

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Rules - The Andhra Pradesh Ministerial Service Rules, 1998 - Amendment
- Orders - Issued.

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GENERAL ADMINISTRATION (SER.B) DEPARTMENT

G.O.Ms. No. 133

Dated:12/05/2014
Read the following:-

1. G.O. Ms. No. 261 G.A. (Ser.B) Dept. dt. 14.7.1998.
2. From the Secretary, APPSC, Hyderabad D.O.Lr No. 1442/RS-22/2007, dt.12.08.2011 & dt:7.9.2011.
3. From the Commissioner of Technical Education & Chairman, SBTET, AP, Hyderabad Lr.No. SBTET/TE-01/27316/2012, dt. 19.01.2012.
4. From the Commissioner of Technical Education & Chairman, SBTET, AP, Hyderabad, Lr.No. SBTET/B-1/801 T.L/2011, dt. 20.01.2012.
5. D.O.Lr.No.27316/Ser.B/A2/2011-06, G.A.(Ser.B)Dept., dt.4.09.2012.
6. From the Spl.CS & CCLA's Lr.No.C1 / 739/ 2011, dt.21.05.2013.

ORDER:-

The usage of computers, with associated software for enhancing efficiency of an employee in Office Automation, in discharging his day-to-day administrative responsibility and to deliver services to the common public, is well known. Computers have become a part of day to day functioning of the Government, and, therefore, it is essential that Government employees must have adequate knowledge of usage of computers and the associated softwares. Government, therefore, desires that the Government employees should possess proficiency in computer usages along with associated softwares.

2. After due consideration, the Government decides that for the employees holding the posts of Junior Assistants, Assistant-cum-Typists, Senior Stenographers, Junior Stenographers, U.D.Typists, Typists, L.D.Typists etc., whose service conditions are governed by the Andhra Pradesh Ministerial Service Rules, 1998 must have knowledge to use computers with associated software like M.S. Office etc.

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

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, the Governor of Andhra Pradesh hereby makes the following amendment to the Andhra Pradesh Ministerial Service Rules, 1998 issued in G.O.Ms.No.261, General Administration (Ser.B) Department, dated the 14th July, 1998 and published in the Andhra Pradesh Gazette Part.I, Extraordinary, dated the 29th October, 1998 and as subsequently amended from time to time.

AMENDMENT

In the said rules;

(1) in rule 6, after sub-rule (8), the following shall be added, namely:-

“ (9) No person shall be eligible for appointment to the posts of Jr.Assistants, Assistant-cum-Typist, Senior Stenographers, Junior Stenographers, U.D. Typists, Typists, L.D. Typists etc., in the Offices of Heads of Departments/ Directorates and in the Sub-Offices other than Offices of Heads of Departments/Directorates by direct recruitment through APPSC / DSCs unless he qualifies in the test i.e. **“Proficiency in Office Automation with usage of computer and associated software”** conducted by the APPSC or the recruiting agency (District Selection Committee) as the case may be, by following the procedure prescribed hereunder:-

*“The APPSC/DSCs shall first undertake recruitment as per the existing procedure of recruitment and shortlist the names of the candidates by following the process of selection in the ratio prescribed by APPSC/ Recruiting agencies. Thereafter, a further test shall be conducted i.e. **“Proficiency in Office Automation with usage of computers and associated software”**, only for the short listed candidates after a gap of not less than three months from the date of short listing of candidates, to assess the proficiency in Office Automation with usage of computers and associate software, before finalizing the selection list. Only those candidates who pass the qualifying test to assess **“Proficiency in Office Automation with usage of computers and associate software”**, would be eligible for appointment to the relevant post. Qualifying marks for this qualifying test shall be prescribed by APPSC before getting such qualifying test conducted”.*

The above procedure shall be specified in the Notification by the recruiting agencies i.e. APPSC/ DSC. The syllabus for the said qualifying test shall be as prescribed by the APPSC and APPSC will also conduct the qualifying test itself or arrange to conduct the test by Dr.MCR HRD Institute. In case of appointment through any other recruiting agency or DSC, such test shall be conducted by making arrangements as may be necessary by the District Collectors concerned, using the same syllabus as prescribed by the APPSC.

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

S.K. SINHA
SPL.CHIEF SECRETARY TO GOVERNMENT(SER. &HRM) (FAC)

To
The Commissioner, Printing, Stationery & Stores Purchase,
A.P. Hyderabad (with a request to publish in Andhra Pradesh
Gazette and supply 500 copies of the same)
All the Departments of Secretariat.
All the Heads of Departments.
All the District Collectors.
All District Judges.
The Law (E) Department.
The Secretary, APPSC, Hyderabad.
All Service Sections in G.A.D.
SF/SC.

//FORWARDED BY ORDER//

SECTION OFFICER