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NOTIFICATIONS BY GOVERNMENT

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LAW DEPARTMENT
(LA & J - HOME - COURTS-B)

THE ANDHRA PRADESH STATE LEGAL SERVICES AUTHORITY SERVICE
RULES, 1999 - AMENDMENT RULES, 2024.

[G.O.Ms.No.23, Law (LA & J - Home - Courts.B), 17th February, 2025.]

NOTIFICATION

THE ANDHRA PRADESH STATE LEGAL SERVICES AUTHORITY
SERVICE(AMENDMENT) RULES, 2024

Rule 3(a)

1.	Under heading Division-II, in the table, the following shall be inserted, namely,-		
	<table border="1"><thead><tr><th>Category-1</th><th>Data Processing Officer</th></tr></thead></table>	Category-1	Data Processing Officer
Category-1	Data Processing Officer		
2.	after the above amendment, the existing Category numbers '1 and 2' shall be renumbered as "2 and 3" respectively.		
3.	after the above amendment in the table the following shall be inserted, namely,-		

	Category-4	Data Entry Operator.
4.	i. after the above amendment, in column number 1, the existing category number '3' shall be re-numbered as "5" and ii. in column No.2 after the words (c) Typist the following words shall be inserted:	
		(d)Front Office Coordinator.
5.	after the above amendment, the existing category numbers '4, 4(a) and 5' shall be re-numbered as "6, 6(a) and 7" respectively.	

Rule 3(b) :

6.	Under heading Division-III the existing 'category number 1(a)' shall be re-numbered as "2".	
7.	After the above amendment, the following shall be inserted:	
	Category-3	Data Entry Operator
8.	i. after the above amendment, the existing Category number '2' shall be renumbered as "4" in column No.1 and ii. after the words (c) Typist in column number(2) of the said table the following shall be inserted:	
		(d)Front Office Coordinator.
9.	after the above amendment, the existing category numbers '3 and 4' shall be re-numbered as "5 and 6" respectively.	

Rule 4:

10.	In the table in column number 1 in Clause-(b) the existing figures and words '1 to 5' shall be substituted with "1 to 7".	
11.	in clause (c) the existing figures and words '1 to 5' shall be substituted with "2 to 7".	
12.	in clause (d) the existing figures and words '1 to 4' shall be substituted with "1 to 6".	

Rule 5 :

13.	In the Table for the post of Section Officer in column (2) the words and figures 'Category- 1 or 2 of Division-II or Category- 1 or 1(a) of Division-III' shall be substituted as " Category-2 or 3 of Division-II or Category- 1 or 2 of Division-III. "	
14.	For the post of Accounts Officer in column (2) the words and figures 'Category- 1 or 2 of Division-II or Category- 1 or 1(a) of Division-III' shall be substituted as " Category-2 or 3 of Division-II or Category- 1 or 2 of Division-III. "	
15.	after the above amendment, in the said table after heading Non-Gazetted , the following shall be inserted, namely,-	

	“Category-1 of Division-II “Data Processing Officer” :	a).By transfer from any other service; or b). By direct recruitment.
16.	For the post of Superintendent, in column number 2 the words and figures ‘category-1(a)’ of Division-III or category-1 or category-2 of Division-II’ shall be substituted as “category-2 of Division-III or category-2 or category-3 of Division-II.”	
17.	For the post of Senior Assistant, in column number 1 the words and figures ‘category- 1 of Division-II and Category-1(a) of Division-III’ shall be substituted as “category-2 of Division-II and category-2 of Division-III.”	
18.	in column number 2 the words and figures ‘category–3(a) or category-3(b) or category-3(c)’ of Division-II or category-2(a) or category-2(b) or category-2(c) of Division-III’ shall be substituted as “category-4 or category-5(a) or Category-5(b) or Category-5(c) or Category-5(d) of Division-II or category-3 or category-4(a) or category-4(b) or category-4(c) or category-4(d) of Division-III.”	
19.	For the post of Senior Stenographer, in column number 1 the words and figures ‘category-2’ shall be substituted as “category-3” .	
20.	in column number 2 the words and figures ‘category–3(b) or Category-3(c) of Division-II or category-2(b) or category-2(c) of Division-III’ shall be substituted as “category-5(b) or Category-5(c)” of Division-II or category-4(b) or category-4(c) of Division-III respectively.	
21.	after the above amendment, in the said table the following shall be inserted, namely,-	
	“Category-4 of Division-II and Category-3 of Division-III “Data Entry Operator”	a) By Promotion, from Category-5 of Division-II or Category-4 of Division-III; or b)By transfer from any other service; or c).By direct recruitment.
22.	after the above amendment, in column number 1 the words and figures ‘category-3 of Division-II & category-2 of Division-III’ shall be substituted as “category-5 of Division-II & “category-4 of Division-III” and after the words ‘(c) Typist’ the words “(d) Front Office Coordinator” shall be inserted.	
23.	after the above amendment, in column number 2 the words and figures ‘category-4 or category-4(a) of Division-II or category-3 of Division-III’ shall be substituted as “category-6 or category-6(a) of Division-II or category-5 of Division-III” , respectively.	
24.	after the above amendment, in column number 1 the words and figures ‘category-4, category-4(a) of Division-II & category-3 of Division-III’ shall be substituted as “category-6, category-6(a)” of Division-II and category-5 of Division-III , respectively.	
25.	in column number 2 the words and figures ‘category-5 of Division-II or category-4 of Division-III’ shall be substituted as “category-7 or category-6 of Division-III” , respectively.	

26. after the above amendment, in column number 1 the words and figures ‘category-5 of Division-II & category-4 of Division-III’ shall be substituted as “**category-7** of Division-II and “**category-6** of Division-III”, respectively.

Rule 6 :

27.	<p>In the Clause 2(i) after the words recruitment the following shall be inserted:</p> <p><i>(a) unless possesses knowledge or qualification in MS Office/ Libre Office and Web browsing and pass a proficiency test conducted by the Appointing Authority, in addition to the academic qualifications prescribed for different cadres of posts under sub-rule 2(i) of Rule 6 in respect of the posts of Dy Administrative Officer, Section Officer, Accounts Officer, Senior Assistant, U.D.Steno, Junior Assistant, Typist, Steno-Typist and Front Office Coordinator of Division-II, Superintendent, Senior Assistant, Junior Assistant, Steno-Typist, Typist and Front Office Coordinator of Division-III.</i></p>
28.	After the above amendment, the existing sub-clause numbers ‘(a) and (b)’ shall be re-numbered as “ (b) and (c) ” respectively.
29.	<p>After the above amendment, after sub-clause (c) the following shall be inserted:</p> <p><i>(d) unless he has passed B.Tech or Higher Qualification in CSE or ECE having 3 years of Experience Certificate in HTML, CSS, BOOT Strap, JAVA Script, PHP with code igniter framework and maintenance of database in respect of Category-1 of Division II (Data Processing Officer).</i></p>
30.	After the above amendment, the existing sub-clause number ‘(c)’ shall be re-numbered as “ (e) ” and the words and figures therein ‘Category-1 of Division-II and Category-1(a) of Division-III’ shall be substituted as “ Category-2 of Division-II and “Category-2 of Division-III ”, respectively.
31.	existing sub-clause number ‘(d)’ shall be re-numbered as “ (f) ” and the words and figures ‘category-2’ therein shall be substituted as “ category-3 ”.
32.	<p>after the amended sub-clause (f), the following shall be inserted, namely,-</p> <p><i>(g) unless he is a graduate with Computer knowledge and typing knowledge with minimum 3 years experience in MS-Office/ Libreoffice, Web browsing; shall pass a test conducted by Appointing Authority in respect of Category-4 of Division-II (Data Entry Operator) and Category-3 of Division-III (Data Entry Operator);</i></p>
33.	After the insertion of sub-clause (g), the existing sub-clause ‘(e)’ shall be re-numbered as “ (h) ” and the words and figures therein ‘category-3(a) of Division-II and category-2(a) of Division-III’ shall be substituted as “ category-5(a) of Division-II and “category-4(a) of Division-III , respectively.
34.	the existing sub-clause ‘(f)’ shall be re-numbered as “ (i) ” and the words and figures ‘category-3(b) of Division-II and category-2(b)’ of Division-III’ shall be substituted as “ category-5(b) of Division-II and category-4(b) of Division-III ”, respectively.

35.	the existing sub-clause ‘(g)’ shall be re-numbered as “ (j) ” and the words and figures ‘category-3(c) of Division-II and category-2(c) of Division-III’ shall be substituted as “ category-5(c) of Division-II and category-4(c) of Division-III ”, respectively.
36.	after the amended sub-clause (j) the following new sub-clause shall be inserted, namely,- <i>(k) unless he is a graduate of a recognized University in India, in respect of category-5(d) of Division-II (Front Office Coordinator) and Category-4(d) of Division – III (Front Office Coordinator);</i>
37.	after the insertion of new sub-clause (k), the existing sub-clause ‘(h)’ shall be re-numbered as “ (l) ” and the words and figures ‘category-4 of Division-II and category-3 of Division-III’ shall be substituted as “ category-6 of Division-II and category-5 of Division-III ” respectively.
38.	after the amended sub-clause (l) the following sub-clause (m) shall be inserted: <i>(m) Unless he possesses the minimum educational qualification i.e., a pass in 7th Class or equivalent examination; Candidates who failed in Intermediate will also be considered but those who have higher qualification than that shall not be considered; Must possess a current valid light motor vehicle driving license and driving license to drive motor cycle with gear, issued by competent authority under the Motor Vehicles Act, 1988 with practical experience in driving Motor Vehicles for a period of not less than (3) years with endorsement to drive Car and Motor Cycle with gear; Shall pass a test in the relevant field; in respect of category-6(a) of Division-II (Driver).</i>
39.	after the inserted sub-clause (m), the existing sub clause ‘(i)’ shall be re-numbered as sub-clause “ (n) ” and between the words ‘ class ’ and ‘ provided ’ the following shall be inserted: <i>Candidate who failed Intermediate or equivalent examination will be considered eligible but those who have higher qualifications than that shall not be considered; Shall pass a test of the standard of 10th Class to assess the mental capacity and knowledge and physical fitness of the candidate;</i>
40.	In the existing sub-clause (i) the words and figures ‘category-5 of Division-II and category-4 of Division-III’ shall be substituted as “ category-7 of Division-II and “category-6” of Division-III , respectively.
41.	the existing sub-clause ‘(ii)’ shall be re-numbered as “ sub rule-3 ” and the words and figures ‘category-1 to 5 of Division-II’ therein shall be substituted as “ category-1 to 7 of Division-II ” and the words and figures ‘ category-1 to 4 of Division-III ’ therein shall be substituted as “ category-1 to 6 of Division-III ”, respectively.

Rule 7:**In sub-rule (1)**

42.	the words and figures 'categories 1 to 3 of Division-II' shall be substituted as " category-1 to 5 " of Division-II and the words and figures 'categories 1 and 2' of Division-III shall be substituted as " category-1 to 4 " of Division-III, respectively.
43.	in the proviso to sub rule (1) the words and figures 'category-4 of Division-II' and 'category-3 of Division-III' shall be substituted as " category-6 of Division-II " and " category-5 of Division-III " respectively and 'category-3(a) or category-3(c) of Division-II and category-2(a) or category-2(c) of Division-III' shall be substituted as " category-5(a) or category-5(c) of Division-II " and " category-4(a) or category-4(c) " of Division-III, respectively.

Rule 9:

44.	(i) In sub-rule (1) the following words shall be deleted, namely,- <i>"a zone as mentioned in Schedule V of Presidential Orders under Six Point Formula"</i> (ii) After deletion in that place the following new words shall be inserted, namely,- <i>"each district shall be taken as one unit in respect of District Cadres i.e. lower division clerks and posts equivalent to or lower than lower division clerks, and in respect of the posts higher than the lower division clerks and posts equivalent to, a Zone as mentioned in Schedule V of these Rules "</i>
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Rule 15

45.	(i) In sub-rule (2), the words and figures 'categories 1 to 4 (a) of Division-II' shall be substituted as " Categories 2 to 6 (a) of Division-II" and the words and figures 'categories 1 to 3 of Division-III' shall be substituted as " categories 1 to 5 of Division-III " respectively. (ii) after the words and figures sub rule (2) the word and figure " and (3) " shall be inserted.
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8. Rule 19:

46.	In sub-rule (1), the words and figures 'categories 1 to 5 of Division-II' shall be substituted as " categories 1 to 7 of Division-II. "
47.	In sub-rule (2), the words and figures 'categories 1 to 4 of Division-III' shall be substituted as " categories 1 to 6 of Division-III. "

Schedule-I (Special qualification):

48.	In the Table, after heading Non-Gazetted , the words and figures ‘category-1 and 2 of Division-II’ shall be substituted as “ category-2 and 3 of Division-II. ”
49.	After the above amendment, the words and figures ‘category 2 of Division-II’ shall be substituted as “ category-3 of Division-II. ”
50.	After the above amendment, the words and figures ‘category-3(b) of Division-II and 2 (b) of Division-III’ shall be substituted as “ category-5(b) of Division-II and 4 (b) of Division-III. ”

Schedule-II (equation of posts):

51.	In the Table, after serial number 4 and entry (b), the following new entry shall be inserted, namely,-	
	5.	Data Processing Officer Data Processing Officer or other posts equivalent to the scale of pay
52.	after the above amendment, the existing serial numbers ‘5 and 6’ shall be re-numbered as “ 6 and 7 ” respectively.	
53.	after the above amendment, the following new entry shall be inserted, namely,-	
	8.	Data Entry Operator Data Entry Operator or other posts equivalent to the scale of pay
54.	after the above insertion, the existing serial number 7 shall be re-numbered as 9 and after the entry (c)Typist in column numbers (2) and (3) the following entry shall be inserted,namely,-	
	(d) Front Office Coordinator	Junior Assistant
55.	after the above amendment, the existing serial numbers ‘8, 8(a) and 9’ of the table shall be re-numbered as “ 10, 11 and 12 ” respectively.	

Schedule-III (equation of posts):

56.	In the Table, the existing serial number ‘1 (a)’ shall be re-numbered as “ 2 ”.	
57.	after the above amendment, the following new entry shall be inserted, namely,-	
	3.	Data Entry Operator Data Entry Operator or other posts equivalent to the scale of pay
58.	after the above insertion, the existing serial number ‘2’ shall be re-numbered as “ 4 ” and after the entry (c)Typist in column numbers (2) and (3) the following entry shall be inserted, namely,-	
	(d) Front Office Coordinator	Junior Assistant
59.	after the above amendment, the existing serial numbers ‘3 and 4’ of the table shall be re-numbered as “ 5 and 6 ” respectively.	

Schedule-IV (Authority which may impose the penalty):

60.	In the Table, in serial number 4 in column number (2) for the words and figures ‘category-1to5 (Sr.Asst, Sr.Stenographer, Jr.Asst, Steno-Typist, Typist, Record Assistant, Driver, Attender)’ shall be substituted as “ Category-1 to 7 (Data Processing Officer, Sr.Asst, Sr.Stenographer, Data Entry Operator, Jr.Asst, Typist, Record Assistant, Driver, Attender) ”.
61.	in serial number 5 in column number (2) for the words and figures ‘category-1 to5 (Sr.Asst, Sr.Stenographer, Jr.Asst, Steno-Typist, Typist, Record Assistant, Driver, Attender)’ shall be substituted as “ Category-2 to 7 (Sr.Asst, Jr.Asst, Steno-Typist, Typist, Front Office Coordinator, Record Assistant, Attender) ”.
62.	in serial number 6 in column number (2) for the words and figures ‘category-1 to 4 (Superintendent, Sr.Asst, Jr.Asst, Steno-Typist, Typist, Record Assistant, Attender)’ shall be substituted as “ Category-1 to 6 (Superintendent, Sr.Asst, Data Entry Operator, Jr.Asst, Steno-Typist, Typist, Front Office Coordinator, Record Assistant, Attender) ”.

GOTTAPU PRATIBHA DEVI,
Secretary to Government,
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