

# TS Ministerial Service Rules 1998

K Srinivasa Rao  
Audit Officer  
State Audit Department  
Government of Telangana

- First issued in GO Ms No 1271 GA (Rules) Department dated 17.10.1966
- Present Rules issued in GO Ms No 261 GA (Ser.B) Department dated 14.07.1998
- These Rules were adapted to Telangana State in GO Ms No 195 GA (Ser.B) Department dated 28.05.2016
- Ministerial Service Rules 1998 contain 27 Rules and Two Annexure
- Annexure-I – Qualifications – Method of Appointment
- Annexure-II – Departmental Tests to be passed
- Rule 1 – Short Title
- Rule 2 – Constitution (of Services) – 2 Classes and 9 Categories

<b>Class A</b>	
Category 1	Superintendents
Category 2	Senior Assistant
Category 3	Junior Assistant
Category 4	Assistant-cum-Typist
Category 5	Telephone Operator
<b>Class B</b>	
Category 1	Special Category Stenographer
Category 2	Senior Stenographer
Category 3	UD (Upper Division) Typist
Category 4	Junior Stenographer/Typist

- Rule 3 – Method of Appointment
- Rule 4 – Appointing Authority
- Rule 5 – Reservation of Appointments
- Rule 6 – Qualifications
- Rule 7 – Age (for Direct Recruitment)
- Rule 8 – Minimum Service (for Promotion/by Transfer)
- Rule 9 – Probation
- Rule 10 – Training
- Rule 11 – Tests (Departmental Tests)
- Rule 12 – Transfers and Postings
- Rule 13 – Unit of Appointment
- Rule 14 – Conversion
- Rule 15 – Seniority

- Rule 16 – Promotion & Absorption of Steno & Typist
- Rule 17 – Review and Revision of Promotions
- Rule 18 – Lists of Approved Candidates
- Rule 19 – Preparation of List of Approved Candidates
- Rule 20 – Permanent Allotment of Candidates
- Rule 21 – Candidates allotted not actually employed
- Rule 22 – List of Probationers
- Rule 23 – Allotment of Candidates of Spl Qualifies
- Rule 24 – Failure to join duties when required
- Rule 25 – Separate List of Approved Candidates
- Rule 26 – Securities
- Rule 27 – Study Leave