

BYE-LAWS OF THE ANDHRA PRADESH RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY (REGD)., HYDERABAD.

The following are the bye-laws framed Rule 14 (vi) of the “Rules of the Andhra Pradesh Residential Educational Institutions Society (Regd), Hyderabad.

1. SHORT TITLE & COMMENCEMENT:

- a) These Bye-Laws may be called the Andhra Pradesh Residential Educational Institutions Society (regd). Hyderabad Bye-Laws 1973.
- b) They Shall come into force on May 12,1973.

2. DEFINITIONS:

In these Bye-Laws, unless the context otherwise required.

- a) ‘Society’ means the Andhra Pradesh Residential Educational Institutions Society (Regd), Hyderabad.
- b) ‘Board’ means the Board of Governor constituted under Article 5 of the Memorandum of Association of the Society.
- c) ‘Bye-Laws’ means bye-laws made by the Board of Governors under clause (VI) of Rule 14 of the ‘Rules of the Society’.
- d) ‘Chairman’ means, the Chairman of the Board of Governors.
- e) ‘Secretary’ means , the Secretary of the A.P. Residential Educational Institutions Society (Regd.), Hyderabad appointed under sub-para (b) of Rule 10 of the Rules of the Society.
- f) ‘Rules’ means the rules of the Andhra Pradesh Residential Educational Institutions Society (Regd.), Hyderabad 1972.
- g) ‘Year’ or ‘Financial Year’ means the period of twelve months beginning with the first day of April and ending with the 31st day of March of the following year.

3. MEETING OF THE SOCIETY

- a) Notice of the meetings of the Society shall be issued by the Secretary on behalf of the Chairman and with his approval.
- b) Proceedings of the meetings of the Society shall be circulated by the Secretary to the members of the Society within 15 days after the meeting.

4. MEETING OF THE BOARD :

- a) The Board shall meet atleast once a year and if necessary more than once on such dates and at such places as may be decided the Chairman.
- b) A notice of each meeting of the Board shall ordinarily be issued by the society atleast 10 days before the date of meeting provided that in exceptional circumstances a shorter notice may be given with the previous approval of the Chairman.
- c) The business to be transacted at the meetings shall be with reference to the items of the agenda supplied with the meeting notice and on any other matter to be permitted by the Chairman at the meeting for discussion.
- d) The proceedings of each meeting shall be prepared by the Society and submitted to the Chairman of the meeting for this approval. Copies of the approved minutes shall be delivered or posted to every member within 15 days after the meeting.
- e) If, in the opinion of the Chairman, immediate action is called for on any matter and it is not possible or convenient to convene a meeting of the

Board. He may authorise the Secretary to take action and the action so taken shall be reported at the next meeting of the Board for ratification.

5. STANDING COMMITTEES:

- a) There shall be two Standing Committees of the Board namely.
- i) The Standing Committee for Administrative and Financial Matter and
ii) The Standing Committee for Academic matters.
- b) I) The Standing Committee for Administrative and Financial matters shall consist of (1) The Vice-Chairman as Chairman (2) The Secretary to Government, Finance Department or his nominee not below the rank of Deputy Secretary to Government – Member.
(3) The Director, Collegiate Education – Member.
(4) The Director of School Education – Member
and (5) The Chief Engineer (R&B) – Member (amended as per the XXXXI meeting of the Board of Governors held on 29-4-91 at item No.21
- ii) The Standing Committee for Administrative and Financial Matters shall subject to general approval of the Board of Governors.
- (1) determine the qualifications of candidates to be recruited to the staff of the Society other than the academic staff:
 - (2) regulate the conditions of service of the staff of the Society including in particular these pertaining to scales of pay, leave, allowances, sanction of advances, provident fund, payment of traveling and daily allowances admissible to members of the Board of Governors and other associated with any Committee constituted by or under the Bye-Laws:
 - (3) administer the funds of the Society and manage the properties of the Society.
 - (4) determine the procedure to enter into agreements for and on behalf of the Society:
 - (5) determine the policy of investment of provident fund amounts, and
 - (6) discharge such other functions as may from time to time, be assigned to it by the Board.
- c) I) The Standing Committee for Academic matters of the Society shall consist of
- | | |
|--|-------------|
| 1. The Vice-Chairman | as Chairman |
| 2. The Director of Collegiate Education | Member |
| 3. The Director of School Education | Member |
| 4. The Director, Tribal Cultural Research & training institute, Hyderabad. | Member |
| 5. The Director, SCERT | Member |
| 6. The Principal | Member |
- (Amemded as per the XXXXI meeting of the Board of Governors held on 29- 4-'91 at item no.21)

The Chairman shall, however, have powers to extend a Special invitation of any meeting of the standing committee to an Educational expert whose presence may be considered useful.

- ii) The Standing Committee for Academic matters shall, subject to the general approval of the Board of Governors.
1. determine the qualifications of the candidates to be recruited to the academic staff of the Society.
 2. recommend to the Board, of the remuneration payable to the question paper setters. Chief and Asst.Superintendents for the conduct of

examinations. Camp and Asst. Camp Officers, coding and de-coding Officers, examiners for spot valuation, Tabulators etc.,

3. prepare and execute detailed plans and programmes for the furtherance of the objects of the Society.
 4. determine the procedure, conditions and terms to affiliate to the Society any institutions having objects similar to those of the Society or to recognize any other institution.
 5. determine the curriculum, syllabus, co-curricular activities evaluation procedure and other similar academic programmes to be followed in the schools managed by or affiliated to the Society.
 6. determine the duration of seminars, curriculum of the courses etc., that may be conducted for the benefit of the staff of the schools managed by or affiliated to the Society.
 7. discharge such other functions as may from time to time, be assigned to it by the Board.
- d) The Secretary shall be Member-Secretary to the above two Standing Committees.
- e) The decisions taken by the two Standing Committees shall, except where they are contrary to any general direction given by the Boards, be implemented by the Secretary after obtaining the previous approval of Vice-Chairman, in case the Vice-Chairman was absent at the meeting of the Committee and a report thereon shall be submitted to the Board at its next meeting for approval.(Amended as per the XXXX meeting of the Board of Governors at item No.21 held on 29-4-1991).
- f) The Standing Committee shall be convened by the Secretary as often as may be necessary and their meetings shall be held at the Office of the Society or at such other places as may be decided by the Vice-Chairman.(Amended as per the XXXX meeting of the Board of Governors at item No.21 held on 29-4-1991).
- g) Three members shall form the quorum for a meeting of the Standing Committees.
6. **CONTRACTS AND SUITS:**
- a) All contracts and other instruments on behalf of the Society shall be executed by the Secretary, provided that all contracts involving a financial consideration not exceeding Rs.20,000/- may be executed after obtaining the prior approval of the Chairman and that no contract, the subject matter or value of which exceeds of Rs.20,000/- but not Rs.50,000/- shall be executed without obtaining the previous approval of the Standing Committee for Administrative and Financial Matters. Provided also that all contracts involving a financial consideration of more than Rs.50,000/- shall receive the prior approval of the Board.
 - b) The Secretary shall, with the previous approval of the Standing Committee for Administrative and Financial Matters have
 - i) the power to institute or defend suits or other legal proceeding on behalf of the Society and
 - ii) the power to compromise, settle or refer to arbitrating any dispute to which the society is a party.
7. **STAFF AND APPOINTMENTS:**
- a) All posts in the Society shall be classified into the classes and categories as specified in columns (1) and (2) of the table below and the

appointing authority in respect of each class or category of posts shall be the authority specified the corresponding entry in column (4) thereof.

Class authority	Category	Post	Appointing
Class- I		Secretary	Chairman in consultation with the Government of Andhra Pradesh, Education Department.
Class-II	Category-I	Dy.Secretary	Vice-Chairman on the recommendations of the Selection Committee.
	Category-2	Principal of Residential Schools and Residential Jr.Colleges	--do--
	Category-3	Asst.Secretary to the Society	--do--
	Category-4	Lecturers in APR Junior Colleges.	Secretary on the recommendation of the Selection Committee.
	Category-5	Jr.Engineer	Secretary on the recommendation of the Chief Engineer (R&B)
Class-III	Category-1	P.G.Teachers	Secretary
	Category-2	Dy. Warden	--do—
	Category-3	Librarians in APR Jr.College.	--do—
	Category-4	T.G.Teachers	--do—
	Category-5	Phy.Directors	--do—
	Category-6	Instructors in Music & Art	--do—
	Category-7	Accounts Superintendents and Office Superintendents	--do—
	Category-8	Nurse	--do—
	Category-9	Matrons	--do—
	Category-10	Librarians in Residential schools.	--do—
	Category-11	U.D. Clerks	--do—
	Category-12	Stenographers, IDCs and Typists	Chairman or Secretary for Office & Principal for Institutions.

Class-IV	Category-1	Attenders	Secretary/Principal
	Category-2	Peons, Watchman	--do--
	Category-3	Cooks	Principal.

- b) Recruitment to the posts in the Society shall be made either I) from among retrenched personnel from Government Offices (or) ii) by direct recruitment through open advertisement and through the employment exchange (or) iii) by promotion (or) iv) by direct recruitment of suitable retired persons (or) v) by deputation from any department of the Government of Andhra Pradesh or from other institutions.
- c) (i) a) The Selection Committee for the posts included in categories 1,2 & 3 of class II shall consist of the Vice-Chairman of the Society as Chairman of the Selection Committee. The Director of Higher Education, the Director of School Education and the Secretary of the APREI Society (Regd), Hyderabad.
- d) The Selection for the posts included in category 4 of class II shall consist of (1) Vice-Chairman of the Society as Chairman of the Selection Committee (2) the Director of Higher Education as Vice-Chairman (3) Secretary, APREI Society and (4) Principal, APR Junior College, Nagarjunasagar.
- (ii) The Selection Committee for the posts included in categories 1 to 10 of class-III except category 8 (Nurse, Male Nurse) in Residential Educational Institutions shall consist of the Secretary who shall be the Chairman of the Committee, the concerned Principal of Residential Educational Institution who is the member of the Board of Governors, the Director SCERT and a subject expert chosen by the Secretary. In respect of appointments to category 9 in Residential Educational Institutions, the Selection Committee shall consist of 1) the Secretary who is the Chairman of the Selection Committee, the Director, SCERT and the subject expert chosen by the Secretary. In respect of appointments in the Office of the Society, the Secretary shall be appointing authority and there will be no Selection Board for this purpose. In respect of appointments for posts included in category 12 of the class-III and categories 1,2 and 3 of class-IV in the Residential Educational Institutions, the Principals shall be the appointing authority and there will be no Selection Committee for this purpose.
- iii) where direct recruitment to any of the posts included in class-II and the categories 1 to 10 of class-III is made, the Secretary shall by advertisement in one or more daily newspapers circulating in the State of Andhra Pradesh and by affixture of a notice in a conspicuous place in the premises of the Registered office of the Society, notify the minimum qualifications prescribed for the post, the scale of pay and other conditions of service applicable to the holder thereof.
- iv) No proceedings of a Selection Committee shall be invalid on the only ground of absence of any of its members at any meeting of the Committee.
- v) A Selection Committee shall examine the credentials of all candidates possessing the requisite qualifications and may interview all or any of the candidates as it thinks fit.

vi) Notwithstanding anything contained in the foregoing clauses, a Selection Committee may, in such cases as it thinks fit, dispense with the procedure laid down in clause (III) & (V) and recommend the names of suitable candidates for appointment to any post.

vii) An appointment for a period not exceeding six months to fill any vacancy may be made 1) by the Chairman of Board of Governors in the case of a vacancy in a post included in class-II and 2) by the Secretary in the case of a vacancy in a post included in class-III.

e) Notwithstanding anything contained in these bye-laws all appointments made prior to the coming into force of these bye-laws, shall be deemed to have been validly made as if these bye-laws were in force.

8. **BUDGET ESTIMATES :**

a) The Budget Estimates of each year for the Office of the Society and for each Residential School and College shall be approved by the Board not later than 31st January of the preceding year.

b) The estimates shall include: i) The actual expenditure of the preceding year ii) The original budget estimates for the Current year iii) The revised budget estimates for the current year and iv) The proposed budget estimates for the succeeding year.

c) If, after approval by the Board of the expenditure for any year, and before the commencement of that year on account of reduction by the Government of allotment of funds to the Society or otherwise, it becomes necessary to revise the budget estimates, such revision shall be made by the Secretary with the previous approval of the Chairman.

d) The sanctioned estimates shall be divided into the following units of appropriation and such other additional units as may be approved by the Chairman for each of the Residential Schools and Colleges and the Secretary's Office separately.

1. Pay and allowances of Staff
2. T.A to members of the Board of Governors, Staff member of committees, participants etc.
3. Remuneration, Prizes etc
4. Electricity, Water Charges, Rents, Rates, Taxes etc.
5. Stationery and Furniture.
6. Postage and Telegrams.
7. Library and Laboratory.
8. Hostel Charges.
9. Seminars and Workshops.
10. Advertisement and Printing.
11. Contingencies.
12. Miscellaneous

e) The funds provided in the sanctioned estimates shall be at the disposal of the Secretary who shall have the power to appropriate sums there from to meet the expenditure approved by the Board.

9. **(a) POWERS AND DUTIES OF THE CHAIRMAN :**

i)(a) It shall be the duty of the Chairman to see that the memorandum of Association, rules and Bye-Laws of the Society are observed and he shall have all powers necessary for the purpose.

ii) In case of emergency arising out of administrative business of the Board which in the opinion of the Chairman requires the taking of immediate action,

he shall take such action as he deems necessary and shall report to the Board at its next meeting.

iii) The Chairman shall have powers to write off irrecoverable value of stores, books etc., upto Rs.20,000/-

iv) The Chairman shall have the power to take disciplinary action against officers noted under Class-I

v) The Chairman shall perform such other functions as laid down in these Bye-laws and Rules of the Society.

vi) The Chairman shall be the authority to which an appeal against an order of the Vice-Chairman, imposing penalty upon persons holding class-II, may be preferred, (Amended as 29-4-1991 at item No.21)

9.(b) **POWERS AND DUTIES OF VICE-CHAIRMAN:** (Incorporated as per the XXXXI meeting of the Board of Governors held on 29-4-1991).

i) The Vice-Chairman shall assist the Chairman in all matters and shall exercise such other powers and perform such functions as may be delegated to him by the Chairman and provided for in these Bye-laws and Rules.

ii) Then the office of the Chairman is vacant the Vice-Chairman shall perform the functions of the Chairman until further arrangements are made by the Government. He shall preside over the meeting of the Board in the absence of Chairman.

iii) (a) The Vice-Chairman shall have power to appropriate funds from one unit of appropriation to another subject to the following restrictions, namely; i) that the total sanctioned expenditure is not thereby exceeded and ii) that such re-appropriation shall not have the effect of involving the Society in future outlay in the succeeding years of any scheme.

(b) The Vice-Chairman shall have the power to write off irrecoverable value of stores, books, etc., upto Rs.5000/- provided that the loss is not on account of serious negligence on that part of any employee of the Society, theft or any defect of system.

(c) The Vice-Chairman shall have the power to take disciplinary action against officers noted under class II except on any who is on deputation from Government Service in whose case he shall send a report to the parent department with his recommendation.

(d) The Vice-Chairman shall be authority to which an appeal against an order of the Secretary imposing a penalty upon a person holding a post in Classes III and IV may be preferred.

2. The Vice-Chairman shall be authority to sanction the incurring of expenditure (recurring and non-recurring) without an upper limit over the above the financial powers of the Secretary detailed in rule 10 below subject to availability of funds.

10. **POWER AND DUTIES OF THE SECRETARY:**

a) The Secretary shall be responsible for the proper functioning of the Society and for the strict observance of these bye-laws.

b) In particulars and without prejudice to the generality of the foregoing provision, the duties and powers of the Secretary shall include the following namely:

- i) to convene meeting of the Society, Board, Standing Committees, Selection Committees and when so directed by the Chairman/Vice-Chairman, any other Committees:
- ii) to supervise the work and conduct of the staff and for that purpose to exercise disciplinary control by way of imposing punishments on persons holding posts in Class III and IV as provided in appendix-II.
- iii) to disburse the salaries and allowances to the employees of the Society, including other persons engaged in the work of the Society.
- iv) to disburse the traveling and daily allowances to non-official members of the Board and members of the various committees:
- v) to incur expenditure of a contingent or miscellaneous nature recurring and non-recurring upto the limits indicated below.
 1. Recurring Rs.10,000/- per annum on any one item.
 2. Non-Recurring Rs.20,000/- on any one item provided that in respect of any matter specified in column 2 of the table below, the Secretary shall have power to incur such expenditure upto the limit, if any, specified in column 3 thereof.

(Amended as per the Resolution of Board of Governors at its XLII meeting held on 11-11-'91 Item

S.No.	Item of expenditure	Monetary limit
1.	Bye-laws	No limit
2.	Electricity & Water Charges	--do--
3.	Maintenance and upkeep of vehicles	--do--
4.	Rates & Taxes	--do--
5.	Postage and Telegrams	--do--
6.	Advertisement Charges	--do--
7.	Charges for Telephone Connections	--do--
8.	Supply of liveries, badges and other articles of clothing etc., and washing allowance.	--do--
9.	Staff paid from contingencies	--do--
10.	Purchase of Stationery, Typewriter and Calculating Machines etc	--do--
11.	Books and periodicals	--do--
12.	Repairs to erection and removal of machinery (where expenditure is not of capital nature)	--do--
13.	Payment of remuneration for conduct of examinations printing charges to the printers etc.	--do--
14.	Providing amenities like Dress, Cosmetics, Trunk Books etc., to SC, ST and BC students in APR Schools for STs and BCs. (Incorporated as per the Resolution of Board of Governors meeting held on 11-12-91 Item No.16)	Rs.10,000/-
15.	Fixtures and Furniture	Rs.10,000/-
16.	Freight and demurrage of whar-fage Charges <ol style="list-style-type: none"> a) Freight Charges b) Demurrage of whar-fage charges 	No limit Rs.500/-
17.	Hire of furniture etc., (one each occasion)	Rs.1,000/-
18.	Incurring of law charges	Rs.1,000/-
19.	Writing of losses of stores monetary limit on public	in each case

money (including loss of stamps) not being on account of theft, fraud or negligence (Amended as per the Resolution of the Board of Governors at its XLII meeting held on 11-12-'91, Item No.5)

Rs.5,000/-

vi) to open bank accounts in the name of the Society in such banks as are approved by the Board of Governors and to operate the said accounts;

vii) to visit any Residential School run by the Society within the State or to depute any officer or member of the staff to do so in connection with the affairs of the Society;

viii) to sanction leave, allowance including dearness, house rent, compensatory, traveling and daily allowances, medical benefits and loans and advances for employees of the society as provided for in the service regulations;

ix) to permit at his discretion, in special cases and for reasons to be recorded in writing, any member of the staff to draw actual expenses incurred by him while on tour; and

x) to allow the Auditor appointed by the Society to have access to the books, accounts and other documents of the Society, (Amended as per the XXXXI meeting of the Board of Governors at item No.21 held on 29-4-'91).

11. POWERS AND DUTIES OF THE DEPUTY SECRETARY:

a) The Deputy Secretary shall carry out the functions as are specifically assigned to him by the Chairman or the Secretary.

b) In particular the duties shall be:

To assist the Secretary in, I) all academic matters viz., preparation of curriculum, conduct of entrance examinations (for admission of pupils into residential schools and colleges, conducting seminars, summer courses and like, drafting syllabus, conduct of common terminal and annual examinations for pupils of Residential Schools and Colleges, ii) the preparation of the budget estimates, revised estimates for placing them before the Board of Governors).

12. POWERS AND DUTIES OF THE ASSISTANT SECRETARY :

a) Subject to the general control and superintendence of the Secretary, the Assistant Secretary shall be incharge of the Office establishment of the Society and shall carry out such other duties as may be assigned to him by the Secretary.

b) In particular the Assistant Secretary shall:-

i) See to the safe custody of all books and documents of the Society

ii) See to the maintenance of the library of the Society.

iii) Assist the Secretary in conducting the official correspondence of the Secretary

iv) See to the proper maintenance of accounts of the Society.

v) Safeguard and maintain the buildings, gardens, office vehicles and other properties of the Society.

vi) To pass all bills for which sanction has been accorded by the competent authority of the Society.

vii) Maintaining cash book and other relevant account registers and documents:

viii) After bills are passed, the Assistant Secretary has to get the cheque written up and submit for Secretary's signature and

ix) The Assistant Secretary will be responsible for the disbursement of the amounts drawn.

Provided till such time as the Deputy Secretary and Assistant Secretary are

appointed the duties specified in paragraphs 11 and 12 shall be performed by the secretary.

13. The powers of the Chairman, the Secretary and Board in respect of conditions of service of the staff of the Society shall be as shown in appendices I and II

14. Notwithstanding anything contained in these bye-laws, all the powers exercised and the duties performed by the Chairman and the Standing Committee prior to the coming into force of these bye-laws shall be deemed to have been as validly exercised and performed as those bye-laws were in force that the relevant time.

APPENDIX-I
(See Bye-law 7)

S.No.	Nature of power	Secretary	Chairman
1.	Appointment to posts	Class-III & IV	Class I & II
2.	Leave	Full in respect of those who are members of the society/Staff.	Full in respect of the Secretary
3.	Passing and counter-signing of the TA bills of the employee of the Society	Full in respect of those who are members of the Society/Staff	Full in respect of the Secretary
4.	Sanction of increments TA ., Advance, advances for the purchase of conveyances, festival advances etc., to the employees of the society according to rules.	--do--	--do--

APPENDIX-II
(See Bye-laws 9 & 10)

SlNo.	Description Of the post	Appointing authority	Authority competent To impose Penalty	Penalty	Appellate authority
1.	Class-I	Chairman	Chairman	All	Board of Governors
2.	Class-II	Chairman	Chairman	All	--do--
3.	Class-III	1.Secretary 2.Principal	1.Secretary 2.Principal	All except removal and dismissal from service.	Chairman
4.	Class-IV	--do--	--do--	--do--	--do--

---AP RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY (REGD)
HYDERABAD.
SERVICE (RECRUITMENT)RULES-1972

These Rules shall be called the APREI Society (Regd.) Service (Recruitment) Rules 1972.

2. Classification:

The APREI Society (Regd) Service shall consist of the following classes and categories:

Class	Category	Post	Appointing Authority
Class-I		Secretary	Chairman in consultation
Class-II	1. Education	Dy.Secretary	the Govt. of A.P. in
	2.	Principals	Dept.
	3.	Asst.Secretary	Board of Governors on the recommendations of the selection committee.
Class-III	1.	P.G.Teachers	Secretary
	2.	Dy.Wardens	Secretary
	3.	T.G.Teachers	Secretary
	4.	Phy.Directors	Secretary
	5.	Instructors in Arts and Music	Secretary
	6.	Office Supdts. & A/cs	Secretary
	7.	Nurses	Secretary
	8.	Matrons	Secretary
	9.	U.D.Clerks	Secretary
	10.	Librarians	Secretary
	11.	Typists, LDC.s Stenographers	Secretary for his office Principal for the Schools
Class-IV	1.	Driver	Secretary for his office
	2.	Lab, Library Office Attenders, Cooks & Watchman.	and principal for the Schools.

3. QUALIFICATIONS:

The qualifications for the personnel to be recruited for the various classes and categories of post shall be those laid down by the Standing Committee for Administration matters in respect of non-teaching staff and by the Standing Committee for Academic matters in respect of teaching staff.

The following are the essential general educational and professional qualifications and the minimum experience requires (not to be relaxed) for the various categories of posts:

- i) Secretary:
 - a) A first or second class M.A/M.Sc. degree with not less than 50% of marks
 - b) A first of second class B.Ed. degree
 - c) Atleast 3 years of teaching experience at school level including experience of teaching, if any, in a college of Education.
- ii)Dy.Secretary: a,b&c same as a,b & c under item (i) d. should have administrative experience as a Gazetted Officer in the Education Dept. for not less than 5 years.
- iii)Principal:
 - a) Same as (a) in item (i)in any of the following subjects.
English, Telugu, Hindi, Physics, Chemistry, Mathematics, Botony,Zoology, Economics, Politics, History or Geography.
 - c) Same as (b) in item (i) above

- d) Teaching experience of not less than 10 years and adm.experience as HM/and or Inspecting Officers (Gazetted) for 5 years (Total experience of 15 years) in the case of PGTs and J.Ls working in Society's Institutions, the condition of having 5 years of Adm.service may be relaxed in respect of candidates who are otherwise qualified. Preference will be given to those who have previous experience.
 - e) Age not less than 40 years on the 1st day of July of the year of recruitment.
- iv) Asst.Secretary: a) Graduate of a Recognised University.
 c) Same as (b) in item (i) above
 d) Experience of not less than 5 years in the Edn.Dept. in a responsible capacity (in a post not less than of Office Superintendent or Headmaster of a recognized Secondary School.
- v) Asst. Engineer (D.E.E): The qualifications prescribed from time to time by the Govt. in the R & B Dept.
- vi) Junior Engineer (A.E.E): -do-
- vii) Post Graduate Teacher: a & b same as (a) & (b) in item (i)
 d) Teaching experience of not less than 3 years in any recognized Secondary School or in any residential school.
 e) Qualifications in Scouting, NCC, Horticulture, Experience in Histrionics, Photography, Games and Sports, playing musical instruments, attendance at Summer Science Institutions, workshops etc. and authorship of books will be desirable.
- viii) (a) T.G. Teachers: a) B.A. or B.Sc. in the relevant subject (with 50% or more marks)
 b) B.Ed or equivalent qualifications of a recognized university.
 c) Teaching experience of not less than 3 years in any recognized secondary school is desirable. If required number of candidates are not available this condition may be relaxed.
 (b) Work Experience Teacher: (i) B.A or B.Sc with 50% or more marks education as one of the subjects. Experience as a Teacher in Basic Trg. Schools and Training in work Experience conducted by NCERT, SCERT or similar organizations desirable.
- ix) Deputy Wardens: a) M.A or M.Sc or B.Sc(Hons) or B.A (Hons) (three years post-intermediate of a recognized University in any of the subjects taught in the school (with 50% or more marks)
 b) B.Ed. or equivalent qualification of any recognized University.
 c) Should have experience of not less than 3 years as a Warden or Dy.Warden of a hostel for students attached or not attached to an educational institution.
- x) Physical Directors: a) B.A or B.Sc. or B.Com of a recognized Indian University with Diploma in Phy.Education or Bachelor's Degree in Physical Education (B.Ped.)
 b) Experience in any Residential School or recognized secondary school. Must be good games-Badminton, Volley Ball, Foot Ball, Hockey, Cricket Training in National Discipline Scheme; Training as a coach of the National Institute of Sports, Patiala are desirable.
- xi) Phy.Edn.Teachers: a) Pass in the Pre-University Courses examination of a recognized University or its equivalent.

- b) Possession of a Govt. Teacher's Certificate in Physical Education of the Higher Grade issued by the A.P or Andhra or Madras States or its equivalent as per the A.P Educational Rules. Experience in any recognized secondary school. Must be good at games.
- xii) Music Teachers:
 - a) Pass in Matriculation or SSC or equivalent examination.
 - b) (i) Diploma in Music of a university of A.P (ii) Higher Gr.Certificate in Indian Music.
 - c) TTC in Indian Music of the Higher Grade.
 - d) Experience of not less than 3 years in a recognized secondary school desirable.
- xiii) Art Master:
 - a) Possession of Govt.Diploma in Arts course with (i) Free hand outline and Model drawing (ii) Design and (iii) Painting.
 - b) A Technical Teacher's Certificate of the Higher Grade in Drawing.
 - c) A pass in the Matriculation or SSC or equivalent examination.
 - d) Experience of not less than 3 years in a recognized secondary school desirable.
- xiv) Librarian in APRJC:
 - a) Post Graduate degree with 50% or more marks in aggregate.
 - b) Degree in Library Science.
 - c) Three years experience as Librarian in a College.
- xv) Librarian in Res.Schools:
 - a) B.A. or B.Sc. or B.Com. of a recognized Indian University.
 - b) Degree or Diploma in Library Science.
 - c) Experience as a Librarian for not less than 2 years in a recognized school Experience in a Residential School desirable.
- xvi) Work Inspector: The qualifications prescribed from time to time by the Govt. in the R & B Department.
- xvii) Draughtsman: --do--
- xviii) Office Superintendents and A/cs Supdt.:
 - a) B.A. or B.Sc. or B.Com of a recognized university.
 - b) Accounts test for subordinate Officers, part – I
 - c) Experience in administrative/Accounts Sections in a Govt.Office or institution for not less than 10 years.
- xix) Nurse:
 - a) Pass in SSC or equivalent examination
 - b) Should have successfully undergo 3 1/2 years Nurses Training Course.
 - c) Woman with no encumbrances or a spinster; previous experience in a similar capacity in a recognized institution or hospital for not less than 2 years desirable.
- xx) Matrons:
 - a) Pass in SSC or equivalent examination.
 - b) About 40 years of age
 - c) Women with no encumbrances or a spinster, previous experience in a similar capacity in a recognized institution for not less than 2 years desirable.
- xxi) U.D.Clerks:
 - a) B.A., or B.Sc or B.Com of a recognized Indian University.
 - b) Accounts Test for Subordinate Officers part-I
 - c) D.I. Test 1,11,111
 - d) Experience in Administrative and Accounts Sections in an office or institution for not less than 5 years.
- (b) U.D Stenographers:
 - a) B.A or B.Com or a recognized Indian University.
 - b) Pass in Typewriting & Shorthand Higher Grade,

- xxii) L.D.Stenographers: a) Pass in SSC or equivalent exam
b) Pass in Typewriting and Shorthand exam. By atleast Lower Grade.
- xxiii) L.D.Clerks: a) Qualifications for appointment as LDC in APREI Society, Hyderabad.
- 1) B.A., B.Sc., or B.Com of Indian University either through employment or on deputation.
 - 2) Qualification for appointment as LDC in APRE Institutions.
- a) Matriculation a Minimum Educational Qualification as in the case of mofussil office in Education Department.
- xxiv) Typists: a) Pass in SSC or equivalent exam.
b) Pass in Typewriting exam by the Higher Grade.
- xxv) Drivers: a) Know to read and write the regional languages.
c) Light Vehicle Licnes.
- xxvi) Office, Lab & Libr.Attenders (P.As): a) Pass in Class-VIII of recognized School.
- xxvii) Attenders: a) Must know cycling.
b) Know to read and write the regional language.
- xxviii) Cooks: a) Must know cycling.
b) Know to read and write the regional language.
c) Must know cooking.

Note: The Chairman, may in relaxation of the aforesaid qualifications, make appointment in otherwise deserving cases.

4. Age: Persons for the posts in Class-III shall not ordinarily be less than 25 years in age:

5. Method of recruitment: The selection committee for the following posts in APRE Institutions shall consist of the Secretary, who shall be the Chairman of the Committee, the Principal concerned of Residential Educational Institution concerned, the Director SCEERT and a subject expert, chosen by the Secretary.

(1) Post-Graduate Teachers (2) TGTs (3) Deputy Warden (4) Music Teachers (5) Art Masters (6) Work Experience Teachers (7) physical Directors (8) Physical Education Teachers (9) Librarian in APRJC and (10) Librarians in Residential Schools.

For all other posts in Class-III and Class-IV will be filled by the Secretary in respect of the posts in the office of the Society and by the Principal in respect of posts in their respective institutions by following rules and orders of the Society issued from time to time.

Recruitment to the posts under the Society shall be made either:

From among retrenched personnel or Govt.Officers or by direct recruitment through the employment Exchange and through open advertisement: or

- i) by promotion or
by direct recruitment of suitable retired persons. Or
by deputation from any department of the Govt. of A.P or from other institutions.

(a) (New Rule): All appointments by direct recruitment under the Society shall be governed by the rule of special representation as per A.P.State and subordinate service rules in favour of members of the SCs., and STs and Backward Classes.

Note: (a) An exception to recruitment in accordance with the above procedure can be considered only in the following case:

Proposal for appointment of a son/daughter of an employee whom dies in harness leaving his family indigent circumstances.

While making fresh appointments of ladies to teaching or non-teaching staff cadres it may be ensured that no maternity leave will be required by the candidates within 6 months of their joining service.

(c) Promotion is limited to non-teaching posts only it is indicated as follows:

From	To
i) Attendants	Lab. & Office and Library Attendants(R.As)
ii) Lab & Office & Lib.Attendants	L.D.C.
iii) I.D.C	U.D.C
iv) U.D.C	Superintendent.

- a) For promotion in the cases of (iii) &)iv) the incumbent should be qualified with a pass in the account test for subordinate officers, Part-I and D.I Test I, II, III.
- b) For promotion in respect of peons (Attendants) as Lab., Office & Library Attenders one must have passed the III From or an examination equivalent thereto in a recognized school provided that in the case of recruitment by transfer from the category of Attendants, one would have passed SSC and put in a service of not less than 6-years in Residential Schools.

6) Scale of Pay:

The time scale of pay for any post borne on then cadre of the Society shall be such as may be sanctioned from time to time by the Chairman of the Society.

Provided, however, that persons appointed on deputation shall draw pay and allowances according to the terms mutually agreed upon between the society and the Govt. Department.

Note: (i) The pay of retired Govt. servants on re-employment under the Society shall be governed by the orders of Govt. issued in this regard from time to time.

(ii) The Chairman may in deserving cases, grant advance increments and fix initial pay in view of their superior qualifications and rich experience.

7) Order of Appointment:

Every teaching and non-teaching member shall be appointed on the authority of a written order of appointment stating specifically the starting salary, the scale in which he/she is appointed and whether the appointment is on probation or purely temporary for a limited period.

1. For promotion of L.D.C as U.D.C in respect of Society employees the following tests and services prescribed.

- Qualifications as prescribed at item xxi (a) above
- Accounts test for subordinate officers Part-I
- Dy.Inspector's Test Papers I,II & III.
- Should complete satisfactorily the period of probation.

II. For promotion of Typists as UDC in respect of the society employees the following are prescribed.

- As prescribed for the LDCs as noted in I above.

- b) He should have experience as LDC atleast for 2 years
- III Promotion to the Record Assistants and Attenders:
 - a) They should possess the requisite qualifications for the next post as prescribed
 - b) They should have atleast 5 years of continuous and satisfactory service.
 - Units for promotion to the Ministerial employees in the Society.
 - All APREIS under the Society will be of one unit.
 - APREI Society, Hyderabad will be having its own unit.
 - Conversion of Typists as L.D.clerks.
 - The Typist should possess the respective qualifications as required for the post of L.D.Clerk:

8) Probation:

Every person appointed to any post under the Society except a deputationist from Govt. Service, shall be on probation for a period of

- i) Two years in deputy within a continuous period of three years in case of direct recruitment.
- ii) One year on duty within a continuous period of two years in cases of promotion. Where a person appointed to a post on probation is, during the period of his probation, found unsuitable for holding that post, or fails to give satisfaction, the appointing authority may at its discretion;
 - i) extends his probation by a period not exceeding one year for reasons to be recorded in writing (this extension should when it is made, be by a written order communicated to the individual concerned within one calender month after the expiry of the original period of probation).
 - ii) discharge him from service either during the period of probation or the extend period of probation after giving him an opportunity of explaining himself in writing against the action proposed to be taken against him.

In the absence of any such extension, he shall be considered to have completed him probation satisfactorily and to be ripe for confirmation in the usual course.

9) Increments:

Increments according to the scales laid down by the Society shall be granted to its employees as a matter of course, unless with – held by a definite order of the competent authority.

10) Leave:

The leave rules applicable to the teaching and non-teaching staff employed under the society shall be the A.P.Leave Rules, 1933 till such time as the society frames its own leave rules.

11) Members of the teaching and non-teaching staff who have been appointed temporarily in APR Schools without probtationary right will get proportionate salary for the summer vacation. (i.e., Number of days worked/Number of days in a school year X monthly salaries)

Such of them as have not put in three months service shall not be eligible for vacation salary. Every member of the school staff shall bee present in the school on the last working day of each term and on the first working day and leave shall not be combined with the summer vacation. Every member of the school staff shall be present on the last working day of the school before it closes for summer vacation to entitle him to vacation salary.

12) Disqualification for appointment:

No person dismissed or removed from govt. service or from the service of ZP or Municipal Council or Panchayat Samithi or a private management shall be appointed as a teaching or non-teaching staff member under the Society.

13) Officiation arrangement during the absence of the Principal:

During the absence of the Principal of a Residential School on account of illness on otherwise the society shall call upon the Vice-Principal of that school to take over charge of the duties of the Principal. The Vice-Principal so appointed will be incharge of routine duties of the principal in addition to his own. Chargee allowances as may be fixed by the Chairman will be admissible for such officiating arrangement.

14) Filling up of Leave vacancies (teaching):

- a) If the vacancy occurs at a time of the year when the school work can be carried on without serious handicap or dislocation the vacancy need not be filed in at all.
- b) If the vacancy is of more than a month's duration and occurs at a time when the teaching work cannot be managed without filling up the vacancy, it can be filed up temporarily by a candidate on the waiting list in the same grade. No commitment for permanent absorption should be made in respect of such arrangement and the duration of appointment should be clearly specified. If there is no candidate on the waiting list, the Principal may be permitted to fill up the vacancy on an emergency basis after obtaining the prior approval of the Secretary.

15. Retirement:

- a) An employee under the Society service shall retire from the Service of the Society on attaining the age of 55 years.
(Amended as per Resolution No.XI of the minutes of the B.G. Meeting held on 23-3-1983 and vide Chairman's procs. No.35/A3/80-83, dt. 15-07-1983.
An employee under the Society shall retire from its service.
- i) On his being declared medically unfit for service by the Medical Officer of Medical Board appointed by the Society in that behalf:
- ii) On imposition of the penalty of compulsory retirement.
The Chairman may, at his discretion, dispense with the services of any employee under the society after giving him/her two months, salary in lieu of notice, if in his opinion, it is considered not desirable to continue the incumbent in service, without assigning any reasons therefore.

16. Resignation:

An employee under the Society may resign from the service of the Society by giving a notice of two months in writing to the appointing authority.

Provided that the appointing authority may waive or reduce the period of notice for good and sufficient reasons to be recorded in writing.

A) Termination of the services of the employee with 3 months notice on either side.

The Society shall have the power to determinate the services of its employees, permanent or temporary, at any time with 3 months notice on either side, without mentioning any reasons (grounds) therefore. All the employees of the society other than those who are on deputation/lien shall be governed by this rule.

(incorporated as per resolution No.XII of Minutes of the Board of Governors meeting held on 6-12-1980 vide Chairman's Proces No.44/A3/80, dt. 11-3-1981).

17) Deputation for training or higher course of study:

No employee of the Society shall be deputed for training or higher courses of study at the cost of the Society unless that employee executes a bond agreeing to serve the Society on completion of such training or higher course of study for a minimum period of three years and in case of failure to serve the Society for the prescribed minimum period, to pay the Society the expenditure, incurred on him by the Society for such training or higher course of study.

18) Deputation:

Notwithstanding anything contained in these rules and save as expressly provided in the terms of deputation agreed upon between the society and the Govt Servants appointed under the Society on deputation shall be governed by the rules or orders or Govt. applicable to them from time to time.

ADDITIONS :

- 1 After some discussion, the Board has agreed for giving temporary promotions to the non-teaching staff who are found competent and qualified to hold the post even if they have put in less than 5 years of service.
2. The Board has agreed for the promotions to Typists as UDCs without conversion as LDCs provided he/she passes the required tests and fully qualified to hold the post.