-	-	-	-	-	-
BC-E	-	-	-	-	-	-	-	-	-	-	-
SC	-	-	-	-	-	-	-	-	-	-	-
ST	-	-	-	01*	-	-	-	-	-	01	01
VH	-	-	-	-	-	01	-	-	-	01	01
HH	-	-	-	-	-	-	-	-	-	-	-
OH	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	-	-	01	-	01	01	-	01	02	03

POST CODE – 04 URDU

Community	Zone - I		Zone - II		Zone - III		Zone - IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	-	-	-	-	-	-	-	-	-	-	-
BC-A	-	-	-	-	-	-	-	01**	-	01	01
BC-B	-	-	-	-	-	-	-	-	-	-	-
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	-	-	-	-	-	-	-	-
BC-E	-	-	-	-	-	-	-	-	-	-	-
SC	-	-	-	-	-	01*	01*	--	01	01	02
ST	-	-	-	-	-	-	-	01*	-	01	01
VH	-	-	-	-	-	-	-	01	-	01	01
HH	-	-	-	-	-	-	-	-	-	-	-
OH	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	-	-	-	-	01	01	03	01	04	05

POST CODE – 05 ORIYA

Community	Zone - I		Zone - II		Zone - III		Zone - IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	-	-	-	-	-	-	-	-	-	-	-
BC-A	-	-	-	-	-	-	-	-	-	-	-
BC-B	-	-	-	-	-	-	-	-	-	-	-
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	-	-	-	-	-	-	-	-
BC-E	-	-	-	-	-	-	-	-	-	-	-
SC	-	01*	-	-	-	-	-	-	-	01	01
ST	-	-	-	-	-	-	-	-	-	-	-
VH	-	-	-	-	-	-	-	-	-	-	-
HH	-	-	-	-	-	-	-	-	-	-	-
OH	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	01	-	-	-	-	-	-	-	01	01

POST CODE - 06 HISTORY

Community	Zone - I		Zone - II		Zone - III		Zone - IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	01	-	-	-	-	-	-	01	01	01	02
BC-A	-	-	-	-	-	-	-	-	-	-	-
BC-B	-	-	-	-	-	-	-	-	-	-	-
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	-	-	-	-	-	-	-	-
BC-E	-	-	-	01**	-	-	-	-	-	01	01
SC	-	-	-	-	-	-	-	-	-	-	-
ST	-	01*	-	-	-	-	-	-	-	01	01
VH	-	-	-	-	-	-	-	-	-	-	-
HH	-	-	-	-	-	-	01(UM)	-	01	-	01
OH	-	-	-	-	-	-	-	-	-	-	-
TOTAL	01	01	-	01	-	-	01	01	02	03	05

POST CODE-.07 ECONOMICS

Community	Zone I		Zone II		Zone III		Zone IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	-	-	-	-	-	-	-	-	-	-	-
BC-A	-	-	-	-	01	-	-	-	01	-	01
BC-B	-	-	-	-	-	-	-	-	-	-	-
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	-	-	01	01	-	01	01	02
BC-E	-	01**	-	01**	-	01	-	-	-	03	03
SC	-	-	-	-	-	-	-	-	-	-	-
ST	-	01*	-	-	-	-	-	-	-	01	01
VH	-	-	-	-	-	-	-	-	-	-	-
HH	-	-	01	-	-	-	01	-	02	-	02
OH	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	02	01	01	01	02	02	-	04	05	09

POST CODE - 8 POLITICAL SCIENCE

community	Zone - I		Zone - II		Zone - III		Zone - IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	02	-	01	01	-	01	01	02	04	04	08
BC-A	-	-	-	-	-	-	-	-	-	-	-
BC-B	-	01	-	01**	-	01**	-	-	-	03	03
BC-C	-	-	01**	-	01	-	-	-	02	-	02
BC-D	-	-	-	-	-	-	-	01**	-	01	01
BC-E	-	-	-	-	-	-	-	01**(UM)	-	01	01
SC	-	-	-	-	-	-	-	-	-	-	-
ST	-	01*	-	-	-	01*	01	01*	01	03	04
VH	-	-	-	-	-	-	-	-	-	-	-
HH	-	-	-	-	-	-	01	-	01	-	01
OH	-	-	-	-	-	-	-	-	-	-	-
TOTAL	02	02	02	02	01	03	03	05	08	12	20

POST CODE - .09 COMMERCE

community	Zone - I		Zone - II		Zone - III		Zone - IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	-	01	-	01	-	01	-	04	-	07	07
BC-A	-	-	-	01**	-	-	-	-	-	01	01
BC-B	-	-	-	-	-	-	-	-	-	-	-
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	01	-	-	-	-	-	01	01
BC-E	-	-	-	-	-	-	-	-	-	-	-
SC	-	-	-	-	-	-	-	-	-	-	-
ST	-	-	-	01*+01	-	-	-	01*	-	03	03
VH	-	-	-	-	-	-	-	-	-	-	-
HH	01	-	01	-	01	-	-	-	03	-	03
OH	-	-	-	-	-	-	-	-	-	-	-
TOTAL	01	01	01	05	01	01	-	05	03	12	15

POST CODE – 10 MATHEMATICS

Community	Zone - I		Zone - II		Zone - III		Zone - IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	-	-	-	-	-	-	-	01	-	01	01
BC-A	-	-	-	-	-	-	-	-	-	-	-
BC-B	-	-	-	-	-	-	-	-	-	-	-
BC-C	-	-	-	-	01	-	01**	-	02	-	02
BC-D	-	-	-	-	-	-	-	-	-	-	-
BC-E	-	-	-	-	-	-	-	-	-	-	-
SC	-	-	01	01	-	-	-	01*	01	02	03
ST	-	01*	01	01*	-	01*	01	-	02	03	05
VH	-	01	-	01	-	-	-	-	-	02	02
HH	-	-	-	-	-	-	01	-	01	-	01
OH	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	02	02	03	01	01	03	02	06	08	14

POST CODE – 11 PHYSICS

Community	Zone I		Zone II		Zone III		Zone IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	-	01	01	-	-	-	-	-	01	01	02
BC-A	-	-	-	-	-	-	-	-	-	-	-
BC-B	-	-	-	-	-	-	-	-	-	-	-
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	-	-	-	-	-	-	-	-
BC-E	-	-	-	01**	-	01	-	-	-	02	02
SC	-	-	-	-	-	-	-	-	-	-	-
ST	-	01*	02*	-	-	-	01*	01*	03	02	05
VH	-	01	--	01	-	01	-	-	-	03	03
HH	-	-	01	-	-	-	01	-	02	-	02
OH	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	03	04	02	-	02	02	01	06	08	14

POST CODE - 12 CHEMISTRY

Community	Zone I		Zone II		Zone III		Zone IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	-	01	-	-	-	-	-	-	-	01	01
BC-A	-	-	-	-	-	-	-	-	-	-	-
BC-B	-	-	-	-	-	-	-	-	-	-	-
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	-	-	-	-	-	-	-	-
BC-E	-	01**	-	01**	-	-	-	-	-	02	02
SC	-	-	-	-	-	-	-	-	-	-	-
ST	01	-	-	-	-	-	-	01	01	01	02
VH	-	01	-	-	-	-	-	-	-	01	01
HH	-	-	01	-	-	-	-	-	01	-	01
OH	-	-	-	-	-	-	-	-	-	-	-
TOTAL	01	03	01	01	-	-	-	01	02	05	07

POST CODE - 13 BOTANY

Community	Zone I		Zone II		Zone III		Zone IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	-	-	-	-	-	-	-	-	-	-	-
BC-A	-	-	-	-	-	-	-	-	-	-	-
BC-B	-	-	-	-	-	-	-	-	-	-	-
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	-	-	-	-	-	-	-	-
BC-E	-	-	-	01	-	-	-	-	-	01	01
SC	-	-	-	-	-	-	-	-	-	-	-
ST	-	01*	-	01	-	01*	-	-	-	03	03
VH	-	01	-	01	-	01	-	-	-	03	03
HH	-	-	-	-	-	-	01	-	01	-	01
OH	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	02	-	03	-	02	01	-	01	07	08

POST CODE – 14 ZOOLOGY

Community	Zone I		Zone II		Zone III		Zone IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	-	-	-	01	-	-	-	-	-	01	01
BC-A	-	-	-	-	-	-	-	01	-	01	01
BC-B	-	-	-	-	-	-	-	-	-	-	-
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	-	-	-	-	-	-	-	-
BC-E	-	-	-	-	-	-	-	-	-	-	-
SC	-	-	-	-	-	-	-	-	-	-	-
ST	-	01*	-	-	-	-	-	-	-	01	01
VH	-	01	-	-	-	01	-	-	-	02	02
HH	-	-	-	-	-	-	01	-	01	-	01
OH	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	02	-	01	-	01	01	01	01	05	06

POST CODE - 15 COMPUTER SCIENCE

Community	Zone -I		Zone- II		Zone -III		Zone -IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	-	-	-	03	-	01	-	03	-	07	07
BC-A	-	01**	01	01**	-	-	01	-	02	02	04
BC-B	-	01**	-	-	-	-	-	01**	-	02	02
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	01**	-	01**	-	01**	-	03	03
BC-E	-	-	-	01**	-	01**	-	01**	-	03	03
SC	-	-	-	-	-	-	-	-	-	-	-
ST	-	01*	01*	01*	-	-	-	01*	01	03	04
VH	-	01	-	01	-	01	-	01	-	04	04
HH	-	-	-	-	-	-	-	-	-	-	-
OH	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	04	02	08	-	04	01	08	03	24	27

POST CODE NO. 16 COMPUTER APPLICATION

Community	Zone I		Zone II		Zone III		Zone IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	-	-	-	-	-	-	01	01	01	01	02
BC-A	-	-	-	-	-	-	-	-	-	-	-
BC-B	-	-	-	-	-	-	-	01**	-	01	01
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	-	-	-	-	01**	-	01	01
BC-E	-	-	-	-	-	-	-	01**	-	01	01
SC	-	-	-	-	-	-	-	01*	-	01	01
ST	-	-	-	-	-	-	-	-	-	-	-
VH	-	-	-	-	-	-	-	01	-	01	01
HH	-	-	-	-	-	-	-	-	-	-	-
OH	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-	01	06	01	06	07

POST CODE – 17 STATISTICS

Community	Zone - I		Zone - II		Zone - III		Zone - IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	-	-	-	-	-	-	-	-	-	-	-
BC-A	-	-	-	-	-	-	-	-	-	-	-
BC-B	-	-	-	-	-	-	-	-	-	-	-
BC-C	-	-	-	-	-	-	01**	-	01	-	01
BC-D	-	-	-	-	-	-	-	-	-	-	-
BC-E	-	-	-	-	-	-	-	-	-	-	-
SC	-	-	-	01*	-	01*	-	-	-	02	02
ST	-	-	-	-	-	-	-	01*	-	01	01
VH	-	-	-	-	-	-	-	01	-	01	01
HH	-	-	-	-	-	-	-	-	-	-	-
OH	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	-	-	01	-	01	01	02	01	04	05

POST CODE -. 18 MICROBIOLOGY

Community	Zone - I		Zone - II		Zone - III		Zone - IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	-	-	-	-	-	-	-	-	-	-	-
BC-A	-	-	-	-	-	-	-	-	-	-	-
BC-B	-	-	-	-	-	-	-	-	-	-	-
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	-	-	-	-	-	-	-	-
BC-E	-	-	-	-	-	-	-	-	-	-	-
SC	-	-	-	-	-	-	-	-	-	-	-
ST	-	-	-	-	-	01*	-	01*	-	02	02
VH	-	-	-	-	-	01	-	01	-	02	02
HH	-	-	-	-	-	-	-	-	-	-	-
OH	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	-	-	-	-	02	-	02	-	04	04

POST CODE -19 BIO-TECHNOLOGY

Community	Zone - I		Zone - II		Zone - III		Zone - IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	-	-	-	-	-	-	-	-	-	-	-
BC-A	-	-	-	-	-	-	-	-	-	-	-
BC-B	-	-	-	-	-	-	-	-	-	-	-
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	-	-	-	-	-	-	-	-
BC-E	-	-	-	-	-	-	-	-	-	-	-
SC	-	-	-	-	-	-	-	-	-	-	-
ST	-	-	-	-	-	-	-	-	-	-	-
VH	-	-	-	-	-	-	-	01	-	01	01
HH	-	-	-	-	-	-	-	-	-	-	-
OH	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-	-	01	-	01	01

POST CODE – 20 :: GEOLOGY

Community	Zone - I		Zone - II		Zone -III		Zone - IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	-	-	-	-	-	-	-	-	-	-	-
BC-A	-	-	-	01**	-	-	-	-	-	01	01
BC-B	-	-	-	-	-	-	-	-	-	-	-
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	-	-	-	-	-	-	-	-
BC-E	-	-	-	-	-	-	-	-	-	-	-
SC	-	-	-	-	-	-	-	-	-	-	-
ST	-	-	-	-	-	-	-	01*	-	01	01
VH	-	-	-	-	-	-	-	-	-	-	-
HH	-	-	-	-	-	-	-	-	-	-	-
OH	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	-	-	01	-	-	-	01	-	02	02

II. FRESH VACANCIES

POST CODE – 01 ENGLISH

Community	Zone-I		Zone-II		Zone-III		Zone-IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	01	-	01	-	-	01	-	-	02	01	03
BC-A	01	-	-	-	-	-	-	-	01	-	01
BC-B	-	-	-	-	-	-	-	-	-	-	-
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	01	-	-	-	-	-	01	-	01
BC-E	-	-	01	-	-	-	-	-	01	-	01
SC	01	-	-	-	-	-	-	-	01	-	01
ST	-	-	-	-	-	-	-	-	-	-	-
VH	-	-	-	-	-	-	-	-	-	-	-
HH	-	-	-	-	-	-	-	-	-	-	-
OH	-	-	-	-	-	-	-	-	-	-	-
SPORTS	-	-	-	-	-	-	-	-	-	-	-
TOTAL	03	-	03	-	-	01	-	-	06	01	07

POST CODE - 02 TELUGU

Community	Zone-I		Zone-II		Zone-III		Zone-IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	-	01	-	01	-	-	-	-	-	02	02
BC-A	-	-	-	-	-	-	-	-	-	-	-
BC-B	01	-	-	-	-	-	-	-	01	-	01
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	-	-	-	-	-	-	-	-
BC-E	-	-	-	-	-	-	-	-	-	-	-
SC	-	-	-	-	-	-	-	-	-	-	-
ST	-	-	01	-	-	-	-	-	01	-	01
VH	-	-	-	-	-	-	-	-	-	-	-
HH	-	-	-	-	-	-	-	-	-	-	-
OH	-	-	-	-	-	-	-	-	-	-	-
SPORTS	-	-	-	-	-	-	-	-	-	-	-
TOTAL	01	01	01	01	-	-	-	-	02	02	04

POST CODE - 03 HINDI

Community	Zone-I		Zone-II		Zone-III		Zone-IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	-	-	-	01	-	-	-	-	-	01	01
BC-A	-	-	-	-	-	-	-	-	-	-	-
BC-B	-	-	-	-	-	-	-	-	-	-	-
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	-	-	-	-	-	-	-	-
BC-E	-	-	-	-	-	-	-	-	-	-	-
SC	-	-	-	-	-	-	-	-	-	-	-
ST	-	-	-	-	-	-	-	-	-	-	-
VH	-	-	-	-	-	-	-	-	-	-	-
HH	-	-	-	-	-	-	-	-	-	-	-
OH	-	-	-	-	-	-	-	-	-	-	-
SPROTS	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	-	-	01	-	-	-	-	-	01	01

POST CODE – 06 HISTORY

community	Zone-I		Zone-II		Zone-III		Zone-IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	01	-	01	-	-	-	-	-	02	-	02
BC-A	-	-	-	-	01	-	-	-	01	-	01
BC-B	-	-	-	-	-	-	-	-	-	-	-
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	-	-	-	-	-	-	-	-
BC-E	-	-	-	-	-	-	-	-	-	-	-
SC	-	-	01	-	-	-	-	-	01		01
ST	-	-	-	-	-	-	-	-	-	-	-
VH	-	-	-	-	-	-	-	-	-	-	-
HH	-	-	-	-	-	-	-	-	-	-	-
OH	-	-	-	-	-	-	-	-	-	-	-
SPORTS	-	-	-	-	-	-	-	-	-	-	-
TOTAL	01	-	02	-	01	-	-	-	04	-	04

POST CODE – 07 ECONOMICS

community	Zone-I		Zone-II		Zone-III		Zone-IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	-	-	-	01	-	-	-	-	-	01	01
BC-A	-	-	-	-	-	-	-	-	-	-	-
BC-B	-	-	01	-	-	-	-	-	01	-	01
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	-	-	-	-	-	-	-	-
BC-E	-	-	-	-	-	-	-	-	-	-	-
SC	-	-	-	-	-	-	-	-	-	-	-
ST	-	-	01	-	-	-	-	-	01		01
VH	-	-	-	-	-	-	-	-	-	-	-
HH	-	-	-	-	-	-	-	-	-	-	-
OH	-	-	-	-	-	-	-	-	-	-	-
SPORTS	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	-	02	01	-	-	-	-	02	01	03

POST CODE – 08 POLITICAL SCIENCE

community	Zone-I		Zone-II		Zone-III		Zone-IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	01	01	-	-	-	-	-	-	01	01	02
BC-A	-	-	01	-	-	-	-	-	01		01
BC-B	-	-	-	-	-	-	-	-	-	-	-
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	-	-	-	-	-	-	-	-
BC-E	-	-	-	01	-	-	-	-	-	01	01
SC	-	-	-	-	-	-	-	-	-	-	-
ST	-	-	-	-	-	-	-	-	-	-	-
VH	-	-	-	-	-	-	-	-	-	-	-
HH	-	-	-	-	-	-	-	-	-	-	-
OH	-	-	-	-	-	-	-	-	-	-	-
SPORTS	-	-	-	-	-	-	-	-	-	-	-
TOTAL	01	01	01	01	-	-	-	-	02	02	04

POST CODE – 09 COMMERCE

Community	Zone-I		Zone-II		Zone-III		Zone-IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	-	01	-	-	-	01	-	-	-	02	02
BC-A	-	-	-	-		-	-	-	-	-	-
BC-B	-	-	-	-	01	-	-	-	01	-	01
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	01	-	-	-	-	-	-	-	01	-	01
BC-E	-	-	-	-	-	-	-	-	-	-	-
SC	-	-	-	-	-	-	-	01	-	01	01
ST	-	-	-	-	-	-	-	-	-	-	-
VH	-	-	-	-	-	-	-	-	-	-	-
HH	-	-	-	-	-	-	-	-	-	-	-
OH	-	-	-	-	-	-	-	-	-	-	-
SPORTS	-	-	-	-	-	-	-	-	-	-	-
TOTAL	01	01	-	-	01	01	-	01	02	03	05

POST CODE – 10 MATHEMATICS

Community	Zone-I		Zone-II		Zone-III		Zone-IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	-	-	-	-	01	-	-	-	01	-	01
BC-A	-	-	-	-	-	-	-	-	-	-	-
BC-B	-	-	-	-	-	-	-	-	-	-	-
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	-	-	-	-	-	-	-	-
BC-E	-	-	-	-	-	-	-	-	-	-	-
SC	-	-	-	-	-	-	-	-	-	-	-
ST	-	-	-	-	-	-	-	-	-	-	-
VH	-	-	-	-	-	-	-	-	-	-	-
HH	-	-	-	-	-	-	-	-	-	-	-
OH	-	-	-	-	-	-	-	-	-	-	-
SPORTS	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	-	-	-	01	-	-	-	01	-	01

POST CODE - 11 PHYSICS

Community	Zone-I		Zone-II		Zone-III		Zone-IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	-	-	01	-	01	01	02	-	04	01	05
BC-A	-	-	-	-	-	-	-	-	-	-	-
BC-B	-	-	-	-	01	-	-	-	01	-	01
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	01	01	-	-	-	-	-	01	01	02
BC-E	-	-	-	01	-	-	-	-	-	01	01
SC	-	-	01	-	-	01	01	-	02	01	03
ST	-	-	-	-	-	-	-	-	-	-	-
VH	-	-	-	-	-	-	-	-	-	-	-
HH	-	-	-	-	-	-	-	-	-	-	-
OH	-	-	-	-	-	-	-	-	-	-	-
SPORTS	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	01	03	01	02	02	03	-	08	04	12

POST CODE -12 CHEMISTRY

Community	Zone-I		Zone-II		Zone-III		Zone-IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	03	02	05	04	02	01	01	-	11	07	18
BC-A	01	-	01	-	01	-	-	-	03	-	03
BC-B	-	-	01	01	01	-	-	-	02	01	03
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	01	-	-	01	-	01	01	02
BC-E	-	-	-	-	-	-	01	-	01	-	01
SC	01	-	02	-	01	-	-	-	04	-	04
ST	01	-	-	01	01	-	-	-	02	01	03
VH	-	-	-	-	-	-	-	-	-	-	-
HH	01	-	-	-	01	-	-	-	02	-	02
OH	-	-	01	-	-	-	-	-	01	-	01
SPORTS	-	-	01	-	-	-	-	-	01	-	01
TOTAL	07	02	11	07	07	01	03	-	28	10	38

POST CODE -13 BOTANY

Community	Zone-I		Zone-II		Zone-III		Zone-IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	-	01	02	01	-	-	-	-	02	02	04
BC-A	01	-	01	-	-	-	-	-	02	-	02
BC-B	-	-	01	-	-	-	-	-	01	-	01
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	01	-	-	-	-	-	-	-	01	01
BC-E	-	01	-	-	-	-	-	-	-	01	01
SC	01	-	01	-	-	-	-	-	02	-	02
ST	-	-	01	-	-	-	-	-	01	-	01
VH	-	-	-	-	-	-	-	-	-	-	-
HH	-	-	-	-	-	-	-	-	-	-	-
OH	-	-	-	-	-	-	-	-	-	-	-
SPORTS	-	-	-	-	-	-	-	-	-	-	-
TOTAL	02	03	06	01	-	-	-	-	08	04	12

POST CODE – 14 ZOOLOGY

Community	Zone-I		Zone-II		Zone-III		Zone-IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	01	-	01	01	01	-	-	-	03	01	04
BC-A	01	-	01	-	-	-	-	-	02	-	02
BC-B	-	-	-	-	-	-	-	01	-	01	01
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	-	-	-	-	-	-	-	-
BC-E	-	01	-	-	-	-	-	-	-	01	01
SC	-	-	01	-	-	-	-	-	01	-	01
ST	-	-	-	-	-	-	-	-	-	-	-
VH	-	-	-	-	-	-	-	-	-	-	-
HH	-	-	01	-	-	-	-	-	01	-	01
OH	-	-	-	-	-	-	-	-	-	-	-
SPORTS	-	-	-	-	-	-	01	-	01	-	01
TOTAL	02	01	04	01	01	-	01	01	08	03	11

POST CODE -15 COMPUTER SCIENCE

Community	Zone-I		Zone-II		Zone-III		Zone-IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	-	-	02	01	01	02	04	03	07	06	13
BC-A	-	-	01	-	-	-	01	-	02	-	02
BC-B	-	-	-	-	-	-	01	-	01	-	01
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	-	-	-	01	-	01	-	01
BC-E	-	-	-	-	-	-	-	-	-	-	-
SC	-	-	01	-	-	-	-	-	01	-	01
ST	-	-	-	-	01	-	01	-	02	-	02
VH	-	-	-	-	-	-	-	-	-	-	-
HH	-	-	01	-	01	-	01	-	03	-	03
OH	-	-	-	-	-	-	-	-	-	-	-
SPORTS	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	-	05	01	03	02	09	03	17	06	23

POST CODE- 16 COMPUTER APPLICATION

Community	Zone-I		Zone-II		Zone-III		Zone-IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	-	-	01	-	02	-	01	-	04	-	04
BC-A	-	-	-	-	-	01	-	-	-	01	01
BC-B	-	-	-	01	-	-	-	-	-	01	01
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	-	-	-	-	-	-	-	-
BC-E	-	-	-	-	-	-	-	-	-	-	-
SC	-	-	01	-	-	01	-	01	01	02	03
ST	-	-	-	01	-	-	-	-	-	01	01
VH	-	01	-	01	-	01	-	-	-	03	03
HH	-	-	-	-	-	-	-	-	-	-	-
OH	-	-	-	-	-	-	-	-	-	-	-
SPORTS	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	01	02	03	02	03	01	01	05	08	13

POST CODE 17 STATISTICS

Community	Zone-I		Zone-II		Zone-III		Zone-IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	-	-	01	-	-	-	01	01	02	01	03
BC-A	-	-	-	01	-	-	-	-	-	01	01
BC-B	-	-	-	-	-	-	-	-	-	-	-
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	-	-	-	-	01	-	01	01
BC-E	-	-	-	-	-	-	-	-	-	-	-
SC	-	-	-	-	-	-	01	-	01	-	01
ST	-	-	-	-	-	-	-	-	-	-	-
VH	-	-	-	-	-	-	-	-	-	-	-
HH	-	-	-	-	-	-	-	-	-	-	-
OH	-	-	-	-	-	-	-	-	-	-	-
SPORTS	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	-	01	01	-	-	02	02	03	03	06

POST CODE -18 MICROBIOLOGY

Community	Zone-I		Zone-II		Zone-III		Zone-IV		Total		Grand Total
	G	W	G	W	G	W	G	W	G	W	
OC	01	-	-	-	-	-	-	-	01	-	01
BC-A	-	01	-	01	-	-	-	-	-	02	02
BC-B	-	-	-	-	-	-	-	-	-	-	-
BC-C	-	-	-	-	-	-	-	-	-	-	-
BC-D	-	-	-	-	-	-	-	-	-	-	-
BC-E	-	-	-	-	-	-	-	-	-	-	-
SC	-	-	-	-	-	-	-	-	-	-	-
ST	-	-	-	-	-	-	-	-	-	-	-
VH	-	-	-	-	-	-	-	-	-	-	-
HH	-	-	-	-	-	-	-	-	-	-	-
OH	-	-	-	-	-	-	-	-	-	-	-
SPORTS	-	-	-	-	-	-	-	-	-	-	-
TOTAL	01	01	-	01	-	-	-	-	01	02	03

Annexure-II
NOTIFICATION NO.26/2018
SCHEME AND SYLLABUS FOR RECRUITMENT TO THE POST OF
LECTURERS IN GOVERNMENT DEGREE COLLEGES IN A.P COLLEGIATE EDUCATION SERVICE

PART-A: Written 'Examination (Objective Type)			
Papers	No. of Questions	Duration (Minutes)	Maximum Marks
Paper-1: General Studies & Mental Ability (Degree Standard)	150	150	150
Paper-2: Concerned Subject (One only) (PG Standard)	150	150	300
PART-B: Interview (Oral Test)			50
TOTAL			500
<u>NEGATIVE MARKS:</u> As per G.O.Ms. No.235, Finance (HR-I, Plg & Policy) Dept., Dt. 06/12/2016, for each wrong answer will be penalized with 1/3rd of the marks prescribed for the question.			

NB: The Candidates have to choose one of the following subjects relevant to the PG Degree for writing Paper-2:

1. English	2. Telugu	3. Hindi
4. Urdu	5. Oriya	6. Commerce
7. Economics	8. History	9. Political Science
10. Mathematics	11. Physics	12. Chemistry
13. Botany	14. Zoology	15. Statistics
16. Bio-technology	17. Microbiology	18. Computer Applications
19. Computer Science	20. Geology	

SYLLABUS
PAPER-1
GENERAL STUDIES & MENTAL ABILITY

1. Events of national and international importance.
2. Current affairs- international, national and regional.
3. General Science and it applications to the day to day life Contemporary developments in Science & Technology and information Technology
4. Social- economic and political history of modern India with emphasis on Andhra Pradesh.
5. Indian polity and governance: constitutional issues, public policy, reforms and e-governance initiatives with specific reference to Andhra Pradesh.
6. Economic development in India since independence with emphasis on Andhra Pradesh.
7. Physical geography of Indian sub-continent and Andhra Pradesh.
8. Disaster management: vulnerability profile, prevention and mitigation strategies, Application of Remote Sensing and GIS in the assessment of Disaster.
9. Sustainable Development and Environmental Protection
10. Logical reasoning, analytical ability and data interpretation.
11. Data Analysis:
 - a) Tabulation of data
 - b) Visual representation of data
 - c) Basic data analysis (Summary Statistics such as mean, median, mode, variance and coefficient of variation) and Interpretation
12. Bifurcation of Andhra Pradesh and its Administrative, Economic, Social, Cultural, Political, and Legal implications/problems.

PAPER-2-SUBJECT

1. ENGLISH

I. Movements and Concepts

Renaissance, Metaphysical poetry, Neo-classicism, Romanticism, Rise of the novel, Modernism, Postmodernism, Colonialism, Postcolonialism, Diaspora, Psychoanalytical criticism, Myth and archetype, Feminism, Structuralism, Poststructuralism, Deconstruction.

II. Writers and Texts

1)	William Shakespeare	<i>Hamlet, Tempest</i>
2)	John Milton	<i>Paradise Lost</i> -Book 1 and 9
3)	William Wordsworth	"Immortality Ode", <i>Tintern Abbey</i>
4)	John Keats	"Ode to a Nightingale", "To Autumn"
5)	Robert Browning	"My Last Duchess", "The Last Ride Together"
6)	Charles Dickens	David Copperfield
7)	TS Eliot	"The Waste Land", Murder in the Cathedral
8)	GB Shaw	Saint Joan
9)	Virginia Woolf	"A Room of One's Own"
10)	Samuel Beckett	Waiting for Godot
11)	William Golding	Lord of the Flies
12)	Robert Frost	"Home Burial", "The Road Not Taken"
13)	Eugene O'Neill	The Hairy Ape
14)	Toni Morrison	Beloved
15)	Mulk Raj Anand	Untouchable
16)	AK Ramanujan	"Love Poem for a Wife", "Small-Scale Reflections on a Great House"
17)	Girish Karnad	Hayavadana
18)	Salman Rushdie	Midnight's Children
19)	Chinua Achebe	Things Fall Apart
20)	Margaret Atwood	Edible Woman
21)	AD Hope	"Australia", "Crossing the Frontier"
22)	Bessie Head	<i>A Question of Power</i>

III. English Language Teaching

- 1) ELT in India: (History and status of English in India; English as Second Language, English as Foreign Language, and English as Global Language).
- 2) Methods and Approaches: (Grammar Translation method, Direct method, Audio-Lingual method; Structural approach, Communicative language teaching)
- 3) Teaching of Language Skills: (Teaching of Listening, Speaking, Reading, and Writing Skills; Teaching of Grammar and Functional English; Teaching of Vocabulary; Classroom techniques; Use of authentic materials)
- 4) Testing and Evaluation: (Principles, Types, Objectives of testing and evaluation)
- 5) Phonetics and Phonology; Syntax and Structure.

2. TELUGU

తెలుగు

1. (ఎ) సంప్రదాయ సాహిత్యకవుల అధ్యయనం - కాలం - రచనలు

నన్నయ, తిక్కన, ఎర్రన, శివకవులు (నన్నెచోడుడు, మల్లికార్జున పండితారాధ్యుడు, పాల్కురికి సోమనాథుడు), నాచనసోమన - భాస్కర రామాయణ కవులు, రంగనాథ రామాయణ కవి - శ్రీనాథుడు - పోతన - పిల్లలమర్రి పినవీరభద్రుడు - గౌరన - జక్కన - అనంతామాత్యుడు - కొరవి గోపరాజు - నంది మల్లన, ఘంట సింగన - అష్టదిగ్గజ కవులు - తాళ్ళపాక కవులు - శ్రీకృష్ణదేవరాయలు - పొన్నగంటి తెలగన్న - చేమకూర వెంకటకవి - తంజావూరు రాజకవులు - కవయిత్రులు - కూచిమంచి తిమ్మకవి - జగ్గకవి.

(బి) వేమన తాత్త్వికత - సమకాలిక పరిశీలన, దృక్పథం - సమాజంపై వేమన కవిత్వ ప్రభావం.

2. సాహిత్య ధోరణుల అధ్యయనం - యుగప్రభావం - రూపాలు - మొదలైనవి. ఇతిహాసం - పురాణం ప్రబంధం - శతకం - సంకీర్తన సాహిత్యం - చారిత్రక కావ్యం - సంప్రదాయ, ఆధునిక గద్య రచనలు - నవల - కథానిక - వ్యాసం - ఏకాంకిక మొదలైనవి - వాదాలు (దళిత, హేతు, స్త్రీ, ప్రాంతీయ)

3. జానపద విజ్ఞానం - గేయాలు - కథాగేయాలు - గద్యాభ్యాసాలు - (పురాణగాథలు - ఇతిహాసాలు - కథలు), సామెతలు - పొడుపుకథలు - జానపద కళలు - (వీధి నాటకాలు, యక్షగానాలు, బొమ్మలాటలు, పగటివేషాలు, చిందు, గంగ జాతర కళారూపాలు.

4. ఆధునిక కవుల అధ్యయనం - ఆధునిక ధోరణులు వారి రచనలు - గురజాడ - రాయప్రోలు - వీరేశలింగం - చిలకమర్తి - పానుగంటి - విశ్వనాథ - దేవులపల్లి - బసవరాజు - పింగళి - కాటూరి - దువ్వూరి - పుట్టపర్తి - శ్రీశ్రీ - ప్రసిద్ధ ఆధునిక కవులు - భావ అభ్యుదయ - దిగంబర.

5. తెలుగు వ్యాకరణ, ఛందస్సు అధ్యయనం :

వ్యాకరణం - బాల వ్యాకరణం (సంజ్ఞ, సంధి, క్రియా, తత్సమ, ఆచ్చిక ప్రకరణాలు)

శ్రౌఢ వ్యాకరణ (సంజ్ఞ, సంధి, కారక, శబ్ద వాక్య పరిచ్ఛేదాలు)

ఛందస్సు - వృత్తాలు, జాతులు, ఉపజాతులు

(ఉత్పలమాల, చంపకమాల, శార్దూలం, మత్తేభం, ద్విపద, తరువోజ, సీసం,

కందం, స్రగ్ధర, పంచచామరం)

అలంకారాలు - అర్థాలంకారాలు, శబ్దాలంకారాలు

తెలుగు భాషా చరిత్ర పరిణామం - (ప్రాజ్ఞన్నయ యుగం నుండి నేటి వరకు)- ద్రావిడ భాషా కుటుంబాలలో తెలుగు స్థానం - భౌగోళిక విభజన - మాండలికాలు.

7. భాషా విజ్ఞాన అధ్యయనం - భాషా శాస్త్రం, అర్థ విపరిణామం - ఆధునిక కాలం : శాసన భాష నుండి సాహిత్య భాష వరకు (వ్యావహారిక భాషా ఉద్యమం వంటివి)
8. తెలుగు సాహిత్య పరిణామం - (ప్రాజ్ఞన్నయ యుగం నుండి నేటి వరకు)
9. సౌందర్య, సాహిత్య విమర్శ అధ్యయనం (ప్రాక్, పశ్చిమ) ఆధునిక తెలుగు సాహిత్య విమర్శ.
10. సంస్కృత వ్యాకరణం, కావ్యాలు - సంస్కృత వ్యాకరణం ప్రాథమిక విజ్ఞానం, సామాన్య ప్రామాణిక గద్య, పద్య పాఠ్యాంశాలు - హితోపదేశం, కాళిదాసుని కృతులు, సంస్కృత పంచకావ్యాల పరిచయం.

3. HINDI

HINDI

हिन्दी भाषा और उसका विकास

इकाई-1

हिन्दी की ऐतिहासिक पृष्ठभूमि : प्राचीन भारतीय आर्यभाषाएँ – वैदिक तथा लौकिक संस्कृत और उनकी विशेषताएँ। मध्यकालीन भारतीय आर्यभाषाएँ – पालि; प्राकृत – शौरसेनी, अर्धमागधी, मागधी, अपभ्रंश और उनकी विशेषताएँ। आधुनिक भारतीय आर्यभाषाएँ और उनका वर्गीकरण। देवनागरी लिपि: विकास, विशेषताएँ और मानकीकरण।

इकाई-2

हिन्दी का भौगोलिक विस्तार: हिन्दी की उपभाषाएँ, पश्चिमी हिन्दी, पूर्वी हिन्दी, विशेषताएँ।

इकाई 3

हिन्दी का भाषिक स्वरूप : हिन्दी की स्वनिम व्यवस्था – खंड्य, खंड्येतर। हिन्दी शब्द रचना – उपसर्ग, प्रत्यय, समास। रूपरचना – लिंग, वचन, और कारक – व्यवस्था के संदर्भ में हिन्दी के संज्ञा, सर्वनाम, विशेषण और क्रियारूपा। हिन्दी वाक्य रचना: पदक्रम और अन्विति।

इकाई 4

हिन्दी के विविध रूप: संपर्क भाषा, राष्ट्रभाषा, राजभाषा के रूप में हिन्दी, माध्यम-भाषा, संचार-भाषा; हिन्दी की सांविधानिक स्थिति। हिन्दी प्रसार के आंदोलन, प्रमुख व्यक्तियों तथा संस्थाओं का योगदान।

इकाई-5

हिन्दी साहित्य का इतिहास

हिन्दी साहित्य का इतिहास- दर्शन, हिन्दी साहित्य के इतिहास-लेखन की पद्धतियाँ।

हिन्दी साहित्य के प्रमुख इतिहास ग्रंथ, हिन्दी के प्रमुख साहित्यिक केन्द्र, संस्थाएँ एवं पत्र-पत्रिकाएँ, हिन्दी साहित्य के इतिहास का काल विभाजन और नामकरण

आदिकाल: हिन्दी साहित्य का आरम्भ कब और कैसे ? रासो साहित्य आदिकालीन हिन्दी का जैन साहित्य, सिद्ध और नाथ साहित्य, अमीर खुसरों की हिन्दी कविता, विद्यापति और उनकी पदावली, आरम्भिक गद्य तथा लौकिक साहित्य।

इकाई 6

मध्यकाल

भक्ति आन्दोलन के उदय के सामाजिक-सांस्कृतिक कारण, प्रमुख निर्गुण एवं सगुण संप्रदाय, वैष्णव भक्ति की सामाजिक- सांस्कृतिक पृष्ठभूमि, आलवार सन्त, पुमुख संप्रदाय और आचार्य, भक्ति आन्दोलन का अखिल भारतीय स्वरूप और उसका अन्तःप्रादेशिक वैशिष्ट्य।

हिन्दी सन्त काव्य : सन्त काव्य का वैचारिक आधार, प्रमुख निर्गुण संत कवि कबीर, नानक, दादू, रैदास, संत काव्य की प्रमुख विशेषताएँ, भारतीय धर्म साधना में संत कवियों का स्थान।

हिन्दी सूफी काव्य: सूफी काव्य का वैचारिक आधार, हिन्दी के प्रमुख सूफी कवि और काव्य - मुल्ला दाऊद (चन्दायन), कुतुबन (मृगावती), मंझन (मधुमालती), मालिक मुहम्मद जायसी (पद्मावत), सूफी प्रेमाख्यानकों का स्वरूप, हिन्दी सूफी काव्य की प्रमुख विशेषताएँ।

हिन्दी कृष्ण काव्य : विविध संप्रदाय, वल्लभ संप्रदाय, अष्टछाप, प्रमुख कृष्ण भक्त कवि और काव्य, सूरदास (सूरसागर), नंददास (रास पंचाध्यायी), भ्रमरगीत परंपरा, गीति परंपरा और हिन्दी कृष्ण काव्य - मीरा और रसखान।

हिन्दी राम काव्य विविध संप्रदाय, राम भक्ति शाखा के कवि और काव्य, तुलसीदास की प्रमुख कृतियाँ, काव्य रूप और उनका महत्व।

रीति काल: सामाजिक-सांस्कृतिक परिप्रेक्ष्य, रीतिकाव्य के मूल स्रोत, रीतिकाल की प्रमुख प्रवृत्तियाँ, रीतिकालीन कवियों का आचार्यत्व, रीतिमुक्त काव्यधारा, रीतिकाल के प्रमुख कवि: केशवदास, मतिराम, भूषण, बिहारीलाल, देव, घनानन्द और पद्माकर, रीतिकाव्य में लोकजीवन।

इकाई 7

आधुनिक काल: हिन्दी गद्य का उद्भव और विकास। भारतेन्दु पूर्व हिन्दी गद्य, 1857 की राज्य क्रान्ति और सांस्कृतिक पुनर्जागरण, भारतेन्दु और उनका मण्डल, 19वीं शताब्दी के उत्तरार्द्ध की हिन्दी पत्रकारिता।

द्विवेदी युग: महावीर प्रसाद द्विवेदी और उनका युग, हिन्दी नवजागरण और सरस्वती, मैथिलीशरण गुप्त और राष्ट्रीय काव्यधारा, राष्ट्रीय काव्यधारा के प्रमुख कवि, स्वच्छन्दतावाद और उसके प्रमुख कवि।

छायावाद और उसके बाद: छायावादी काव्य की प्रमुख विशेषताएँ, छायावाद के प्रमुख कवि: प्रसाद, निराला, पंत, और महादेवी, उत्तर छायावादी काव्य और उसके प्रमुख कवि, प्रगतिशील काव्य और उसके प्रमुख कवि, प्रयोगवाद और नई कविता, नई कविता के कवि, समकालीन कविता, समकालीन साहित्यिक पत्रकारिता।

इकाई 8

हिन्दी साहित्य की गद्य विधाएँ

हिन्दी उपन्यास: प्रेमचंद पूर्व उपन्यास, प्रेमचंद और उनका युग, प्रेमचंद के परवर्ती प्रमुख उपन्यासकार: जैनेन्द्र, अज्ञेय, हजारी प्रसाद द्विवेदी, यशपाल, अमृतलाल नागर, फणीश्वरनाथ रेणु, भीष्म साहनी, कृष्ण सोवती, निर्मल वर्मा, नरेश मेहता, श्रीलाल शुक्ल, राही मासूम राजा, रंगेय राघव, मन्नू भण्डारी।

हिन्दी कहानी: बीसवीं सदी की हिन्दी कहानी और प्रमुख कहानी आन्दोलन।

हिन्दी नाटक: हिन्दी नाटक और रंगमंच, विकास के चरण और प्रमुख नाट्यकृतियाँ: अंधेर नगरी, चंद्रगुप्त, अंधायुग, आधे-अधूरे, आठवां सर्ग, हिन्दी एकांकी।

हिन्दी निबंध: हिन्दी निबंध के प्रकार और प्रमुख निबंधकार - रामचन्द्र शुक्ल, हजारीप्रसाद द्विवेदी, कुबेरनाथ राय, विद्यानिवास मिश्र, हरिशंकर परसाई।

हिन्दी आलोचना: हिन्दी आलोचना का विकास और प्रमुख आलोचक: रामचन्द्र शुक्ल, नंददुलारे वाजपेयी, हजारी प्रसाद द्विवेदी, रामविलास शर्मा, डॉ. नगेन्द्र, डॉ. नामवर सिंह, विजयदेव नारायण साही। हिन्दी की अन्य गद्य विधाएँ : रेखाचित्र, संस्मरण, यात्रा-साहित्य, आत्मकथा, जीवनी और रिपोर्टाज।

इकाई 9

काव्य शास्त्र और आलोचना:

काव्य के लक्षणः शब्दार्थौ सहितौ काव्यम् (भामह), तद्वर्णौ शब्दार्थौ सगुणावनलंकृती पुनः
क्वापि (मम्मट), वाक्यं रसात्मकं काव्यम् (विश्वनाथ), रमणीयार्थ-प्रतिपादकः शब्दः
काव्यम् (पण्डितराज जगन्नाथ), काव्य की आत्मा।

विविध संप्रदाय, प्रमुख सिद्धांत-रस, अलंकार, रीति, ध्वनि, वक्रोक्ति और औचित्य।
रस का स्वरूप और साधारणीकरण।

सहृदय की अवधारणा।

हिन्दी आलोचना - रामचन्द्र शुक्ल और उनके आलोचनात्मक प्रतिमान।

शुक्लोत्तर समीक्षा और समीक्षक - हजारी प्रसाद द्विवेदी, नन्ददुलारे वाजपेयी, डॉ.
रामविलास शर्मा, डॉ. नामवर सिंह, विजयदेव नारायण साही, समकालीन आलोचना।
प्लेटो और अरस्तू का अनुकरण सिद्धांत तथा अरस्तू का विरेचन सिद्धांत।

वर्ड्सवर्थ का काव्य-भाषा सिद्धांत।

कालरिज कल्पना और फैनटसी।

आई.ए.रिचर्ड्स - मूल्य सिद्धांत तथा काव्य भाषा सिद्धांत

टी.एस. इलियट - निर्व्यक्तिकता का सिद्धांत, वस्तुनिष्ठ सह-सम्बन्धी, परंपरा की
अवधारणा।

रुसो - रूपवाद, नयी समीक्षा।

संरचनावाद, उत्तर संरचनावाद, आधुनिकता, उत्तर आधुनिकता, विखण्डनवाद।

इकाई 10

कबीर - हजारी प्रसाद द्विवेदी - दोहा - पद सं 160-209

जायसी ग्रंथावली - सं रामचन्द्र शुक्ल - नागमती वियोग खण्ड

सूरदास - भ्रमरगीत - सार - सं रामचन्द्र शुक्ल 21 से 70 तक

तुलसीदास - उत्तरकाण्ड, रामचरितमानस - गीता प्रेस, गोरखपुर

प्रसाद - कामायनी - श्रद्धा, इडा सर्ग

निराला - राम की शक्ति पूजा, कुरुरमुत्ता

अज्ञेय - असाध्यवीणा, नदी के द्वीप

मुक्तिबोध - अंधेरे में।

प्रेमचंद - गोदान

अज्ञेय - शेखर एक जीवनी, भाग-1

प्रसाद - चन्द्रगुप्त

मोहन राकेश - आधे-अधूरे

इकाई 11

प्रयोजनमूलक हिन्दी

प्रयोजनमूलक हिन्दी : अर्थ, परिभाषा और क्षेत्र, ज्ञान प्रधान, सूचनात्मक और रचनात्मक साहित्य में प्रयुक्त भाषा भेद, हिन्दी का क्षेत्रीय, राष्ट्रीय एवं अंतर्राष्ट्रीय संदर्भ हिन्दी भाषा-नियोजन एवं भाषा प्रबंधन

भारतीय बहुभाषिकता और हिन्दी, हिन्दी की व्यापक संकल्पना

प्रयुक्ति का अर्थ और प्रकार

प्रयोजनमूलक हिन्दी की विविध प्रयुक्तियाँ

प्रमुख प्रयुक्ति क्षेत्र - वैज्ञानिक, तकनीकी, कार्यालयी, व्यवसायिक आदि

इन क्षेत्रों से संबंधित विशिष्ट अभिव्यक्तियाँ एवं पारिभाषिक शब्दावली का सामान्य परिचय

प्रयोजनमूलक हिन्दी और अनुवाद

इकाई 12

हिन्दी में कंप्यूटर की सुविधाएँ

शब्द संसाधन, हिन्दी साफ्टवेयर, हिन्दी में कंप्यूटर अनुप्रयोग और मशीनी अनुवाद

इकाई 13

भारतीय साहित्य

भारतीय साहित्य का स्वरूप

भारतीय साहित्य के अध्ययन की समस्याएँ

भारतीय साहित्य का इतिहास और हिन्दी साहित्य के विकास में भारतीय साहित्य की भूमिका

इकाई 14

तेलुगु भाषा और साहित्य का इतिहास

तेलुगु भाषा का उद्भव और विकास

मध्ययुगीन तेलुगु साहित्य की मुख्य प्रवृत्तियाँ और प्रमुख रचनाकार

तेलुगु शैव और संत-साहित्य, राम काव्य, कृष्ण भक्ति काव्य, अष्ट दिग्गज कवि, दक्षिणांध्र युग-साहित्य, तेलुगु साहित्य का आधुनिक काल- आधुनिक तेलुगु कविता: भाव कविता-अभ्युदय कविता-दिगंबर कविता-तेलुगु कविता की अद्यतन प्रवृत्तियाँ-तेलुगु गद्य का विकास-उपन्यास-कहानी-नाटक-निबंध और अन्य गद्य विधाएँ- प्रतिनिधि रचनकार

इकाई 15

पत्रकारिता और मीडिया-लेखन

हिन्दी पत्रकारिता का इतिहास

हिन्दी में समाचार लेखन कला

संपादकीय लेखन शीर्षक की संरचना, लीड, इंट्रो

पृष्ठ-सज्जा

साक्षात्कार

मीडिया-लेखन

विभिन्न जनसंचार माध्यमों का स्वरूप, मुद्रण, श्रव्य, दृश्य, इंटरनेट

मौखिक भाषा की प्रकृति, समाचार-लेखन एवं वाचन।

दृश्य माध्यमों में भाषा की प्रकृति।

4. URDU

The Syllabus covers all important topics related to Urdu Language and Literature. It deals with the Origin & Development of Urdu Language, Deccan Urdu Literature. Evolution & Development of different Forms of Literature, both in Prose and Poetry with reference to the works of prominent writers and poets, Literature Movements and Criticism.

The Syllabus is detailed as follows :

1. ORIGIN & DEVELOPMENT OF URDU LANGUAGE

Three different periods of Indo-Aryan Language. Maghribi Hindi Aur Uski Boliyan, Khadi Boli Ka Irteqa. Urdu ke Aaghaz Ke Barey Mein Mukhtalif Nazariyat.

2. DECCANIYAT :

- a) Bahmani Daur : Fakhruddin Nizami (Kadamrao Padamrao).
- b) Adilshahi Daur : Nusrati (Gulshan-e-Ishq)
- c) Qutubshahi Daur : Mohammed Quli Qutub Shah (Deewas-e- Mohammed Quli Qutub Shah), Mulla Wajhi (Sabras & Qutub Mushtari), Ghawwasi (Saiful Mulook-o-Badeeuj Jamaal), Ibne Nishati (Phool Ban)

3. DEVELOPMENT OF DIFFERENT FORMS OF LITERATURE :

a) POETRY :

- i. **GHAZAL** : (Tareef, Tareekh aur Tanqeed) The following Poets: Mir, Dard, Atish, Ghalib, Momin, Iqbal, Hasrat, Fani, Jigar, Firaq, Nasir Kazmi.
- ii. **QASEEDA**: (Tareef, Tareekh aur Tanqeed) The following poets : Sauda and Zauq.
- iii. **MARSIYA**: (Tareef, Tareekh aur Tanqeed). The following poets: Mir Anees and Mirza Dabir.
- iv. **RUBAYEE**: (Tareef, Tareekh aur Tanqeed) The following Poets: Anees, Akbar, Amjad and Josh.
- v. **MASNAVI**: (Tareef, Tareekh aur Tanqeed) Masnavi Sehrul Bayaan (Mir Hasan), Gulzar-e-Naseem (Daya Shanker Naseem), Zehr-e-Ishq (Nawab Mirza Shauq).
- vi. **NAZM** : (Tareef, Tareekh aur Tanqeed) (Paband Nazm, Nazm-e-Murra, Azad Nazm, Sonnet, Triolet, Haiku and Mahiya) ; Nazeer, Hali, Akbar, Chakbast, Iqbal, Josh, Akhtarul Imaan, Sardar Jafari, Noon Meem Rashid, Meeraji, Farhat Kaifi and Aziz Tamannayee.

b) PROSE :

- i. **DASTAN** : (Tareef, Tareekh aur Tanqeed) : Bagh-o-Bahar, Fasana-e-Ajayeb.
- ii. **NOVEL** : (Tareef, Tareekh aur Tanqeed) Fasana-e-Azad (Ratan Nath Sharshar) Taubatun Nusoo (Deputy Nazeer Ahmed) Umrao Jan Ada (Mirza Hadi Ruswa) Gowdan (Prem Chand) Ek Chadar Maili si (Rajender Singh Bedi), Tedhi Lakeer (Ismath Chughtayee), Aiwane Ghazal (Jeelani Bano).
- iii. **AFSANA** : (Tareef, Tareekh aur Tanqeed) Premchand (Najaat), Manto (Tobatek Singh), Krishen Chander (Mahalakshmi ka Pul), Quratul Ayen Hyder (Nazaara Darmiyan Hai).
- iv. **DRAMA** : (Tareef, Tareekh aur Tanqeed) : Amaanat (Indra Sabha). Agha Hashr Kashmiri (Said-e-Hawas), Imtiyaz Ali Taj (Anarkali), Habeeb Tanweer (Agra Bazaar), Mohammed Hasan (Zahaak).
- v. **INSHAIYA** : (Tareef, Tareekh aur Tanqeed) Khaja Hasan Nizami (Sipara-e-Dil), Rasheed Ahmed Siddiqui (Ashufta Bayani Meri) Patras Bukhari (Mazameen-e-Patras).
- vi. **KHUTOOT** : (Tareef, Tareekh aur Tanqeed) Ghalib (Urdu-e-Mualla), Moulana Azad (Ghubar-e-Khatir).
- vii. **SAWANEH NIGARI** : (Tareef, Tareekh aur Tanqeed) : Yadgaar-e-Ghalib, Nazeer Ahmed Ki Kahani Kuch Unki Kuch Meri Zabani.

4. LITERARY CRITICISM : (Tareef aur Tareekh)

- i. Tazkeron Mein Tanqeedi Nuqoosh : Nikatush-Shoara, Gulshan-e-Bekhar, Aab-e-Hayat.
- ii. Hali ke Tanqeedi Nazariyat : Muqaddama-e-Sher-o-Shairi.
- iii. Mukhtalif Tanqeedi Dabistaan (Unki Tareef aur Tareekh) : Taassurati Tanqeed, Jamaliyati Tanqeed, Nafsiyati Tanqeed, Marxi Tanqeed aur Saakhtiyati Tanqeed.
- iv. Mumtaz Naqideen : Hali, Shibli, Niyaz Fatehpuri, Waheeduddin Salim, Firaq, Ehtesham Hussain, Kalimuddin Ahmed, Aale-Ahmed Suroor, Mughni Tabassum.

5. DIFFERENT LITERARY MOVEMENTS : (Their Contribution)

Fort William College, Delhi College, St. George College, Dabistane Dilli Dabistane Lucknow, Aligarh Tahreek, Jamia Osmania and Darut Tarjuma, Taraqqi Pasand Tahreek, Halqa-e-Arbaab-e-Zauq, Jadeediyat.

6. URDU JOURNALISM, TRANSLATION & MASS – MEDIA, Print and Electronic.

5. ORIYA

ଓଡ଼ିଆ ପାଠ୍ୟକ୍ରମ

‘କ’ ବିଭାଗ

(ଓଡ଼ିଆ ଭାଷା ସମ୍ବନ୍ଧୀୟ)

ପ୍ରତ୍ୟେକ ବିଭାଗରୁ ପାଞ୍ଚଗୋଟି ପ୍ରଶ୍ନ ଦିଆଯିବ ।

- * ଓଡ଼ିଆ ଭାଷାର ଉତ୍ପତ୍ତି ଓ କ୍ରମ ବିକାଶ
- * ଓଡ଼ିଆ ଭାଷାର ଉପରେ ଇଂରେଜୀ, ଯାବନିକ ଓ ଦ୍ରାବିଡ଼ ଭାଷାର ପ୍ରଭାବ
- * କୃଦନ୍ତ ଓ ତତ୍ସିତ
- * କାରକ ଓ ବିଭକ୍ତି
- * ସମାସ ଓ ସମୋଚ୍ଚାରିତ ଶବ୍ଦ
- * ସନ୍ଧି
- * ଓଡ଼ିଆ ଶବ୍ଦ ଭଣ୍ଡାର
- * ଧ୍ବନି ପରିଚର୍ଚ୍ଚନ କାରଣ
- * ଓଡ଼ିଆ ସ୍ୱଭାଷଣ

‘ଖ’ ବିଭାଗ

(ଓଡ଼ିଆ ସାହିତ୍ୟ ସମ୍ବନ୍ଧୀୟ)

[*]ବିହିତ ପ୍ରତ୍ୟେକ ବିଭାଗରୁ ଦଶଗୋଟି ପ୍ରଶ୍ନ ଦିଆଯିବ ।

- * ବର୍ଯ୍ୟା ଗୀତିକା
- * ସାରଳା ସାହିତ୍ୟ
- * ଓଡ଼ିଆ ପୁରାଣ ଓ ସନ୍ତ ସାହିତ୍ୟ
- * ଓଡ଼ିଆ ରୀତି ସାହିତ୍ୟ
- * ଚଉତିଶା, କୋଇଲି ଓ ଓଡ଼ିଆ ପଦ୍ୟବଳୀ ସାହିତ୍ୟ
- * ଜନବିଶ୍ୱ ଶତକ ଓଡ଼ିଆ ସାହିତ୍ୟ (ଗଦ୍ୟ ସାହିତ୍ୟ, ପଦ୍ୟ ସାହିତ୍ୟ ଓ ସାହିତ୍ୟ ପଦ୍ଧତି)
- * ସତ୍ୟବାଦୀ ସାହିତ୍ୟ
- * ସବୁଜ ସାହିତ୍ୟ ଓ ପ୍ରଗତିଶୀଳ ଓଡ଼ିଆ ସାହିତ୍ୟ
- * ସ୍ୱାଧୀନତା ପରବର୍ତ୍ତୀ ଓଡ଼ିଆ ଗଦ୍ୟ ସାହିତ୍ୟ (ଗଳ୍ପ, ଉପନ୍ୟାସ, ପ୍ରବନ୍ଧ)
- * ସ୍ୱାଧୀନତା ପରବର୍ତ୍ତୀ ଓଡ଼ିଆ କବିତା

6. COMMERCE

Financial management : Meaning, nature, objectives and scope of financial management. Capital budgeting, process, techniques. Sources of finance. Cost of capital – cost of various sources of finance. Leverages – operating and financial leverages. Capital structure theories. Dividend decisions Working .capital management- cash, receivables and inventory management.

Financial and management accounting : Techniques of analysis of financial statements – comparative and common size statements, trend analysis and ratio analysis. Funds flow and cash flow analyses. Marginal costing and decision making.

Managerial economics : Meaning, nature and scope of managerial economics. Demand analysis. Production and cost analysis. Market structure – perfect and imperfect markets.

Business environment : Meaning and components of business environment. Industrial policies 1956, and 1991. Liberalization, privatization and globalization. WTO.

Marketing management :Meaning, concepts, nature, and scope of marketing management – Marketing environment. Consumer behavior and market segmentation. Product, Price, Promotion and Channel management.

Human resources management : HR functions. HR planning – job analysis, recruitment and job evaluation, Training and development methods. Performance appraisal methods. Trade unions and collective bargaining.

Quantitative techniques: Sampling and sampling methods. Probability and probability distributions – Hypothesis testing. Parametric tests (Z, t-tests, and ANOVA) and non-parametric tests (Chi-square test).

IT and e-commerce : E-Commerce business models – Internet and web technologies. E-payment methods – e-cash, e-cheques, credit cards, smart cards, and debit cards.

7.ECONOMICS

1. Microeconomic Analysis

Demand analysis – Marshallian, Hicksian and Revealed preference approaches; axiomatic approach Theory of Production and Costs Pricing and output under different forms of market structure; collusive and non-collusive oligopolies. Factor Pricing analysis. Elements of General Equilibrium analysis and new welfare economics.

2. Macroeconomic Analysis

National income accounting – basic concepts. methods of estimation. Determination of output and employment – Classical approach, Keynesian approach. Real balance effect – Patinkin and Pigou. Theories of inflation. Phillips Curve analysis. Business cycles – Models of Samuelson, Hicks and Kaldor. IS-LM Analysis - Relative roles of monetary and fiscal policies. Mundell-Fleming open economy model. Rational expectations; new classical / tenets.

3. Development and Growth

Development and Growth – Role of institutions.

Theories of growth and development – Models of growth of Joan Robinson and Kaldor; Technical Progress – Hicks, Harrod and learning by doing, production function approach to the determinants of growth ; Endogenous growth : role of education, research and knowledge – explanation of cross country differentials in economic development and growth.

Theories of development – Classical, Marx, Schumpeter and structural analysis of development – Imperfect market paradigm, Lewis model of development, Ranis-Fei model, Dependency theory of development.

Factors in economic development – natural resources, population, capital, human resource development – Measurement of development – Conventional, HDI and Quality of Life indices.

Trade and development – trade as engine of growth, two-gap analysis, Prebisch, Singer and Myrdal views; gains from trade and LDCs.

4. Money and Banking

Definition and functions of money; empirical definition of money – monetary aggregates; monetarism; demand for money – Fisher, Cambridge, Keynesian, Friedman, Baumol and Tobin; supply of money – determinants; money multiplier. Role and functions of Central bank; NBFIs; instruments of monetary control; stabilization policies; monetary and interest rate targetting.

Social responsibility of banks; banking sector reforms, Basel I and II; deregulation, competition and efficiency; NPAs. Specialized financial and investment institutions.

5. Public Finance

Role of government in a mixed economy – allocation, distribution and stabilization. Private, public and merit goods. Theories of Social choice. Theories of taxation, types, incidence and effects. Theories of public expenditure – effects on savings, investment and growth Burden of public debt; Wagner and Peacock – Wiseman hypotheses. Union Finance – Trends in Revenue and Expenditure of the Government of India.

State Finance – Trends in Revenue and Expenditure of the State Governments. Public Debt – Effects and Burden and Management of public debt. Government Budget – Forms of Budgeting, Zero based budgeting, Different Budget deficits. Fiscal Federalism – Horizontal and vertical imbalances; methods of fiscal adjustment.

6. International Trade and Finance

Theories of International Trade : Empirical verification and relevance. International Trade under Imperfect competition. Terms of Trade and Economic Growth – Secular Deterioration of Terms of Trade Hypothesis – a critical review. Equilibrium / disequilibrium in Balance of Payment – Traditional, Absorption and monetary approaches to adjustment in Balance of Payments. Impact of Tariffs on Partial and general equilibrium analysis; Political economy of Non-Tariff Barriers. Theory of regionalism at Global level – Trade blocks – SAARC and ASEAN. Trade Policy and Reforms in India. Optimum currency areas – Euro - ERM

7. Indian Economy :

Basic features of Indian economy; growth and structural changes – composition and trends in National Income.

Demography – Demographic features; demographic transition and demographic dividend; rural urban migration and rural urban divide.

Planning : Objectives and strategies of planning; and achievements of programmes for poverty alleviation and regional imbalances.

Agriculture : Land reforms and New Green Revolution – Role of technology; regional disparities in Indian agriculture; Pricing Policy; Food subsidy and Public distribution system.

Industry : Industrial growth and Productivity – New industrial policy; Privatisation, Disinvestment – FDI and role of MNCs. SMEs and industrial development.

Public Finance : Composition and growth of public expenditure and debt; Fiscal reforms and rationalization of subsidies; Centre – State financial relations.

WTO and its impact on Indian economy; Energy and Environment: Energy Security; Environmental Policy of Government of India, Rationale of Social Forestry.

8. QUANTITATIVE METHODS :

a. Statistical Methods

Measures of Central tendency, dispersion, skewness and kurtosis
 Fundamentals of probability – Binomial, Poisson and Normal distributions. Simple correlation and regression analysis
 Statistical inferences – Applications, sampling distributions (t, Chi-square and F tests), Sampling of attributes, testing of hypothesis Index numbers and time series analysis Sampling and census methods, types of sampling and errors.

b. Econometric Methods :

i) Single Equation Linear Model :

Assumption and properties of OLS

Multiple Regression Model – Estimation and Interpretation

Multi-collinearity, auto-correlation and heteroscedasticity – Causes, detection, consequences and remedy.

Dummy variables, distributed lags – need, limitations and interpretation

Applications in economics.

ii) Simultaneous Equation Models :

Structural and reduced forms, Endogenous and exogenous variables, Identification problems and conditions.

Single equation methods of estimations – two stage least squares, indirect least squares, and least variance ratio.

c. Time Series Models

Auto-regressive (AR), moving average (MA) and mixed processes (ARMA, ARIMA)

Concepts of unit root, integration and cointegration, random walks.

d. Mathematical Methods

i) Principles of optimization : maxima and minima of functions of a single variable.

ii) Basic concepts of Game Theory – Two-person, Zero-sum Game, Pure and Mixed strategy, Saddle point solution, Linear programming and input output analysis.

8.HISTORY

Ancient India :

1. Pre and protohistoric background – Stone ages and Chalcolithic cultures.
2. Harappan Civilization – Extent, major cities, characteristic features, social and economic conditions, script, religious practices, causes for the decline.
3. Iron Age – Aryan migration – Second urbanization.
4. Vedic Age : Importance literature, Political, Social and economic conditions in the early and later vedic age.
5. India in the 6th century B.C. : Political, Social and economic conditions, Rise and spread of Jainism and Buddhism.
6. Mauryan Age: Political history of the Mauryans, Ashoka, Mauryan Administration, social and economic conditions, decline of the Mauryan empire.
7. The Satavahanas: Political history, administration, contribution to the culture.
8. Gupta Period: Political history, administration, social and economic conditions, growth of culture, decline of the empire.
9. India in the 7th century A.D.: Harsha Vardhana, Pallavas and Chalukyas, Rashtrakutas their political history and their contribution to culture.

Medieval India :

10. India between 650 and 1200 A.D. – Political, social and economic conditions, Chola administration and culture.
11. Age of the Delhi Sultanate: (1206-1526), Political history, Military and Administrative organisation, changes in society and economy, Bhakti movement.
12. The Vijayanagar Empire: Origin, History, Krishnadevaraya, social and economic conditions, contribution to art and architecture, decline.
13. Mughal Age (1556-1707) : Political history, Akbar, Administration, Social and economic conditions, culture, decline of the Mauryan empire, Marattas and Shivaji.

Modern India (1757-1947):

14. Historical forces and factors which led to the establishment of the British power in India – Early resistance to the British power in India – Hyder Ali, Tipu Sultan, causes for their failure.

15. Evolution of British paramountcy in India : Policies of Wellesley and Dalhousie – Economic policies of the British.
16. Socio-religious reform movements – Rajaram Mohan Roy, Dayananda Saraswathi and others – Educational policies of the British and their impact on Indian society.
17. Revolt of 1857 : Causes, results, significance.
18. Rise and growth of the Indian National Movement: Birth of the Indian National Congress, the national movement from 1885 to 1905; movement from 1905 to 1920. Role of Tilak and Annie Besant: The movement from 1920 to 1947 ; Emergence of Gandhi; Non-cooperation movement, Salt Satyagraha and the Quit India Movement.
Freedom movement in Andhra Pradesh with special reference to the role of Alluri Sitarama Raju and Tanguturi Prakasam, Revolt against the nizam's rule in Telangana.

Modern World:

19. Industrial Revolution – Significance and results.
20. American War of Independence – course, results, significance.
21. French Revolution – course, effects, significance.
22. National liberation movements in Italy and Germany in the 19th century – Mazzini, Cavour, Garibaldi, Bismarck.
23. World War-I – Causes and effects.
24. The Russian Revolution of 1917 – Causes, results and importance.
25. The World between the two world wars – Nazism in Germany, Fascism in Italy, Turkey under Mustafa Kamal Pasha.
26. Developments in China 1911-1949 – Nationalist Revolution of 1911 – Communist Revolution of 1948.
27. World War-II – Causes and effects.

9. Political Science

I Political Science – Basic Concepts

1. Political Science - Nature and Scope – Inter disciplinary Character.
2. Key Concepts - State, Sovereignty, Power, Nation.
3. Political Ideas - Rights, Liberty, Equality, Law and Justice.
4. Democracy - Meaning and Theories of Democracy, Electoral System.
5. Forms of Government - Unitary and Federal, Parliamentary and Presidential.

II Political Theory

1. Political Theory- Nature, Concerns, Resurgence and its decline.
2. Political Ideologies - Liberalism, Neoliberalism, Marxism, Socialism and Fascism.
3. Role of Ideology and end of Ideology.
4. Nationalism and Internationalism.
5. Theories of Development.

III Political Thought

1. Greek Political Thought - Plato and Aristotle.
2. Medieval Political Thought - Aquinas and St. Augustine.
3. Modern Political Thought - Machiavelli and Bodin.
4. Contractual Political Thought - Hobbes, Locke and Rousseau.
5. Indian Political Thought - Manu, Kautilya, Gandhi, Phule and Ambedkar

IV Comparative Politics

1. Comparative Politics - Nature, Scope and Approaches.
2. Constitutionalism - Western and Non- Western.
3. Organs of Government - Legislature, Executive and Judiciary.
4. Party Systems and Pressure Groups.
5. Power, Authority and legitimacy.

V Political Sociology

1. Political Socialisation and Political Culture
2. Political Development and Political Modernisation.
3. Political Elite and Theories.
4. Political Communication - Changing Role of Media.
5. Political Stratification - Caste, Class and Gender.

VI Indian Government and Politics

1. Nationalist Movement and Making of the Constitution.
2. Salient Features and Ideological foundations of Indian Constitution.
3. Federalism and Centre – State Relations.
4. Union Executive , Legislature and Judiciary – President, Prime Minister, Council of Ministers, Loksabha and Rajyasabha, Supreme Court and Judicial Review.
5. Contemporary Socio- Political Movements – Peasant, Dalit, Backward, Environmental, Regional and Sub- Regional Movements.

VII State and Local Governments

1. Frame work for the study of State Politics.
2. State Executive & Legislature : Governor, Chief Minister and State Legislature
3. Panchayati Raj : Genesis and Development – Structure and

functions, 73rd Amendment of India constitution

4. Urban Local Government : Structure and functions, 74th Amendment of Indian constitution
5. Regional Inequalities – Demand for Autonomy and statehood.

VIII Public Administration

1. Emergence of Public Administration as a discipline – Nature, Scope and importance of Public Administration.
2. Theories and principles of organization.
3. Human Resources Management and Bureaucracy.
4. Leadership and Decision-making.
5. Good Governance – problem of corruption – Right to Information – Need for Lokpal.

IX Public Policy and Political Analysis

1. Public Policy – Nature, Scope and Importance – Public Policy as a Policy Science.
2. Theories of Public Policy – Group theory, Incrementalism, Elite theory, Decision-making theory.
3. Policy making Institutions – Legislature, Executive and Judiciary – Planning Commission
4. Policy Process - Role of Media, Political Parties and Pressure Groups.
5. Policy Evaluation.

X International Relations

1. Approaches to the study of International Relations.
2. Elements of National Power.
3. Basic Issues – Disarmament, Arms control, Diplomacy, Cold war, War and conflict Resolution.
4. UNO : Aims, objectives, structure and its changing role in the contemporary world.
5. Indian Foreign Policy – Non-Alignment, Relations with neighbors and security concerns and Globalization.

10. MATHEMATICS

I. Real Analysis

Finite, countable and uncountable sets – Real Number system $\mathbb{R}$ – infimum and supremum of a subset of $\mathbb{R}$ – Bolzano – Weierstrass theorem.

Sequences, convergence, limit superior and limit inferior of sequences, sub sequences, Heine Borel Theorem.

Infinite series – Tests of convergence.

Continuity and uniform continuity of real valued functions of real variable. Monotonic functions and functions of bounded variation.

Differentiability and mean value theorems.

Riemann integrability.

Sequences and Series of functions.

II. Metric Spaces

Metric spaces – completeness, compactness and connectedness – continuity and uniform continuity of functions from one metric space into another.

Topological spaces – base and subbase – continuous function.

III. Elementary Number

Primes and composite numbers – Fundamental Theorem of arithmetic – divisibility – congruences – Fermat's theorem – Wilson's Theorem – Euler's ϕ - function.

IV. Group Theory

Groups, subgroups, normal subgroups – quotient groups – homomorphisms and isomorphism theorems – permutation groups, cyclic groups, Cayley's theorem. Sylow's theorems and their applications.

V. Ring Theory

Rings, integral domains, fields – subrings and ideals – Quotient rings – homomorphisms – Prime ideals and maximal ideals – polynomial rings – Irreducibility of polynomials – Euclidean domains and principal ideal domains.

VI. Vector Spaces

Vector Spaces, Subspaces – Linear dependence and independence of vectors – basis and dimension – Quotient spaces – Inner product spaces – Orthonormal basis – Gram – Schmidt process.

VII. Matrix Theory

Linear transformations – Rank and nullity – change of bases.

Matrix of a linear transformation – singular and non-singular matrices – Inverse of matrix – Eigenvalues and eigenvectors of matrix and of linear transformation – Cayley – Hamilton's theorem.

VIII. Complex Analysis

Algebra of complex numbers – the complex plane – Complex functions and their

Analyticity – Cauchy-Riemann equations – Mobius transformations.

Power Series.

Complex Integration – Cauchy's theorem – Morera's Theorem – Cauchy's integral formula – Liouville's theorem – Maximum modules principle – Schwarz's lemma – Taylor's series – Laurents series.

Calculus of residues and evaluation of integrals.

IX. Ordinary Differential Equation

Ordinary Differential Equation (ODE) of first order and first degree – Different methods of solving them – Exact Differential equations and integrating factors.

ODE of first order and higher degree – equations solvable for p , x and y – Clairaut's equations – Singular Solutions.

Linear differential equations with constant coefficients and variable coefficients – variation of parameters.

X. Partial Differential Equations

Formation of differential equations (PDE) – Lagrange and Charpit methods for solving first order – PDE's – Cauchy problem for first order PDE's Classification of second order PDE's – General solution of higher order PDE's with constant coefficients.

11. PHYSICS

PART-A

I. Mathematical Methods of Physics

Dimensional analysis. Vector algebra and vector calculus. Linear algebra, matrices, Cayley-Hamilton Theorem. Eigenvalues and eigenvectors. Linear ordinary differential equations of first & second order, Special functions (Hermite, Bessel, Laguerre and Legendre functions). Fourier series, Fourier and Laplace transforms. Elements of complex analysis, analytic functions; Taylor & Laurent series; poles, residues and evaluation of integrals. Elementary probability theory, random variables, binomial, Poisson and normal distributions. Central limit theorem.

Data interpretation and analysis. Precision and accuracy. Error analysis, propagation of errors. Least squares fitting, Linear and non-linear curve fitting and Chi-Square Test.

II. Classical Mechanics

Newton's laws. Dynamical systems, Phase space dynamics, stability analysis. Central force motions. Two body Collisions – scattering in laboratory and Centre of mass frames. Rigid body dynamics-moment of inertia tensor. Non-inertial frames and pseudoforces. Variational principle. Generalized coordinates. Lagrangian and Hamiltonian formalism and equations of motion. Conservation laws and cyclic coordinates. Periodic motion: small oscillations, normal modes. Special theory of relativity-Lorentz transformations, relativistic kinematics and mass-energy equivalence.

III. Electromagnetic Theory

Electrostatics : Gauss's law and its applications, Laplace and Poisson equations, boundary value problems. Magnetostatics : Biot-Savart law, Ampere's theorem. Electromagnetic induction. Maxwell's equations in free space and linear isotropic media; boundary conditions on the fields at interfaces. Scalar and vector potentials, gauge invariance. Electromagnetic waves in free space. Dielectrics and conductors. Reflection and refraction, polarization, Fresnel's law, interference, coherence, and diffraction. Dynamics of charged particles in static and uniform electromagnetic fields. Charged particles in inhomogeneous fields.

IV. Quantum Mechanics

Wave-particle duality. Schrödinger equation (time-dependent and time-independent). Eigenvalue problems (particle in a box, harmonic oscillator, etc.). Tunneling through a barrier. Wave-function in coordinate and momentum representations. Commutators and Heisenberg uncertainty principle. Dirac notation for state vectors. Motion in a central potential : orbital angular momentum, angular momentum algebra, spin, addition of angular momenta; Hydrogen atom. Stern-Gerlach experiment. Time-independent perturbation theory and applications. Variational method. Time dependent perturbation theory and Fermi's golden rule, selection rules. Identical particles, Pauli exclusion principle, spin-statistics connection.

V. Thermodynamics and Statistical Physics

Laws of thermodynamics and their significance. Thermodynamic potentials, Maxwell relations, chemical potential, phase equilibria. Phase space, micro-and macro-states. Micro-canonical, canonical and grand-canonical ensembles and partition functions. Free energy and its connection with thermodynamic quantities. Classical and quantum statistics. Bose and Fermi gases. Principle of detailed balance. Blackbody radiation and Planck's distribution law.

VI. Electronics

Semiconductors devices (diodes, junctions, transistors, field effect devices, homo- and hetero-junction devices), device structure, device characteristics, frequency dependence and applications. Opto-electronic devices (solar cells, photo-detectors, LEDs). Operational amplifiers and their applications. Digital techniques and applications (Logic circuits, registers, counters and comparators). A/D and D/A converters. Microprocessor microcontroller basics. Fundamentals of communication electronics, modulation techniques.

VII. Atomic & Molecular Physics

Quantum states of an electron in an atom. Electron spin. Spectrum of helium and alkali atom. Relativistic corrections for energy levels of hydrogen atom, hyperfine structure and isotopic shift, width of spectrum lines, LS & JJ couplings. Zeeman, Paschen-Bach & Stark effects. Electron spin resonance. Nuclear magnetic resonance, chemical shift. Frank-Condon principle. Electronic, rotational, vibrational and Raman spectra of diatomic molecules, selection rules. Lasers : spontaneous and stimulated emission, Einstein A & B coefficients. Optical pumping, population inversion, rate equation. Modes of resonators and coherence length.

VIII. Condensed Matter Physics

Bravais lattices. Reciprocal lattice. Diffraction and the structure factor. Bonding of solids. Elastic properties, phonons, lattice specific heat. Free electron theory and electronic specific heat. Response and relaxation phenomena. Drude model of electrical and

thermal conductivity. Hall effect and thermoelectric power. Electron motion in a periodic potential, band theory of solids : metals, insulators and semiconductors. Superconductivity : type-I and type-II superconductors. Josephson junctions. Superfluidity. Defects and dislocations. Ordered phases of matter : translational and orientational order, kinds of liquid crystalline order. Quasi crystals.

IX. Nuclear and Particle Physics

Basic nuclear properties ; size, shape and charge distribution, spin and parity. Binding energy, semi-empirical mass formula, liquid drop model. Nature of the nuclear force, form of nucleon-nucleon potential, charge-independence and charge-symmetry of nuclear forces. Deuteron problem. Evidence of shell structure, single-particle shell model, its validity and limitations. Elementary ideas of alpha, beta and gamma decays and their selection rules. Fission and fusion. Nuclear reactions, reaction mechanism, compound nuclei and direct reactions.

PART-B

I. Mathematical Methods of Physics

Green's function. Partial differential equations (Laplace, wave and heat equations in two and three dimensions). Elements of computational techniques : root of functions, interpolation, extrapolation, integration by trapezoid and Simpson's rule, Solution of first order differential equation using Runge-Kutta method. Finite difference methods. Tensors. Introductory group theory.

II. Classical Mechanics

Basic concepts of dynamical systems, Poisson brackets and canonical transformations. Symmetry, invariance and Noether's theorem. Hamilton-Jacobi theory.

III. Electromagnetic Theory

Dispersion relations in plasma. Lorentz invariance of Maxwell's equation. Transmission lines and wave guides. Radiation- from moving charges and dipoles and retarded potentials.

IV. Quantum Mechanics

Spin-orbit coupling, fine structure. WKB approximation. Elementary theory of scattering : phase shifts, partial waves, Born approximation. Relativistic quantum mechanics : Klein-Gordon and Dirac equations. Semi-classical theory of radiation.

V. Thermodynamics and Statistical Physics

First- and second-order phase transitions. Diamagnetism, paramagnetism, and ferromagnetism. Ising model. Bose-Einstein condensation. Diffusion equation. Random walk and Brownian motion. Introduction to nonequilibrium processes.

VI. Condensed Matter Physics

Electron spin resonance, Nuclear magnetic resonance, chemical shift and applications. X-ray diffraction technique, scanning electron microscopy and transmission electron microscopy.

VII. Nuclear and Particle Physics

Classification of fundamental forces. Elementary particles and their quantum numbers (charge, spin, parity, isospin, strangeness, etc.). Quark model, baryons and mesons. C, P, and T invariance. Application of symmetry arguments to particle reactions. Parity non-conservation in weak interaction. Relativistic kinematics.

12.CHEMISTRY

INORGANIC CHEMISTRY

1. Atomic structure and chemical bonding – structure and bonding in homo and hetero nuclear molecules. Applications of VSEPR, Valence Bond and Molecular orbital theories in explaining the structures of simple molecules.
2. Transition elements and coordination compounds – physical and chemical characteristics of transition elements – Bonding theories – crystal field theory – crystal field splitting patterns in various geometries. Calculation of CFSE – Jahn-Teller effect – Application of MO theory to octahedral and square planar complexes – Electronic spectra of complexes – Russell Saunders coupling – term symbols – spectra of octahedral and tetrahedral complexes – charge transfer spectra – magnetic properties of complex compounds.
3. Metal - ligand equilibria in solution – step wise and overall stability constants – factors affecting the stability of metal complexes – Pearson's theory of hard and soft acids and bases (HSAB) – Chelate effect.
4. Reaction mechanisms in complexes – Inert and labile complexes – Ligand substitution reactions of octahedral complexes – Acid hydrolysis, base hydrolysis – conjugate base mechanism – Anation reactions – substitution reactions of square planar complexes – Trans effect – Electron transfer reactions – Inner and outer sphere mechanisms.
5. Metal complexes - EAN rule – structure and bonding of metal carbonyls of Mn, Fe, Co and Ni – Metal nitrosyls – structure and bonding.
6. Cages and ring compounds – preparation, structure and reactions of boranes and carboranes – Boron-nitrogen and Sulfur-nitrogen cyclic compounds.
7. Metal clusters – factors favoring M-M bonds – Structure and bonding in $\text{Re}_2\text{Cl}_8^{2-}$, $\text{Mo}_6\text{Cl}_8^{4+}$, $\text{Nb}_6\text{X}_{12}^{2+}$, Re_3Cl_9 and $\text{Re}_3\text{Cl}_{12}^{3-}$.
8. Bio-inorganic chemistry – metal complexes as oxygen carriers – hemoglobin and myoglobin – oxygen transport – non heme proteins – hemerythrin and hemocyanin.
9. Analytical chemistry – chromatography – general principles involved in separations by paper, thin layer and column chromatography – GC and HPLC.

Physical Chemistry

1. Thermodynamics

Brief review of concepts of I and II laws of thermodynamics. Concept of entropy. Entropy as a state function. Calculation of entropy changes in various processes. Entropy changes in an ideal gas. Entropy changes on mixing of ideal gases. Entropy as a function of V and T. Entropy as a function of P and T. Entropy change in isolated systems- Clausius inequality. Entropy change as criterion for spontaneity and equilibrium.

Third law of thermodynamics. Evaluation of absolute entropies from heat capacity data for solids, liquids and gases. Standard entropies and entropy changes of chemical reactions. Helmholtz and Gibbs free energies (A and G). A and G as a criteria for equilibrium and spontaneity. Physical significance of A and G. Driving force for chemical reactions- relative signs of ΔH and ΔS .

Thermodynamic relations. Gibbs equations. Maxwell relations. Temperature dependence of G. Gibbs- Helmholtz equation. Pressure dependence of G.

Chemical potential: Gibbs equations for non-equilibrium systems. Material equilibrium. Phase equilibrium. Clapeyron equation and Clausius-Clapeyron equation.

Conditions for equilibrium in a closed system. Chemical potential of ideal gases. Ideal-gas reaction equilibrium-derivation of equilibrium constant. Temperature dependence of equilibrium constant-the van't Hoff equation.

Solutions: Specifying the Solution composition. Partial molar properties-significance. Relation between solution volume and partial molar volume. Measurement of partial molar volumes- slope and intercept methods. The chemical potential. Variation of chemical potential with T and P. Gibbs-Duhem equation-derivation and significance

Ideal solutions. Thermodynamic properties of ideal solutions. Mixing quantities. Vapour pressure-Raoult's law. Thermodynamic properties of ideally dilute solutions. Vapour pressure-Henry's law.

Nonideal systems. Concept of fugacity, fugacity coefficient. Determination of fugacity. Non ideal solutions. Activities and activity coefficients. Standard-state conventions for non ideal solutions. Determination of activity coefficients from vapour pressure measurements. Activity coefficients of nonvolatile solutes using Gibbs-Duhem equation.

Multicomponent phase equilibrium: Vapour pressure lowering, freezing point depression and boiling point elevation

2. Statistical Thermodynamics

Concepts of distribution and probability. Estimation of probability and the most probable distribution. Systems composed of noninteracting particles. Derivation of Boltzmann distribution law.

The molecular partition function. Systems composed of interacting particles. The concept of ensemble and canonical ensemble. Canonical partition function and its relation to molecular partition function. The factorization of molecular partition function – translational, rotational, vibrational and electronic partition functions. Derivation of expressions for translational, rotational (diatomic) and vibrational partition functions. Relationship between partition functions and thermodynamic functions.

The relationship between partition functions and thermodynamic functions. Specific heats of solids – Einstein equation of heat capacity of solids – derivation. Explanation of heat capacity at very low and very high temperatures – Dulong and Petits Law. Debye theory.

The entropy of a monoatomic ideal gas. The Sackur-Tetrode equation- derivation. Mean translational and vibrational energies.

3. Electrochemistry

Electrochemical Cells : Derivation of Nernst equation – problems. Chemical and concentration cells (with and without transference). Liquid junction potential – derivation of the expression for LJP – its determination and elimination. Applications of EMF measurements : Solubility product, potentiometric titrations, determination of transport numbers, equilibrium constant measurements.

Decomposition potential and its significance. Electrode polarization – its causes and elimination. Concentration overpotential.

Concept of activity and activity coefficients in electrolytic solutions. The mean ionic activity coefficient. Debye-Huckel theory of electrolytic solutions. Debye-Huckel limiting law (derivation not required). Calculation of mean ionic activity coefficient. Limitations of Debye-Huckel theory. Extended Debye-Huckel law.

Theory of electrolytic conductance. Derivation of Debye-Huckel-Onsager equation – its validity and limitations.

Concept of ion association – Bjerrum theory of ion association (elementary treatment) - ion association constant – Debye-Huckel-Bjerrum equation.

4. QUANTUM CHEMISTRY

Black body radiation-Planck's concept of quantization-Planck's equation, average energy of an oscillator (derivation not required). Wave particle duality and uncertain principle-significance of these for microscopic entities. Emergence of quantum mechanics. Wave mechanics and Schroedinger wave equation.

Operators-operator algebra. Commutation of operators, linear operators. Complex functions. Hermitian operators. Operators ∇ and ∇^2 . Eigenfunctions and eigenvalues. Degeneracy. Linear combination of eigenfunctions of an operator. Well behaved functions. Normalized and orthogonal functions.

Postulates of quantum mechanics. Physical interpretation of wave function. Observables and operators. Measurability of operators. Average values of observables. The time dependent Schrodinger equation. Separation of variables and the time-independent Schrodinger equation..

Theorems of quantum mechanics. Real nature of the eigen values of a Hermitian operator-significance. Orthogonal nature of the eigen values of a Hermitian operator-significance of orthogonality. Expansion of a function in terms of eigenvalues. Eigen functions of commuting operators-significance. Simultaneous measurement of properties and the uncertainty principle. *Particle in a box*- one dimensional and three dimensional. Plots of ψ and ψ^2 -discussion. Degeneracy of energy levels. Comparison of classical and quantum mechanical particles. Calculations using wave functions of the particle in a box-orthogonality, measurability of energy, position and momentum, average values and probabilities. Application to the spectra of conjugated molecules.

Cartesian, Polar and spherical polar coordinates and their interrelations

Schrodinger equation for the hydrogen atom- separation into three equations. Hydrogen like wave functions. Radial and angular functions. Quantum numbers n , l and m and their importance. The radial distribution functions. Hydrogen like orbitals and their representation. Polar plots, contour plots and boundary diagrams.

Many electron systems. Approximate methods. The variation method-variation theorem and its proof. Trial variation function and variation integral. Examples of variational calculations. Particle in a box. Construction of trial function by the method of linear combinations. Variation parameters. Secular equations and secular determinant..

Bonding in molecules. Molecular orbital theory-basic ideas. Construction of MOs by LCAO, H_2^+ ion. The variation integral for H_2^+ ion. Detailed calculation of Wave functions and energies for the bonding and antibonding MOs. Physical picture of bonding and antibonding wave functions. Energy diagram. The MO and VB wave functions for H_2 molecule and their comparison

5. Chemical Kinetics

Theories of reaction rates : Collision theory, steric factor. Transition state theory. Reaction coordinate, activated complex and the transition state. Thermodynamic formulation of

transition state theory. Unimolecular reactions and Lindemann's theory.

Complex reactions- Opposing reactions, parallel reactions and consecutive reactions (all first order type). Chain reactions-general characteristics, steady state treatment. Example- H_2 - Br_2 reaction. Derivation of rate law.

Effect of structure on reactivity- Linear free energy relationships. Hammett and Taft equations- substituent (σ and σ^*) and reaction constant (ρ and ρ^*) with examples.

Factors affecting reaction rates in solution. Diffusion controlled reactions. Influence of dielectric constant and ionic strength on ion-ion, ion-dipole and dipole-dipole reactions. Primary and secondary salt effects. Kinetic isotope effects: Primary and secondary isotope effects. Solvent isotope effects.

Enzyme catalysis: Chemical catalysis and enzyme catalysis – distinction – energy considerations and rate accelerations – examples.

Michaelis-Menten mechanisms of enzyme catalyzed reactions involving one and two intermediates. Steady-state approximation. Derivation of kinetic equations. Evaluation of kinetic parameters. Enzyme-substrate complex: Fischer's lock and key and Koshland's induced fit hypotheses. Specificity of enzyme-catalyzed reactions. Discussion of the various types of forces involved in the formation of E-S complex. pH dependence of enzyme-catalyzed reactions – the kinetics and the equations involved.

6. Photochemistry

Electronic transitions in molecules. The Franck Condon principle. Electronically excited molecules- singlet and triplet states. Radiative life times of excited states-theoretical treatment. Measured lifetimes. Quantum yield and its determination. Actinometry-ferrioxalate and uranyl oxalate actinometers-problems.

Derivation of fluorescence and phosphorescence quantum yields. E-type delayed fluorescence- evaluation of triplet energy splitting (ΔE_{ST}). Photophysical processes-photophysical kinetics of unimolecular reactions. Calculation of rate constants of various photophysical processes-problems, State diagrams

Photochemical primary processes. Types of photochemical reactions- electron transfer, photodissociation, addition, abstraction, oxidation and isomerization reactions with examples. Effect of light intensity on the rates of photochemical reactions. Photosensitization. Quenching- Stern Volmer equation. Experimental set up of a photochemical reaction. Introduction to fast reactions- Principle of flash photolysis

7. Solid state chemistry

Magnetic properties of solids- classification of magnetic materials, Magnetic susceptibility, Langevin diamagnetism, Weiss theory of para magnetism

Electronic properties of metals, insulators and semi conductors: Electronic structure of solids, Band theory, band structure of metals, insulators and semiconductors. Electrons, holes and Excitons. The temperature dependence of conductivity of extrinsic semi conductors. Photo conductivity and photovoltaic effect-p-n junctions.

Superconductivity. Occurrence of superconductivity. Destruction of superconductivity by magnetic fields-Meisner effect. Types of superconductors. Theories of super conductivity- BCS theory.

ORGANIC CHEMISTRY

1. IUPAC nomenclature of organic molecules including structural, positional, functional, regio- and stereoisomers.

2. Molecular representations: Wedge, Fischer, Newman and Saw-horse formulae, their description and interconversions. Stereoisomers-classification-configuration –R,S-nomenclature-Criteria for Chirality. Axially chiral allenes, spiranes, alkylidene cycloalkanes, chiral biaryls, atropisomerism. Planar chiral ansa compounds and trans- cyclooctene. Helically chiral compounds, Determination of absolute configuration by chemical correlation methods. Determination of configuration in E,Z-nomenclature: Spectral and Chemical methods of configuration determination of E,Z isomers. Determination of configuration in aldoximes and ketoximes.

3. Nature of Bonding in Organic Molecules and Aromaticity, Delocalized chemical bonding-conjugation, cross conjugation, resonance, hyperconjugation, tautomerism, Huckle's rule and the concept of aromaticity, aromaticity in benzenoid and non-benzenoid compounds, alternant and non-alternant hydrocarbons, metallocenes- Ferrocene, Azulenes, Fulvenes, Annulenes, anti-aromaticity, pseudo-aromaticity, homo-aromaticity.

4. Reactive intermediates and Molecular rearrangements. Reactive Intermediates: Generation, detection, structure, stability and reactions of carbocations, carbanions, carbenes, nitrenes and free radicals. Molecular rearrangements: Definition and classification. Molecular rearrangements involving 1) electron deficient carbon: Wagner- Meerwein, Pinacol-Pinacolone, Allylic and Wolf rearrangement. 2) Electron deficient Nitrogen: Hofmann, Lossen, Curtius, Schmidt and Beckmann rearrangements 3) electron deficient Oxygen: Baeyer-Villiger oxidation. 4) Base catalyzed rearrangements: Benzilic acid, Favourski, Transannular, Sommelet-Hauser and Smiles rearrangement

5. Organic Reaction mechanism-I Electrophilic addition to carbon-carbon double bond: Stereoselective addition to carbon-carbon double bond; *anti* addition- Bromination and epoxidation followed by ring opening. *Syn* addition of OsO_4 and KMnO_4 . Hydroboration.

Michael reaction. Elimination reactions E2, E1, E1CB mechanisms. Orientation and stereoselectivity in E2 eliminations. Pyrolytic syn elimination and α -elimination, elimination Vs substitution. Determination of reaction mechanism: Energy profiles of addition and elimination reactions, transition states, product isolation and structure of intermediates, use of isotopes, chemical trapping, crossover experiments.

6. Importance of heterocyclic compounds as drugs. Nomenclature of heterocyclic systems based on ring size, number and nature of hetero atoms. Synthesis and reactivity of pyrrole, furan, thiophene, pyridine, indole, benzofuran, benzothiophene, quinoline, isoquinoline.

7. Alkaloids and terpenoids- Importance of natural products as drugs. Isolation of natural products by steam distillation, solvent extraction and chemical methods. Structure determination and synthesis of papaverine, nicotine and quinine-General methods in the structure determination of terpenes. Isoprene rule, structure determination and synthesis of α -terpeniol and camphor.

8. Organic Photochemistry, Photochemical energy, Frank-Condon principles, Jablonski diagram, singlet and triplet states, dissipation of photochemical energy, photosensitization, quenching, quantum efficiency and quantum yield. Photochemistry of carbonyl compounds - $n \rightarrow \pi^*$ and $\pi \rightarrow \pi^*$ transitions. Norrish type-I and Norrish type-II cleavages. Paterno-Buchi reactions, Photoreduction, photochemistry of enones - hydrogen abstraction, rearrangements of α,β -unsaturated ketones and cyclohexadienones, photochemistry of *p*-benzoquinones. Dienes - photochemistry of 1,3-butadienes, (2+2) additions leading to cage structures, photochemistry of cyclohexadienes, photochemistry of aromatic compounds, excited state of benzene and its 1,2-, 1,4- additions

9. Pericyclic Reactions Molecular orbital symmetry, Frontier orbitals of ethylene, 1,3 butadiene, 1,3,5 hexatriene and allyl system. Classification of pericyclic reactions. Woodward - Hoffmann correlation diagrams. FMO and PMO (Möbius Hückel) approaches. Electrocyclic reactions-Conrotatory and disrotatory. $4n$, $4n+2$ and allyl systems. Cycloadditions-antarafacial and suprafacial additions, $4n$ and $4n+2$ systems, 2+2 addition of ketene, 1,3 dipolar cycloadditions Sigmatropic rearrangements - Suprafacial and antarafacial shifts of H, Sigmatropic shifts involving carbon moieties, 3,3 and 5,5 sigmatropic rearrangements.

10. Structure determination of organic compounds by UV IR, NMR and Mass Various electronic transitions, Beer-Lambert's law, effect of solvent on electronic transitions, ultraviolet bands for carbonyl compounds, unsaturated carbonyl Compounds, dienes, conjugated polyenes, Effect of hydrogen bonding and solvent effects-NMR-Shielding mechanism, mechanism of measurement, chemical shift values, chemical exchange, complex spin-spin interaction, ^{13}C NMR spectroscopy, chemical shift-Mass spectral fragmentation of organic compounds, common functional groups, molecular-ion peak, metastable peak,

13.BOTANY

CELL AND MOLECULAR BIOLOGY OF PLANTS

Cell Wall : Structure and functions, biogenesis, growth.

Plasma membrane : Structure, models and functions : Sites for ATPases, Ion carriers, Channels and pumps, Receptors.

Plasmodesmata : Structure, Role in movement of molecules and macromolecules, Comparison with gap junctions.

Chloroplast : Structure, genome organization, gene expression, RNA editing, nucleochloroplastic interactions.

Mitochondria : Structure, genome organization, Biogenesis.

Plant Vacuoles : Tonoplast membrane, ATPases, transporters, as storage organelle.

Nucleus : Structure, nuclear pores, nucleosome organization, DNA structure : A, B and Z forms, replication, damage and repair, transcription, Plant promoters and transcription factors, splicing mRNA transport, nucleolus, rRNA biosynthesis.

Ribosomes : Structure, site of protein synthesis, mechanism of translation, initiation, elongation and termination; structure and role of tRNA.

Protein sorting : Targeting of proteins to organelles.

Cell shape and motility : The cytoskeleton; organization and role of microtubules and microfilaments; motor movements; implications in flagellar and other movements.

Cell cycle and apoptosis : Control mechanisms; role of cyclins and cyclin dependent kinases; retinoblastoma and E2F proteins; cytokinesis and cell plate formation; mechanisms of

programmed cell death.

Other cellular organelles : Structure and functions of microbodies, Golgi apparatus, lysosomes, endoplasmic reticulum.

Techniques in cell biology : Immuno techniques; in situ hybridization, FISH, GISH; confocal microscopy.

CYTOLOGY, GENETICS AND CYTOGENETICS

Chromatin organization : Chromosome structure and Packaging of DNA, molecular organization of centromere and telomere; nucleolus and ribosomal RNA genes ; euchromatin and heterochromatin ; karyotype analysis ; banding patterns ; specialized types of chromosomes ; polytene, lampbrush, B-chromosomes and sex chromosomes ; molecular basis of chromosome pairing.

Structural and numerical alterations in chromosomes : Duplication, deficiency, inversion and translocation ; autopolyploids ; allopolyploids ; evolution of major crop plants.

Genetics of prokaryotes and eukaryotic organelles : genetic recombination in phage ; genetic transformation, conjugation and transduction in bacteria ; genetics of mitochondria and chloroplasts cytoplasmic male sterility.

Gene structure and expression : Genetic fine structure ; cis – trans test ; Benzer's experiment; introns and their significance ; RNA splicing ; regulation of gene expression in prokaryotes and eukaryotes.

Genetic recombination and genetic mapping : Recombination ; independent assortment and crossing over ; molecular mechanism of recombination ; role of RecA and RecBCD enzymes ; site-specific recombination ; chromosome mapping, linkage groups, genetic markers, construction molecular maps.

Mutations : Spontaneous and induced mutations ; physical and chemical mutagens ; molecular basis of gene mutations ; transposable elements in prokaryotes and eukaryotes ; mutations induced transposons ; site-directed mutagenesis ; DNA damage and repair mechanisms.

Plant Breeding : Principles and methods of plant breeding ; Marker assisted breeding.

Biostatistics : Mean, Variance, Standard deviation, Standard error, Student's 't' test, chi-square and ANOVA.

Molecular cytogenetic : Nuclear DNA content; C-value paradox; cot curve and its significance; restriction mapping – concept and techniques ; multigene families and their evolution.

BIOLOGY AND DIVERSITY OF LOWER PLANTS : CRYPTOGAMS

Microbiological techniques : Pure culture, enrichment and anaerobic culture.

Importance of microorganisms : Microbes in medicine, agriculture and environment.

Microbial growth : Nutritional requirements of microorganisms and methods to measure growth.

Microbial Ecology : Genetrification ; phosphorous solubilization ; nitrogen fixation

Phycology : Thallus organization ; cell ultra structure ; reproduction (vegetative, sexual, asexual) ; criteria for classification of algae : pigments, reserve food, flagella ; classification, salient features of Chlorophyta, Charophyta, Xanthophyta, Bacillariophyta, Phaeophyta and Rhodophyta ; algal blooms, algal biofertilizers ; algae as food, feed and uses in industry.

Mycology : General characters of fungi ; substrate relationship in fungi ; cell ultrastructure ; unicellular and multicellular organization ; cell wall composition ; nutrition (saprobic, biotrophic, symbiotic) ; reproduction (vegetative, asexual, sexual) ; heterothallism ; heterokaryosis parasexuality ; Molecular aspects in classification.

General account of Mastigomycotina, Zygomycotina, Ascomycotina, Basidiomycotina, Deuteromycotina ; fungi in industry, medicine and as food ; fungal diseases in plants and humans ; Mycorrhizae ; fungi as biocontrol agents.

Bryophyta : Morphology, structure, reproduction and life history ; distribution ; classification, general account of Marchantiales, Junger maniales, Anthoceratales, Sphagnumales, Funariales and Polytrcales ; economic and ecological importance.

Pteridophyta : Morphology, anatomy and reproduction ; classification ; evolution of stele ; heterospory and origin of seed habit; general account of fossil pteridophyta ; introduction to Psilopsida, Lycopsidea, Sphenopsida and Pteropsida.

TAXONOMY AND DIVERSITY OF SEED PLANTS

Introduction and classification of Gymnosperms

Structure and reproduction in Cycadales, Ginkgoales, Coniferales, Ephedrales, Welwitschiales and Gnetales.

The species concept : Taxonomic hierarchy, species, genus, family and other categories ; principles used in assessing relationship, delimitation of taxa and attribution of rank.

Salient features of the International Code of Botanical nomenclature.

Taxonomic tools : Herbarium ; floras ; histological, cytological, phytochemical, serological, biochemical and molecular techniques ; computers and GIS.

Systems of angiosperm classification : Phenetic versus phylogenetic systems ; cladistics in taxonomy ; relative merits and demerits of major systems of classification.

Concepts of phytogeography : Endemism, hotspots; plant explorations; invasions and introductions.

PLANT PHYSIOLOGY AND METABOLISM

Energy flow : Principles of thermodynamics, free energy and chemical potential, redox reactions, structure and functions of ATP.

Fundamentals of enzymology : General aspects, allosteric mechanism, regulatory and active sites, isoenzymes, kinetics of enzymatic catalysis, Michaelis – Menton equation and its significance.

Membrane transport and translocation of water and solutes : Plant water relations, mechanism of water transport through xylem, passive and active solute transport, membrane transport proteins.

Signal transduction : Receptors and G-proteins, phospholipid signaling, role of cyclic nucleotides, calcium calmodulin cascade, diversity in protein kinases and phosphatases.

Photochemistry and photosynthesis : Photosynthetic pigments and light harvesting complexes, photo oxidation of water, mechanisms of electron and proton transport, carbon assimilation – the Calvin cycle, photorespiration and its significance, the C₄ cycle, the CAM pathway, biosynthesis of starch and sucrose.

Respiration and lipid metabolism : Glycolysis, the TCA cycle, electron transport and ATP synthesis, pentose phosphate pathway, glyoxylate cycle, alternative oxidase system, structure and function of lipids, fatty acid biosynthesis, synthesis of membrane lipids, structural lipids and storage lipids and their catabolism.

Nitrogen fixation and metabolism : Biological nitrogen fixation, nodule formation and nod factors, mechanism of nitrate uptake and reduction, ammonium assimilation.

Photobiology : Photochromes and cryptochromes, photophysiology of light –induced responses, cellular localization.

Plant growth regulators and elicitors : Physiological effects and mechanism of action of auxins, gibberellins, cytokinins, ethylene, abscisic acid, brassinosteroids, polyamines, jasmonic acid and

salicyclic acid.

The flowering process : Photoperiodism, endogenous clock and its regulation, floral induction and development – genetic and molecular analysis, role of vernalization.

Stress physiology : Plant responses to biotic and abiotic stress; mechanisms of biotic and abiotic stress tolerance, HR and SAR, water deficit and drought resistance, salinity stress, metal toxicity, freezing and heat stress, oxidative stress.

Coping with biotic stress : Chemical control, Biological control, IPM

PLANT DEVELOPMENT AND REPRODUCTION

Shoot development : Organization of the shoot apical meristem (SAM); control of cell division and cell to cell communication; control of tissue differentiation especially xylem and phloem ; secretory ducts and laticifers.

Phyllotaxy and leaf differentiation

Root development : Organization of root apical meristem (RAM); cell fates and lineages; vascular tissue differentiation; homeotic mutants in Arabidopsis and Antirrhinum, sex determination.

Male gametophyte: Structure of anthers; microsporogenesis, role of tapetum; pollen development and gene expression; male sterility; sperm dimorphism and hybrid seed production; pollen germination, pollen tube growth and guidance ; pollen storage ; pollen allergy, pollen embryos.

Female gametophyte: Ovule development; megasporogenesis; organization of the embryo sac, structure of the embryo sac cells.

Pollination, pollen – pistil interaction and fertilization : Floral characteristics, pollination mechanisms and vectors; self-incompatibility; double fertilization.

Seed development and fruit growth: Endosperm development during early, maturation and desiccation stages; embryogenesis, cell lineages during late embryo development; storage proteins of endosperm and embryo; polyembryony; apomixes; embryo culture; fruit maturation.

Dormancy: Seed dormancy; overcoming seed dormancy; bud dormancy.

Senescence and programmed cell death (PCD): Types of cell death, PCD in the life cycle of plants, metabolic changes associated with senescence and its regulation; influence of hormones and environmental factors on senescence.

PLANT ECOLOGY

Climate, soil and vegetation patterns of the world: Life zones; major biomes and major vegetation and soil types of the world.

Vegetation organization: Concepts of community and continuum ; analysis of communities(analytical and synthetic characters)

Ecological succession: Hydrosere and xerosere.

Ecosystem organization: Structure and functions; primary production (methods of measurement, global pattern, controlling factors); energy dynamics (trophic organization, energy flow Pathways, ecological efficiencies); litter fall and decomposition (mechanism, substrate quality and climatic factors); global biogeochemical cycles of C,N,P and S; mineral cycles (pathways, processes, budgets) in terrestrial and aquatic ecosystems.

Biological diversity: Concept and levels; role of biodiversity in ecosystem functions and stability ; speciation and extinction; IUCN categories of threat; distribution and global patterns, terrestrial biodiversity hot spots; inventory.

Air, water and soil pollution: Kinds, sources, quality parameters; effects on plants ecosystems.

Climate change: Green house gases (CO₂, CH₄, N₂O, CFCs: sources, trends and role); ozone

layer and ozone hole ; consequences of climate change (CO₂ fertilization, global warming, sea level rise, UV radiation).

Ecosystem stability : Concept (resistance and resilience); ecological perturbations (natural and anthropogenic) and their impact on plants and ecosystems ; ecology of plant invasion ; environmental impact assessment ; ecosystem restoration.

Ecological management : Concepts; sustainable development; sustainability indicators.

PLANT RESOURCE UTILIZATION AND CONSERVATION

Plant Biodiversity and sustainable development

Origin, evolution, botany, cultivation and uses of (i) Food forage and fodder crops (ii) fibre crops (iii) medicinal and aromatic plants and (iv) vegetable oil-yielding crops. Ethnobotany

Important fire-wood and timber – yielding plants and non-wood forest products (NWFPs) such as bamboos, rattans, raw materials for paper-making, gums, tannins, dyes, resins and fruits.

Green revolution : Benefits and adverse consequences.

Plants used as avenue trees for shade, pollution control and aesthetics.

Principles of conservation; extinctions; environmental status of plants based on International Union for Conservation of Nature.

Strategies for conservation – in situ conservation : International efforts and Indian initiatives ; protected areas in India – sanctuaries, national parks, biosphere reserves, wetlands, mangroves and coral reefs for conservation of wild biodiversity.

Strategies for conservation – ex situ conservation : Principles and practices; botanical gardens, field gene banks, seed banks, in vitro repositories, cryobanks; general account of the activities of Botanical Survey of India (BSI), National Bureau of Plant Genetic Resources (NBPGR), Indian Council of Agricultural Research (ICAR), Council of Scientific and Industrial Research (CSIR) and the Department of Biotechnology (DBT) for conservation, non-formal conservation efforts.

BIOTECHNOLOGY AND GENETIC ENGINEERING OF PLANTS AND MICROBES

Plant Biotechnology – Principles, scope and applications.

Plant cell and tissue culture : General introduction, scope, cellular differentiation, and totipotency.

Organogenesis and adventives embryogenesis : Morphogenesis; somatic embryogenesis.

Somatic hybridization : Protoplast isolation, fusion and culture.

Applications of plant tissue culture : Clonal propagation, artificial seed, production of hybrids and soma clones, production of secondary metabolites / natural products, cryopreservation and germplasm storage.

Recombinant DNA technology : Gene cloning principles and techniques, genomic / c DNA libraries, vectors, DNA synthesis and sequencing, polymerase chain reaction, DNA fingerprinting and DNA markers.

Genetic engineering of plants : Transgenic plants, Methods of gene transfer – *Agrobacterium* – mediated and microprojectile, chloroplast transformation, intellectual property rights, ecological risks and ethical concerns.

Microbial genetic manipulation : Bacterial transformation, selection of recombinants and transformants, genetic improvement of industrial microbes.

Genomics and proteomics : High throughput sequencing, genome projects, bioinformatics, functional genomics, microarrays.

14.ZOOLOGY

General Concepts :

1. Levels of structural organization :
Unicellular, colonial and multicellular forms. Prokaryotic and Eukaryotic cells. Levels of organization of tissues, organs & systems.
2. Acoelomata, Pseudocoelomata, Coelomata, Protostomia and Deuterostomia.
3. Concepts of species and hierarchical taxa, biological nomenclature, classical methods of taxonomy of animals.

Non-Chordata :

1. General characteristics and classification of invertebrates up to class level.
2. Protozoa: Locomotion, Nutrition and Reproduction in protozoa, Protozoan diseases of man.
3. Porifera: Canal system in porifera, skeleton in porifera, Reproduction in sponges.
4. Coelenterata : Polymorphism, Metagenesis, coral formation, Etenophora.
5. Hemlinths: Common Helminthic parasites of Man – *Taenia solium*, *Schistosoma sp.*, *Ascaris*, *Ancylostoma*, *Oxyuris*, *Loa*, *Trichinella*, *Strongyloides* – their life cycles. Parasitism and parasitic adaptations.
6. Annelida: Excretory system, Coelom formation, coelom and coelomoducts.
7. Arthropoda: Mouthparts of Insects, useful and harmful insects, Metamorphosis in insects. Apiculture and sericulture in India, crustacean larvae.
8. Mollusca: Respiration, Torsion and De-torsion, pearl formation and Pearl industry.
9. Echinodermata: Echinoderm larvae, Water vascular system.

CHORDATA :

1. General Characters and classification of chordates upto class, Origin of Chordates, phylogeny and affinities of Hemichordata, Retrogressive metamorphosis.
2. Vertebrate integument and derivatives, Comparative account of Digestive, Respiratory, Circulatory, Excretory and Reproductive systems of Vertebrates.
3. Pisciculture in India, Common edible fishes of Andhra Pradesh.
4. Origin and evolution of Amphibia, Paedogenesis, Neotony.
5. Important Snakes of India, Dinosaurs.
6. Flight adaptations and Migration in birds. Archeopteryx, Poultry in India.
7. Adaptive radiation and Dentition in Mammals.

CELL BIOLOGY :

1. Prokaryotic and Eukaryotic cell, Plasma Membrane-Ultrastructure, Permeability, intercellular communication, Endocytosis, Exocytosis, Phagocytosis, Active transport, membrane pumps.
2. Structure & function of Intracellular organelles – Nucleus, Mitochondria, Golgi bodies, lysosomes, endoplasmic reticulum, peroxisomes, plastids, vacuoles, Cell wall, Cytoskeleton and its role in motility.
3. Organization of genes and chromosomes - Operon, unique and repetitive DNA, structure of chromatin and chromosomes, heterochromatin, euchromatin, transposons.
4. Cell division and cell cycle - Mitosis and meiosis, their regulation, steps in cell cycle, regulation and control of cell cycle.
5. DNA replication, repair and recombination - Unit of replication, replication origin and replication fork, Recombinant technology, Transgenic and cloned animals, DNA damage and repair mechanisms.
6. Protein synthesis - initiation, elongation and termination of Genetic code.
7. Regulation of gene expression - Lac operon, Lambda operon.

GENETICS :

1. Mendel's law of inheritance - Critical review and Linkage.
2. Gene mapping methods : Linkage-complete and Incomplete linkage; Linkage maps, Recombination, mapping with molecular markers, somatic cell hybrids.
3. Crossing over : Types (Somatic or mitotic crossing over and Germinal or meiotic crossing over), theories about the mechanism of crossing over, tetrad analysis, and cytological detection of crossing over.
4. Mutations : Types (Spontaneous and Induced), causes and detection, mutant types (lethal, conditional, biochemical, loss of function, gain of function, germinal versus somatic mutants), Molecular basis of mutations.
5. Chromosomal aberrations (deletion, duplication, inversion and translocation, ploidy and their genetic implications); Autosomal abnormalities (Down's syndrome, Trisomy-13, -18);

Sex anomalies (Turner's syndrome, Klinefelter's syndrome, Hermaphroditism).

6. Human genetics : Human karyotyping, Genetic disorders due to mutant genes (Huntington's chorea), Inborn errors of metabolism-Phenylketonuria, alkaptonuria, Sickle cell anemia.

SYSTEM AND CELL PHYSIOLOGY :

1. Blood and circulation - Blood corpuscles, haemopoiesis, plasma function, blood groups, haemoglobin, haemostasis.
2. Cardiovascular System : Neurogenic, myogenic hearts, cardiac cycle, heart as a pump, neural and chemical regulation of all above.
3. Respiratory system - Transport of gases, exchange of gases, waste elimination, neural and chemical regulation of respiration.
4. Nervous system - Neurons, action potential, Conduction of nerve impulse, synapse, Neurotransmitters.
5. Muscle : Ultra structure and mechanism of muscle contraction.
6. Sense organs – Eye, Ear.
7. Excretory system - Comparative physiology of excretion, urine formation, micturition.
8. Osmoregulation – Osmoregulation in fishes, Hormonal control of osmoregulation.
9. Digestive system - Digestion, absorption, assimilation and egestion.
10. Endocrinology and reproduction - Endocrine glands, basic mechanism of hormone action, hormones and diseases, reproduction in mammals.
11. Chemical bonds (Covalent, Hydrogen and Ionic bonds, Van der Waals interactions).
12. Outline classification of organic compounds (carbohydrates, proteins and lipids).
13. Order of protein structure, primary, secondary, tertiary and quaternary; Ramachandran plot.
14. Glycolysis, TCA cycle and their Biomedical importance. Pentose phosphate pathway, Gluconeogenesis. Redox Potentials, Mitochondrial electron transport system, Oxidative phosphorylation.

EVOLUTION :

1. Origin of life - Modern concepts, theories of Evolution.
2. Isolation, Speciation, Natural Selection.
3. Hardy Weinberg's Law.
4. Population Genetics (Gene pool, Gene frequency), Genetic drift and convergent evolution, Adaptive radiation.
5. Evolution of Man.
6. Zoogeographical realms of the world.

DEVELOPMENTAL BIOLOGY :

1. Spermatogenesis, oogenesis.
2. Fertilization, cleavage, gastrulation formation of germ layers, parthenogenesis.
3. Embryogenesis in vertebrates.
4. Formation and function of foetal membranes.
5. Types of Placenta.
6. Regulation, genetic control of development.
7. Development of Frog and chick.

HISTOLOGY :

1. Histology of Mammalian tissues and organs - Epithelial, connective, blood, bone, cartilage, skin, stomach, intestine, liver, pancreas, kidney, Testis and Ovary.

ECOLOGY :

1. Concept of Ecosystem.
2. Biogeochemical cycles (Carbon, Nitrogen and Phosphorous).
3. Influence of environmental factors on animals, energy flow in Ecosystem, food chains, food web and trophic levels.
4. Community and population ecology. Ecological succession.
5. Environmental pollution-Air, water, land, noise, radioactive, thermal and visual, effects of pollution on ecosystem, prevention of pollution.
6. Wildlife in India-conservation, Chipko movement.
7. Biodiversity-Economic significance, conservation, hot spots of India.

IMMUNOLOGY :

1. Cells of the immune system : Lymphoid cells, Mononuclear cells, granulocytic cells, Mast cells.
2. Organs of the immune system - primary and secondary lymphoid organs, lymphatic system.
3. Antigens: Antigenic determinants or epitopes, immunogenicity, Haptens.
4. Innate (Non-specific immunity): Anatomical barriers, phagocytosis, NK cells, interferon.
5. Humoral immunity: Immunoglobulins (fine structure of immunoglobulins and immunoglobulin classes); the complement system, Classical and alternate pathway, inflammation.
6. Cell mediated immunity : Mechanism of cell mediated immunity; Brief account on Antigen presentation, Major histocompatibility complex.
7. Antigen-Antibody interactions : Affinity, Avidity, Cross-reactivity, precipitation reactions, and Agglutination reactions and ELISA.
8. Brief account on immunological Hypersensitivity disorders :
 - a) Tolerance and Autoimmunity
 - b) Transplantation.
 - c) Immunodeficiency diseases - HIV.
 - d) Immunization (Active and passive immunity).

15. STATISTICS

Probability Theory :

- Random experiment, Random event, Sample Space, Classes of sets, fields, sigma-fields, minimal sigma-fields, Borel sigma fields in $\mathbb{R}$, Measure, Lebesgue measure, Lebesgue-Stieltjes measures, Measurable functions, Borel function, induced sigma field, Probability Measure, Basic Properties of a Measure, conditional probability and Bayes Theorem. Caratheodory extension theorem (Statement only), measurable function, random variables, distribution function and its properties, expectation, statements and applications of monotone convergence theorem, Fatou's lemma, dominated convergence theorem.
- Expectations of functions of rv's, conditional expectation and conditional variance, their applications. Characteristic function of a random variable and its properties. Inversion theorem, uniqueness theorem (Functions which cannot be Characteristic functions). Levy's continuity theorem (Statement only). Chebychev, Markov, Cauchy-Schwartz, Jensen, Liapunov, Holder's and Minkowsky's inequalities.
- Sequence of Random variables, convergence in Probability, convergence in distribution, almost sure convergence, convergence in quadratic mean and their interrelationships, Slutsky's theorem, Borel-Cantelli lemma Borel 0-1 law, Kolmogorov 0-1 law (Glivenko – Cantelli Lemma Statement only).
- Law of large numbers, Weak law of large numbers, Bernoulli and Khintchen's WLLN's, Kolmogorov Inequality, Kolmogorov SLLN for independent random variables and statement only for i.i.d. case and their applications, statements of three series theorem. Central Limit theorem : De Moivre – Laplace CLT, Lindberg-Levy CLT, Liapounov's CLT, Statement of Lindberg-Feller CLT, simple applications.
- Introduction to stochastic processes; classification of stochastic process according to state-space and time-domain. Finite and countable state Markov chains; time-homogeneity; Chapman-Kolmogorov equations; marginal distribution and finite – dimensional distribution; classification of states of a Markov chain – recurrent, positive recurrent, null-recurrent and transient states.

Distribution Theory

- Standard discrete and continuous univariate distributions : Binomial, geometric, Poisson, Negative Binomial, Hyper-geometric, Uniform, Triangular, beta, exponential, gamma, Weibull, Normal, Lognormal, and Cauchy distributions and their properties. Joint, Marginal and conditional pmf's and pdf's.
- Families of Distributions : Power series distributions, Exponential families of distributions. Functions of Random variables and their distributions (including transformation of rv's). Bivariate Normal, Bivariate Exponential (Marshall and Olkins form), Compounding distributions using Binomial and Poisson. Truncated (Binomial, Poisson, Normal and Lognormal) and mixture distributions – Definition and examples.
- Sampling Distributions of sample mean and variance, independence of $\bar{X}$ and s^2 . Central and Non-central χ^2 , t and F distributions. Order statistics Joint and marginal distributions of order statistics and Distribution of Range. Distributions of order statistics from rectangular, exponential and normal distributions. Empirical distribution function.
- Multinomial distribution. Multivariate normal, bi-variate as a particular case, moments, c.f., conditional and marginal distributions. Distributions of correlation coefficient, partial and multiple correlations, and inter relationships. Dimension reduction method : PCA, FA, Canonical Correlations and MDS. Discriminant analysis and cluster Analysis.
- Distributions of quadratic forms under normality and related distribution theory.

Statistical Inference :

- Point Estimation : Point Estimation Vs. Interval Estimation, Advantages, Sampling distribution, Likelihood function, exponential family of distribution. Desirable properties of a good estimator : Unbiasedness, consistency, efficiency and sufficiency – examples. Neyman factorization theorem (Proof in the discrete case only), examples. UMVU estimation, Rao-Blackwell theorem, Fisher Information, Cramer-Rao inequality and Bhattacharya bounds. Completeness and Lehmann-Scheffe theorem. Median and modal unbiased estimation.
- Methods of estimation : method of moments and maximum likelihood method, examples. Properties of MLE. Consistency and asymptotic normality of the consistent solutions of likelihood equations. Definition of CAN and BAN, estimation and their properties, examples. Interval

estimation, confidence level CI using pivots and shortest length CI. Confidence intervals for the parameters for Normal, Exponential, Binomial and Poisson Distributions.

- Fundamental notions of hypothesis testing-Statistical hypothesis, statistical test, Critical region, types of errors, test function, randomized and non-randomized tests, level of significance, power function, Most powerful test, Neyman –Pearson fundamental lemma. MLR families and Uniformly most powerful tests for one parameter exponential families.
- Concepts of consistency, unbiased and invariance of tests. Likelihood Ratio tests, statement of the asymptotic properties of LR statistics with applications (including homogeneity of means and variances). Relation between confidence interval estimation and testing of hypothesis. Concept of robustness in estimation and testing with example.
- Concept of sequential estimation, sequential estimation of a normal population. Notions of sequential versus fixed sample size techniques. Wald's sequential probability Ratio test (SPRT) procedure for testing simple null hypothesis against simple alternative. Termination property of SPRT. SPRT procedures for Binomial, Poisson, Normal and Exponential distributions and associated OC and ASN functions. Statement of optimality of SPRT.
- Concepts of loss, risk and decision functions, admissible and optimal decision functions, Estimation and testing viewed as decision problems.
- **Nonparametric methods :** Nonparametric methods for one-sample problems based on sign test, Wilcoxon signed Rank test, run test and Kolmogorov – Smirnov test.
- Two sample problems based on sign test, Wilcoxon signed rank test for paired comparisons, Wilcoxon Mann-Whitney test, Kolmogorov – Smirnov Test, (Expectations and variance of above test statistics, except for Kolmogorov – Smirnov tests, Statements about their exact and asymptotic distributions), Wald-Wolfowitz Runs test and Normal scores test.
- Chi-Square test of goodness of fit and independence in contingency tables. Tests for independence based on Spearman's rank correlation and Kendall's Tau. Ansari-Bradley test for two sample dispersions. Kruskal – Wallis test for one-way layout (K-samples). Friedman test for two-way layout (randomised block).
- Asymptotic Relative Efficiency (ARE) and Pitman's theorem. ARE of one sample, paired sample and two sample locations tests.

Sampling Techniques

- Non – Sampling errors : Sources and treatment of non-sampling errors. Non – sampling bias and variance.
- SRSWR / WOR, Stratified random sampling and Systematic Sampling.
- Unequal probability Sampling : ppswr / wor methods (including Lahiri's scheme) and related estimators of a finite population mean. Horowitz – Thompson, Hansen – Horowitz and Yates and Grundy estimators for population mean / total and their variances.
- Ratio Method Estimation: Concept of ratio estimators, Ratio estimators in SRS, their bias, variance / MSE. Ratio estimator in Stratified random sampling – Separate and combined estimators, their variances / MSE.
- Regression method of estimation : Concept, Regression estimators in SRS with pre-assigned value of regression coefficient (Difference Estimator) and estimated value of regression coefficient, their bias, variance / MSE, Regression estimators in Stratified Random sampling – Separate and combined regression estimators, their variance / MSE.
- Cluster Sampling : Cluster sampling with clusters of equal sizes, estimator of mean per unit, its variance in terms of intracluster correlation, and determination of optimum sample and cluster sizes for a given cost. Cluster sampling with clusters of unequal sizes, estimator – population mean its variance / MSE.
- Sub sampling (Two – Stage only) : Equal first stage units – Estimator of population mean, variance / MSE, estimator of variance. Determination of optimal sample size for a given cost. Unequal first stage units – estimator of the population mean and its variance / MSE.

Design of Experiments

- Formulation of a linear model through examples. Estimability of a linear parametric function. Gauss-Markov linear model, BLUE for linear functions of parameters, relationship between BLUE's and linear Zero-functions. Gauss-Markov theorem.
- Simple linear regression, examining the regression equation, Lack of fit and pure error. Analysis of Multiple regression models. Estimation and testing of regression parameters, sub-hypothesis. Introduction of residuals, overall plot, time sequence plot, plot against $\bar{Y}_i$, Predictor variables X_{ij} ,

Serial correlation among the residual outliers. The use of dummy variables in multiple regression, Polynomial regressions – use of orthogonal polynomials. Derivation of Multiple and Partial correlations, tests of hypothesis on correlation parameters.

- Analysis of Covariance : One-way and Two-way classifications. Factorial experiments : Estimation of Main effects, interaction and analysis of 2^k , factorial experiment in general with particular reference to $k = 2, 3$ and 4 and 3^2 factorial experiment. Multiple Comparisons : Fishers least significance difference (LSD) and Duncan's Multiple Range test (DMR test).
- Total and Partial Confounding in case of 2^3 , 2^4 and 3^2 factorial designs. Concept of balanced partial confounding. Fractional replications of factorial designs : One half replications of 2^3 and 2^4 factorial designs, one-quarter replications of 2^5 and 2^6 factorial designs. Resolutions of a design. Split – Plot design.
- Youdin design, intra block analysis. **B.I.B.D.**, **P.B.I.B.D.**, their analysis, estimation of parameters, testing of hypothesis.

16. BIOTECHNOLOGY

CELL BIOLOGY: Diversity of cell size and shape. Cell theory, microscopic techniques for study of cells. Sub-cellular fractionation and criteria of functional integrity. Cellular organelles-Plasma membrane, cell wall, Mitochondria, Chloroplast, Nucleus and other organelles and their organization, structure and functions. Cell motility-cilia, flagella of eukaryotes. Transport of nutrients, ions and macromolecules across membranes. Liposomes, drug delivery systems, cellular energy transactions-role of mitochondria and chloroplast. Molecular assemblies like membranes; structure and functional aspects. Ribosome's, extra cellular matrix. Cell cycle – Overview of eukaryotic cell cycle, regulation of cell cycle by cell growth and extra cellular signals. Cell cycle check points. Regulators of cell cycle progression – MPF, cyclins and cyclin-dependent kinases. Cell death and proliferation – Apoptosis: definition, differences between apoptosis and necrosis and mechanism. Cancer: Types and Classification, Development and Properties of Cancer cells. Somatic mutations in cancer cells. Biotic and abiotic stress in plants. Signal transduction: types of receptors, second messengers (calcium, phosphoinositides and Nitric oxide). Meiosis, Gametogenesis, fertilization and Development of chick embryo.

BIOMOLECULES AND ANALYTICAL TECHNIQUES: - Chemical foundations of Biology water, pH, pK, acids, bases, buffers, weak bonds, covalent bonds. Principles of thermodynamics. Classification, structure and functions of carbohydrates, amino acids, proteins, nucleic acids and lipids. Chromatography Methods; partition, ion exchange, and affinity methods, criteria for purity, proteins and nucleic acids sequencing methods, Hormones, vitamins and minerals.

Analytical techniques: Principle, instrumentation and applications of VIS/UV, IR, NMR, LASER Raman Spectroscopy MASS Spectroscopy, Fluorescence Spectroscopy, Differential colorimetry, X-ray Crystallography, Ultra centrifugation, Electron Cryomicroscopy and Scanning Tunneling microscopy. Methods of cell study; confocal microscopy, Flowcytometry and FACS (fluorescence activated cell sorter) and atomic force microscopy. Radiochemical methods; Stable and radioactive isotopes, measurement of radioactivity by Liquid scintillation counting, GM counters and autoradiography. Specific activity and precursor-product relationship. Tracer studies and Effect of radiation on cells.

MOLECULAR BIOLOGY: - DNA Structure, replication, repair and recombination, Transcription, regulation and post transcriptional modifications in Prokaryotes and Eukaryotes. Transcriptional and post-transcriptional gene silencing. Translation and regulation in Prokaryotes and eukaryotes, co-translation and post-translational modifications of proteins. Protein Localization-Synthesis of secretory and membrane proteins, import into nucleus, mitochondria, chloroplast and peroxisomes, Biology of Cancer-Oncogenes and Tumour Suppressor genes, Structure, function and mechanism of action of pRB and p53 tumor suppressor proteins.

Antisense oligonucleotides, molecular targets of drug action and Ribozyme Technology. Homologous Recombination-Holliday model gene targeting, gene disruption, FLP/FRT and Cre/Lox recombination RecA and other recombinases. Molecular Mapping of Genome, Genes, mutation and mutagenesis, site directed mutagenesis and Human genome project, Transposons

BIOSTATISTICS: - Frequency distribution, Distribution of data binomial, poisson and normal. Measures of central tendency-mean, median, mode and standard deviation-probability distribution-regression-correlation- Analysis of variance-tests of significance- T-test, F-test, Chi-square test.

MICROBIOLOGY: - Discovery of the microbial world; Distinguishing features of prokaryotes and eukaryotes; general role of microorganisms in transformation of organic matter and in the causation of diseases; Microbial taxonomy; Classification, Nomenclature and new approaches to microbial taxonomy; Pure culture techniques; sterilization methods; Principles of microbial nutrition and composition of culture media; culture enrichment techniques; Growth and its mathematical expression; synchronized cultures, Culture collection and maintenance of cultures; Purple and green bacteria Rickettsias; Chlamydia and Mycoplasma. Archea; Viruses: structure and replication of viruses; DNA viruses and RNA viruses; Viroids and Prions; Virus and their Genetic System; Bacteriophages; RNA phages; Retroviruses, Biomass and Bioenergy.

IMMUNOLOGY:- Phylogeny of immune System; Innate and acquired immunity; Hematopoietic and differentiation, cells and organs of the immune system; Lymphocyte trafficking; Antigencity and super antigens; Immunoglobulin types, structure and function, Antigen-antibody interactions; Blood groups, Cell migration and Homing, Immunoglobulin and gene organization. Major histocompatibility complex, BCR and TCR and generation of diversity; Complement system, Antigen processing and presentation, generation of humoral and cell mediated immune responses; Activation of B-and T- lymphocytes, Cytokines and their role in immune regulation; Cell mediated cytotoxic, Hypersensitivity, Autoimmunity, Transplantation, Tumor Immunology, AIDS and other Immunodeficiency; Hybridoma Technology, Psychoneuro-immunology,

Single chain antibodies, theories of antibody diversity, Vaccines – Concept of immunization, routes of vaccination. Types of vaccines – Whole organism (attenuated and inactivated) and component vaccines (synthetic peptides, DNA vaccines, recombinant vaccines, subunit vaccines, conjugate vaccines. Vaccine delivery systems.

BIOPROCESS ENGINEERING:- Fermentation-types of fermentors and bioreactor design, cell concentration and stirring. Filtration, methods of cell disruption. Downstream processing, industrial applications of bioprocess. Synchronized and continuous culturing. Industrial production of glutamic acid, citric acid, ethanol, penicillin and riboflavin. Purification and crystallization of products.

ENZYME TECHNOLOGY:- Discovery classifications and nomenclature of enzymes. Techniques of enzymes isolation and assay, Intracellular localization of enzymes, Isoenzymes, Multienzyme complexes and multifunctional enzymes Physico-chemical characterization of enzymes, Enzymes kinetics, kinetic of enzymes of inhibition. Allosterism, Enzyme memory and mnemonic enzymes, Various techniques used for the immobilization of enzymes and their applications in Biotechnology. Purification of enzymes and their applications, Single cell proteins. Industrial application of enzyme, applications in biosensors.

ENVIRONMENTAL BIOTECHNOLOGY:- Ecological balance, resiliency of ecosystem and sustainable development, environmental pollution and global problems, water, air, soil pollution and their impacts on environment and biotechnological approaches for management, waste

water treatment: aerobic and anaerobic processes, bioremediation of contaminated soils and waste land, biotechnological treatment for industrial effluents and solid wastes. GM microbes

GENETIC ENGINEERING:- Discovery, properties and application of Restriction enzymes, Cloning and expression vectors, Purification of plasmids, genomic DNA and mRNA. Genomic and cDNA Library construction and screening of recombinants by hybridization methods, Reporter assays, protein engineering- site directed mutagenesis, adding disulfide bonds – changing asparagines to other amino acids modification of metal cofactor requirements. Increasing of specific activity Stability to thermal and salinity conditions, Phage Display library and yeast two hybrid system. Gene transfer methods Tagging, Role of gene tagging analysis; Gene Therapy, Gene silencing methods, Biochips.

BIOINFORMATICS:- Biological databases, ORF finding, EST analysis, gene identification, microsatellite repeat patterns, Blast all flavours, Mutation matrix, global Vs local alignments, Dot plots, PAM and BLOSUM matrices, Multiple sequence modeling, alignments dendrograms, phylograms, protein structure prediction methods, molecular modeling, Primer design, QSAR, Drug designing

PLANT BIOTECHNOLOGY:- Selection of explants, micro and macro Propagation techniques in plant tissue culture suspension culture, single cell. Anther, pollen and ovary culture for production of haploid plants. Cryopreservation for germplasm conservation. Plant Transformation technology, Transgene stability and gene silencing. Application of plant Transformation for productivity and performance. Metabolic Engineering and Industrial products: Plant secondary metabolites, industrial enzymes, biodegradable plastics, therapeutic proteins, antibodies, edible vaccines. Molecular marker assisted selection and Breeding: RFLP maps, RAPD markers, STS, microsatellites, SCAR (sequence characterized amplified regions), SSCP (single stand conformational polymorphism), AFLP, GM Crops

ANIMAL BIOTECHNOLOGY: - Animal cell culture technology, simple and complex growth media, cell culture techniques, primary and established cell lines. Biology and characterization of the cultured cells, measuring growth parameters, maintenance of cell culture, Measurement of viability and cytotoxicity, cell separation. Scaling-up of animal cell culture. Cell synchronization. Cell cloning and micromanipulation. Cell transformation. Stem cell cultures, embryonic stem cells and their applications. Cell culture based vaccines. Organ and histotypic cultures. Apoptosis, measurement of cell death. Biodegradation of Toxicants, Diagnostic aids, organ perfusion studies., GM animals.

Principles and preparation of DNA and RNA probes and their applications: Study and expression of cloned genes in prokaryotes and eukaryotic systems. Microbial production of interferon, human growth hormone, insulin in *E.coli*. Genetic Engineering – Social and moral implications, national and international guidelines/regulations. Biotechnology patents and safeguarding human health.

17.MICROBIOLOGY

General Microbiology and Microbial Physiology

History of Microbiology. Contributions of Scientists. Types, applications and importance of microscopy. Structure of microbial cells. Methods of sterilization: Physical methods –chemical methods and their application. Pure culture techniques. Preservation methods and Maintenance of Microbial cultures. Microbiological media and cultivation of microorganisms. Microbial identification methods. Principles of bacterial taxonomy and classification. Microbial growth curve. Measurement of Growth. Synchronous cultures – methods of synchronous culturing. Continuous culturing methods, factors effecting growth. Phenomenon of bacterial sporulation.

Cell and Molecular Biology, Virology

DNA structure, types and replication, Structure and types of RNA. Transcription and translation. Concept of ribozyme. Genetic code and Wobble hypothesis, Gene regulation. Cloning and expression vectors. Construction and screening of genomic and cDNA libraries. Types of mutagens, molecular basis and analysis of mutations, site directed mutagenesis. DNA damage and repair mechanisms. Recombination in bacteria by Transformation, Conjugation, Transduction. Transposable elements. Cell cycle and programmed cell death. Signal transduction, Protein folding & roles of Molecular chaperones.

Structure of viruses. Cultivation of viruses. Structure, genetics and Replication of Bacteriophages (Lytic and Lysogenic cycle), Plant Virus (TMV), Animal/human viruses (eg. Influenza virus, HIV and Adeno virus). Viral Interference and Interferons. Biochips. DNA markers: RFLP, Micro/mini satellites, SNPS, RAPDs and AFLP. Finger printing. DNA sequencing. Expression of recombinant proteins Protein-protein and protein-DNA interaction. Applications of recombinant DNA technology and Gene therapy.

Biochemistry and Techniques

pH and its biological relevance. Redox potentials, Electron transport, oxidative phosphorylation. Microbial respiration and fermentation. Classification, properties and chemical structure of carbohydrates and lipids. Classification, Properties and structure of amino acids and proteins. Biosynthesis and degradation of amino acids and proteins. Metabolism of carbohydrates and lipids – glycolytic pathways, TCA cycle, gluconeogenesis, glycogenesis. Biosynthesis of triacylglycerols and oxidation of fatty acids. Enzymes - nomenclature, classification, methods for determination of enzyme activity. Enzyme kinetics - Michelis-Menton kinetics. Optical methods - colourimetry and spectrophotometry, fluorimetry, optical rotation, Circular dichroism, NMR, ESR spectroscopy, X-ray diffraction, types of mass spectrometry. Chromatographic techniques, diffusion, dialysis, cell disruption methods, centrifugation techniques, electrophoreses and blotting techniques. Radio isotopes – detection and measurement.

Immunology

Components of immune system, Clonal selection theory. Antigen and antibody structure. Major Histocompatibility Complex (MHC) and transplantation. Antigen and antibody reactions. Immune response to infectious diseases. Hybridoma technology. Hypersensitivity, Tumor immunology, Immunological tolerance and immuno-suppression. Immune deficiency diseases. Immunotherapy of infectious diseases. Vaccines and Immunization.

Biostatistics: Variations and frequency distributions, measures of central tendency and dispersion, standard deviation, standard error, elements of probability, correlation and linear regression. Normal curve test, 't' test, 'F' test, 'Z'-test, ANOVA, Chi-square test, and confidence intervals. Experimental designs using statistical tools.

Bioinformatics: Basics of computers, Disk operating systems (DOS), Windows, MS office, information networking. Databases, Sequence and structure analysis of DNA and Proteins. Primer design. Protein engineering and drug designing. Tools and packages of networking.

Industrial Microbiology

Exploitation of microbes and industrial products. Types of fermentations, Detection and assay of fermentation products. Scale up of fermentations, Product recovery methods, Strain development strategies. Immobilization methods. Fermentative production of Ethanol, beer, wine, Antibiotics, citric acid, Vitamin B12, Glutamic acid and microbial enzymes. Steroid Biotransformations – Principles of vaccine production. Microbial biopesticides, Microbial products from genetically modified (cloned) organisms eg. Insulin. QA, QC, GLP, GMP, Patents & IPR

Medical Microbiology

Principles of Medical Microbiology, Normal flora of human body. Properties of pathogenic microorganisms. Bacterial, viral, fungal and parasitic infectious diseases (air born, water born, food born, insect born and zoonotic infections). Principles of diagnostic microbiology. Systematic Medical Microbiology - *β*-Haemolytic streptococci, *Mycobacterium tuberculosis*, *Neisseria gonorrhoea*, *E.coli*, *Salmonella typhi*. *Staphylococcus aureus*, *Clostridium tetani*, *Pseudomonas*, HIV, Polio, Rabies and Amoebiasis, Malaria and Trichomoniasis and Fungal diseases. Medical diagnostics.

Mode of action of important drugs – Cell wall inhibitors (Betalactum – eg. Penicillin), membrane inhibitors (polymyxins), macromolecular synthesis inhibitors (streptomycin), Antifungal antibiotics (nystatin). Drug resistance. Antiviral agents. Microbiological assays.

Food, Environment and Agriculture Microbiology.

Dairy Microbiology. microbiological examination of fresh and canned foods. Fermented foods, spoilage of foods and food preservation methods. Current and future implications concerning food safety, hazards and risks. Microbes and animal interactions – Rumen Microbiology, termite microbial communities. Probiotics, Prebiotics and their significance in human beings and animals. Microorganisms in air, water and soil and their importance. Microbial diversity in the environment. Microbial mineralization and C, N, S, P and Fe cycles. Soil humus formation. Rhizosphere, mycorrhiza and phyllosphere. Microbial degradation of carbonaceous materials in soil. Biology and biochemistry of Nitrogen fixation. Biofertilizers, Biopesticides, Persistence and degradation of pesticides, herbicides, fungicides and insecticides. Sewage treatment and bioremediation.

18.Computer Applications

19.Computer Science

1. Mathematical Foundations:

Mathematical Logic – Propositional Logic, First Order Logic; Probability: Conditional Probability, Mean, Median, Mode and Standard deviation; Random Variables; Distributions - Uniform, Normal, Exponential, Poisson, Binomial. Set Theory and Algebra: Sets, Relations, Functions, Groups, Partial Orders, Lattices, Boolean Algebra. Combinatorics: Permutations, Combinations, Counting, Summation, Generating Functions, Recurrence Relations.

2. Programming:

Programming in C, C++ and Java: Object Oriented Programming Concepts including Classes; Polymorphism; Inheritance and Programming in C, C++ and Java.

3. Data and File Structures:

Data structure – Definition, Arrays, stacks, queues, linked lists, trees, graphs, priority queues and heaps.

File Structures - Fields, records and files, Sequential, direct, index-sequential and relative files, Hashing, inverted lists and multi-lists B trees and B+ trees.

4. Design and Analysis of Algorithms:

Asymptotic notation, Notations of Space and Time complexities, Worst and Average case analysis; Design: Greedy Approach, Dynamic Programming, Divide and Conquer; Tree and Graph traversals, connected components, spanning trees, shortest paths; Hashing, Sorting, Searching. Asymptotic analysis (best, worst and average cases) of time and space, upper and lower bounds.

5. Computer Organization:

Machine instructions and addressing modes, Main Memory Organization, CPU Organization, I/O Organization, Micro-programmed Control, Cache Memory, Secondary Storage.

6. Operating Systems and Unix:

Processes, Threads, Inter-process communication, Concurrency, Synchronization, Deadlock, CPU scheduling, Memory management and virtual memory, File systems, I/O systems, Protection and security.

Unix System - File system, process management, bourne shell, Shell variables, command line programming.

Filters and Commands - Pr, head, tail, cut, paste, sort, uniq, tr, join, etc., grep, egrep, fgrep, etc., sed, awk, etc.

System Calls (like) - Creat, open, close, read, write, isseek, link, unlink, stat, fstat, umask, chmod, exec, fork, wait, system.

7. Relational Database Design and SQL

E R diagrams and their transformation to relational design, normalization - 1NF, 2NF, 3NF, BCNF and 4NF, Limitations of 4NF and BCNF.

SQL - Data Definition language (DDL), Data Manipulation Language (DML), Data Control language (DCL) commands. Database objects like-Views, indexes, sequences, synonyms, data dictionary.

Transaction Management, concurrency control and system recovery.

8. Software Engineering:

Software Characteristics, Software Process Models, Analysis, Design, Coding, Testing, and Software Quality Assurance, Software Metrics

9. Computer Graphics:

Line Drawing, Graphic Primitives and Polygons, 2D Transformations, Windowing and Clipping, 3-D Graphics, Curves and Surfaces.

10. Computer Networks:

ISO/OSI stack, LAN technologies, (Ethernet and Token ring), Flow and error control techniques, Routing algorithms, Congestion control, TCP/UDP and Sockets, IP (v4), Application layer protocols (icmp, dns, smtp, pop, ftp, http).

11. **Data Warehousing and Mining:** Data Warehousing Concepts and Architectures, OLAP, Data Pre-processing, Data Cube Technology, Data mining Functionalities, Primitives, Data Characterization, Association Mining, Classification and regression, Clustering and Outlier Analysis.
12. **Web Technologies:**
HTML, XML, Basic Concepts of Client Server computing, Static, Dynamic and Active Web pages, Client and Server Side Scripting.
13. **E Commerce and Security:**
Electronic Commerce - Framework, Media Convergence of Applications, Consumer Applications, Organisation Applications.
Electronic Payment Systems - Digital Token, Smart Cards, Credit Cards, Risks in Electronic Payment System, Designing Electronic Payment Systems.
Electronic Data Interchange (EDI) - Concepts, Applications, (Legal, Security and Privacy) issues, EDI and Electronic Commerce, Standardization and EDI, EDI Software Implementation, EDI Envelope for Message Transport, Internet-Based EDI.
Cryptography - Fundamentals of Cryptology, Cipher Methods, Cryptographic Algorithms, Cryptographic Tools, Protocols for Secure Communication, Attacks on Crypto systems. Security Technologies – Firewalls, Intrusion Detection and Prevention Systems, VPNs.
14. **Theory of Computation and Compiler Design:**
Regular languages and finite automata, Context free languages and Push-down automata, Recursively enumerable sets and Turing machines, Undecidability. Compiler Design: Lexical analysis, Parsing, Syntax directed translation, Runtime environments, Intermediate and target code generation, Basics of code optimization.
15. **Cryptography and Network Security:**
Data Encryption and Decryption, Symmetric Key algorithms like DES, IDEA and AES, Public Key Cryptography, RSA algorithm, Digital Signatures & Authentication, Firewalls and VPN.
16. **Artificial Intelligence:**
AI Approach to problem solving, State Space Search, Problem Characteristics, Production System Model, Breadth First and Depth First Search, Heuristic Search Techniques, Predicate Logic and Resolution for Theorem Proving, Knowledge representation using Rules, Frames, Semantic Nets, Script, and CD Diagrams, Uncertain reasoning Techniques, TMS, Linear and Nonlinear Planning.

20.GEOLOGY

1. Geomorphology and Remote Sensing

Basic principles, weathering and soils, mass wasting, influence of climate on processes. Concept of erosion cycles. Geomorphology of fluvial tracts, arid zones, coastal regions, karst landscapes and glaciated ranges. Applications of Geomorphology in mineral prospecting, civil engineering, hydrology and environmental studies, topographical maps and geomorphology of India.

Concepts and principles of aerial photography and photogrammetry Satellite Remote Sensing. Fundamentals of Digital Image Processing. Use of Remote Sensing in landforms, landuse, and structural mapping, Hydrogeological studies and mineral exploration. Geographic Information System (GIS) – principles and applications.

2.Structural geology and Geotectonics

Principles of geological mapping and map reading, projection diagrams, stress-strain relationship of elastic, plastic and viscous materials. Behavior of minerals and rocks under deformation conditions. Structural analysis of folds, cleavages, lineation's, joints, and faults. Superposed deformation. Mechanism of folding and faulting. Unconformities and basement cover relations. Structural behavior of igneous rocks, diapirs and salt domes. Fundamentals of petrofabric analysis.

Earth and solar system. Planetary evolution of earth and its internal structure. Heterogeneity of the earth's crust. Major tectonic features of the oceanic and continental crust. Continental drift-geological, geophysical and other evidences, mechanics, objections and present status. Gravity and magnetic anomalies at mid oceanic ridges, deep sea trenches, continental shield areas and mountain chains. Paleomagnetism, seafloor spreading and plate tectonics, Island arcs, oceanic islands and volcanic arcs, isostasy, orogeny, epeirogeny, geosynclines, and seismic belts of the earth. Seismicity and plate movements. Geodynamics of the Indian plate.

3.Stratigraphy

Nomenclature and the modern stratigraphic code. Radio isotopes and measuring geological time. Geological time scale, stratigraphic procedures of correlation of unfossiliferous rocks. Precambrian stratigraphy of India. Stratigraphy of the Paleozoic and Mesozoic and Cenozoic formations of India. Gondwana system and gondwana land, and origin of Himalaya and evolution of Siwalik basin, Deccan volcanic. Quaternary stratigraphy, rock record, paleoclimates and paleogeography.

4. Paleontology

Fossil records, morphology and time ranges fossil groups. Evolutionary changes in Mollusks and mammals in geological time. Principles of evolution. Use of species and genera of foraminifera and echinodermata in biostratigraphic correlation. Siwalik vertebrate fauna and flora, different microfossil groups and their distribution in India.

5. Crystallography and Mineralogy

Physical, chemical and crystallographic characteristic of common rock forming mineral group. Silicate structures. Common minerals of igneous and metamorphic rocks. Minerals of the carbonate, phosphate, sulphide, halide and oxide groups.

Optical properties of common rock forming silicate minerals, uniaxial and biaxial minerals. Extinction, pleochroism, birefringence of mineral and their relation with mineral composition. Twinned crystals and dispersion of optic axis and crystallographic axis.

6. Igneous and Metamorphic petrology

Forms, textures, and structures of igneous rocks, silicate melt equilibria, binary and ternary phase diagrams, Petrology and geotectonic evolution of granites, basalts, andesites and alkaline rocks. Petrology of gabbros, kimberlites, anorthosites and carbonatites. Origin and evolution of magmas.

Textures and structures of metamorphic rocks. Regional and contact metamorphism of pelitic and impure calcareous rocks. Mineral assemblages and P/T condition.

Characteristics of different grades and facies of metamorphism, Metasomatism and granitization, magmatites. Plate tectonics and metamorphic zones. Paired metamorphic belts.

7. Sedimentology

Provenance and diagenesis of sediments, Sedimentary textures. Framework matrix and cement of terrigenous sediments. Definition, measurement and interpretation of grain size. Elements of hydraulics, primary structure, paleocurrent analysis. Biogenic and chemical sedimentary structures. Sedimentary environment and facies. Facies modeling for marine, non marine and mixed sediments. Tectonics and sedimentation. Classification and definition of sedimentary basins, sedimentary basins of India. Cycle sediments. Seismic and sequence stratigraphy. Purpose and scope of basin analysis. Structure contours and isopach maps.

8. Geochemistry

Earth in relation to the solar system and universe, cosmic abundance of elements. Composition of the planets and meteorites. Structure and composition of earth and distribution of elements. Trace elements. Elementary crystal chemistry and thermodynamics. Introduction to isotope geochemistry. Geochemistry of hydrosphere, biosphere and atmosphere. Geochemical cycle and principles of geochemical prospecting. Origin of elements.

9. Environmental geology

Concepts and principles. Natural hazards, preventive/precautionary measures-floods, landslides, earthquakes, rivers and coastal erosion. Impact assessment of anthropogenic activities such as urbanization, open-cast mining and quarrying, river-valley projects, disposal of industrial radioactive waste. Excess withdrawal of groundwater, use of fertilizers, dumping of ores, mine waste and flyash. Organic and inorganic contamination of groundwater and their remedial measures. Soil degradation and remedial methods. Environmental protection-legislative measures in India. Factors for groundwater subsidence.

10. Indian mineral deposits and mineral economics

Occurrence and distribution of metalliferous deposits-base metals, iron, manganese, aluminium, platinum, chromium, nickel, gold, silver, molybdenum. Indian deposits of non metals-mica, asbestos, barite, gypsum, apatite and beryl. Phosphrite, placer and rare earth mineral deposits. Gemstones, raw materials used for refractories, abrasives, glass, fertilizers, paints, ceramics and cement industries.

Strategic, critical and essential minerals. India's status in mineral production. Change in pattern of mineral consumption, National Mineral Policy. Mineral concession rules, Marine mineral resources and law of sea. Conservation and substitution of minerals.

11. Ore genesis

Ore deposits and ore minerals. Magmatic processes of mineralization, porphyry, skarn, and hydrothermal mineralization. Fluid inclusion studies and paragenesis. Mineralization associated with – i. ultramafic, mafic and acid rocks, ii. Greenstone belts, iii. Komatiites, anorthosites and kimberlites, iv. Submarine volcanism-volcanogenic deposits. Magma-related mineralization through geological time. Stratiform and stratabound ores. Syngenetic deposits, residual and mechanical concentration processes, supergene sulphide and oxide enrichments.

12. Mineral exploration

Methods of surface and subsurface exploration, prospecting for economic minerals and fuels-drilling, sampling, and assaying. Geophysical techniques – gravity, electrical, magnetic, air borne, and seismic. Instrumental techniques of detection and measurement of radio activity. Radio active methods for prospecting and assaying of mineral deposits. Geomorphological and remote sensing techniques. Geobotanical and geochemical methods. Bore hole logging and survey for deviation.

13. Fuels

Definition, origin of coal, stratigraphy of coal measures. Fundamentals of coal petrology, peat, lignite, bituminous and anthracite. Industrial application of coal. Indian coal deposits.

Origin, accumulation, migration and entrapment of natural hydrocarbons. Characters of reservoir rocks. Structural, stratigraphic and mixed traps. Geographical and geological distribution of petroliferous basins of India. Gas hydrates and Coal Bed Methane occurrences.

Mineralogy and geochemistry of radioactive minerals. Distribution of radio active minerals in India. Radio active methods in petroleum exploration-well logging techniques. Nuclear waste disposal-geological constraints.

14. Engineering geology

Mechanical properties of rocks and soils. Geological investigations for river-valley projects-dams and reservoirs; tunnels-type, methods and problems. Bridges-types and foundation problems. Shoreline engineering, landslides, classification, causes, prevention and rehabilitation. Earthquake resistant structures. Problems of groundwater in engineering projects. Geotechnical case studies of major projects in India.

15. Hydrogeology

Origin of water-meteoric, juvenile, and connate. Hydrological cycle-evaporation, precipitation, runoff. Hydrographs, water table contour maps. Rock properties affecting groundwater. Types of aquifers. Porosity, permeability, specific yield and retention, hydraulic conductivity, transmissivity, storage and storage coefficient.

Well hydraulics, general flow equations, study of unidirectional flow, radial flow to a well, unsteady radial flow in a confined and unconfined aquifer. Water level fluctuation and causative factors. Methods of pumping tests and analyses, evaluation of aquifer parameters. Artificial recharge of groundwater. Groundwater legislation. Sustainability criteria and managing renewable and non-renewable groundwater resources.

Groundwater quality-sources of salinity, estimation of major elements, interpretation of chemical analyses. Groundwater pollution, arsenic and fluoride problems. Groundwater quality maps of India. Quality criteria for groundwater use. Salt water intrusion in coastal aquifers and remedial methods.

Surface geophysical methods-seismic, gravity, geoelectrical and magnetic. Subsurface geophysical methods-well logging for delineation of aquifers and estimation of water quality.

Annexure-III
SUBJECT EQUIVALENCY PARTICULARS

DEPARTMENT OF COLLEGIATE EDUCATION			
S.No.	Name of the Post	Qualification (PG LEVEL)	Qualification In Under Graduate Level
1.	Lecturers in English	M.A.(English)	
2.	Lecturers in Telugu	M.A.(Telugu)	
3.	Lecturers in Hindi	M.A. (Hindi)	
		Hindi Sahitya Sammelan, Alhabad	
		Madyama (Visarada) Uttamsa (Hindi Sahitya)	
		Rastra Basha Prachar Samiti Wardha Ratna	
		Dakshina Bharath Hindi Prachar Sabha Madras – Praveena	
		Hindi Vidya Peetha Deoghar-msahityalankar	
		Maharastra Rastra Basha Sabha – Poona – Pandit	
		Hindi Prachar Sabha, Hyderabad – Vidwan Gujarath Vidya Peeth, Ahmadabad - Sevak	
4.	Lecturers in Urdu	M.A.(Urdu)	
5.	Lecturers in Oriya	M.A.(Oriya)	
6.	Lecturers in History	M.A.(History)	Same subject in Under Graduate Level as clarified by APSCHE vide Lr.No.APSCHE/ums-1035/Clarification-equiv-Qualifications/2018, dated 03-07-2018.
7.	Lecturers in Economics	M.A. (Economics)	Same subject in Under Graduate Level as clarified by APSCHE vide Lr.No.APSCHE/ums-1035/Clarification-equiv-Qualifications/2018, dated 03-07-2018
		M.A.(Applied Economics)	
		M.Sc. Economics	
8.	Lecturers in Political Science	M.A. (Political Science) M.A. Public Administration	Same subject in Under Graduate Level as clarified by APSCHE vide Lr.No.APSCHE/ums-1035/Clarification-equiv-Qualifications/2018, dated 03-07-2018
9.	Lecturers in Commerce	M.Com (Commerce) & M.B.A	B.Com
10	Lecturers in Mathematics	M.A./M.Sc. Mathematics	
		M.A./M.Sc. Applied Mathematics	
		M.Sc. Mathematics and Computer Science	
		M.Sc. Mathematics with Computer Science	
		M.Sc./ M.Sc. Tech. Physics	
		Material Science	
		Solid State Physics	
		Condensed Matter Physics	
		Space Physics	
		Nuclear Physics	
		Electronics	

11	Lecturers in Physics	Electronics & Instrumentation	
		Applied Physics	
		Instrumentation	
		Opto-Electronics	
		Five Integrated M.Sc. Physics	
		Microwaves	
		Bio-Physics	
		Meteorology & Oceanography	
		Geo Physics	
		Astro Physics	
		Astronomy	
		Nano Science	
		Nano Technology	
		Photonics	
		Energy Management	
		Electronic Communications	
12	Lecturer in Chemistry	M.Sc. Chemistry	
		Inorganic Chemistry	
		Analytical Chemistry	
		Nuclear Chemistry	
		Organic Chemistry	
		Physical Chemistry	
		Environmental Chemistry	
		Mineral Chemistry	
		Fertilizers and Agro Chemistry	
		(Photo Chemistry) & Forest Products	
		Analysis of Food, Drugs & Water	
		Synthetic Chemistry	
		Applied Chemistry	
		Chemistry (Associate Ship exam in Chemistry)	
		Bio inorganic Chemistry	
		Medical Chemistry	
		Industrial Chemistry	
		Chemistry(Physical –organic Chemistry)	
		Chemistry(pharmaco informatics)	
		Natural Products Chemistry	
13	Lecturer in Botany	M.Sc. Botany	
		M.Sc. Plant Science	
		M.Sc. Plant Science (Bio-Technology)	
14	Lecturer in Zoology	M.Sc. Zoology	
		M.Sc. Animal Science – 5 Years of integrated M.Sc. Systems Biology of University of Hyderabad.	
15	Lecturer in Computer Science	M.Sc. Computer Science	B.Sc Computer Science
		M.Tech (Computers)	B.Tech. Computer Science
		M.C.A.	B.Sc (IT/ Computer Science)
16	Lecturer in Computer Application	Master in Computer Applications	Preference shall be given to the candidates with Comp. Appl. At Graduate Level
		M.Tech (Computers)	
17	Statistics	M.Sc (Statics/Applied Statistics)	
18	Lecturer in Microbiology	M.Sc. (Micro-Biology)	B.Sc. Biological Science & Microbiology
		M.Sc. (Life Science)	
19	Lecturer in Bio-Technology	M.Sc. Bio- Technology	B.Sc. Biological Science, Zoology & Bio Technology
		M.Sc. (Life Science)	
20	Lecturer in Geology	M.Sc (Geology)	

Annexure-IV

INSTRUCTIONS TO CANDIDATES

A. INSTRUCTIONS TO CANDIDATES:

- A.1. The applicants are required to go through the user guide and satisfy themselves as to their eligibility for this recruitment carefully before applying and enter the particulars completely online.
- A.2. Applicant must compulsorily fill-up all relevant columns of application and submit application through website only. The particulars made available in the website will be processed through computer and the eligibility decided in terms of notification and confirmed accordingly.
- A.3. The applications received online in the prescribed proforma available in the website and within the time shall only be considered and the Commission will not be held responsible for any kind of delay/discrepancy on part of the candidate.
- A.4. Applicants must compulsorily upload his/her own scanned photo and signature through .jpg format.
- A.5. The applicants should not furnish any particulars that are false, tampered, fabricated or suppress any material information while making an application through website.
- A.6. Important:-Hand written/typed/Photostat copies/printed application form will not be entertained.
- A.7. The applicant shall produce all the essential certificates issued by the competent authority, for verification by the commission, as and when called for. If candidates fail to produce the same, his/her candidature shall be rejected / disqualified without any further correspondence.
- A.8. The following certificate formats are available on the Commission's Website (<https://psc.ap.gov.in>) for reference.
 - A.8.1. Community, Nativity and Date of Birth Certificate
 - A.8.2. Declaration by the Un-Employed
 - A.8.3. School Study Certificate
 - A.8.4. Certificate of Residence
 - A.8.5. Medical Certificate for the Blind
 - A.8.6. Certificate of Hearing Disability and Hearing Assessment
 - A.8.7. Medical Certificate in respect of Orthopedically Handicapped Candidates
 - A.8.8. Creamy Layer Certificate
 - A.8.9. Local status certificate (if applicable)

B. INSTRUCTIONS REGARDING OFF-LINE EXAMINATION FOR CANDIDATES (if

Screening test is held):

- B.1. The candidates should go through the instructions given on the cover page of test booklet and carefully write his/her Registration Number, Subject / Subject Code, Booklet Series, Name of the Examination Centre etc., in the Answer Sheet, which will be provided to him/her in the examination hall.
- B.2. Since the answer sheets are to be scanned (valued) with Optical Mark Scanner system, the candidates have to USE BALL POINT PEN (BLUE or BLACK) ONLY FOR MARKING THE ANSWERS. The candidates will be supplied OMR Sheet consisting of two copies i.e., the Original Copy (Top Sheet) and Duplicate Copy (Bottom Sheet). The candidate is required to use Ball Point Pen (Blue or Black) for filling the relevant blocks in the OMR Sheet including bubbling the answers. After writing the examination the candidate has to handover the original OMR sheet (Top Sheet) to the invigilator in the examination hall. If any candidate takes away the original OMR Sheet (Top Sheet) his/her candidature will be rejected.
 However the candidate is permitted to take away the duplicate (Bottom Sheet) OMR Sheet for his/her record. The candidates should bring Ball Point Pen (Blue or Black and smooth writing pad) to fill up relevant columns on the Answer Sheet. The candidate must ensure encoding the Registration Number, Subject/Subject Code, Booklet Series correctly, write the Name of the Examination Centre, appending Signatures of the Candidate and Invigilator, etc., on the O.M.R. Answer sheet correctly, failing which the Answer sheet will not be valued. Use of whitener / correcting fluid / Blade / Powder/ Eraser / folding / Tearing / Rough Work or any kind of tampering to change the answers on OMR Sheet will lead to disqualification / invalidation / rejection. No

- correspondence whatsoever will be entertained from the candidates in this regard.
- B.3. The OMR Sheet is to be bubbled by Ball Point Pen (Blue or Black) only. Bubbling by Pencil / Ink Pen / Gel Pen is not permitted in this examination. Any kind of tampering to change the answers on the OMR Sheet will lead to disqualification / invalidation / rejection. No correspondence whatsoever will be entertained from the candidates in this regard.

C. INSTRUCTIONS REGARDING ON-LINE EXAMINATION FOR CANDIDATES:

- C.1. The candidates should take their seats at the prescribed time before the commencement of the examination. Biometric identification would be conducted before entry into examination hall. The entry time would be mentioned in the hall ticket. Late entry after the given entry time would not be allowed. Candidates should not leave the examination hall till the expiry of fulltime. Loaning and interchanging of articles among the candidates is not permitted in the examination hall. Electronic devices including cell phones and pagers are not allowed in the examination hall.
- C.2. The starting time of each examination paper and the entry time would be mentioned in the hall ticket
- C.3. Candidates will not be permitted to leave the examination hall till the expiry of full time. If any candidate leaves the examination hall in the middle, he would be disqualified. If there is any problem with computer system, the candidates have to wait without talking to others till the system is restored. In case of any violation, the candidate will be disqualified.
- C.4. The examination link with the login screen will already be available on your system. Please inform the invigilator if this is not the case.
- C.5. 10 minutes prior to the exam, you'll be prompted to login. Please type the Login ID (Roll No) and the Password (Password for Candidate will be given on exam day) to proceed further.
- C.6. Invigilator will announce the password 15 minutes before commencement of the Examination.
- C.7. Copying or noting down questions and/or options is not allowed. Severe action will be taken if any candidate is found noting down the questions and/or options.
- C.8. After logging in, your screen will display:
- *Profile Information - Check the details & click on "I Confirm" or "I Deny".
 - *Detailed exam instructions - Please read and understand thoroughly.
 - *Please click on the "I am ready to Begin" button, after reading the instructions.
- C.9. You have to use the mouse to answer the multiple choice type questions with FOUR alternative answers.
- C.10. To answer any numerical answer type question, you need to use the virtual numeric key pad and the mouse.
- C.11. On the online exam question screen, the timer will display the balance time remaining for the completion of exam.
- C.12. The question numbers are color coordinated and of different shapes based on the process of recording your response: White (Square) - For un-attempted questions. Red (Inverted Pentagon) - For unanswered questions. Green (Pentagon) - For attempted questions. Violet (Circle) - Question marked by candidate for review, to be answered later. Violet (Circle with a Tick mark) - Question answered and marked by candidate for review.
- C.13. After answering a question, click the SAVE & NEXT button to save your response and move onto the next question.
- C.14. Click on Mark for Review & NEXT to mark your question for review, and then go to the next question.
- C.15. To clear any answer chosen for a particular question, please click on the CLEAR RESPONSE button.
- C.16. A summary of each section, (i.e. questions answered, not answered, marked for review) is available for each section. You have to place the cursor over the section name for this summary.
- C.17. In case you wish to view a larger font size, please inform the Invigilator. On the Invigilator's confirmation, click on the font size you wish to select. The font size will be visible on the top.

- C.18. You may view INSTRUCTIONS at any point of time during exam, by clicking on the INSTRUCTIONS button on your screen.
- C.19. The SUBMIT button will be activated after 150 Minutes. Please keep checking the timer on your screen.
- C.20. In case of automatic or manual log out, all your attempted responses will be saved. Also, the exam will start from the time where it had stopped.
- C.21. You will be provided a blank sheet for rough work. Do write your Login ID and Password on it. Please ensure that you return it to the invigilator at the end of the exam after tearing only the password from it.
- C.22. Please don't touch the key board as your exam ID will get locked. If your ID gets locked, please inform a nearby invigilator who will help in unlocking your ID and then you can continue with the exam.
- C.23. Please inform the invigilator in case of any technical issues.
- C.24. Please do not talk to or disturb other candidates.
- C.25. In case you are carrying articles other than the admit card, photo identity proof and pen, please leave them outside the exam room.
- C.26. You cannot leave exam room before submitting the paper. Please inform the invigilator if you want to use the wash room.

D. GENERAL INSTRUCTIONS TO CANDIDATES:

- D.1. If the candidate notices any discrepancy printed on the Hall ticket, as to community, date of birth etc., he/she may immediately bring it to the notice of Commission's officials/Chief Superintendent in the examination centre and necessary corrections can be made in the Nominal Roll, in the Examination Hall against his/her Hall Ticket Number for being verified by the Commission's Office.
- D.2. The candidate should satisfy the Invigilator of his/her identity with reference to the signature and photographs available on the Nominal Rolls and Hall Ticket.
- D.3. The candidates should take their seats at the given time before the commencement of the examination and are not to be allowed after the scheduled time. The time of Examination and entry time would be mentioned in the hall ticket. Late entry after the given entry time would not be allowed. Candidates should not leave the examination hall till the expiry of fulltime.
- D.4. The candidates must note that his/her admission to the examination is strictly provisional. The mere fact that an Admission to the examination does not imply that his/her candidature has been finally cleared by the Commission or that the entries made by the candidate in his/her application have been accepted by the Commission as true and correct. The candidates have to be found suitable after verification of original certificates; and other eligibility criteria. The Applicants have to upload his/her scanned recent colour passport photo and signature to the Application Form. Failure to produce the same photograph, if required, at the time of interview/ verification, may lead to disqualification. Hence the candidates are advised not to change their appearance till the recruitment process is complete.
- D.5. The candidates are not allowed to bring any Electronic devices such as mobile / cell phones, programmable calculators, tablets, iPad, Bluetooth, pagers, watches or any other computing devices to examination Hall. Non programmable calculators would be permitted, wherever necessary. Loaning and interchanging of articles among the candidates is not permitted in the examination hall and any form of malpractice will not be permitted in the exam hall.
- D.6. The candidates are expected to behave in orderly and disciplined manner while writing the examination. Their candidature will be rejected in case of impersonation/ disorder/ rowdy behaviour during Examination and necessary F.I.R. for this incident will be lodged with concerned Police Station. The Chief Superintendent of the centre is authorized to take spot decision in this matter.
- D.7. Candidates trying to use unfair means shall be disqualified from the selection. No correspondence whatsoever will be entertained from the candidates.
- D.8. The Penal Provisions of Act 25/97 published in the A.P. Gazette No. 35, Part-IV.B Extraordinary dated: 21/08/1997 shall be invoked if malpractice and unfair means are noticed at any stage of the Examination. Action will be taken to penalize as per G.O.Ms.No.385, G.A. (Ser. A) Dept., Dt.18/10/2016.
- D.9. (a) Wherever the candidates are totally blind, they will be provided a scribe to write the examination and 20 minutes extra time is permitted to them per hour. Eligible candidates are also allowed to bring their own scribe after due intimation to the Commission after

duly providing the full identification details of the scribe like name, address and appropriate proof of identification.

- (b) The applicants shall upload the certificate relating to percentage of disability for considering the appointment of scribe in the examination.
 - (c) An extra time of 20 minutes per hour is also permitted for the candidates with locomotor disability and CEREBRAL PALSY where dominant (writing) extremity is affected for the extent slowing the performance of function (Minimum of 40% impairment). No scribe is allowed to such candidates.
 - (d) The candidate as well as the scribe will have to give a suitable undertaking conforming to the rules applicable
- D.10. In case the Hall-Ticket is without photo or too small, he/she should affix a passport size photo on Hall-ticket and appear by duly getting attested by Gazetted Officer. He/she shall handover similar photo for each paper to Chief Superintendent for affixing the same on the Nominal Rolls.
- D.11. The candidate will not be admitted to the examination Hall without procedural formalities.
- D.12. The candidate admission to the Examination is provisional, subject to the eligibility, confirmation/satisfaction of conditions laid down in this notification.
- D.13. The candidates should put his/ her signature and get the signature of the invigilator at the appropriate places in the Nominal Roll or OMR Answer Sheet.
- D.14. Instructions to be followed scrupulously in the Examination Hall.

ANNEXURE-V
LIST OF SCHEDULED CASTES
(Definition 28 of General Rule - 2)
SCHEDULE - I

(Substituted with effect from 27-07-1977 through G.O.Ms.No. 838, G.A.(Services-D) Department, dated 15/12/1977)

- 1 Adi Andhra
- 2 Adi Dravida
- 3 Anamuk
- 4 Aray Mala
- 5 Arundhatiya
- 6 Arwa Mala
- 7 Bariki
- 8 Bavuri
- 9 Beda Jangam, Budga Jangam (In Districts of Hyderabad, Rangareddy, Mahaboobnagar, Adilabad, Nizamabad, Medak, Karimnagar, Warangal, Khammam and Nalgonda)*
- 10 Bindla
- 11 Byagara, Byagari*
- 12 Chachati
- 13 Chalavadi
- 14 Chamar, Mochi, Muchi, Chamar-Ravidas, Chamar-Rohidas*
- 15 Chambhar
- 16 Chandala
- 17 Dakkal, Dokkalwar
- 18 Dandasi
- 19 Dhor
- 20 Dom, Dombara, Paidi, Pano
- 21 Ellamalwar, Yellammalawandlu
- 22 Ghasi, Haddi, Relli, Chachandi
- 23 Godagali, Godagula (in the Districts of Srikakulam, Vizianagaram & Vishakapatnam) *
- 24 Godari
- 25 Gosangi
- 26 Holey
- 27 Holey Dasari
- 28 Jaggali
- 29 Jambuwulu
- 30 Kolupulvandlu, Pambada, Pambanda, Pambala *
- 31 Madasi Kuruva, Madari Kuruva
- 32 Madiga
- 33 Madiga Dasu, Mashteen
- 34 Mahar
- 35 Mala, Mala Ayawaru *
- 36 Mala Dasari
- 37 Mala Dasu
- 38 Mala Hannai
- 39 Mala Jangam
- 40 Mala Masti
- 41 Mala Sale, Netkani
- 42 Mala Sanyasi
- 43 Mang
- 44 Mang Garodi
- 45 Manne
- 46 Mashti
- 47 Matangi
- 48 Mahter
- 49 Mitha Ayyalvar
- 50 Mundala
- 51 Paky, Moti, Thoti
- 52 (Omitted)*
- 53 Pamidi
- 54 Panchama, Pariah
- 55 Relli
- 56 Samagara
- 57 Samban

- 58 Sapru
- 59 Sindhollu, Chindollu
- 60 Yatala (Srikakulam Dist. Only) Memo No. 8183/CV-1/2006-10 SW (CV-I) Dept., Dt. 31/03/2008
- 61 Valluvan * (Chittoor and Nellore Dist. Only) Memo No. 8183/CV-1/2006-10 SW (CV-I) Dept., Dt. 31/03/2008

* As for the Constitution (Scheduled Caste) orders (Second Amendment) Act 2002, Act No. 61 of 2002

LIST OF SCHEDULED TRIBES

1. Andh, Sadhu Andh *
2. Bagata
3. Bhil
4. Chanchu (Chenchwar omitted) *
5. Gadabas, Boda Gadaba, Gutob Gadaba, Kallayi Gadaba, Parangi Gadaba, Kathera Gadaba, Kapu Gadaba *
6. Gond, Naikpod, Rajgond, Koitur *
7. Goudu (in the Agency tracts)
8. Hill Reddis
9. Jatapus
10. Kammara
11. Kattunayakan
12. Kolam, Kolawar *
13. Konda Dhoras, Kubi *
14. Konda Kapus
15. Konda Reddis
16. Kondhs, Kodi, Kodhu, Desaya Kondhs, Dongria Kondhs, Kuttiya Konds, Tikiria Khondhs, Yenity Khondhs, Kuvinga *
17. Kotia, Benthoriya, Bartika, Dulia, Holva, Sanrona, Sidhopaiko (Dhulia, Paiko, Putiya- omitted *)
18. Koya, Doli Koya, Gutta Koya, Kammara Koya, Musara Koya, Oddi Koya, Pattidi Koya, Rajah, Rasha Koya, Lingadhari Koya (Ordinary), Kottu Koya, Bhine Koya, Raj Koya (Goud-omitted *)
19. Kulia
20. Malis (excluding Adilabad, Hyderabad, Karimnagar, Khammam, Mahabubnagar, Medak, Nalgonda, Nizamabad and Warangal District)
21. Manna Dhora
22. Nayaks (in the Agency tracts)
23. Mukha Dhora, Nooka Dhora
24. Pardhan
25. Porja, Parangi Perja
26. Reddi Dhoras
27. Rona, Rena
28. Savaras, Kapu Savaras, Maliya Savaras, Khutto Savaras
29. Sugalis, Lambadis, Banjara *
30. Thoti (in Adilabad, Hyderabad, Karimnagar, Khammam, Mahabubnagar, Medak, Nalgonda, Nizamabad and Warangal Districts)
31. Valmiki (in the Scheduled Areas of Vishakapatnam, Srikakulam, Vizianagaram, East Godavari and West Godavari Districts *)
32. Yenadis, Chella Yenadi, Kappala Yenadi, Manchi Yenadi, Reddi Yenadi *
33. Yerukulas, Koracha, Dabba Yerukula, Kunchapuri Yerukula, Uppu Yerukula *
34. Nakkala Kurivikaran (Nakkala – A.P. Gazette, Part – III (B) Central Acts ordinance and Regulations Issue No. 05 Dt. 02/10/2003)
35. Dhulia, Paiko, Putiya (in the districts of Vishakapatnam, Vizianagaram *)

* As for the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002, Act No. 10 of 2003

LIST OF SOCIALLY AND EDUCATIONALLY BACKWARD CLASSES

(Amended from time to time as on 31/08/2007)

GROUP- A

Aboriginal Tribes, Vimuktha Jathis, Nomadic and Semi Nomadic Tribes etc.,

1. Agnikulakshatriya, Palli, Vadabalija, Besta, jalari, Gangavar, Gangaputra, Goondla, Vanyakulakshatriya (Vannekapu, Vannereddi, Pallikapu, Pallireddy Neyyala and Pattapu) *Mudiraj / Mutrasi / Tenugollu, The G.O. Ms.No. 15 BCW(C2) Dept., dt. 19/02/2009 is suspended. Hence the inclusion of Mudiraj / Mutrasi / Tenugollu is suspended) vide Hon^{ble} A.P. High Court orders in WP No. 2122/2009 dated: 29-04- 2009.

2. Balasanthu, Bahurupi
3. Bandara
4. Budabukkala
5. Rajaka (Chakali Vannar)
6. Dasari (formerly engaged in bikshatana)
(amended vide G.O.Rt.No. 32, BCW(M1) Department, dated 23/02/1995)
7. Dommara
8. Gangiredlavaru
9. Jangam (whose traditional occupation is begging)
10. Jogi
11. Katipapala
12. Korcha
13. Lambada or Banjara in Telangana Area
(deleted and included in S.T. list vide G.O.Ms.No. 149, SW, dated 3/5/1978)
14. Medari or Mahendra
15. Mondivaru, Mondibanda, Banda
16. Nayee Brahmin (Mangali), Mangala and Bajantri
(amended vide G.O.Ms.No. 1, BCW(M1) Department, dated 6/1/1996)
17. Nakkala (Deleted vide G.O. Ms. No. 21, BCW(C2) Dept., Dt. 20/06/2011)
18. Vamsha Raj (amended vide G.O.Ms.No. 27, BCW(M1) Department, dated 23/06/1995 deleting the Original name Pitchiguntla)
19. Pamula
20. Pardhi (Mirshikari)
21. Pambala
22. Peddammavandlu, Devaravandlu, Yellammavandlu, Mutyalammavandlu (Dammali, Dammala, Dammula, Damala Castes confined to Srikakulam dist. Vide G.O.Ms. No.: 9 BCW(C2) Dept., Dt. 9/04/2008)
23. Veeramushti (Nettikotala), Veera bhadreya (Amended vide G.O. Ms. No. 62, BCW (M1) Dept., Dt. 10/12/1996)
24. Valmiki boya (Boya, Bedar, Kirataka, Nishadi, Yellapi, Pedda Boya) Talayari and Chunduvallu
(G.O.Ms. No. 124, SW, Dt. 24.06.85) Yellapi and Yellapu are one and the same amended vide G.O. Ms. No. 61, BCW(M1) Dept., Dt. 05.12.1996)
25. Yerukalas in Telangana area (deleted and included in the list of S.Ts)
26. Gudala
27. Kanjara - Bhatta
28. Kalinga (Kinthala deleted vide G.O.Ms. No. 53, SW, Dt. 07.03.1980)
29. Kepmare or Reddika
30. Mondipatta
31. Nokkar
32. Pariki Muggula
33. Yata
34. Chopemari
35. Kaikadi
36. Joshinandiwalas
37. Odde (Oddilu, Vaddi, Vaddelu)
38. Mandula (Govt. Memo No. 40-VI/70-1, Edn., Dt. 10.02.1972)
39. Mehator (Muslim) (Govt. Memo No. 234-VI/72-2, Edn., Dt. 05.07.1972).
40. Kunapuli (Govt. Memo No. 1279/P1/74-10, E&SW, Dt. 03.08.1975)
41. Patra (included in G.O. Ms. No. 8, BCW(C2) Dept., Dt. 28.08.2006)
42. kurakula of Srikakulam, Vizianagaram and Visakhapatnam Districts only. Included vide in G.O.MS.No. 26 BC W (C2) Dept., Dt. 4/07/08
43. Pondara of Srikakulam, Vizianagaram, and Visakhapatnam Districts only. Included vide G.O.MS.No. 28 BC W (C2) Dept., Dt. 4/07/08
44. Samanthula, Samantha, sountia, Sauntia of Srikakulam District only. Included vide G.O.MS.No. 29 BC W (C2) Dept., Dt. 4/07/08
45. pala-Ekari, Ekila, Vyakula, Ekiri, Nayanivaru, Palegaru, Tolagari, Kavali of Chittoor, Cuddapah, Kurnool, Anantapur, Nellore, Hyderabad and Rangareddy Districts only. Included Vide G.O. MS. No. 23 B.C. W (C2) Dept., Dt. 4/07/08
46. Rajannala, Rajannalu of Karimnagar, Warangal, Nizamabad and Adilabad Districts only. (included in vide G.O.Ms. No. 44 B.C.W(C2) Dept., Dt.07/08/2008).
47. Bukka Ayyavars, Included vide G.O.Ms.No. 6 Backward Classes Welfare (C2) Dept., dt. 19/02/2009.
48. Gotrala, Included vide G.O.Ms.No. 7 Backward Classes Welfare (C2) Dept., dt. 19/02/2009. The area of operation shall be confined to Telangana Region only.

49. Kasikapadi / Kasikapudi, Included vide G.O.Ms.No. 8 Backward Classes Welfare (C2) Dept., dt. 19/02/2009. The area of operation shall be confined to Hyderabad, Rangareddy, Nizamabad, Mahaboobnagar and Adilabad Districts of Telangana Region only.
50. Siddula, Included vide G.O.Ms.No. 9 Backward Classes Welfare (C2) Dept., dt. 19/02/2009. The area of operation shall be confined to Telangana Region only.
51. Sikligar / Saikalgar, Included vide G.O.Ms.No. 10 Backward Classes Welfare (C2) Dept., dt. 19/02/2009.
52. Poosala included vide G.O. Ms.No. 16 Backward Classes Welfare (C2) Dept., dt. 19/02/2009.
53. Aasadula / Asadula, included vide G.O. Ms. No. 13, Backward Classes Welfare (C2) Dept., Dt. 27/05/2011. The area of operation shall be confined to East Godavari and West Godavari Districts only.
54. Keuta/Kevuto/Keviti, included vide G.O. Ms. No. 15, Backward Classes Welfare (C2) Dept., Dt. 27/05/2011. The area of operation shall be confined to Srikakulam District only.

GROUP – B (Vocational)

1. Achukatlavandlu in the Districts of Visakhapatnam and Guntur confined to Hindus only as amended vide G.O. Ms. No. 8, BCW(C2) Dept., Dt. 29.03.2000
2. Aryakshatriya, Chittari, Giniyar, Chitrakara, Nakshas (Muchi Telugu Speaking deleted vide G.O. Ms. No. 31, BCW (M1) Dept., 11.06.1996)
3. Devanga
4. Goud (Ediga) Gouda (Gamella) Kalalee, Goundla, Settibalija of Vishakhapatnam, East Godavari, West Godavari and Krishna Districts and Srisayana (Segidi) – (amended vide G.O. Ms. No. 16, BCW (A1) Dept., dt. 19.06.1997)
5. Dudekula, Laddaf, Pinjari or Noorbash
6. Gandla, Telikula, Devatilakula (Amended vide G.O. Ms. No. 13, BCW(A1) Dept., dt. 20.05.1997)
7. Jandra
8. Kummara or Kulala, Salivahana (Salivahana added vide G.O. Ms. No. 28, BCW(M1) Dept., 24.06.1995)
9. Karikalabhakthulu, Kaikolan or Kaikala (Sengundam or Sengunther)
10. Karnabhakthulu
11. Kuruba or Kuruma
12. Nagavaddilu
13. Neelakanthi
14. Patkar (Khatri)
15. Perika (Perikabaliya, Puragirikshatriya)
16. Nessi or Kurni
17. Padmasali (Sali, Salivan, Pattusali, Senapathulu, Thogata Sali)
18. Srisayana ((**sagidi**)- deleted and added to Sl.No. 4 of Group-B)
19. Swakulasali
20. Thogata, Thogati or Thogataveerakshtriya
21. Viswabrahmin, Viswakarma (Ausula or Kamsali, Kammari, Kanchari Vadla or Vadra or Vadrangi and Silpis) (Viswakarma added vide G.O. Ms. No. 59 BCW(M1) Dept., Dt. 06.12.1995)
22. Kunchiti, Vakkaliga, Vakkaligara, Kunchitiga of Anantapur Dist. Only vide G.O. Ms.No. 10 BCW(C-2) Dept., Dt. 9-04-2008
23. Lodh, Lodhi, Lodha of Hyderabad, Rangareddy, Khammam and Adilabad Districts only. Included in Vide G.O.MS.No. 22 BC W (C2) Dept., Dt. 4/07/08
24. Bondili (included in vide G.O.Ms. No. 42, B.C.W(C2) Dept., Dt.07/08/2008)
25. Are Marathi, Maratha(Non-Brahmins), Arakalies and Surabhi Natakavallu. (included in vide G.O.Ms. No. 40, B.C.W(C2) Dept., Dt.07/08/2008)
26. Neeli (included in vide G.O.Ms. No. 43, B.C.W(C2) Dept., Dt.07/08/2008).
27. Budubunjala/Bhunja/Bhadbhunja, included vide G.O.Ms. No. 11, Backward Classes Welfare (C2) Dept., Dt. 27/05/2011. The area of operation shall be confined to Hyderabad and Ranga Reddy District only.
28. Gudia/Gudiya, included vide G.O.Ms. No. 14, Backward Classes Welfare (C2) Dept., Dt. 27/05/2011. The area of operation shall be confined to Srikakulam, Vizianagaram and Vishakhapatnam, district only.

GROUP – C

Scheduled Castes converts to Christianity and their progeny
(Substituted in G.O.Ms.No.159, G.A.(Ser.D) Dept., dt. 02/04/1981)

GROUP – D (Other Classes)

1. Agaru
2. Are-Katika, Katika, Are-Suryavamsi(Are-Suryavamsi added vide G.O. Ms. No. 39, B.C. W(C2) Dept., Dt. 7/08/08)
3. Atagara
4. Bhatraju
5. Chippolu (Mera)
6. Gavara
7. Godaba
8. Hatkar
9. Jakkala
10. Jingar
11. Kandra
12. Kosthi
13. Kachi
14. Surya Baliya, (Kalavanthulu) Ganika (amended vide G.O.Ms. No. 20, BCW(P2) Dept., Dt. 19.07.1994)
15. Krishanabaliya (Dasari, Bukka)
16. Koppulavelama
17. Mathura
18. Mali (Bare, Barai, Marar and Tamboli of all Districts of Telangana Region added as synonyms vide G.O. Ms. No. 3, BCW(C2) Dept., Dt. 09.01.2004 and G.O. Ms. No. 45, B.C.W(C2) Dept., Dt.07/08/2008)
19. Mudiraj / Mutrasi / Tenugollu.
20. Munnurukapu (Telangana)
21. Nagavamsam (Nagavamsa) vide G.O.Ms.No. 53, BC Welfare Dept., dated:19/09/1996
22. Nelli(deleted vide G.O.Ms. No. 43, B.C.W(C2) Dept., Dt.07/08/2008)
23. Polinativelmas of Srikakulam and Visakhapatnam districts
24. deleted vide G.O. Ms.No. 16 Backward Classes Welfare (C2) Dept., dt. 19/02/2009
25. Passi
26. Rangrez or Bhavasarakshtriya
27. Sadhuchetty
28. Satani (Chattadasrivaishnava)
29. Tammali (Non-Brahmins) (Shudra Caste) whose traditional occupation is playing musical instruments, vending of flowers and giving assistance in temple service but not Shivarchakars. Included vide G.O. Ms. No. 7, Backward Classes Welfare (C2) Dept., Dt. 19/02/2011).
30. Turupukapus or Gajula kapus {... the words "of Srikakulam, Vizianagaram and Vishakapatnam Districts" were deleted vide G.O.Ms.No. 62, Backward Classes Welfare (C2) Dept., dt. 20/12/2008 and G.O. Ms.No. 19 Backward Classes Welfare (C2) Dept., dt. 19/02/2009} who are subject to Social customs or divorce and remarriage among their women (G.O. Ms. No. 65, E&SW, dt. 18.02.1994)
31. Uppara or Sagara
32. Vanjara (Vanjari)
33. Yadava (Golla)
34. Are, Arevalla and Arollu of Telangana District (Included vide G.O.Ms.No. 11, Backward Classes Welfare (C-2) Department, dt. 13/5/2003 and G.O.Ms. No. 41, B.C.W(C2) Dept., Dt.07/08/2008)
35. Sadara, Sadaru of Anantapur Dist. Only vide G.O.Ms.No. 11 BCW (C-2) Dept., Dt. 9-04-2008
36. Arava of Srikakulam District only. Included in vide G.O. MS. No. 24 BC W (C2) Dept., Dt. 4/07/08
37. Ayyaraka, of Srikakulam, Vizianagaram, Visakhapatnam, East Godavari, West Godavari, Krishna, Guntur, Khammam and Warangal Districts only. Included in vide G.O. MS. No. 25 BC W (C2) Dept., Dt. 4/07/08
38. Nagaralu of Srikakulam, Vizianagaram, Visakhapatnam, Krishna, Hyderabad and Rangareddy Districts only. Included in vide G.O. MS. No. 27 BC W (C2) Dept., Dt. 4/07/08
39. Aghamudian, Aghamudiar, Agamudivellalar and Agamudimudaliar including Thuluva Vellalas of Chittoor, Nellore, Kurnool, Anantapur, Hyderabad and Rangareddy Districts only. Included in vide G.O. MS. No. 20 BC W (C2) Dept., Dt. 4/07/08
40. Beri Vysya, Beri Chetty of Chittoor, Nellore and Krishna Districts only. Included in vide G.O. MS. No. 21 BC W (C2) Dept., Dt. 4/07/08
41. Atirasa included vide G.O. Ms.No. 5 Backward Classes Welfare (C2) Dept., dt.

- 19/02/2009. The area of operation shall be confined to East Godavari and West Godavari Districts only.
42. Sondi / Sundi included vide G.O. Ms.No. 11 Backward Classes Welfare (C2) Dept., dt. 19/02/2009.
 43. Varala included vide G.O. Ms.No. 12 Backward Classes Welfare (C2) Dept., dt. 19/02/2009. The area of operation shall be confined to Telangana region only.
 44. Sistakaranam included vide G.O. Ms.No. 13 Backward Classes Welfare (C2) Dept., dt. 19/02/2009.
 45. Lakkamari Kapu included vide G.O. Ms.No. 14 Backward Classes Welfare (C2) Dept., dt. 19/02/2009. The area of operation shall be confined to Telangana region only.
 46. Veerashaiva Lingayat/Lingabaliya, included vide G.O. Ms.No. 22 Backward Classes Welfare (C2) Dept., dt. 28/02/2009.
 47. Kurmi, included vide G.O.Ms. No. 12, Backward Classes Welfare (C2) Dept., Dt. 27/05/2011. The area of operation shall be confined to Telangana Region and also Krishna District only.
 48. Kalinga Komati / Kalinga Vysya vide G.O. Ms. No.10 Backward classes Welfare(c) Department Dated.24.9.2014. The area of operation shall be confined to Srikakulam, Vizianagaram and Visakhapatnam districts only.

GROUP – E

(Socially and Educationally Backward Classes of Muslims)

1. Achchukattalavandlu, Singali, Singamvallu, Achchupanivallu, Achchukattuvaru, Achukatlavandlu.
2. Attar Saibuli, Attarollu
3. Dhobi Muslim/ Muslim Dhobi/ Dhobi Musalman, Turka Chakla or Turka Sakala, Turaka Chakali, Tulukka Vannan, Tskalas or Chakalas, Muslim Rajakas.
4. Faqir, Fhakir Budbudki, Ghanti, Fhakir, Ghanta Fhakirlu, Turaka Budbudki, Derves, Fakeer
5. Garadi Muslim, Garadi Saibulu, Pamulavallu, Kani-Kattuvallu, Garadollu, Garadiga.
6. Gosangi Muslim, Phakeer Sayebulu
7. Guddi Eluguvallu, Elugu Bantuvallu, Musalman Keelu Gurravallu
8. Hajam, Nai, Nai Muslim, Navid
9. Labbi, Labbai, Labbon, Labba
10. Pakeerla, Borewale, Deraphakirlu, Bonthala
11. Kureshi/ Khureshi, Khasab, Marati Khasab, Muslim Katika, Khatik Muslim
12. Shaik/ Sheikh
13. Siddi, Yaba, Habshi, Jasi
14. Turaka Kasha, Kakkukotte Zinka Saibulu, chakkitakanevale, Terugadu Gontalavaru, Thirugatiganta, Rollaku Kakku Kottevaru, Pattar Phodulu, Chakketakare, Thuraka Kasha
15. Other Muslim groups excluding Syed, Saiyed, Sayyad, Mushaik; Mughal, Moghal; Pathans; Irani; Arab; Bohara, Bohra; Shia Imami Ismaili, Khoja; Cutchi-Memon; Jamayat; Navayat; and all the synonyms and sub-groups of the excluded groups; and except those who have been already included in the State List of Backward Classes.

N.B.:1. The above list is for information and subject to confirmation with reference to G.O. Ms.No. 58, SW (J) Department, dated 12/05/1997 and time to time orders.

2. On account of any reason whatsoever in case of any doubt/ dispute arising in the matter of community status (SC/ST/BC/OC) of any candidate, subject to satisfaction with regard to relevant rules and regulations in force the decision of the Commission shall be final in all such cases.
