

T.S. GENERAL SUBORDINATE SERVICE RULES

Re-Issued

G.O.Ms.No. 965 GA(Ser.B) Department
dated 21-10-1995

Amendments

G.O.Ms.No. 485 GA(Ser.B) Department
dated 04-08-2005

G.O.Ms.No. 565 GA(Ser.B) Department
dated 28-09-2011

G.O.Ms.No. 44 GA(Ser.B) Department
dated 21-01-2013

Rule 2 - CONSTITUTE:

Class-A

Category 1: Assistant (Despatch, Records and Tappals) (as per Amendment in GO 44)

Category 2: (a) Record Asst
(b) Roneo Duplicator Operator
(c) Xerox Operator
(d) Bill Collectors in GPs
(e) Lab/Lib. Assistant (as per Amendment in GO)

Category 3: Lift Operator

Category 4: Shroff including cashier

Class-B

Category (1): Driver(Heavy Vehicle)

Including Lorry Driver, Bus Driver, Truck Driver,
Van Driver and Tractor Driver

(1) (a) Senior Driver (Light Vehicle)

(as per Amendment in GO 485)

Category (2): (a) Driver (Light Vehicle)

(b) Motor cycle messenger

(c) Auto rickshah Driver.

Rule 3 – METHOD OF APPOINTMENT

Class-A

(1) Assistant (Despatch, Records and Tappals):

(i) By promotion of members of this service in Secretariat.

(ii) Appointment by transfer from LGS working in Secretariat.

Note: In the ratio of 1:2:7 (in a cycle of 10 vacancies) for Group I,II& III

Gr-I: Lift Operator, Motor Cycle Messengers, Drivers, Xerox Operator and Shroff (1st vacancy)

Gr-II: Record Assistants, Roneo Duplicating Operators (2nd & 6th vacancy)

Gr-III: Office Subordinates, Chowkidars, Sweepers, Scavengers and other categories (3,4,5,7,8,9 &10th vacancies)

2. (a) Record Assistant:

Appointment by transfer from LGS or

By transfer from Roneo Duplicator Operator

(b) Roneo Duplicator Operator:

(i) By transfer of RA/Xerox Operator.

(ii) In case of non availability, Appointment by transfer from LGS

(c) Xerox Operator:

(i) By transfer of RA/ Roneo Duplicator Operator

(ii) In case of non availability, Appointment by transfer from LGS

(d) BC in GP:

(i) Appointment by transfer of OS from LGS. Or

(ii) By D.R.

(3) Lift Operator :

- (i) Appointment by transfer of OS or equivalent or
- (ii) By D.R.

(4) Shroff including cashier:

- (i) By transfer of R.A or R.D.O., X.O., or L.O or
appointment by transfer of OS or
- (ii) By D.R.

Class B:

1) Driver (Heavy Vehicles)	(i) By promotion Senior Driver (LV) or Driver (LV) or Motor Cycle Messenger or Auto Rickshaw Driver
	(ii) If no Senior Driver (LV) or Driver (LV) or Motor Cycle Messenger or Auto Rickshaw Driver is available eligible by direct recruitment
(1) (a) Senior Driver (Light vehicle)	By promotion from Driver (light Vehicle)
(2) (a) Driver (Light Vehicle)	(i) By transfer of Motor Cycle Messenger or Auto Rickshaw Driver or Driver (Light Vehicle)
(b) Motor cycle Messenger	If no eligible person is available for appointment under (i) above, by transfer of a person in LGS in concerned unit of the Department
(c) Auto Rickshaw Driver	(iii) If no eligible person is eligible for appointment by transfer methods (i) and (ii) above , direct recruitment

NOTE 1:	<p>RAs shall undergo training in operation of Roneo Duplicating Machine or Xerox or Copying Machine</p> <p>The persons working as Record Asst. or Roneo Duplicating Operators or Xerox operators shall be inter transferable .</p>
NOTE 2:	<p>The persons working as Driver (LV) or Motor Cycle Messenger or Auto Rickshaw Driver shall be inter transferable</p>
NOTE 3:	<p>Reservation under Rule 22 of General Rules shall apply for direct recruitment .</p>
Note: 4	<p>The Library/Laboratory Assistants shall be on par with Record Asst. for all purposes. Existing Library/Lab. Assts. As on 22-7-1997 shall continue with VIII class qualification instead of X Class.</p>

Rule 4 - APPOINTING AUTHORITY:

Secretariat : Asst. Secy in charge of Establishment Matters concerned unit of Dept.

In case of any institution : Head of institution

Post in Department/Office: Appointing authority in respect Jr Asst in department/office

Rule 5 - QUALIFICATIONS:

As shown in the annexure.

Class and Category	Method of appointment	Qualifications
1. Assistant (D/R/T)	Promotion /Appt by transfer	Min. Genl Ednl. Qualification and not less than five years service .
2(a)Record Asst.	Appointment by transfer	Pass in X Class or equivalent
(b) Roneo Duplicator Operator	By Transfer	(i) Pass in X Class or equivalent (ii) Training in operating Roneo Duplicator
(c) Xerox Operator	By transfer	i) Pass in X Class or equivalent ii) Training in operating different type of Xerox machines.
(d) Bill Collectors in GPs	Appointment by transfer /direct recruitment	Pass in X Class or equivalent
3. Lift Operator	Appointment by transfer	Certificate from Electrical Supervisor to the effect that having adequate elementary knowledge of operating electrical lift and can attend to emergencies in operation of the lift.

	By direct recruitment	i) Study of X class ii) Wireman certificate from Electrical Inspector/Govt or equivalent qualifications Or Practical experience of 3 years in Electrical Lift Operation
4. Shroff	Appointment by transfer /direct recruitment	Pass in X Class or equivalent
	CLASS –B	
1. Driver (HV)	By any method	(i) Able to read and write Telugu and Urdu or English (ii) DL of Heavy motor vehicle with experience of not less than 3 years.
2, (a) Driver(LV)	Appointment by transfer /direct recruitment	(i) Able to read and write Telugu and Urdu or English (ii) DL of Light motor vehicle with experience of not less than 3 years.
(b) Auto Rickshaw Driver	Appointment by transfer /direct recruitment	(i) Able to read and write Telugu and Urdu or English (ii) DL of Auto rickshaw vehicle with experience of not less than 3 years.

Rule 6 – AGE:

By DR – Max.34 years (as per Amendment in GO 565)

Rule 7 – MINIMUM SERVICE:

**Not less than 5 years for Cat. 1 and for others
3 years for promotion/appointment by transfer.**

Rule 8 – SECURITY DEPOST:

Rs. 200/- to the post of Bill Collector

Rule 8 – PROBATION:

- (a) Direct Recruits : 2 years on Duty within a continuous period of 3 years.**
- (b) Promotion/Transfer one year on duty within a continuous period of 2 years.**
- (c) No probation in case appointment by transfer from one to another category whose scale of pay is one and the same**

Rule 10 – UNIT OF APPOINTMENT:

Jurisdiction of each appointing authority is unit.

Rule 11 – TRANSFERS & POSTINGS:

- With unit Appointing authority specified in Rule.4
- From unit under TS Pub.Emp (Org of Loc.Cad & Reg. of DR) Order to Unit outside TS P.E (O.L.C & R of DR) Order – Government
- Regional offices to any unit of appointment – Government
- Inter local cadres – Government