

**SUPPLEMENT TO PART I
OF
THE ANDHRA PRADESH GAZETTE
PUBLISHED BY AUTHORITY**

No.12-A Hyderabad, Thursday, March 22, 2001

NOTIFICATIONS BY GOVERNMENT

HOME DEPARTMENT

(Printing)

**SPECIAL RULES FOR THE ANDHRA PRADESH PRINTING,
STATIONERY AND STORES PURCHASE SUBORDINATE SERVICE
RULES.**

(G.O.Ms.No.65, Home (Printing), 19th March, 2001)

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and of all other powers here unto enabling and in supersession of the rules issued in G.O.Ms.No 665, Industries and Commerce (Printing) Department, dated the 30 July, 1973 and G.O.Ms.No.489, Industries and Commerce, dated 7th September, 1982, the Governor of Andhra Pradesh hereby makes the following Special Rules for the Andhra Pradesh Printing, Stationery Stores Purchase Subordinate Service.

RULES

1.Short Title:

These rules may be called the Andhra Pradesh Printing, Stationery and Stores Purchase Subordinate Service Rules.

2.Constitution:

The service shall consists of the following categories of posts namely

BRANCH -I (PRINTING WING)

Class - A (Supervisory) (GENERAL SECTION, COMPOSING, LETTER PRESS PRINTING, OFFSET, PROCESS - CUM - CHROMIUM AND BINDING SECTIONS).

Category (1)	Asst. Manager (Formerly designated as Foreman)
Category (2)	Junior Manager (Formerly designated as Dy. Foreman)

Class - B: MECHANICAL COMPOSING SECTION.

Category (1)	Asst. Manager (Mech. Composing) formerly designated as Foreman (Mech. Composing section and Mech. Composing supervisor)
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- Category (2) Junior Manager (Mech. Composing) formerly designated as Dy. Foreman (Mech. Composing including mono Mechanic) (Mono Key Board)
- Category (3) Mono Mechanic (Mono Casting)
- Category (4) Lino/Itertype Mechanic
- Category (5) Mono Operator
- Category (6) Inter/Lino Operator (English/Telugu)
- Category (7) Ludlow Operator
- Category (8) Mono Caster.
- Category (9) Motal Caster.
- Category (10) Lino and car Attendant

CLASS – C : HAND COMPOSING SECTION

- Category (1) Type Stores keeper.
- Category (2) Senior Compositor.
- Category (3) Compositor.
- Category (4) Junior Compositor (Formerly designated as Head Reader.

CLASS –D: READING SECTION

- Category (1) Asst. Manager (Reading) formerly designated as Head Reader
- Category (2) Senior Reader.
- Category (3) Junior Reader.
- Category (4) Copy Holder.

CLASS – E: LETTER PRESS MACHINE SECTION

- Category(1) Rotary Machine Minder (Formerly designated as Rotary Machine Man)
- Category (2) Senior Machine Minder (including Rotary Machine Minder)
- Category (3) Machine Minder (Formerly designated as Machine Man)
- Category (4) Asst. Machine Minder (including posts formerly designated as Rotary Cutter, Roller Moulder, Roller Caster, Litho Corrector, Form Carrier, feeder Attendant and Layer on)
- Category (5) Asst. roller Moulder (including Rotary Jogging Machine Minder).

CLASS – F BINDING SECTION

1.POSTS IN CENTRAL PRESS AND OTHER PRESSES EXCLUDING SECRETARIAT PRESS

- Category (1) Senior Binder (Formerly designated as Selection Grade Binder)
- Category (2) Binder (including cutter, Binder-cum-Cutter, Binder-cum-Ruler)
- Category (3) Counter-cum-Packer (Formerly designated as counters/Packers).

II. POSTS IN SECRETARIAT PRESS:

- Category (1) Senior Binder (formerly designated as Selection Grade Binder)
- Category (2) Binder (including Examiners, Cutter and Senior Counters)

Category (3) Counter-cum-Packer (Formerly designated as counters/Packers).

CLASS – G: PROCESS AND CHROMIUM SECTION

Category (1) Camera Man (Process).

Category (2) Junior Process Operator

Category(3) Asst. Camera Man.

Category(4) Rotary Stereo Caster.

Category(5) Asst. Process Operator (including posts formerly designated as Etcher, Chromium Asst. Wax Moulder).

CLASS – H: OFFSET AND ROTA PRINT SECTION

A Plate Making:-

Category (1) Cameraman (offset) formerly designated as Cameraman (Graining).

Category(2) Transcribed (including the posts formerly designated as Vari Typist, Artists and Calligraphist)

Category(3) Commercial Artist.

Category(4) Artist.

Category(5) Asst.Artist and Calligraphist including Asst. Artist.

Category(6) Plate Printer (formerly designated as Plate Printer Grade-I)

Category (7) Asst. Cameraman.

Category (8) Senior Graining Machine Man.

Category(9) Graining Machine Man.

B. Offset Printing:

Category(1) Chief Printer.

Category(2) Senior Machine Minder (Double Colour)

Category(3) Senior Machine Minder (SC) including Jr. Machine Minder (DC) and posts formerly designated as offset Machine Minder and Rota Print Operator.

Category(4) Asst.Machine Minder (DC) including Jr.Machine Minder (SC) and Asst. Offset Machine Man.

Category(9) Offset Machine Attendant including Plate Minder Grade –II, Cobbler & Cleaner

CLASS – 1 : POWER HOUSE

Category (1): Asst. Manager (Electrical) formerly designated as Electrical Supervisor.

Category(2): Senior Electrician

Category(3): Electrician.

CLASS – J : WORKSHOP

Category(1): Asst. Manager (Mechanical) (formerly designated as Mechanical Supervisor)

Category(2): Senior Mechanic (including Rota Print Mechanic, Offset Mechanic and Senior Turner)

Category(3): Welder

Category(4): Mechanic including Asst. Offset Mechanic, Jr. Turner, Senior Fitter and Fitter.

Category (5): Senior Blacksmith

Category (6) : Senior Carpenter.

Category(7) : Jr. Blacksmith

Category(8): Jr. Carpenter.

CLASS – K: ENGRAVING AND DESIGNS
Category(1): Chief Designer and Chief Artist.
Category(2): Engraver and Die Cutter (Formerly designated as Engraver)

CLASS – L STORES SECTION
Category (1): Asst. Material Manager (Formerly designated as Superintendent (Stores)
Category(2): Addl. Asst. Material manager (formerly designated as Senior Store Keeper)
Category(3): Jr.Store Keeper.
Category(4): Asst. Store Keeper (formerly designated as Store Clerk).
Category(5): Warehouseman.

CLASS – M : ORDER SECTION
Category(1): a) Asst. Manager (formerly designated as Technical Manager).
b) stamp Treasurer / Superintendent.
Category(2): Jr. Manager (formerly designated as Asst. Technical Manager)
Category(3): Job Clerk including Indenting Clerk, Progress Checkers and Treasury Clerk.

CLASS – N: COMPUTING AND ESTIMATING SECTION
Category (1): Chief Computer and Estimator (formerly designated as Chief Computer)
Category (2): Head Computer/Head Estimator.
Category (3): Computer including Estimator and Task Writer.

CLASS – O: DISPATCH SECTION
Category (1): Asst. Manager Dispatch [formerly designated as Manager, Dispatch including Manager (Gazette Distribution and Head Dispatched, Kurnool)
Category (2): Booking Clerk
Category (3): Senior Dispatching Clerk.
Category (4): Dispatching Clerk including Gazette Distributor and Asst. Dispatcher.
Category (5): Dispatcher including Asst. Gazette Distributor and Asst. Dispatcher.
Category (6): Asst. Dispatcher including Pairokar.

CLASS – P: TRANSPORT SECTION.
Category (1): Motor Mechanic – cum- Foremen (formerly designated as Motor Mechanic-cum-Supervisor)
Category (2): Driver (Heavy Vehicle)
Category (3): Driver (Light Vehicle)
Category (4): Motor Cycle Orderly/Motor Cleaner/Motor Attendant.

CLASS – Q: ATTENDANCE SECTION
Category (1): Chief Time Keeper.
Category (2): Time Keeper including Care Taker.
Category (3): Head Watch and Ward/Daffedar Searcher and Gate Sergeant (formerly designated as Gate Officer)

Category (4): Searcher/Watchman.

CLASS – R: RESEARCH SECTION

Category (1): Senior Research Asst. (formerly designated as Research Assistant).

Category (2): Research Asst. (formerly designated as Asst.)

Category (3): Typographer (formerly designated as Tracer –cum-Artist)

CLASS – S: MISCELLANEOUS POSTS

Category (1): Pharmacist.

Category (2): Dresser.

Category (3): Telephone Operator.

Category (4): Attendants including Mazdoors, Laborers, Boys

Category (5): Tailor.

Category (6): Cycle repairer –cum-Attender.

BRANCH –II STATIONERY WING

Category (1): Typewriter Mechanic.

Category (2): Junior Typewriter Mechanic.

Category (3): Ware houseman including Checker.

BRANCH –III STORES PURCHASE.WING

Category (1): Inspector (Mechanical)

Subject to the other provisions in these rules, the method of appointment and appointing authority for the several categories shall be as follows.

TABLE

Class & Category	Method of Appointment	Appointing Authority
(1)	(2)	(3)
Category (1) Asst. Manager (Formerly designated foreman	Branch – I (i) By promotion of Jr. Manager (formerly designated as Dy. Foreman) (ii) By Promotion from the following categories from a combined seniority list. 1. Chief Printer 2. Senior reader 3. Inter Type/Lino Type. Mono Type Mechanic. 4. Head Computer.	Commissioner
2. Category (2) Jr. Manager (Formerly designated Foreman)	as Dy. (i) By Direct recruitment (ii) By promotion of the following from a combined seniority list. (1) Senior Compositor. (2) Senior Machine Minder (3) Selection Grade Senior Binder (if no Selection Grade Binder's post is available	Addl. Director

Binder)
 (4) Sr. Machine Minder (SG)
 against the posts in their
 respective sections.
 (iii) By Promotion from the
 following from a combined
 seniority list.

1. Transcriber.
2. Rotary Machine Minder
3. Inter – Lino Type
Operator
4. Mono Operator.
5. Ludlow Operator.
6. Process Cameraman.
7. Plate Printer.
8. Jr. Store Keeper.
9. Type Store Keeper.
10. Booking Clerk.
11. Sr. Dispatching clerk.
12. Computer/Estimator/Task
Writer.
13. Artist & Calligraphist.
14. Asst. Artist &
Calligraphist.
15. Jr. Reader.
16. Mono Caster.
17. Jr. Process Operator.
18. Rotary Stereo Caster.
19. Compositor, Machine
man, Binder and Copy
Holder holding the Spl.
Promotion Post Scale-I

**Class– B:
 (Mechanical
 Composing
 Section)**

Category (1)
 Asst. Manager
 (Mechanical
 Composing)
 formerly designated
 as foreman
 (Mechanical
 composing section)

By promotion of Mono-
 Mechanic (Mono Key Board)
 and Mono Mechanic (Mono
 Casting, Lino/Intertype
 Mechanic.

Commissioner.

Category (2)
 Jr. Manager
 (Mechanical
 Composing)
 including Mono
 Mechanic Mono Key
 Board.

By Promotion of Mono –
 Operator

Addl. Director.

Category (3)
 Mono Mechanic (
 Mono Casting)

By Promotion of Lino/Inter
 Type Operator.

Addl. Director

Category (4)

(i) By Promotion of Sr.

Addl. Director

Lino/ Inter Type Mecahanic.	Compositor. (ii) If no qualified candidate available by direct recruitment.	
Category (5) Mono – Operator.		
	By Promotion of Senior Compositor.	Addl. Director
Category (6) Inter/Lino operator (English/Telugu)	By Promotion of Senior Compositor	Addl. Director
Category (7) Ludlow-Operator	(i) By Promotion of Stores Metal Caster. (ii)By Promotion of Compositor	Addl. Director
Category (8) Mono Cater	(i) By promotion of Attendant	Addl. Director
Category (9) Metal Caster	(ii) If no qualified person is available for promotion by direct recruitment	
Category (10) Lino and Bar Attendant	By promotion of Attendant	Addl. Director
Class – C: Hand Composing section		
Category (1) Type Store Keeper	By Promotion of Senior Compositor, By promotion of compositor	Addl. Director
Category (2) Sr. Compositor	By promotion of Junior Compositor	Addl. Director
Category (3) Joint Reader	By Promotion of copy Holder	Addl. Director
Category (4) Copy Holder	(i) By direct recruitment (ii) By Promotion of Attendant	Addl. Director
Class – E: Letter Press Section		
Category (1) Rotary Machine Minder.	By Promotion of Senior Machine Minder.	Commissioner
Category (2) Sr. Machine Minder including Asst. Rotary Machine Minder.	By Promotion of Machine Minder	Commissioner
Category (3) Machine Minder	By promotion from the following categories: (i) Rotary Cutter. (ii) Asst. Machine Minder. (iii) Roller Moulder/Roller Cater Litho Corrector.	Commissioner

Category (4)

Asst. Machine Minder.
(including posts
formerly designated as
Rotary Cutter, Roller,
Moulder, Roller Caster/
Litho Corrector, Feeder
Attendant and former
layer on)

By promotion of Asst. Roller
Moulder (including Rotary
Jogging Machine Minder)
and Attendant.

Addl. Director

Category (5)

Asst. Roller Moulder

By direct recruitment.

Dy. General
Manager (works)

Class –F: Binding Section**1. POSTING IN CENTRAL PRESS AND OTHER PRESSES EXCLUDING SECRETARIAT PRESS**

Category (1)

Senior Binder

By promotion of Binders

Addl. Director

Category (2)

Binder (including
Cutter, Binder-cum-
Cutter, Binder-cum-
Ruler)

By Promotion of Counter-
cum-packer and Attendants.

Addl. Director

Category (3)

Counter-cum-Packer

By direct recruitment

Addl. Director

II. POSTS IN**SECRETARIAT PRESS:**

Category (1)

Senior Binder

By Promotion of Binder

Addl. Director

Category (2)

Binder

By promotion of Counter-
cum-Packer and Attendants

Addl. Director

Category (3)

Counter-cum-Packer

By direct recruitment

Dy. General
Manager (works)

Class – G: Process and Chromium Section

Category(1)

Camera Man (Process)

(i) By promotion of Jr.
Process Operator, Asst.
Cameraman, Rotary Stereo
Caster.

Addl. Director

(ii) If no qualified or suitable
person is available for
promotion by direct
recruitment

Addl. Director

Category (2)

Jr. Process Operator.

By Promotion of Asst.
Process Operator (formerly
known as Etcher, Chromium
Asst.& Wax Moulder)

Addl. Director

Category (3)

Asst. Camera Man

By promotion of Asst.
Process Operator (formerly
known as Etcher Chromium
Asst. & Wax Moulder)

Addl. Director

Category (4) Rotary Stereo Caster	By Promotion of Asst. Process Operator (formerly known as Etcher, chromium Asst. & Wax moulder)	Addl. Director
Category (5) Asst. Process Operator (including posts formerly designated as Etcher. Chromium Class -H Offset and Rota Print Section	By promotion of Attendants	Addl. Director
Class & Category	Method of Appointment	Appointing Authority
Category - (1) Cameraman (offset)	By promotion of Asst. Cameraman	Addl. Director
Category - (2) Transcribed (including the posts formerly designated as Vari typists, Artist, Calligraphist.	(i) By Promotion of Artist/ Calligraphist (ii) By promotion of Asst. Artist/ Calligraphist	Addl. Director
Category (3) Commercial Artist.	(i) By Promotion of Artist/ Calligraphist (ii) If no qualified candidate is available for promotion by direct recruitment.	Addl. Director
Category (4) Artist.	(i) By promotion of Asst. Artist and Calligraphist. (ii) If no qualified candidate is available for promotion by direct recruitment.	Addl. Director
Category(5) Asst. Artist and Calligraphist including Asst. Artist.	(i) By Promotion of Engraver. (ii) By direct recruitment	Addl. Director Addl. Director
Category (6) Plate Printer.	(i) By Promotion of Engraver. (ii) By direct recruitment	Addl. Director
Category (7) Asst. Camera Man.	By promotion of Sr. Graining Machine Man.	Addl. Director
Category (8) Sr. Graining Machine Man.	By direct recruitment	Addl. Director
Category (9) Graining Machine Man.	By promotion of Graining Machine Man/ Attendants.	Addl. Director
B. Offset Printing:	By promotion of Attendants.	
Category (1) Chief Printer	By promotion of Sr. Machine Minder (DC)	Addl. Director
Category (2) Sr. Machine Minder (DC)	By promotion of Jr. Machine Minder (DC) including Sr. Machine	Addl. Director

Category (3) Sr. Machine minder including, Jr. Machine Minder.	Minder (SC) By promotion of Asst. Machine Minder(SC)	Addl. Director
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Category (4) Asst. Machine Minder (DC)	By promotion of Offset Machine Attendant	Addl. Director
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Category (5) Offset Machine Attendant.	By promotion of Attendants.	Dy. General Manager (works)
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Class & Category	Method of Appointment	Appointing Authority
Class I: Power House Category – (1) Asst. Manager (Electrical) Formerly designated as Electrical Supervisor	(i) By promotion of Sr. Electrician (ii) If no qualified person is available by direct recruitment	Commissioner Commissioner
Category – (2) Sr. Electrician	By promotion of Electrician	Addl. Director

Category – (3) Electrician	(i) By promotion of Attendants (ii) If no qualified candidate is available by direct recruitment	Addl. Director
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Class – J : Workshop

Category (1) Asst. Manager (Mechanical) (formerly designated as Mechanical Supervisory)	(i) by promotion of Senior Mechanic including Rota Print Mechanic, Offset Mechanic or Senior Turner. (ii) If no qualified person is available by direct recruitment.	Addl. Director
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Category (2) Sr. Mechanic (including Rota Print Mechanic Offset Mechanic & Sr.Turner)	By promotion of Mechanic including Asst. Offset Mechanic, Sr. Fitter & Junior Fitter.	Addl. Director
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Category – (3) Welder.	By direct recruitment	
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Category (4) Mechanic including Asst. Offset Mechanic, Jr. Turner, Sr. Fitter & Fitter.	(i) By promotion of Attendants (ii) If no qualified person is available by direct recruitment.	Addl. Director
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Category (5) Sr. Blacksmith.	(i) By promotion of Jr. Blacksmith. (ii) If not qualified person is available by direct recruitment.	Addl. Director
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Category (6)	(i)By promotion of Jr.	
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Sr. Carpenter.	Carpenter. (ii) If no qualified person is available by direct recruitment	Dy. General Manager (works)
Category (7) Jr. Blacksmith.	By direct recruitment	Dy. General Manager (works)
Category(8) Jr. Carpenter.	By direct recruitment	(works)

Class & Category	Method of Appointment	Appointing Authority
Class -K: Engraving & Designing		
Category (1) Chief Designer and Chief Artist.	By promotion of Artist and Calligraphist/Transcriber.	Commissioner
Category (2) Engraver and Die Cutter	By Direct recruitment	Addl. Director
Class - L: Stores Section		
Category (1): Asst. Material Manager Formerly designated as Superintendent (stores)	By promotion of Addl. Asst. Material Manager (formerly designated as Senior Stores Keeper)	Commissioner
Category (2) Addl. Asst. Material Manager (formerly designated as Senior Store Keeper)	By promotion of Jr.Store Keeper.	Commissioner
Category (3) Jr. Store keeper	By promotion of Asst. store Keeper (formerly designated as Store Cleark.)	Addl. Director
Category (4) Asst. Store Keeper (formerly designated as Store Clerk).	By promotion of Warehouse-Man	Addl. Director
Category (5) Warehouse-Man	(i) By direct recruitment. (ii)By promotion of Attendants.	Commissioner
Class -M: Order Section		
Category (1) (a) Asst. Manager (formerly designated as Technical Manager) (b) Stamp Treasurer/ Superintendent.	(i) By promotion of Jr. Manager (ii) If no suitable candidate is available for promotion by direct recruitment. By promotion of Sr. Asst. or existing Treasury Clerk only.	Commissioner
	(i) By promotion from Job	Addl. Director

Category (2)
 Jr. Manager (formerly designated as Asst. Technical Manager)
 Clerk or employee of the same grade in the Order Section.
 (ii) If no suitable candidate is available for promotion by direct recruitment. Addl. Director.

Category (3)
 Job Clerk.
 (i) By direct recruitment
 (ii) By promotion of Attendants.

Class - N: Computing and Estimating Section

Category (1)
 Chief Computer and Estimator (formerly designated as Chief Computer).
 (i) By promotion of Head Commissioner.
 (ii) By direct recruitment if no suitable candidate is available for promotion.

Category(2)
 Head Computer or Head Estimator.
 By promotion of Computer and Task Writer or Estimator Commissioner.

Category(3).Computer
 Addl. Director.
 (i) By direct recruitment.
 (ii) By promotion of Sr. Compositor, Sr. Machine Minder and Sr. Binder.
 (iii) If no suitable candidate is available from the categories at item (ii) by promotion of Compositor, Machine Man and Binder.

Class - O: Dispatch Section

Category (1)
 Asst. Manager Dispatch (formerly designated as Manager Dispatch) including Manager (Gazette Distribution and Head Dispatcher), Kurnool.
 (i) By promotion from Sr. Commissioning Dispatching Clerk.
 (ii) If no suitable candidate is available for promotion by direct recruitment.

Category(2) Booking Clerk
 By promotion of Sr. Dispatching Clerk. Dy. General Manager Unit Office (Kurnool)

Category(3)
 Sr. Dispatching Clerk
 By Promotion of Dispatching Clerk (including Gazette/Jarida Distributor). Addl. Director.

Category(4)
 Dispatching Clerk.
 By promotion of Dispatcher. Addl. Director.

Category(5)
 Dispatcher.
 (i) By promotion of Asst. Dispatcher. Addl. Director
 (ii) If no qualified person is available for promotion by direct recruitment.

Category(6) Asst. Dispatcher.	(i) By promotion of Attendants. (ii) If no qualified person is available for promotion by direct recruitment.	Dy. General Manger (works)
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Class - P: Transport Section

Category (1) Motor Mechanic - cum - Foreman (formerly designated as Motor Mechanic - cum - Supervisor)	(i) By promotion of Driver (HV) (ii) If no qualified driver is available by direct recruitment.	Commissioner
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Category (2) Driver (HV)	By promotion of Driver (LV)	Addl. Director.
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Category (3) Drive (LV)	(i) By Promotion of Motor Cycle Orderly and Motor Cleaner or Attendant. (ii) If no qualified person is available for promotion by direct recruitment.	Addl. Director Addl. Director
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Category (4) Motor Cycle Orderly.	By direct recruitment.	Dy. General Manager (works).
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Class-Q: Attendance Section

Category (1) Chief Time Keeper.	By promotion of Time Keeper	Commissioner
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Category (2) Time Keeper.	(i) By promotion of Seargent Head Watch & Ward. (ii) If the Head Watch & Ward is not qualified by direct recruitment.	Addl. Director
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Category(3) Head Watch and Ward.	By promotion Searcher/Watchmen.	} of Dy. General Manager (works)
Category (4) Searcher or Watchman.	By direct recruitment.	

Class - R: Telugu Research Section

Category (1) Sr. Research Assistant	By promotion of Research Assistant	Commissioner
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Category(2) Research Assistant	By promotion of Typographer.	Commissioner
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Category (3) Typographer	By direct recruitment.	Addl. Director.
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Class - S: Miscellaneous Posts

Category (1)	By promotion of Attendants.	Addl. Director
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Pharmacist.		
Category (2) Dresser.	(i) By promotion of Attendants. (ii) If no suitable candidate is available, by direct recruitment.	Addl. Director
Category (3) Telephone Operator.	By direct recruitment.	Addl. Director
Category (4) Attendant.	By direct recruitment	Dy. General Manager (works)
Category (5) Tailor	By direct recruitment	Addl. Director
Category (6) Cycle Repairer-cum-Attender.	(i) By transfer of Attendants. (ii) If no suitable candidate is available by direct recruitment.	Addl. Director

BRANCH – II

Category (1) Typewriter Mechanic.	By promotion of Typewriter Mechanic	Jr. Dy. Director (sty)
Category (2) Jr. Typewriter Mechanic	By direct recruitment.	Dy. Director (sty)
Category (3) Warehouseman	(i) By appointment by transfer of Record Assistant (ii) If no qualified Record Assistant is available, by appointment by transfer of an Attender or from an equivalent category in the last grade service in the Stationery wing of the Dept. (iii) If no qualified person is available even in method (ii) above by direct recruitment.	Dy. Director (sty)

BRANCH III

Inspector (Mechanical) No. future recruitment.

Note 1. the promotion of attendant to the various categories as indicated in the table above, shall be restricted to the posts in the Class/Wing in which they are working.

2.(a) The number of substantive vacancies to be filled by direct recruitment, in respect of the categories given below shall be as specified against each of them.

(i) Class –A 30%	Category-2	Jr. Manager –
(ii) Class –D 50%	Category-4	Copy Holder –
(iii) Class –L 50%	Category-5	Warehouseman –

(iv) Class –H 66%	Category-2	Transcriber –
(v) Class – M	Category-3	Job Clerk – 50%
(vi) Class –N	Category-3	Computer –30%
(vii) Class –O 30%	Category-2	Time Keeper –

(b) Appointment other than by direct recruitment, to the categories mentioned in note (a) above, shall be made by other methods of appointment specified against the relevant categories in column (2) of the table of this rule.

Notwithstanding anything contained in this rule the seniority of persons appointed as per notes (a) and (b) shall be governed by the provisions of General Rule 33 of the A.P. State and Subordinate Service Rules.

Note:3. The appointment by promotion to the category of Asst. Manager from the category of Jr. Manager and from the categories shall be in the following order:-

1 st Vacancy	- Junior Manager
2 nd Vacancy	- Junior Manager
3 rd Vacancy	- Junior Manager
4 ^t Vacancy	- From the categories mentioned in method (ii) of column (2)
5 th Vacancy	- Junior Manager
6 th Vacancy	- Junior Manager
7 th Vacancy	- Junior Manager
8 th Vacancy	- Junior Manager

The appointments by promotion to the category of Junior Manager from categories of Supervisory Section and other sections shall be as follows:-

1 st Vacancy	- Supervisory Section
2 nd Vacancy	- Supervisory Section
3 rd Vacancy	- Supervisory Section
4 th Vacancy	- Supervisory Section
5 th Vacancy	- Supervisory Section

The appointment by promotion to the category of the Mon Caster from the categories of Metal Caster and Compositor shall be as follows:

1 st Vacancy	- Metal Caster.
2 nd Vacancy	- Metal Caster
3 rd Vacancy	- Metal Caster
4 th Vacancy	- Metal Caster

The appointment by promotion to the category of Inter/Lino Operator from the categories of Senior Compositor and Lino Bar Attendant shall be as follows:

1 st Vacancy	- Senior Compositor
2 nd Vacancy	- Senior Compositor
3 rd Vacancy	- Lino and Intertype Bar Attendant.
4 th Vacancy	- Senior Compositor.

4. Rules of Reservation:

(a) The rule of Special Representation (General) Rule 22 of 22A shall apply to appointments by direct recruitment to the various categories in this service except in so far as it relates to physically handicapped persons.

Provided that the reservation in favour of physically handicapped shall apply for appointment by direct recruitment in respect of the following categories:

1. Deaf :Jr. Compositor
2. Orthopaedically Handicapped :Copy Holder and Time Keeper.

5. Qualifications:

No person shall be eligible for appointment to the categories in column (1) of the Annexure to these rules by the method specified in column (2) unless he possesses the qualifications specified in the corresponding entry in column(3) thereof.

6. Age:

No person shall be eligible for appointment by direct recruitment if he has completed (28) years of age on the first day of July, of the year in which the notification for selection is made.

7. Minimum Service:

Unless otherwise mentioned elsewhere in these rules, no person shall be eligible for appointment by transfer or promotion unless he has put in not less than three years of service, but in no case shall it be less than two years of service in the category for which promotion or appointment by transfer in made.

8. Probation:

- (a) Every person appointed by direct recruitment to any of the post shall, from the date on which he commences probation, be on probation for a total period of two year on duty within a continuous perod of three years.
- (b) Every person appointed either by promotion or transfer shall from the date on which he commences probation be on probation for a total period of one year on duty within a continuous period of two years.

9. Training:

All direct recruitment candidates shall undergo training within the period of probation, as directed by the Head of the Department for such period and in accordance with such syllabus and programme as may be prescribed by him from time to time.

10. Unit of Appointment:

- (i) Printing Wing of the Department shall be divided into the following three units as given below for purpose of all appointments whether by direct recruitment,

promotion or transfer in respect of all posts covered by this service other than those mentioned in sub-rule(iii).

Unit I All Presses at Hyderabad headed by the Addl Director of Printing

Unit II Kurnool Press headed by Dy. General Manager (works),

Unit III Vijayawada Press headed by Dy. General Manager (works).

- (ii) Appointment by promotion or transfer to the posts other than those specified in sub-rule (iii) in each of the three units, shall be made within the unit itself by the Head of the Unit and separate seniority lists shall be mentioned for each of the units for the said categories.
- (iii) Appointment by promotion or transfer to the posts Assistant Manager, Assistant Manager (Mechanical), Assistant Manager (Reading), Assistant Manager (Electrical), Assistant Manager(Dispatch), Assistant Materials Manager, Assistant manager (order Section), Chief Computor and Estimator, Motor Mechanic-cum-Foreman, Chief Time Keeper, Senior Research Assistant., Research Assistant shall be made on the basis of the entire department as one unit.

11. Transfer and Postings:

(a) The transfers and posting of the persons in the various categories shall be made by the appointing authorities relatable to the relevant categories as specified in rule 3. Transfer of posts with or without personnel from one unit to another unit may be made by the Head of Department whenever necessary in emergencies of work.

(b) In G.S.R.527(E) the Central Government notified all Government Printing Presses as belonging to Printing Stationery and Stores Purchase Department and Commercial Taxes Department as State Level Offices or Institutions for the purpose of the Presidential Order and according to para 14 of the presidential Order, nothing in the said order shall apply to any post in a state level office or institution. In view of the above, the provision in the A.P.P.E (OLC &RDR) Order, 1975 are not applicable to the employees working in Government Press.

12. Special Provision:

(a) In respect of persons who were already in service in the department on 29.7.1964 the educational qualifications prescribed in these rules for promotion from one category to another shall not apply, but such persons in the feeder categories in theses rules who does not possess the said educational qualifications shall be required to qualify themselves in a test (either oral or written) to be conducted by a screening committee appointed by the Commissioner of Printing Stationer and store Purchase for this purpose.

(b) A trade test shall be conducted by a selection committee constituted by the appointing authority to determine the suitability and competence of an employee for promotion to the next higher category in the Printing Wing of the Department. When sufficient number of persons are not successful in the trade test for promotion, persons in other equivalent categories, to the relevant feeder category and who are willing to appear for the test shall also be permitted to undergo the trade test for their eligibility to considered for promotion.

(c) Where suitable or qualified persons are not available for promotion to any category and where when suitable or qualified persons are not available for promotion, direct recruitment is the method of appointment, the persons working in other equivalent categories to the relevant feeder categories in the same or any other class of this service, and who have appeared for the trade test specified in sub-rules (a) or (b) relevant to a category and have come out successful, may be considered for appointment, before resorting to direct recruitment.

13. Savings:

Nothing in these rules shall effect the appointments made in accordance with the repealed rules prior to the coming into force of these rules.

Class Category (1)	& (2)	Method of Appointment (3)	Qualifications.
Category (1) Asst. Manager (formerly designated as Foreman).	(i) By promotion of jr. Manager (Formerly designated as Dy. Foreman) (ii) By Promotion from other categories as shown in rule - 8	(i) Must have passed 7 th class Examination (ii) Must posses a Diploma in Printing Technology awarded by the A.P. State Board of Technical Education or any recognized equivalent qualifications.	
Category (2) Junior Manager (formerly designated as Foreman).	(i) By direct recruitment. (ii) By promotion of the combined seniority list as shown in rule - 3.	(i) Must possess minimum general educational qualifications. (ii) Must posses a Diploma in Printing Technology awarded by the A.P. State Board of Technical Education or any recognized equivalent qualification. (iii) Must have two (2) years experience as supervisor in any reputed and recognized institution. Must have passed 7 th Class examination.	
Class -B: Category (1) Ass. Manager (Mech. Composing) formerly designated as Foreman (Mech. Composing).	By promotion	Must have passed 7 th class examination.	
Category (2) Jr.	By promotion	Must have adequate knowledge of	

Manager (Mech. Composing formerly designated as Dy. Foreman. Category(3) Mono Mechanic	By promotion	Mono Key Board. Must have adequate knowledge of Mono Key Board Mechanism and Mono Type Casting Mechanism.
Category(4) Lino/Intertype Mechanic.	By promotion	Must have adequate knowledge of Mechanism of Intertype & Linotype Mechanism.
Category (5) Mono Operator	(i) By promotion	(i) Must have passed 7 th Class examination. (ii) Must have an average setting speed of minimum 5000 corrected ens in English an 4000 corrected ens in languages, must be fully conversant with correct fingering of the Key Board. Must have the theoretical and practical knowledge of Key Board Mechanism and complete knowledge of the lay out of the characters of the fount in the Matrix cases of the casting machines and the set of the fount which will decide the key measure of the line and work out the units for columns of statements. (iii) Must have knowledge of English and Telugu or Hindi.
	(ii) By direct recruitment	(i) Must have passed the minimum general educational qualification. (ii) Must have an average settings speed of minimum 5000 corrected ens in English and 4000 corrected ens in languages. Must be fully conversant with correct fingering of the Key Board. Must have theoretical and practical knowledge of Key Board Mechanism and complete fount in the Matrices of the set of knowledge of the fount in the matrices of the set of the casting machines and the set of the fount which will decide the key measure of the line and work out the units for column of statements. (iii) Must have knowledge of two languages i.e., English and Telugu or Hindi.
Category (6) Inter/Lino Operator.	By promotion	Must be able to given an outturn of 4,500 corrected ens per hour in English and 4000 corrected ens in Telugu and have a good working knowledge of Intertype/Linotype machies. Should be in a position to make minor adjustments so as to run the machines to the given size.
Category (7)	By promotion	(i) Must have thorough knowledge

Ludlow Operator		of various type faces. (ii) Must have the knowledge of operating and mechanism of Ludlow Machine.
Category (8) Mono Caster	By promotion	Must have the working knowledge of Mono type Casting Machine and ability to change mould and materials and cost spools on the machine and make simple adjustments for casting type rules, etc.,
Category (9) Metal Caster.	(i) By promotion. (ii) By direct recruitment.	(i) Must have passed 7 th Class examination. (ii) Must have two (2) years practical experience from any recognized or reputed institution.
Category (10) Lino and Inter Bar Attendant.	By promotion	(i) Must have passed 7 th class. (ii) Must have practical knowledge and experience in Linotype or Intertype sections for atleast three years and should know how to clean and replace magazines, spares and attend to distribution of bar, metal etc.
Class – C: Category (i) Type Store Keeper	By promotion	Must have thorough knowledge of type faces in English, Telugu, Hindi and Urdu.
Category (2) Senior Compositor	By promotion	(i) Must be able to make up all types of pages to the required measurement and must know display works and regular imposition (ii) Must possess a setting speed average of 800 corrected ens per hour including distribution and should know how to do display work and tabular matter. (iii) Must have three (3) years experience in that section. (iv) Must have knowledge of atleast two languages viz. English and Telugu or Hindi.
Category(3) Compositor	By promotion	(i) Must have passed 7 th class examination. (ii) Must possess a settings speed average of 800 corrected ens per hour including distribution. (iii) Must have practical experience of distributing type matter and ability to distinguish type material etc., (iv) Must have three (3) years experience in that section.
Category(4) Jr.Compositor	By direct recruitment	(i) Must have passed 7 th Class examination. (ii) Must possess a setting speed average of 800 corrected ens per hour including distribution and

should know how to do display work and tabular matter.

(iii) Must have practical experience of distributing type matter and ability to distinguish type faces and type material etc.,

(iv) Must have two (2) years experiences as Compositor/Distributor.

(v) Must have knowledge of atleast 2 languages viz. English and Telugu or Hindi.

Class – D

Category (1)
Asst. Manager
(Reading)
formerly
designated as
Head Reader.

By promotion

Must possess minimum general educational qualification

Category (2)
Senior Reader
Category (3)
Junior Reader

By promotion

Must possess minimum general educational qualification

By promotion

Must be capable of doing editing work and must have thorough Knowledge in display and book work.

Category (4)
Copy holder

(i) By direct
recruitment

(i) Must have passed Intermediate Examination conducted by the A.P.State Board of Intermediate Education.

(ii) Must have two (2) years experience as copy Holder or Proof Reader in a reputed or recognized printing or publishing firm

(ii) By Promotion

Must have passed 10 Class Examination.

Class –E:

Category (1)
Rotary Machine
Man

By promotion

(i) Must be literate in English, Telugu and Hindi or Urdu.

(ii) Must have ability to handle Rotary and Letter Press Printing Machines both handfed and automatic.

(iii) Must give the out-turn stipulated. Must have good knowledge of single and multi colour work particularly cutting overlays and interlays for process blocks and subsequent printing.

(iv) Must have three (3) years practical experience in Machine Minding.

Category (2)
Senior Machine
Minder ast.
Rotary Machine
Minder.

By promotion

(i) Must be a literate.

(ii) Must have ability to handle independently letter press printing machines both handfed and automatic.

(iii) Must be able to make ready single and multi colour, printing of

Category (3) Machine Minder	By promotion from the categories as shown in rule 3	various kinds of forms. Letter press process blocks. (i) Must be a literate in English, Telugu and Hindi or Urdu. (ii) Must have ability to handle independently letter press printing machines both handfed and automatic.
Category (4) Asst. Machine Minder	By promotion	(i) Must be a literate in English and Telugu Hindi or Urdu. (ii) Must have ability to operate independently feed sheets on a letter press printing machine, proper order at specific speeds.
Category (5) Asst. Roller Moulder	By direct recruitment	(i) Should be a literate. (ii) should be able to operate roller casting machine and cast composition roller printing machine.

Class –F: Binding Section and Posts in Secretariat Press

Category (1) Senior Binder	By Promotion	Must be a literate in English, Telugu, Hindi or Urdu.
Category (2) Binder. (including Cutter, Binder- cum-Cutter, Binder –cum- Ruler	By Promotion	(i) Must be a literate in English, Telugu, Hindi or Urdu. (ii) Must have practical knowledge of various binding operations, styles of binding, paper roles and machine speed. (iii) Must be able to give stipulated out-turn.
Category (3) Counter-cum Packer.	By direct recruitment	(i) Must have passed VIII class examination (ii) Be good at figures and have good speed counting and packing.

CLASS –G: PROCESS AND CHROMIUM SECTIONS

Category (1) Camera man (Process)	(i) By promotion	(i) Must have passed 7 th Class. (ii) Must have practical experience three (3) years as Asst. Cameraman in any reputed recognized institution.
	(ii) By direct recruitment	(i) Must have passed 7 th Class examination (ii) Must have practical experience three (3) years as Asst. Camera man in any reputed recognized institution. (iii) Must have good knowledge of handling different types of cameras, expose and development line and halftone negatives with wet and dry plates of films, and knowledge of chemicals used.
Category (2) Junior process Camera Man	By promotion	(i) Must have passed 7 th Class examination (ii) Must have practical experience three (3) years experience in the section and must have ability to make line and halftone negatives with wet and dry plates of films and

Category(3) Assistant Camera man	BY promotion	<p>have knowledge of chemicals used.</p> <p>(iii) Must be capable of producing first class chromium face stereos.</p> <p>(iv) Must have ability to prepare various chemical solutions for electroplating and must be able to judge the deposit on the plates.</p> <p>(v) Must have ability to maintain and run electro-plating plant and have working knowledge of all operations involved in the making of chromium and nickel on copper faced plates.</p> <p>(i) Must have practical experience of exposing and developing of wet and dry plates cut films and should be able to carry out colour separations from artist's originals as well as colour transparencies and should have thorough knowledge of optics, filters making and reverse process etc.,</p> <p>(ii) Must be able to operate and maintain all types to fully automatic camera for offset and block making.</p>
Category (4) Rotary Stereo Caster.	By promotion	<p>(i) Must be alliterate in English, Telugu or Hindi or Urdu.</p> <p>(ii) Knowledge of the Printing Metal at various temperatures and pressures.</p> <p>(iii) Ability to handle and maintain stereo casting plates both falt and curved.</p>
Category (5) Asst Process Operator.	By promotion	<p>(i) Must have passed 7th Class examination.</p> <p>(ii) Must have practical experience in Electrical Stretching with colour retouching.</p>

CLASS H: OFFSET AND ROTA PRINT SECTION

A. Plate making:

Category (1) Cameraman	By Promotion	<p>(i) Must have practical experience of exposing and developing of wet and dry plates, cut films and should be able to carry out colour serration from Artist's original as well as colour transparencies and should have thorough knowledge of optics, filters making reverse process etc.,</p> <p>(ii) Must have practical experience in Camera Section of Offset and Block making Work.</p> <p>(iii) Must have passed 10th Class examination or its equivalent examination.</p>
Category(2) Transcriber. (including the posts formerly designated as	By promotion	<p>(i) Must possess minimum general educational qualification.</p> <p>(ii)Should possess good hand writing in English and Telugu and Urdu.</p>

Varitypes, Artist, Calligraphist.)	By direct recruitment.	<p>(i) Must possess minimum general educational qualification</p> <p>(ii) Must possess a Diploma in Drawing, awarded by the A.P. State Board of Technical Education or any recognized equivalent qualification.</p> <p>(iii) Must have good handwriting in English, Telugu or Urdu.</p> <p>(iv) Must have three (3) years experience in Drawing.</p>
Category(3) Commercial Artist.	By promotion or by direct recruitment	<p>(i) Must have passes 10th class examination or its equivalent examination.</p> <p>(ii) Must possess a Diploma or a certificate in Higher Grade from any recognized institute in Drawing.</p> <p>(iii) Must be able to retouch negatives, positives both halftone and line.</p> <p>(iv) Must be well acquainted with colour schemes, colour separate work and cameras.</p> <p>(v) Must be able to prepare all kinds of masks, for colour work and operate and maintain densitometries.</p>
Category(4) Artist.	By promotion or direct recruitment	<p>(i) Must have passed 10th class examination or its equivalent examination.</p> <p>(ii) Must possess a Diploma or a Certificates in Higher Grade from any recognized institute in Drawing.</p> <p>(iii) Must be able to retouch negatives, positives both halftone and line.</p> <p>(iv) Must be well acquainted with Colour schemes, Colour Separation work and Cameras.</p> <p>(v) Must be able to prepare all kinds of masks, for colour work and opaque and maintain densitometers.</p>
Category (5) Asst. Artist and Calligraphist.	By promotion or by direct recruitment	<p>(i) Must be able to retouch negatives, positives both line and halftone.</p> <p>(ii) Must be well acquainted with colour schemes, colour separation work and cameras.</p> <p>(iii) Should be able to prepare all kinds of masks for Colour work and opaque and maintain denisto maters.</p>
Category (6) Plate printer.	By promotion	<p>(i) Must have passed 7th Class.</p> <p>(ii) Must be well acquainted with all chemical solutions and various machines used and printing and Etching of the offset plates.</p> <p>(iii) Must be acquainted with the</p>

Category (7) Asst. Camera man	By direct recruitment	offset printing and Etching Processes. (i) Must possess minimum general educational qualification. (ii) Must have practical experience of exposing and developing of wet dry plates, films and should be able to carry out colour separation from artist's original as well as colour transparencies and should have filters making and reverse process etc.,
Category (8) Sr. Graining Machine man.	By promotion	(i) Be a literate in English and Telugu or Urdu or Hindu (ii) Ability to maintain and run the graining machine, to judge correct and accurate graining. (iii) Practical experience of (3) years in the offset section.

CLASS –H:B. PRINTING

Category (1) Chief Printer	By promotion	(i) Should be able to operate and maintain all kinds of full automatic offset machines and train personnel on them.
Category (2) Senior Machine Minder (DC)	By promotion	(i) Must be able to run fully automatic Single Colour and Double Offset machines independently with an average output prescribed per day involving single and multi- colour works. (ii) Must be acquainted with the mechanism and adjustments of various parts of fully automatic offset machines including double colour machines. (iii) Must have practical experience on Automatic Offset Machines.
Category (3) Asst. Machine Minder (SC)	By promotion	(i) Must be able to run fully automatic offset machines independently with an average prescribed output. (ii) Must be acquainted with the mechanism and adjustments of various parts of fully automatic machines. (iii) Must have practical experience on automatic offset machines.
Category(4) Asst. Machine Minder (DC0)	By promotion	(i) Must be able to run fully automatic offset machines. (ii) Must be acquainted with the mechanism and adjustment of various parts of fully automatic machines. (iii) Must have practical experience on automatic offset machines.
Category (5) Offset Machine Attendants	By promotion	Must have knowledge of working on all kinds of offset machines.

CLASS -I

Category (1) Asst. Manager	By direct recruitment	(i) Must possess a Diploma in Electrical Engineering awarded by the A.P. State Board of Technical Education or any recognized equivalent qualification. (ii) Must have three (3) years experience in construction and maintaining power houses with A.A/D.C Generators and able to maintain electrical meter and electrical adjustments of all machines with knowledge of armature.
Category (2) Senior Electrician	By Promotion	(i) Must possess a trade certificate in Electrician trade issued by any ITI in the State or its equivalent examination. (ii) Must have ability to maintain electrical motors and electrical adjustments of all the machines with knowledge of armature and coil winding.
Category(3) Electrician	By Promotion	(i) Must possess a trade certificate in Electrician trade issued by any ITI in the State or equivalent qualification.
	By direct recruitment	OR (i) Must possess Wiremen's Certificate issued by the Chief Electrical Inspector of Govt or its equivalent qualification. (ii) Must have three (3) years experience in Wiring.
Class -J: WORKSHOP		
Category(1) Asst Manager (Mechanical) formerly designated as Mechanical Supervisor.	By promotion or direct recruitment	(i) Must Possess Diploma in Mechanical Engineering awarded by the A.P. State Board of Technical Education or its equivalent qualification. (ii) Must have three (3) years experience of workshop and power house in a reputed recognized institution or in the Govt. Press.
Category (2) Senior Mechanic	By promotion	(i) Must possess a trade certificate in Mechanic Trade issued by any ITI in the State or its equivalent qualification (ii) Must be able to repair Printing and Binding Machines.
Category (3) Welder	By Direct recruitment	(i) Must have passed 7 th class examination (ii) Must have ability to carry out Gas and Electrical Welding. (iii) Must have three (30) years experience in the job in a reputed recognized institution.
Category (4) Mechanic including Asst.	By Promotion or by direct recruitment	(i) Must be a literate in any of the languages of Telugu, English or Urdu.

Mechanic, Jr. Turnor, Sr. Fitter and Fitter.		(ii) Must have passed 7 th class Examination. (iii) Must have experience of machines of different types of machines used in the printing press for at least 3 years
Category (5) Sr. Blacksmith	By Promotion or direct recruitment	(i) should be literate in one of the languages viz. , Telugu English or Urdu. (ii) Must possess a Trade Certificate in Blacksmith trade issued by any ITI in the state or its equivalent qualification.
Category (6) Sr. Carpenter	By Promotion or direct recruitment	(i) Must be literate in one of the languages viz., Telugu English or Urdu. (ii) Must possess a Trade Certificate in Carpentry trade issued by any ITI in the Stat or its equivalent qualification.
Category(7) Jr. Blacksmith	By direct recruitment	(i) Must have Passed 7 th Class examination. (ii) Must have three (3) y ears experience in relevant trade.
Category (8) Jr. Carpenter	By direct recruitment	(i) Must have passed 7 th Class examination. (ii)Must have three (3) years experience in Carpentry

CLASS – K: ENGRAVING AND DESIGNING

Category (1) Chief Designer and Chief Artist.	By promotion	(i) Must possess minimum general education qualification (ii) Must have ability to carry out direct steel engraving, die cutting and preparation of various dies, monograms and name plates etc.
Category (2) Engraver and Die Cutter By direct recruitment		(i) Must possess minimum general educational qualification (ii) Must have ability to carry out direct steel engraving, die cutting and preparation of various dies monograms and nameplates etc.,

CLASS – L: STORES SECTION

Category (i) Asst. Material Manager [formerly designated as Superintendent (stores)]	By promotion	(i) A pass in SS or equivalent examination (ii) Thorough knowledge of various kinds of materials used in Printing Press and Stores Accounting. (Should have practical experience of three years as Addl. Asst. Material manager formerly designated as Senior Stores Keeper.
Category (2) Addl. Asst. Material Manager (formerly designated as senior store	By promotion	(i) Pass in SSC or equivalent examination (ii) Thorough Knowledge of materials used in printing press and stores accounting (iii) Should have practical experience of three years as Junior

keeper) Category (3) Junior Store Keeper	By promotion	Store Keeper. (i) Pass in SSC or equivalent examination (ii) Practical experience of at least three (3) years in stores as a Asst. Stores Keeper formerly designated as Store Clerk.
Category (4) Asst. Store keeper (Formerly designated as Sore Clerk	(i) By promotion	(i) A pass in SSC or equivalent examination (ii) Should have experience of three years experience as Warehouseman.
Category (5) Warehouse	By direct recruitment	(i) Must posses minimum general educational qualification (ii) Must have two (2) years experience in Store Keeping as Stores Clerk or Warehouseman in a reputed recognized institution, or must possess a certificate in Warehousing issued by a recognized institution.

CLASS – M: ORDER SECTION

Category (1) a Asst. Manager (Formerly designated a Technical Manager)	(i) By promoti on	(i) A pass SSC or equivalent examination (ii) Should have practical experience of five years as Jr. Manager (Asst. Technical Manager)
(b) Stamp Treasurer. Superintendent	By promotion from Senior Asst/ Existing Treasury Clerk only.	(i) Minimum general education qualification. (ii) A Diploma in Printing Technology from any recognized University or Institute. Common category of (A.P. Ministerial Service Rules apply)
Category (2) Jr. Manager (formerly designated as Assistant Technical Manager)	(i) By promotion from Job Clerk or employees of the same grade in the Order Section. (ii) In no suitable candidate is available for promotion by direct recruitment	(i) A pass in SSC or equivalent examination (ii) Experience of at least three years in the Order Section. (i) Minimum general educational qualification prescribed in the scheduled to the general rules. (ii) Three years practical experience in a large printing concern. (ii) Two year office experience in a large printing house.
Category (3) Job Clerk	By direct recruitment	(i) Must possess minimum general educational qualification.

CLASS – N COMPUTING AND ESTIMATING SECTION.

Category (1) Chief Computer and estimator (formerly designated as	(i) By promotion from Head Computer/Head Estimator	(i) A pass in SSC or equivalent examination. (ii) Experience of at least five(5) years in the Computing Section as Head Computer or Head Estimator.
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Chief Computor)

	(ii) By direct recruitment if no suitable candidates is available for promotion	(iii) Promotion should be made on grounds of merit and ability, seniority being considered only where merit and eligibility are approximately equal. (i) A pass in SSC or equivalent examination. (ii) A Diploma in Printing Technology from any recognized University. (iii) Three years experience in large printing concern as Computor/Estimator.
Category (2) Head Computor/ Head Estimator	By promotion from Computor and Task Writer/ Estimator	(i) A pass in SSC or equivalent examination. (ii) Experience of five years as Computor or Estimator.
Category (3) Computor	(i) By direct recruitment (ii) By promotion	(i) Must possess minimum general educational qualification (ii) Must possess a Diploma in Printing Technology. (i) Must have passed 7 th Class examination.

CLASS –O: DISPATCH SECTION

Category (1) Asst. Manager Dispatch. (Formerly designated as Manager Dispatch) including Manager (Gazette Distribution) and Head Dispatcher, Kurnool.	(i) By promotion from Senior Dispatching Clerk/Booking Clerk. (ii) If no suitable candidate is available for promotion, by direct recruitment .	(i) A pass in SSC or equivalent examination. (ii) Experience of three (3) years as Sr. Dispatching Clerk: or (iii) Experience of one year as Booking Clerk. (i) A pass in SSC or equivalent examination preference being given to candidates possessing higher qualifications. (ii) Experience of three years in any reputed firm.
Category (2) Booking Clerk	By promotion from Sr. Dispatching Clerk.	(i) A pass in SSC or equivalent examination. (ii) Should have experience of three years as Sr. Dispatching Clerk.
Category (3) Sr. Dispatching Clerk	By promotion	(i) Must possess minimum general educational qualification.
Category (4) Dispatch Clerk	By promotion	(i) Must have passed 7 th Class examination. (ii) Must have three (3) years experience as Dispatching Clerk in a reputed or recognized institution.
Category (5) Dispatcher	By promotion or by direct recruitment	(i) Must have passed 7 th Class examination. (ii) Must possess minimum general educational qualification.
Category (6) Asst.	by direct recruitment or By	Must have passed 7 th Class examination.

Dispatcher. promotion

CLASS – P : TRANSPORT SECTION

Category (1) By promotion or by
Motor Mechanic direct recruitment

–cum – Foreman

(Formerly
designated as
Motor Mechanic

– cum –

Supervisor

Category (2)

Driver (H.V)

BY promotion

Category (3)

Driver (L.V)

By promotion or by
direct recruitment

Category (4)

Motor Cycle

Orderly

By direct
recruitment

Must possess a certificate in Motor
Mechanic Trade issued by any ITI in
the State or its equivalent
qualification.

Must possess a Heavy Vehicle
Driving License issued by the
Licensing Authority to drive Heavy
Vehicle.

Must have possess Vehicle Driving
License issued by the Licensing
Authority to Drive a car.

(i) Must have passed 7th Class
examination

(ii) Must possess a Driving License
issued by the License Authority to
drive motor cycle

(iii) Must have two (2) years
experience as Motor Cleaner or
Motor Attendant

CLASS – Q: ATTENDANCE SECTION

Category (1)

Chief Time

Keeper

Category (2)

Time Keeper

By promotion

By promotion or by
direct recruitment

A pass in H.S.C. or equivalent
examination

(i) Must possess minimum general
educational qualification.

(ii) Must have two (2) years
experience as Time Keeper in a
reputed or recognized industrial
concern.

Category(3)

Head Watch and

Ward.

Category (4)

Searcher/
Watchman

By promotion

By direct
recruitment

Must have passed 7th Class
examination.

Must have passed 7th Class
examination.

CLASS – R: RESEARCH SECTION

Category (1)

Senior Research

Assistant

Category(2)

Research

Assistant

By promotion

By promotion

(i) Must possess minimum general
education qualification

(i) Must possess minimum general
education qualification

or
Must Possess a Diploma or a
Certificate in Drawing Trade issued
by any ITI in the State or its
equivalent qualification.

(ii) Must have two (2) years
experience in preparing layouts in
Telugu Letters and must have
adequate proficiency in Telugu
language, Telugu Printing and
Telugu Typography.

CLASS – S: MISCELLANEOUS POSTS

Category (1) Pharmacist	By direct recruitment	(i) Must possess minimum general educational qualification (ii) Must possess a Diploma or a Certificate in Pharmacy issued by a recognized Institute. (iii) Practical experience of two (2) years in any reputed organization.
Category (2) Dresser	(i) By promotion (ii) By direct recruitment	(i) Must have passed VII Class examination (ii) Should have practical and working knowledge in dressing and related work. (iii) Must have put in three years of services as Attendants i.e. the dispensary attached to the press. (i) Must possess minimum general educational qualification (ii) Must Possess a Certificate of Passing First/ Aid Course Examination. (iii) Must Possess practical experience of at least two years as Dresser in any Hospital or Nursing Home with working knowledge in dressing and related items of work.
Category (3) Telephone Operator	By direct recruitment	(i) Must possess minimum general educational qualification (ii) Must have two (2) years experience to handle a switch board with PBX Line Automatic and Inter Telephone System and must undergo training in P & T Department.
Category (4) Attendant.	By direct recruitment	(i) Must have passed 7 th Class examination.
Category (5) Tailor	By direct recruitment	(i) A pass in SSC or equivalent examination (ii) A Tailoring Certificate from any Govt. recognized Institute. (iii) Three years experience in Tailoring.
Category (6) Cycle Repairer – Cum – Attender.	(i) By transfer of Attendants (ii) If no suitable candidate is available by direct recruitment	(i) two years experience as Attendant (ii) Should know cycle repairing. (i) Should have a certificate of cycle repairing from any recognized firm. (ii) Have experience of three years in cycling.

BRANCH – II

Category (1) Mechanic – Type Writer	By promotion	(i) Must possess the minimum general educational qualifications (prescribed in the schedule to this general rules) (ii) Must possess a Certificate in
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Category (2)
Jr. Typewriter
Mechanic.

By direct
recruitment

Mechanical Engineering issued by recognized institute with practical experience of not less than five years in the repairs of Typewriter and Duplicators.

(i) Must have passed 7th Class examination.

(ii) Must possess a Certificate in Maintenance and Repairing of Typewriters from a reputed recognized institution and must have three (3) years experience.

Category (3)
Warehouseman

(i) By direct
recruitment. If no
qualified person
available

(i) Must possess minimum general educational qualification.

(ii) Must have two (2) years experience in Store Keeping as Stores Clerk or Warehouseman in reputed recognized institution.

**A. RAGHOTHAM RAO,
Principal Secretary to Government**