

GOVERNMENT OF ANDHRA PRADESH

A B S T R A C T

T.W Dept - Estt - Filling up of 23 Lady Hostel Welfare Officers on regular basis and the remaining 78 posts on contract basis - Permission accorded - Orders - Issued.

SOCIAL WELFARE (TW.SER.III) DEPARTMENT

G.O.Ms.No:33

Dt. 19.04.2005

Read the following:-

1. G.O.Ms.No.176, S.W(A2)Dept., dt.15.11.1976 read with G.O.Ms.No.200, S.W(A2)Dept, dt.18.8.1978.
2. From the CTW., Lr.Rc.NO.A4/3723/03, dt.5.8.03 & 23.8.03.
3. From the Commissioner of Tribal Welfare AP Hyderabad, Lr.Rc.No.A4/3723/03, dt.7.7.2004.
4. Note from Commissioner of Tribal Welfare AP Hyderabad., Hyd, dt.1.10.04.

ORDER:

The Commissioner of Tribal Welfare AP Hyderabad., in his letters 2nd to 4th read above has reported that there are 101 vacancies of Hostel Welfare Officers Gr.II existing in the entire State and requested the Govt. to accord necessary permission to the respective District Collectors to fill up the vacancies of Hostel Welfare Officers Gr.II by Direct recruitment of qualified persons through District Employment Exchange.

2. After careful examination of the proposal of the Commissioner of Tribal Welfare AP Hyderabad., Government hereby accord permission to the District Collectors for recruiting (23) Lady Hostel Welfare Officers Gr.II in the S.T Girls Hostels on regular basis and (78) posts of Hostel Welfare Officers, Gr.II (Warden/Matron Gr.II) on contract basis in the existing vacancies in terms of guidelines prescribed in the Annexure - I to this G.O and in terms of the orders issued in G.O. 1st read above as amended herein.

3. The criteria and procedure prescribed at Annexure - II shall be followed for making the selections. The number of vacancies in each district totally numbering 101 (23 + 78) shall be communicated by Commissioner of Tribal Welfare, AP, Hyderabad duly furnishing guidelines on the Roster points etc , for lady Hostel Welfare Officers to be appointed on regular basis and separately for contract Hostel Welfare Officers, to District Collectors accordingly.

4. The Commissioner of Tribal Welfare, AP, Hyderabad and the District Collectors / District Committees shall take all necessary steps to ensure the written test and selection is completed in a proper and transparent manner. For instance, the particulars of weightages accorded for each candidate shall be exhibited as soon as the deadline for receipt of applications is over, inviting claims / objections before publishing the final weightage accorded to each candidate concerned, based on claims / representations which should be verified thoroughly. Commissioner of Tribal Welfare AP Hyderabad may computerize the process and issue detailed guidelines, format of agreement incorporating appropriate conditions etc.

5. The Selections shall be completed by 15th June, 2005. Commissioner of Tribal Welfare, AP, Hyderabad will communicate a schedule / guidelines etc., accordingly which shall be adhered to.

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6. The ladies so appointed shall always be posted only to girls institutions unless administrative exigencies compel postings otherwise.

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7. The Commissioner of Tribal Welfare AP Hyderabad / District Collectors are therefore requested to take immediate necessary action accordingly.

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8. This order issues with the concurrence of Finance (SMPC)Dept vide their U.O.No.31620/738/A1/SMPC/04, dt.20.12.2004.

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9. This G.O is available on www.aptribes.com

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

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M.CHAYARATAN
PRINCIPAL SECRETARY TO GOVERNMENT

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To

The Commissioner of Tribal Welfare AP Hyderabad, (w.e)

All District Collectors (w.e)

All Project Officers, ITDAs (w.e)

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Copy to:

Finance (SMPC) Dept.

SF/SC

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SECTION OFFICER

ANNEXURE - I

ANNEXURE TO G.O. Ms.No. 33 Dt.19.04.2005

GUIDELINES FOR CONTRACT APPOINTMENTS:

1. Reservation: Reservations for Scheduled Castes, Scheduled Tribes, Backward Classes, Women, Physically Handicapped etc shall apply for the vacancies to be filled up through contractual appointments on par with regular recruitment.
2. Recruitment Agency: The Recruitment agencies responsible for regular recruitment shall also be responsible for contractual appointments duly following prescribed procedures, which maybe suitably modified by them to meet the urgency of short term contractual appointments. However, the recruiting agency shall follow the usual procedure of open advertisement and merit based selection.
3. Conditions of appointment: The appointment of a person on contract basis shall be made under Rule 9 of Andhra Pradesh State and Subordinate Service Rules, 1996. A person appointed under sub-rule (a) of Rule 9 of A.P.S. & S.S. Rules, 1996 shall not be regarded as a member of the service in which the post to which he/she is appointed, is included, and shall not be entitled by reason only of such appointment, to any preferential right to any other appointment in that or any other service. The department or the person appointed may revoke the contractual appointment, or discontinue the contract by giving one month's notice in writing on either side. Further, it should be made explicit in the contract that without further action, discussion, notice or reference, this contract would automatically cease to operate on lapse of the contract period, and both parties will be discharged of their respective obligations and liabilities without any formal or informal communication.
4. Tenure: Contractual appointments shall be made for a tenure not exceeding two years or the balance period for which the relevant post has been created, whichever is less. In the event of the continuation of the temporary post, the contractual appointment may be extended by the appointing authority, from time to time, subject to the condition that the work of the individual has been found to be satisfactory, subject further to the condition that the total tenure of any contractual appointment, including extension if any shall not exceed three years. At the end of the contract period not exceeding three years, the contractual appointment shall terminate automatically. Under no circumstances shall the individual be given any further extension / reappointment etc beyond a period of three years. If the concerned department desires to continue the temporary post for more time and wishes to get it filled up, it shall follow the procedure prescribed in this Government Order as in the case of any fresh creation and filling up of a post. However, the contractual appointees may be considered on par with other candidates for any fresh contractual appointment against the same temporary post or any other contractual appointment / regular recruitment, if eligible otherwise.
5. Eligibility Criteria: Educational and other professional qualifications for a contractual appointment shall not be less than those prescribed for the regular recruitment. However, keeping in view of the specialized nature of temporary assignments and the ample availability of professionally qualified manpower in the market, the concerned department / institution may lay down higher educational / professional qualifications for the contractual appointments. Similarly the Departments / institutions may prescribe minimum relevant experience norms to attract better and more experienced candidates who can start contributing to the assignment immediately, without the need for any initial training / orientation.
6. Emoluments: The emoluments for contractual appointments shall be based on current market rates for similar level of candidates with educational qualifications and professional qualifications in private

sector. Every department shall constitute a committee under the chairmanship of concerned Secretary to Government with the concerned Head of the Department, a representative of Finance Department, and two or three experts from public and private sectors to assess the market rates and the corresponding emoluments to be offered for contractual appointment. The competent authority in Government, in consultation of Finance Department, shall approve the emoluments on the basis of the recommendations of the committee. The contractual appointees will be given only Consolidated Pay, and will not be entitled to any other allowances or benefits such as DA, HRA, LTC, Medical Treatment / Reimbursement, Pension etc. However, they would be entitled to usual TA/DA etc., on par with regular employees of equivalent status for official travel. The expenditure on consolidated pay and travel shall be debited to the relevant sub-detailed heads under head '010- Salaries'. All departments shall submit all number statements for contractual appointments on the same lines as they do for regular employees to ensure that adequate budget provision is made to meet this cost.

7. Leave: Persons appointed on contract basis will be entitled to casual leave on par with regular employees in the Department. However, they shall not be entitled to any other kind of leave such as EL, HPL, Medical Leave etc.

8. Headquarters and Transfer : A person appointed on contract shall report at the place of his / her posting at his / her own cost, which will be treated as his / her headquarters. It shall be mandatory for the person to reside at his / her official headquarters. His / her working hours shall be the same as regular employees. Ordinarily, contractual appointees will not be transferred to other posts or stations. However, the Department reserves the right to transfer contractual appointees to other posts of equal status or another station due to exigencies of work, or the performance of the individual, subject to payment of usual Transfer TA on par with regular employees of equivalent status.

9. Disciplinary control: Subject to the overall right of the Department to terminate the contract on giving one month's notice, or pay in lieu thereof, a person appointed on contract basis shall be subject to disciplinary control in accordance with provisions of AP CCA Rules.

10. Terms of Contract Agreement:

i. All persons appointed on contract basis shall execute on agreement on a non-judicial stamp paper of Rs.110, with two witnesses, and submit the same to the Appointing Authority concerned at the time of reporting for duty, agreeing to the terms and conditions of the contract.

ii. Non-adherence to the job chart or any diversion, misappropriation or misuse of funds or resources etc. shall entail prosecution / criminal action, recovery of loss if any sustained by Government, apart from candidates being debarred for any regular appointments.

ANNEXURE - II
ANNEXURE TO G.O.Ms.No. 33, Dt.19.04.2005

Norms for Regular Appointments

1. Qualifications :

a) **Age:** No person shall be eligible for appointment by direct recruitment to the post of Hostel Welfare Officer Grade - II if he / she has completed 33 years of age on the first day of July of the year in which the selection is made. SC / ST candidates are eligible for an upper age relaxation of (5) years.

b) **Qualification:** One should hold a Bachelors Degree along with Diploma in Education / Bachelor of Education from a University in India established under a Central Act or Recognized by University Grants Commission. ST candidates shall acquire Diploma in Education / Bachelor of Education within 5 years from the date of appointment.

2. Selection Procedure:

i. There will be a written test of (85) marks and weightage of (15) marks. The paper for written test shall be set by Commissioner of Tribal Welfare, AP, Hyderabad and arranged to be made available to Districts.

ii. The entire selection process shall be done by a Committee headed by District Collector, in which District Educational Officer and District Tribal Welfare Officer shall be members.

iii. The schedule for conduct of written test, the application proforma (taking into consideration the weightages for activities etc), etc. shall be communicated to the District Collectors / District Committee by Commissioner of Tribal Welfare AP Hyderabad.

Weightage marks may be awarded as per the following Scheme:

1.	<u>Satisfactory teaching experience in Government / Government Residential / Aided Schools</u>	:	5 marks (One mark per year to maximum of 5 marks)	
2.	<u>Games / Sports / NSS / NCC:</u>	-	-	
	i) <u>Games & Sports Prize winners (1st, 2nd & 3rd prizes)</u>	-	-	
	<u>_____ District Level</u>	:	1 mark	
	<u>_____ State Level</u>	:		
	<u>_____ National Level</u>	:		
			2 marks	<u>Subject to a maximum of 10 marks</u>
			3 marks	
	ii) <u>NSS:</u>	-	-	

_____	District Level camps	:	<u>1 mark</u>
_____	State Level camps	:	<u>2 marks</u>
_____	National Level camps	:	<u>3 marks</u>
iii)	NCC:	-	-
_____	“B” Certificate	:	<u>1 mark</u>
_____	“C” Certificate	:	<u>2 marks</u>
_____	“C” Certificate with participation in	:	<u>3 marks</u>
_____	Republic Day contingent /		
_____	Army Attachment Camp /		
_____	Paratrooping		



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