

T.S MINISTERIAL SERVICE RULES, 1998

**(as adapted in G.O.Ms.No.195, General
Administration (Ser.B) Dept,
dt.28.05.2016)**

Service Rules:

1. TS State & Subordinate Service Rules (General Rules) (for Gazetted and Non-gazetted)
2. Secretariat Service Rules (for Gazetted & Non-Gazetted)
3. TS Ministerial Service Rules (for Non-gazetted)
4. TS General Subordinate Service Rules (for Non-gazetted)
5. TS Last Grade Service Rules (Class-IV)
6. Special Service Rules (Gazetted & Non-Gazetted)
7. Compassionate Appointment Rules

1. Short Title:- These Rules may be called the **Telangana Ministerial Service Rules.**

(These Rules were issued under proviso under Article 309 of the Constitution by the Governor in G.O.Ms.No.261, G.A (Ser.B), Dept, dt.14.07.1998)

2. Constitution:- Classes and Categories of posts

CLASS-A : Clerical Categories

CLASS-B : Technical Categories

3. Method of appointment:-

CLASS A CLERICAL CATEGORIES

Category & Post (Rule-2)	D.R.	Promotion	Conversion	Appointment by transfer of RA/OS	By transfer from Sub Offices	Rules
1. Superintendent	No	Senior Assistant	Spl. Cat Steno (10/20)	No	1/8 (excluding leave vacancy)	Rule 3, Note 1, Note 9
2. Senior Assistant	No	i. J.A&AcT (Combined Seniority List) ii. Jr.Steno/Typist	Sr. Steno/ U.D Typist (5/10)	No	1/4 (excluding leave vacancy) (not in Registration & Stamps Dept)	Rule 3, Note 7, Note 10, Note 2
3. Junior Assistant	2,3,4,8, 9 & 10	No	5/10 HOD	6/10 HOD	1 & 7/10	Rule 3
4. Asst. cum Typist			5 & 7 SO	1 & 7 SO in 1:2:7 Ratio*		Note 5, Note 17*
5. Telephone Operator	80%	No	20%	No	No	Rule 3, Note 11

CLASS – B TECHNICAL CATEGORIES

Category & Post (Rule-2)	D.R.	Promotion	Conversion	Appointment by Transfer	By transfer from SO	Rules
1. Spl Category Steno	No	Sr. Steno/ UD Typist(6/10)	No	No	No	Rule 3, Note 6 Note 12
2. Sr. Steno/ U.D Steno/ Steno Gr.III	2,3,4,5, 8,9,10	Jr.Steno/ Typist/AcT 1 & 7/10		UD Typist 6/10	No	Rule 3 Note 6 Note 13
3. U.D Typist (No further recruitment)	As and when the present incumbents vacate the posts, they shall automatically deemed to be downgraded to that of Typist under Category 4.					Note (b) under Rule 2
4. Jr. Steno/ Typist/	2,3,5,6,8, 9,10	No	4/10 HOD 4 SO	7/10 HOD 1 & 7 SO in 1:2:7 Ratio*	1 /10	Rule 3 Note 14 Note 17

Note (5): The vacancies of J.As & Asst-cum-Typists shall be filled in a unit of 10 vacancies as indicated below:

1 st Vacancy	By appointment of J.A & Asst-cum-Typist working in the Subordinate Offices
2 nd Vacancy	By Direct Recruitment
3 rd Vacancy	By Direct Recruitment
4 th Vacancy	By Direct Recruitment
5 th Vacancy	By appointment by conversion from Typist, Jr.Steno & Tel.Opr.
6 th Vacancy	By appointment by transfer from R.A & O.S etc
7 th Vacancy	By appointment of J.A & Asst-cum-Typist working in the Subordinate Offices
8 th Vacancy	By Direct Recruitment
9 th Vacancy	By Direct Recruitment
10 th Vacancy	By Direct Recruitment

* Appointment by Transfer in 1:2:7 Ratio as mentioned in Note 17 of Rule 3:-

Group I: Lift Operators, Motor Cycle Messengers, Drivers, Xerox Operators and Shorffs.

Group II: Record Assistants & Roneo Operators

Group III: Office Subordinates, Chowkidars, Sweepers, Scavengers, cycle Orderlies and other categories in APLGS.

- **1st 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**

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)	<p>(a) Offices of the Heads of Depts. And Directorates: All posts</p> <p>(d) (iv) Regional offices : All posts</p>	<p>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.</p> <p>Regional Officers</p>

Sl. No	Posts	Appointing Authority
(ii)	<p>(a) Other Subordinate Offices:- (other than Non-ISF Records Office, Hyd, Estate Officer, Hyd, PR Dept, Plice Dept & Forests Dept).</p> <p>(1) Posts carrying pay scales of those above the pay scale of Junior Asst. (excluding Junior Assistant)</p> <p>(2) All other posts of and below the rank of the Junior Assistant.</p>	<p>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.</p> <p>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.</p>

Sl. No	Posts	Appointing Authority
(ii)	<p>(b) Senior Assistants, Junior Assistants in the Office of the Non-ISF Records, Hyderabad</p> <p>(c) Senior Assistants, Junior Assistants and Typists in the Office of the Estate Officer, Hyderabad & Secunderabad.</p>	<p>Deputy Secretary to Government, GA (Poll) Dept, or any other Officer not lower in rank than the D.S to Govt in General Administration Dept, in-charge of the establishment of O/o Non-ISF Records.</p> <p>Deputy Secretary / Joint Secretary / Additional Secretary to Government, General Administration (Accommodation) Department.</p>

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. Reservation for physically handicapped persons applies under only to the categories in **sub-rule (b) of Rule 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
In the matter of D.R to posts which are reserved exclusively for being filled by Women, they shall be filled by women only.

6 (1). Qualifications: ANNEXURE – I

Class & Category	Method of recruitment	Qualifications
Class-A 1. Cost Accountant, Commercial Accountant, Commercial Auditor, Internal Auditor, Auditors in the rank of Supdts.	By Posting of Superintendents	Degree from a recognized University in India
3. J.A in HoDs and Subordinate Offices	By Direct Recruitment or by appointment by transfer	Degree from a recognized University in India
4. Asst-cum-Typist in HoDs and Subordinate Offices	By any method of appointment	Degree from a recognized University in India and Typewriting Telugu Higher or Lower
5. Telephone Operator	By any method of appointment	i. Intermediate ii. Certificate issued by Dist.Manager, Telephones

6 (1). Qualifications: ANNEXURE – I

Class & Category	Method of recruitment	Qualifications
Class-B 1. Special Category Stenographer	By Promotion	<ul style="list-style-type: none"> i. Shorthand Higher Grade ii. Typewriting Higher Grade
2. Senior Stenographer (English or Telugu) 3. Junior Stenographer in HODs and Subordinate Offices	<ul style="list-style-type: none"> i. By Direct Recruitment ii. By Promotion or by Transfer 	<ul style="list-style-type: none"> i. Degree from a recognized University in India ii. Shorthand & Typewriting Higher Grade
3. U.D Typist (any language) 4. Typists in HoDs/L.D Typist/Typist in Sub Offices	By Direct Recruitment / Promotion / Transfer	<ul style="list-style-type: none"> i. Degree from a recognized University in India ii. Typewriting Higher (in concerned language)
4(c). Library Clerk-cum- Typist in Telangana Information Centre, New Delhi	By Direct Recruitment	<ul style="list-style-type: none"> i. Diploma/Certificate in Library Science with minimum education qualification ii. Typewriting English Lower

6. Qualifications:

Rules 6(2): X Class upto 28-10-1987

from 29-10-1987 Intermediate in Subordinate offices

In HODs Intermediate upto 31-10-1980

thereafter degree

Technical qualification : (i) Higher in Telugu Typewriting
(ii) or Lower in Telugu Typewriting (iii) preference to
English Lower Typewriting in case having (i) or (ii)

Proviso under rule 6(2) : Employees who were already in service
prior to 15-12-1984 and those appointed in offices other than
HODs prior to 29-10-1987 shall be eligible for appointment as J.A
etc., if they passed S.S.C or any equivalent examination.

Provided degree qualification secured directly without basic
qualification can be considered for conversion, appt. by
transfer/promotion in HODs

Those who were already appointed in HoDs and Subordinate Offices prior to 12.5.2014 shall be eligible for appointment as Sr.Steno, Jr.Steno, UD Typist, Typist & Junior Assistant, Asst.-cum-Typist, LD Typist in Subordinate Offices, if they passed Intermediate or any equivalent examination.

(G.O.Ms.No.135, G.A (Ser.B) Dept, dt.12.5.2014)

Rule 6(3) : R.As and members of equivalent categories in other services and members of Telangana L.G services appointed after 29-10-1987 shall **not** be eligible for appointment by transfer to the posts of J.A or Asst-cum-Typist **in HoDs unless they hold Degree of a University** 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 of HODs/Directorates 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.

Rule 6(4) : R.As and members of equivalent categories in other services and members of Telangana L.G services appointed after 29-10-1987 shall **not** be eligible for appointment by transfer to the posts of J.A, Asst-cum-Typist, Typist & Jr.Steno **in Subordinate Offices unless they possess Intermediate qualification/Typewriting Higher in Telugu** and put in not less than **5 years of regular service** in such categories.

Proviso Under Rule 6(4): Those appointed prior to 29-10-1987 may be considered for appointment by transfer to the above said posts, if they possess the minimum general educational qualification and other technical qualifications and put in not less than five years of regular service.

Rule 6(5): No member of the service shall be eligible for appointment to the posts of Superintendent, S.A or J.A or Asst-cum-Typist in H.O.Ds, as the case may be, by Transfer from its subordinate offices unless he holds a degree of a university in India.

Rule 6(7): No Typist or a Jr.Steno shall be eligible for transfer or conversion before he has satisfactorily completed the period of probation in the post of Typist or Jr.Steno.

Rule 6(8): Telephone Operators shall not be eligible for conversion or for appointment as J.A, Asst-cum-Typist unless they have satisfactorily completed the period of their probation in the category of Telephone Operator.

Rule 6(9): No person shall be eligible for appointment to the post of J.A, Asst-cum-Typist, Sr.Steno, Jr.Steno, U.D Typists, Typists, L.D Typists etc in HoDs and Subordinate Offices by Direct Recruitment through TSPSC/DSC unless he qualifies in the test i.e, “Proficiency in Office Automation with usage of computer and associated software” conducted by the TSPSC or the recruiting agency (DSC) by following the procedure prescribed in *G.O.Ms.No.133, General Administration (Ser.B) Dept, dt.12.5.2014.*

7. Age: Maximum – 34 years

D.R – Uniformly raised by 5 years.

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

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.

Conversion from one category to another: Commences probation in the converted category from the date of conversion.

10. Training :

- 3 months for Direct Recruits
- Bond should be executed for serving the Dept for 3 years after completion of the Training
- *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)*
- Every Member of the service, if so required by the HoD or a higher authority to under go any further special training, shall undergo such further special training, if any.

11. Tests:

- (a) A person appointed by direct recruitment shall pass such tests as may be prescribed
- (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.

(The Annexure II contains the tests to be passed or training to be undergone before promotion or appointment by Transfer to the posts of Superintendents, Senior Assistants etc.,)

- (a) Where a test is newly prescribed, within a period of two years such test should be passed failing which annual increments shall be stopped without cumulative effect.

12. Transfers & Postings:

1. **Within a unit of appointment:** The appointing authorities specified in **Rule-4** or other subordinate authority authorized are competent to effect the transfers and postings of persons in the respective categories within the units specified in **Rule-13**.
2. **Other Transfers:** J.A, Typists / Junior Stenos or Asst-cum-Typists may be transferred from the subordinate offices to the H.O.D's/ Directorates, provided they should satisfy the qualifications prescribed for DR for such posts.
3. **Transfers from local cadres to Regional Offices:** Permissible within the territorial jurisdiction of such Regional Office.

12. Transfers & Postings:

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 **Rule-15**.

13. Unit of appointment:

Departmental unit-recruitment, discharge & re-appointment :-

- 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 of APPE Order 1975 or group of zones, as may be specified by the Government under presidential order.

14. Conversion :

Conversion from the categories	Conversion to the Categories
Asst-cum-Typist, J.A, Typist or Junior Steno	Telephone operator
J.A, Typist, Junior Steno, Telephone Operator	Asst-cum -Typist.
Asst-cum-Typist, Typist ,Jr. Steno, Telephone operator	Junior Assistant
Asst-cum-Typist, J.A or Telephone operator	Typist/Junior Steno

- ✓ Persons appointed after 12-05-2014 are eligible for conversion/ Promotion to the categories J.A and S.A if they possess Bachelors Degree of any University.
- ✓ One must be an approved probationer for conversion

15. Seniority:

(1) Service rendered in a post or group of posts bearing a distinct designation and included in a category as constituted by **Rule-2**, shall count for seniority in such category, post or group of posts irrespective of the department or office in which such service was rendered.

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.

Proviso (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.

Proviso (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.

Rule 15 (2) (i): 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.

Rule 15 (2) (ii): The seniority of a member of service who is appointed by conversion from the post of Jr.Steno/Typist to the post of Jr. Assistant or Asst-cum-Typist after 14-7-1998 shall be fixed with reference to the date of his first appointment as Jr.Steno/Typist as the case may be without affecting the seniority of the Jr. Assts who were already promoted as Sr. Assts.

Rule 15 (3): The seniority of a Telephone Operator converted as JA/Typist/Jr. Steno/Asst-cum-Typist shall be fixed in the latter category from the date of such appointment to the latter category.

Rule 15 (4): The Seniority of a Superintendent/S.A/J.A/Typist/ Junior Steno/Asst.-cum-Typist who is transferred from the Subordinate Office and appointed as Superintendent/S.A/ J.A/Typist/ Junior Steno/Asst.-cum-Typist in the O/o concerned H.O.D or Directorate 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.

Rule 15 (6): A person converted prior to 14-7-1998 from one category to another under Rule 14 shall take seniority in the converted category from the date of commencement of probation in the latter category and shall be ranked below the last probationer in the latter category.

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)

1	2	3
1. Special Category Stenos who have opted for absorption in clerical line	Superintendent	i. Two years service as special category steno. ii. Must have passed Departmental or Special Tests prescribed for the post of Superintendent in the Department or Office
2. Sr.Steno who has opted for absorption in clerical cadre.	Senior Assistant	i. Two years service as Senior Steno ii. Must have passed Departmental or Special Tests prescribed for the post of Senior Assistant in the Department or Office

Without conversion as Superintendent or S.A, Special Category Steno or Senior Steno are not entitled for promotion to gazetted posts.

Rule 16 (b): A telephone operator opting for absorption in clerical line, shall first be converted to the category of J.A/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 II** for Promotion as Senior Asst.

(G.O.Ms.No.114, GA (Ser B) Dept. dt.12.05.2003

17. Revision and review of orders of promotion or appointment by transfer:

- By appellate authority within six months from date of such order
- After six months, the Government is appellate authority.
- Order of revision shall be passed after giving opportunity to affected parties
- Govt on its own motion or otherwise, review any order or take up revision under any mistake of fact or law or of any rule.

18. List of approved candidates for certain categories and posts:

(1) There shall be separate list of approved candidates for appointment by D.R to the posts of J.A, Typists/Jr Stenos and Assistant-cum-Typist for appointments by D.R.

(2) Such lists shall be drawn up by the TSPSC separately for each departmental unit in two parts.

(i) For offices and Institutions **other than those** solely managed by, or intended for, women; and

(ii) For offices and institutions solely managed by, or intended for, women.

19. Preparation of lists of approved candidates :

The lists referred to in **Rule-18** shall be prepared in accordance with the application made annually to the commission by the appointing authority.

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 such unit .

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

A candidate not actually employed in that unit may be appointed temporarily in another 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.

22. List of Probationers for Administrative units : As soon as a candidate is placed on probation, 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.

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.

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.

25. Separate list of approved candidates:

For each of the categories other than those specified in **Rule-18** to which recruitment has to be made through the TSPSC or any other agency specified by Government, from time to time, in respect of any category, a separate list of approved candidates shall be drawn up.

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

2. If a Govt. servant 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.

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.

Thank you

P.V.S.Pathanjali,
Assistant Lecturer,
Accounts Training Wing,
Dr.MCR HRD Institute of Telangana