

Dr. Y.S.R. HORTICULTURAL UNIVERSITY

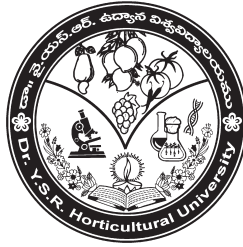
Venkataramannagudem-534 101, West Godavari District, A.P.



**NON-TEACHING EMPLOYEES
REGULATIONS, 2011
OF
OFFICERS
(OTHER THAN UNIVERSITY OFFICERS),
ENGINEERING SERVICES,
MINISTERIAL SERVICES,
FARM SERVICES,
SUBORDINATE SERVICES,
CLASS IV SERVICES,
DRIVER AND KVK SERVICES**

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Venkataramannagudem-534 101, West Godavari District, A.P.



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Dr.C.V.S.K.SARMA, I.A.S.
Agricultural Production
Commissioner & Principal
Secretary to Government &
Vice-Chancellor i/c.



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FOREWORD

The Andhra Pradesh Horticultural University was established at Venkataramannagudem, West Godavari District, Andhra Pradesh on 26th June, 2007 by Act 30 of 2007 by bifurcated from Acharya N.G. Ranga Agricultural University. This University has renamed as “Dr.Y.S.R. Horticultural University” w.e.f. 18th April, 2011 by Act 13 of 2011. It is the second Horticultural University in the country. This University is a service oriented institutions with the mandate for Education, Research and Extension related to horticulture and allied subjects.

This University at present has 4 Horticultural Colleges, 5 Polytechnics, 27 Research Stations and 3 KVKs located in 9 agroclimatic zones of the state.

The University was established in the year 2007. During these four years this University is being adopted Acharya N.G. Ranga Agricultural University Service Regulations for all the cadres of Non-teaching employees. Hence, it is necessary to have Non-teaching employees Service Regulations for Dr.Y.S.R.Horticultural University.

I appreciate the efforts made by the Committee members consisting of Dr.B.Srinivasulu, Controller of Examinations and Registrar i/c, Sri S.Narasimhulu, Deputy Registrar, Sri K.V.Nagendra Rao, Assistant Comptroller, Sri N.V.N.S.S.L.Narasimham, Assistant Registrar (NTE) and Smt. M.Susmita Latha, Senior Technical Assistant (Admn.) in bringing out the Service Regulations for all cadres of Non-teaching employees of Dr.Y.S.R.Horticultural University.

(Dr.C.V.S.K.SARMA)

Dr.Y.S.R. HORTICULTURAL UNIVERSITY
ADMINISTRATIVE OFFICE, VENKATRAMANNAGUDEM
P.O. BOX. NO.7, TADEPALLIGUDEM-534 101,
WEST GODAVARI DISTRICT, A.P.

Proc.No.9543/Ser(NT)/2011

Dated 30-12-2011

Sub : Dr.Y.S.R.H.U - NT Estt.- Regulations - Non-teaching employees Regulations, 2011 of Officers (other than University Officers), Engineering Services, Ministerial Services, Farm Services, Subordinate Services, Class-IV Services, Driver Services & KVK Services - Orders - Issued.

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In exercise of the powers conferred in Section 56 (1) (a) & (b) of the Dr.Y.S.R. Horticultural University Act, 2007 (Andhra Pradesh Act 30 of 2007) the Dr.Y.S.R. Horticultural University is hereby makes the following Non-teaching Employees Regulations.

1. Officers (other than University Officers)
2. Engineering Services
3. Ministerial Services
4. Farm Services
5. Subordinate Services
6. Class-IV Services
7. Driver Services
8. KVK Services

B.SRINIVASULU
REGISTRAR i/c

To

All the University Officers in the Administrative Office

All the Associate Deans of Horticultural Colleges

All the Principals/Vice-Principals of Polytechnics

All the Heads of Research Stations/Schemes

All the Project Coordinators of KVKs

CC to Deputy Comptroller/Deputy Registrar

CC to all Asst.Registrars/Asst.Comptrollers

CC to PS to Vice Chancellor

Copy to all Sections in the Administrative Office

Copy to SF/SC

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**OFFICERS
(OTHER THAN UNIVERSITY OFFICERS)
SERVICE REGULATIONS**

Short title and commencement	<p>1. (i) These Regulations shall be called the Dr.Y.S.R. Horticultural University- Officers (Other than University Officers) Service Regulations, 2011.</p> <p>(ii) They shall come into force at once.</p>
Constitution	<p>2. The Service Regulations shall consist of the following categories and posts, namely:</p>
Category – I	Joint Registrar
Category - II	Deputy Registrar/Deputy Comptroller
Category – III	Assistant Registrar/ Assistant Comptroller / Administrative Officer / P.S to Vice Chancellor
Appointment	<p>3. Appointment to the various categories of these posts shall be as follows:A Departmental Promotions Committee will prepare panels for appointment to these services by promotion. The appointing authority will constitute a Departmental Promotions Committee. The procedure as in the Government shall be followed for the preparation of panels from time to time. These panels shall be approved by the Board of Management.</p>

TABLE

Category and Post	Method of appointment
Category – I Joint Registrar	By Promotion from the Deputy Registrar/ Deputy Comptroller posts.
Category – II Deputy Registrar/ Deputy Comptroller	By Promotion from the Assistant Registrars/ Assistant Comptrollers / Administrative Officers/P.S. to Vice Chancellor under the University.
Category – III Assistant Registrar/ Assistant Comptroller / Administrative Officer/ P.S. to Vice Chancellor	By Promotion from the Superintendents in the University
Unit of appointment for promotion, transfer, discharge and reappointment	4. For the purpose of promotion, transfer, discharge and reappointment; All posts under each category of this service shall be a unit under these Regulations and liable for transfer from Administrative Office to Research Stations/ Colleges/ Polytechnics and Vice-Versa.
Promotion	5. 1) The post of Joint Registrar shall be filled by promotion of Deputy Registrar/Deputy Comptroller who has put in a service of not less than two years and also based on the common seniority list. 2) The posts of Deputy Registrars and Deputy Comptrollers shall be a single category for purpose of promotion. 3) The posts of Deputy Registrar/Deputy Comptroller shall be filled by promotion

<p>Tests prescribed</p>	<p>of Assistant Registrars/Assistant Comptrollers/ Administrative Officers/ P.S. to Vice Chancellor from a common seniority list prepared for the purpose.</p> <p>4) The posts in the common category of Assistant Registrars / Assistant Comptrollers / Administrative Officers / P.S. to Vice Chancellor shall be filled by promotion of Superintendents from a common seniority list prepared for the purpose. The Superintendents who are converted from the category of Special Category Stenographers shall put in not less than 3 years of service in the category of superintendent after their conversion to become eligible for the promotion to common category posts of Assistant Registrars / Assistant Comptrollers / Administrative Officers / P.S. to Vice Chancellor. The persons appointed under these regulations shall be liable for transfer from Administrative Office to Research Stations/ Colleges/ Polytechnics and Vice-Versa.</p> <p>6. No person holding the post of Superintendent in the Administrative Office/Research Stations/ Colleges /Polytechnics shall be eligible for promotion to the Common category of Assistant Registrars/ Assistant Comptrollers / Administrative Officers / P.S. to Vice Chancellor unless he pass the Account Test for Subordinate Officers Part -I and Part – II.</p>
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ENGINEERING SERVICE REGULATIONS

Short title and commencement	<p>1. (i) These Regulations shall be called the Dr.Y.S.R. Horticultural University-Engineering Service Regulations, 2011.</p> <p>(ii) They shall come into force at once.</p>
Constitution	<p>2. The Service Regulations shall consist of the following categories and posts, namely:</p>
Category – I	Executive Engineer
Category - II	Deputy Executive Engineer
Category – III	Assistant Executive Engineer
Category – IV	Assistant Engineer
Category – V	Draughtsman
Appointment	<p>3. Subject to other provisions in these rules the methods of Appointment to the categories in the service shall be made as follows:</p>

TABLE

Category and Post	Method of appointment
Category – I Executive Engineer	By Promotion of Deputy Executive Engineer
Category – II Deputy Executive Engineer	By Promotion of Assistant Executive Engineer in the concerned subject
Category – III Assistant Executive Engineer	By Promotion of Assistant Engineer in concerned subject

<p>Category –IV Assistant Engineer</p>	<p>By Direct Recruitment <u>Essential:</u> B.Tech/B.E in the concerned branch from any recognized institution. <u>Desirable:</u> Experience in respective fields from any reputed firms is desirable.</p> <p>By Promotion Draughtsman who acquire B.Tech/B.E in concerned branch from any recognized institution.</p>
<p>Category –V Draughtsman</p>	<p>By Direct Recruitment <u>Essential:</u> ITI certificate in the concerned branch from any recognized institution. <u>Desirable:</u> Experience in respective fields from any reputed firms is desirable.</p>
<p>Unit of appointment for promotion, transfer, discharge and reappointment</p>	<p>4. For purpose of promotion, transfer, discharge and reappointment; all posts under each category of this service shall be a unit under these Regulations and shall be liable for transfer from Administrative Office to Research Stations/Colleges/ Polytechnics and Vice-Versa.</p>
<p>Promotion</p>	<p>5. 1) The post of Executive Engineer shall be filled by promotion of Deputy Executive Engineer who has put in a service of not less than two years based on the common seniority list.</p>

	<ol style="list-style-type: none"><li data-bbox="405 133 981 346">2) The post of Deputy Executive Engineer shall be filled by promotion of Assistant Executive Engineer who has put in a service of not less than two years based on the common seniority list.<li data-bbox="405 346 981 561">3) The post of Assistant Executive Engineer shall be filled by promotion of Assistant Engineer who has put in a service of not less than two years based on the common seniority list.<li data-bbox="405 561 981 738">4) The posts in the common category of Assistant Engineer shall be filled by promotion of Draughtsman from a common seniority list.
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MINISTERIAL SERVICE REGULATIONS

Short title and commencement	<p>1. (i) These Regulations shall be called the Dr.Y.S.R.Horticultural University Ministerial Service Regulations, 2011</p> <p>(ii) They shall come into force at once.</p>
Constitution	<p>2. The Service Regulations shall consist of the following categories and posts, namely:</p>
Category – I	<p>i) Superintendent</p> <p>ii) Special Grade Stenographer</p> <p>iii) Public Relations Officer</p> <p>iv) Security Officer</p>
Category - II	<p>i) Senior Assistant</p> <p>ii) Senior Technical Assistant (Administration)</p> <p>iii) Senior Technical Assistant (Finance)</p> <p>iv) Upper Division Stenographer</p>
Category – III	<p>i) Junior Assistant Cum Typist</p> <p>ii) Lower Division Steno</p> <p>iii) Junior Library Assistant</p> <p>iv) Care Taker</p> <p>v) Store Keeper</p>
Category – IV	Cashier
Category – V	Telephone Operator
Category – VI	Electrician
Appointment	<p>3. Subject to other provisions in Service Rules the method of appointment to these categories in the service shall be made as follows:</p>

TABLE

Category and Post	Method of appointment
Category – I	
(i) Superintendent	a) The post of Superintendent shall be filled by promotion of Senior Assistants/Senior Technical Assistants (Admn)/ Senior Technical Assistants (Finance) in the Administrative Office / Research Stations / Colleges/ Polytechnics from a common seniority list prepared for the purpose and who passed Accounts test for Subordinate Officers – Part-I and Part – II b) By Conversion from the Special Grade Stenographers (refer foot note (1) & (2) below)
(ii) Special Grade Stenographer	By Promotion of Upper Division Stenographers working in the Administrative Office / Research Stations / Colleges/ Polytechnics.
(iii) Public Relations Officer	By direct recruitment
(iv) Security Officer	By direct recruitment

Foot Note(1) : The Special Grade Stenographers and UD Stenographer shall seek conversion as Superintendent or Senior Assistant, as the case may be on completion of 3 (three) years of service as Special Category Stenographer and 2 (two) years of service as UD Stenographer, before they are promoted or appointed respectively by transfer to higher post.

Foot Note(2) : For appointment to the post of Superintendent (Category-I (i)) the conversion of Special Category Stenographer shall be against the 10th vacancy, the other vacancies shall be filled by promotion of Senior Assistants.

Category – II	
(i) Senior Assistant	<p>a) By promotion of Junior Assistant Cum Typist/ Store Keeper/Care taker in the Administrative Office /Research Stations /Colleges/ Polytechnics and who passed Accounts Test for subordinate officers Part – I.</p> <p>b) by conversion of UD Stenographer in the ratio of 9:1 (refer foot note (3) below).</p>
(ii) Senior Technical Assistant (Admn.)	By direct recruitment: Senior Technical Assistants (Admn.) are equivalent to Senior Assistants. These shall be filled by direct recruitment (refer foot note (4) below).
(iii) Senior Technical Assistant (Fin.)	By direct recruitment: Senior Technical Assistants (Fin.) are equivalent to Senior Assistants. These shall be filled by direct recruitment (refer foot note (4) below).

Foot Note(3) : For appointment to the post of Senior Assistant (Category -II (i)) the appointments shall be made in the following order:

(a) In a unit of 5 vacancies, 1st to 4th vacancies shall be filled by promotion from Junior Assistant – Cum – Typists.

(b) The conversion of UD Stenographer who are qualified shall be made against the 5th vacancy. If no qualified person is available in the category of UD Stenographers for conversion, the vacancy intended for that category shall be filled by promotion of Jr. Assistant Cum-typists.

Foot Note(4) : The posts of Senior Assistants and Senior Technical Assistants (Administration / Finance) are common Category posts.

(iv) UD Stenographer	By promotion of Lower Division Stenographer/ JACT qualified in Shorthand in the Administrative Office /Research Stations /Colleges/ Polytechnics (refer foot note (5) below.
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Foot Note (5): For appointment to the post of UD Stenographer (Category –II (iv)) the vacancies shall be filled in a unit of 10 vacancies as indicated below:

1st Vacancy: By Promotion from among qualified LD Stenographer/ Junior Assistant Cum Typist working in Administrative Office / Research Stations /Colleges/ Polytechnics.

2nd 3rd 4th 5th and 6th Vacancy: By Direct Recruitment.

7th Vacancy: By promotion from among qualified LD Stenographer/ Junior Assistant Cum Typist working in Administrative Office / Research Stations /Colleges/ Polytechnics.

8th,9th and 10th Vacancy: By Direct Recruitment

Provided that if no qualified person is available in the category of LD Stenographer and Junior Assistant Cum Typist, the vacancy intended for that category shall be filled by Direct Recruitment.

Category – III i) Junior Assistant Cum Typist/ Care Taker/ Store Keeper	80% by direct recruitment 20% by following the methods indicated in foot note (6) below
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Foot Note (6) : The vacancies of Junior Assistant Cum Typist (Category III (i)) shall be filled in a unit of 10 vacancies as indicated below.

1st to 4th vacancies:

- a) By Conversion of Telephone Operators and the posts included in Category V who are qualified as provided in Rule as per their seniority and completion of 5 years of service under the University.
- b) By appointment by transfer of Cashier /By promotion of Record Assistants and other equivalent categories in Dr.Y.S.R.H.U. subordinate service and farm service regulations (i.e. Para –technical posts including lab technicians, drawing pay scale of less than JACT) and also including Drivers (LV) and completion of 5 years of service under the University.
- c) By appointment by transfer of Office subordinates and other equivalent categories in Dr.Y.S.R.H.U. Last grade service regulations and completion of 5 years of service under the University.
- d) By appointment of Time Scale workers as per eligibility those who have completed 5 years of service as on 25.11.1993 or as may be the cut of date fixed by the Govt. from time to time.

5th Vacancy: By Direct Recruitment

6th to 9th Vacancies: Shall be filled by the methods indicated at (a), (b), (c) and (d) as above.

10th vacancy: By Direct Recruitment.

Provided further that, the vacancies earmarked to be filled by appointment by transfer/conversion shall lapse, if eligible qualified candidates are not available for appointment by transfer/conversion from any of the categories mentioned above in their turn and consequently such vacancies shall be filled up by direct recruitment.

ii) Lower Division Steno	<p>a) By conversion of Junior Assistant Cum Typist/Store Keeper/Care taker/ Telephone operator as provided in Rule.</p> <p>b) By appointment by transfer of Record Assistants and other equivalent categories in Dr.Y.S.R. Horticultural University Subordinate Service Regulations. (The reference to Record Assistant and other equivalent categories in this method of appointment or elsewhere in these regulations covers the categories of Record Assistants, Roneo Duplicating operators, Xerox operators, lift operators and cashiers.)</p> <p>c) Appointment by transfer of Office Subordinates and other equivalent categories in Dr.Y.S.R.H.U. Last Grade Service Regulations. (For appointment refer foot note (7) below).</p>
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Foot Note (7) : The appointment to the post of Lower Division Stenographer shall be made in a unit of 10 vacancies in the following order:

1st vacancy: Appointment by conversion from the category of Junior Assistants/ Store Keeper/Care taker and Telephone operators working in Administrative Office /Research Stations /Colleges/ Polytechnics.

2nd and 3rd Vacancy: By Direct Recruitment.

4th Vacancy: Appointment by conversion from the category Junior Assistants / Store Keeper/Care taker and Telephone Operators working in Administrative Office /Research Stations /Colleges/ Polytechnics.

5th and 6th Vacancy: by Direct Recruitment.

7th Vacancy: Appointment by transfer from the lower categories like Record Assistants or Office Subordinates etc., working in Administrative Office /Research Stations /Colleges/ Polytechnics.

8th, 9th and 10th Vacancy: by Direct Recruitment.

Provided further that, the vacancies earmarked to be filled by such transferees shall be filled by direct recruitment, if eligible and qualified candidates are not available for appointment by transfer/ conversion from any of the categories mentioned above as per their turn.

<p>iii) Junior Library Assistant</p>	<p>a) By direct recruitment b) By promotion of Record Assistants/ or its equivalent cadre in any other service.</p>
<p>Category – IV</p>	
<p>Cashier</p>	<p>a) By direct recruitment b) By promotion of Record Assistants or its equivalent cadre in any other service.</p>
<p>Category – V</p>	
<p>Telephone Operator</p>	<p>a) 80% by direct recruitment b) 20% by transfer of Record Assistants or by promotion of Office Subordinates and its equivalent cadres.</p>
<p>Category –VI</p>	
<p>Electrician</p>	<p>a) By direct recruitment b) By promotion from Class IV Category</p>
<p>Unit of appointment for promotion, transfer, discharge and reappointment</p>	<p>4. For purpose of direct recruitment, promotion, transfer, discharge and re-appointment, all posts under each category of this service shall be a unit.</p>
<p>Promotion</p>	<p>5. The posts of Senior Assistants and Senior Technical Assistants (Administration) / Senior Technical Assistants (Finance) shall be a single category for purpose of promotion.</p>
	<p>6. For purpose of promotion under this clause, separate seniority lists Shall be maintained for the posts as indicated below.</p>
	<p>1. Junior Assistants-cum-typist 2. L.D. Stenographers.</p>
	<p>a) Promotion to the posts of Senior Assistants shall be made from the feeder channel of Junior Assistants-cum-typist.</p>

Rule of reservation	<p>b) Promotion to the posts of U.D. Stenographers shall be made from the category of L.D. Stenographers and Junior Assistants-cum-typists who are qualified in shorthand.</p> <p>c) The inter-se-seniority of the L.D. Stenographers and the Junior Assistants-cum-typist qualified in shorthand shall be fixed with reference to the dates of their first appointments to the respective posts.</p> <p>7. Rule of reservation shall be followed in Direct Recruitment /Promotions in accordance with the orders issued by Govt. of A.P. from time to time.</p>
Qualifications	<p>8. No person shall be eligible for appointment to the Posts mentioned in column (1) of the Table below, by the method specified in column (2) thereof, unless he possesses the qualifications mentioned in the corresponding entry in column (3) thereof, as shown below:</p>

TABLE

Posts	Method of appointment	Qualifications
1.Special Category Stenographer	By Promotion	<ul style="list-style-type: none"> i) Bachelor's degree from any recognized University. ii) Must have passed shorthand (English)by the Higher Grade conducted by State Board of Technical Education of AP. iii) Typewriting by Higher Grade conducted by State Board of Technical Education of AP. iv) Must have put in 3 years of service as UD Steno.
2.Upper Division Stenographer	By promotion or By transfer	<ul style="list-style-type: none"> i) Must have passed the Government Technical Examination in Shorthand and Typewriting by Higher Grade in the concerned language conducted by State Board of Technical Education of Andhra Pradesh Government. ii) Must have put in two years of service as LD Steno.
3.Public Relations Officer	By direct recruitment	<p><u>Essential:</u></p> <ul style="list-style-type: none"> i) A Bachelor Degree in any subject ii) A Post Graduate diploma/ degree in journalism/Public Relations from a recognized University/Institution. iii) An experience of atleast three years in journalism/public relations. <p><u>Desirable:</u></p> <p>A degree in law is desirable.</p>

Posts	Method of appointment	Qualifications
4. Security Officer	By direct recruitment	<ul style="list-style-type: none"> i) A Bachelor Degree in any subject from a recognized University ii) An experience of 2 years as commissioned officer (in Army, Navy or Air Force)/ Class-I officer in the paramilitary forces/ Armed Forces/Central Police Organization and iii) at the time of relief/retirement should be in the rank of Capt./ Major (equivalent in Indian Navy/Air Force) or in the rank of Asst. Commandant or equivalent in paramilitary Forces.
5. Senior Assistant	By promotion or By transfer	<ul style="list-style-type: none"> i) A minimum period of two years service as JACT. ii) Must have passed Accounts Test for Subordinate Officers Part-I conducted by APPSC.
6. Senior Technical Assistant (Admn.)	By Direct Recruitment	<ul style="list-style-type: none"> i) A MBA degree from any recognized University with specialization in HRM. ii) Must possess PGDCA certificate (minimum 1 year course from a recognized institution)

Posts	Method of appointment	Qualifications
7. Senior Technical Assistant (Finance):	By Direct Recruitment	<ul style="list-style-type: none"> iii) Must have passed Accounts Test for Subordinate Officers Part-I conducted by APPSC. i) A MBA degree from any recognized University with specialization in Finance. ii) Must possess PGDCA certificate (minimum 1 year course from a recognized institution) iii) Must have passed Accounts Test for Subordinate Officers Part-I conducted by APPSC.
8. Junior Assistant Cum Typist/ Store Keeper/ Care Taker	1. By direct Recruitment	<ul style="list-style-type: none"> i) A University degree. ii) Must have passed the Government Technical Examination in Typewriting by Lower Grade in the English language conducted by State Board of Technical Education of Andhra Pradesh Government or any other equivalent qualification. iii) Must possess PGDCA certificate (minimum 1 year course from a recognized institution)

Posts	Method of appointment	Qualifications
	2. By promotion or By transfer	<ol style="list-style-type: none"> 1. A pass in SSC or an equivalent examination. 2. A pass in Govt. Technical examination in Typewriting by the Lower Grade 3. A minimum period of three years service as Record Assistant for promotion and three years of service for appointment by promotion of Cashiers, Telephone Operators and Laboratory Technician and by transfer of AEOs. 4. Must possess PGDCA certificate (minimum 1 year course from a recognized institution) 5. Persons seeking appointment by transfer shall fulfill the qualifications prescribed under direct recruitment. 6. They should acquire the qualification or degree within 5 years for those persons who are below 45 years of age as on the date of promotion or transfer, failing which the cases shall not be considered for further promotion or transfer.

Posts	Method of appointment	Qualifications
9. Lower Division Stenographer	<p>1. By Direct Recruitment</p> <p>2. By promotion or By transfer</p>	<p>i) A University degree.</p> <p>ii) Must have passed the Government Technical Examination in Typewriting and Shorthand by Lower Grade in the concerned language conducted by State Board of Technical Education of Andhra Pradesh Government.</p> <p>iii) Must possess PGDCA certificate (minimum 1 year course from a recognized institution)</p> <p>1. A pass in SSC or an equivalent examination.</p> <p>2. A pass in Govt. Technical Examination in shorthand and typewriting by Lower Grade.</p> <p>3. A minimum period of service of three years as Record Assistant, Cashier and Telephone operator for promotion and by transfer from JACT.</p> <p>4. Must possess PGDCA certificate (minimum 1 year course from a recognized institution)</p>

Posts	Method of appointment	Qualifications
10. Junior Library Assistant	By direct recruitment or By transfer	i) A University degree. ii) A Diploma in Library Science iii) Must possess PGDCA certificate (minimum 1 year course from a recognized institution) iv) By transfer from JACT/AEOs.
11. Cashier	By direct recruitment or By promotion	By Direct Recruitment: A pass in Intermediate or an equivalent examination. By Promotion from last grade service: Must have passed SSC or its equivalent examination and must have put in a service of 5 years under the University.
12. Telephone Operator	By direct recruitment or By Promotion	i. Must possess Intermediate Examination or its equivalent qualification. ii. A certificate issued by the district Manager, Telecom that the candidate possesses sufficient knowledge and experience to operate the Telephone Exchange. By Promotion: If a person acquires eligible qualifications and must have put in a service of 5 years under the University.
13. Electrician	By direct recruitment	Must possess ITI (Electrical).

14. a) Appointments by direct recruitment shall be made as per the age limit prescribed by the Government of Andhra Pradesh from time to time.
- b) In the case of Scheduled castes, scheduled tribes and backward classes, the age limit as adopted by the State government from time to time shall be followed.
- c) In the case of Physically Challenged and Ex-Servicemen, the age limit as adopted by the State government from time to time shall be followed.
- d) Where lists of approved candidates are to be drawn up for any post or posts, the age limit prescribed by the Government of Andhra Pradesh from time to time shall be reckoned with reference to the 1st July of the year in which the selection is made.
15. a) A Junior Assistant Cum Typist shall be eligible for transfer as L.D Stenographer if qualified, his/her seniority in the post of L.D. Stenographer shall be determined from the date of his/her first appointment. Similarly, L.D. Stenographer shall be eligible for appointment by transfer as Junior Assistant Cum Typist, and his/her seniority, in the post of Junior Assistant cum Typist, shall be determined from the date of his/her first appointment.
- b) AEOs shall be eligible for transfer as Junior Assistant Cum Typist, and his/her seniority , in the post of Junior Assistant cum Typist, shall be determined from the date of his/her first appointment.
16. a) Special Category Stenographer can be converted based on option as Superintendent after completion of three years of service and after passing Accounts Test for Subordinate Officers Part – I and Part –II and that on conversion the seniority shall be fixed among Superintendents with reference to the date of appointment as Special Category Stenographer on completion of 3 years of service in the cadre of superintendent (after conversion).

Further, that a Special Category Stenographer after conversion as Superintendent shall be eligible for promotion to the common category

of Assistant Registrars/Assistant Comptroller/Administrative Officer/P.S. to Vice Chancellor, if he has put in a minimum period of three years of service as Superintendent.

b) No Senior Assistant is eligible for promotion as Superintendent unless he passes Account Test for Subordinate Officers, Parts – I and II.

c) U.D Stenographer can be converted based on option as Senior Assistant after completion of three years of service and after passing Accounts Test for Subordinate Officers Part – I and that on conversion the seniority shall be fixed among the Senior Assistants with reference to the date of appointment as U.D. Stenographer.

Further, no U.D. Stenographer after conversion as Senior Assistant shall be eligible for promotion to the Superintendent unless he/she has put in a minimum period of two years service as Senior Assistant and pass account test for Subordinate Officers, Parts – I and II.

d) No person holding the post of Junior (L.D.) Stenographer / Junior Assistant-Cum-Typist shall be eligible for promotion as Senior Assistant unless he/she passes the Account Test for Subordinate Officers, Part-I.

17. Where the person or any post is required to handle stores or cash or any other valuable property of the University, he/she shall pay the security deposit fixed for the purpose by the Government from time to time, before he/she takes over charge of the post.

FARM SERVICE REGULATIONS

Short title and commencement	1. (i) These Regulations may be called the Dr.Y.S.R.Horticultural University Farm Service Regulations, 2011 (ii) They shall come into force at once
Constitution	2. The Service Regulations shall consist of the following categories.
Category – I	Agricultural Officers/Horticultural Officers
Category - II	Agricultural Extension Officers
Category – III	(i) Field Assistant (ii) Field Supervisors
Category – IV	Lab Technicians
Unit of appointment	3. For purpose of appointment by direct recruitment or promotion or transfer or of discharge for want of vacancy, re-appointment, in respect of any of the categories, the entire University shall be a unit.
Method of appointment	4. Appointment to the several posts shall be made as follows.
Category – I Agricultural Officers / Horticultural Officers	By promotion of AEOs, those who acquired B.Sc. Ag./ B.Sc.(Hons.) Hort. degree with a minimum of 5 year of service as AEO.
Category – II Agricultural Extension Officers	(1) 50% by promotion of Record Assistants/Field Assistant/Field Supervisor/ Last Grade Employees in the ratio of 1:1:3 (Record Assistant: Field Assistant or Field Supervisors: Class IV) (2) Remaining vacancies shall be filled by direct recruitment of Time Scale Workers who have completed 5 years of service as on 25.11.1993

<p>Category – III (i) Field Assistant / (ii) Field Supervisors</p>	<p>till they are exhausted and fresh candidates sponsored by the Employment Exchange in the ratio of 2:1 along with prescribed qualifications.</p> <p>(1) 50% by promotion of Record Assistants/Last Grade Employees in the ratio of 1:4 (Record Assistant: Class IV) with a minimum of 5 years of service.</p> <p>(2) Remaining vacancies shall be filled by direct recruitment of Time Scale Workers who have completed 5 years of service as on 25.11.1993.</p>
<p>Category – IV Lab Technician</p>	<p>1) 50 % by promotion of qualified persons holding the posts of Record Assistants /Last Grade Service/AEOs .</p> <p>2) 50% By direct Recruitment from Time Scale Workers who have completed 5 years of service as on 25.11.1993.</p>

Provided that when persons with requisite experience and qualifications are not available for promotion to any of the class or category it shall be competent for the appointing authority to appoint persons by direct recruitment.

5. The vacancies intended for direct recruitment shall be filled in accordance with the rule of reservation ordered by Government from time to time and adopted by the University.
6. (a) No person shall, subject to sub- Regulation (2) be eligible for appointment by Direct recruitment if he has completed the age of 34 years on the 1st day of July, of the year in which the appointment is made. (The age limits as prescribed by Government from time to time shall also be followed)

The appointing authority shall be competent to relax the age limit upto a maximum of 5 years in any deserving case.

- (b) In the case of a candidate belonging to SC, ST, BC, Physically Challenged and Ex-servicemen the age limit specified, from time to

time, by the Government in respect of such candidates for similar posts shall be followed.

(c) In the case of a casual labourers seeking to be appointed to any post in this service by direct recruitment his/her age shall be computed for the purpose of this regulation by deducting from it, the number of completed years of service put in by him/her under the University subject to a maximum of 10 years.

Qualifications

7. No person shall be eligible for appointment to category mentioned in column(1) of the table below unless he/she possess the qualifications and the method mentioned in column (2) thereof.

TABLE

<p>Category – I Agricultural Officers/ Horticultural Officers</p>	<p>By promotion of AEOs, those who acquired B.Sc. Ag./ B.Sc.(Hons.) Hort. degree with a minimum of 5 year of service as AEO.</p>
<p>Category – II Agricultural Extension Officers</p>	<p>By Direct Recruitment</p> <ul style="list-style-type: none"> i) Two year Diploma in Horticulture awarded by any recognized University or ii) Must have passed two year intermediate examination of Board of Intermediate Education with any two of the following Subjects: <ul style="list-style-type: none"> a) Physical Sciences b) Biological Sciences(Natural Sciences) c) Agricultural Sciences d) Vocational course in Agriculture <p>Preference will be given to the 2 year Diploma holder awarded by Dr.Y.S.R.H.U.</p> <p>By Promotion</p> <ul style="list-style-type: none"> (i) Must have passed SSC or equivalent examination.

<p>Category – III i) Field Supervisors ii) Field Assistant</p>	<p>(ii) Minimum 5 years of experience as Record Assistant/Field Assistant or Field Supervisors/ Class IV employees in the ratio of 1:1:3 (Record Assistant: Field Assistant or Field Supervisors: Class IV) .</p> <p>By Direct Recruitment from Time Scale Workers:</p> <p>(i) Must have passed SSC or equivalent examination.</p> <p>(ii) Time Scale Workers who have completed 5 year of service as on 25.11.1993.</p> <p>By Promotion</p> <p>(i) Must have passed SSC or equivalent examination.</p> <p>(ii) Minimum 5 years of experience as Record Assistant/ Class IV employees in the ratio of 1:4 (Record Assistant: Class IV).</p>
<p>Category – IV Lab Technician</p>	<p>By Direct Recruitment</p> <p>i) Must have passed B.Sc.(Botany, Zoology, Chemistry/Micro Biology, Genetics, Chemistry/Botany, Genetics, Chemistry / B.Sc.Hons.(Hort.)</p> <p>ii) Candidates having degree with Lab. Technology as one of the subject/Diploma in Laboratory technology from a recognized institute will be preferred.</p> <p>By Promotion</p> <p>(i) Must have passed the Intermediate with Biological Science.</p> <p>(ii) Experience as Record Assistant/ AEO for at least 5 years /10 years as Attender</p>

SUBORDINATE SERVICE REGULATIONS

Short title and commencement	<p>1. (i) These Regulations shall be called the Dr.Y.S.R. Horticultural University Subordinate Service Regulations, 2011.</p> <p>(ii) They shall come into force at once</p>
Constitution	<p>2. The Service Regulations shall consist of the following classes and categories of posts under the Dr.Y.S.R.Horticultural University</p> <p>Record Assistant and Lab Assistant</p>
Category- I Unit of appointment	<p>3. For purpose of appointment by direct recruitment or by promotion, transfer or of discharge for want of vacancy and reappointment, the posts mentioned in Subordinate Service Regulations, each institute/ farm specified Zonal wise, these Regulations shall constitute a separate unit.</p>
Appointing authority	<p>4. The appointing authority in respect of a post in this service in any zone shall be the Registrar</p>
Method of appointment	<p>5. (1) Appointment to the posts mentioned in this Service Regulation shall be made as follows:</p>
Category- I Record Assistant/Lab Assistant	<p>(i) 50% of the total number of vacancies shall be filled up by promotion of qualified persons from Category I of the last grade service in accordance with their integrated seniority.</p> <p>(ii) Remaining 50 % of the posts, shall be filled up by direct recruitment from Time Scale Workers.</p>

TABLE

Category – I Record Assistant /Lab Assistant	<p>By Direct Recruitment from Time Scale Workers: Must have passed SSC or equivalent examination.</p> <p>By Promotion from Last Grade service: Must have passed SSC or its equivalent examination and must have put in a service of 5 years under the University.</p>
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LAST GRADE SERVICE REGULATIONS

Short title and commencement	<p>1. (i) These Regulations shall be called the Dr.Y.S.R.Horticultural University Last Grade Service Regulations, 2011.</p> <p>(ii) They shall come into force at once</p>
Constitution	<p>2. The Service Regulations shall consist of the following classes and categories of posts under the Dr.Y.S.R.Horticultural University</p>
Category – I	Office Subordinates (Attender), Watchman, Lab Attendant, Work Inspector-Gr.-V,
Category – II	Agricultural Workmen, Mali/Malan
Category – III	Cleaner
Unit of appointment	<p>3. The Unit for appointment by direct recruitment or by promotion, transfer, or of discharge for want of vacancy and reappointment the entire University shall be a Unit.</p>
Appointing authority	<p>4. The appointing authority in respect of a post in this service shall be the Registrar.</p>
Method of appointment	<p>5. Appointment to any of the categories in this service shall be made as follows:</p> <p>a) All the vacancies shall be filled by appointing qualified persons from the Time Scale Workers with their seniority subject to the rule of reservation.</p> <p>b) In the case of non-availability of candidates to the roster points earmarked for SC/ST/BC, physically Challenged and Ex-servicemen, such vacancies will be filled by notifying them to the concerned Employment Exchange.</p>

	<p>NOTE: the appointing authority shall however notify under the Employment Exchange Compulsory (Notification of Vacancies) Act, 1957 the vacancies to the Employment Exchange without any requisition to sponsor candidates</p>
Age	<p>6. No upper age limit in case of Time Scale Workers already employed in the University for appointment to Last Grade Service.</p>
Qualifications	<p>7. No Persons shall be eligible for appointment unless he/she can read and write any one of the regional languages.</p>

DRIVER SERVICE REGULATIONS

Short title and commencement	1. i) These Regulations shall be called the Dr.Y.S.R. Horticultural University Driver Service Regulations, 2011. ii) They shall come into force at once
Constitution	2. The Service Regulations shall consist of the following categories of posts
Category – I	Driver (Heavy Vehicle) including Lorry Driver, Bus Driver, Truck Driver, Van Driver and Tractor Driver (with trailer)
Category – II	Driver (Light Vehicle) including jeepDriver /Tractor Driver (without Trailer)
Method of Appointment	3. The method of appointment of the posts shall be as follows:
Category	Method of appointment
I. Driver (Heavy Vehicle)	(i) By promotion of driver (Light Vehicle) from category – 2 subject to their eligibility of Driving Heavy vehicles in the test to be conducted at the time of considering them for promotion (ii) If no Driver (Light Vehicle) available is eligible, the vacancy shall be filled by direct recruitment.
II. Driver (Light Vehicle)	(i) 50% of vacancies by transfer of cleaner/class IV category who possess light vehicle licence. (ii) The remaining vacancies shall be filled by direct recruitment
Rule of Reservation	4. Rule of reservation shall be followed as in government from time to time.

Unit of appointment & Appointing Authority	5. For purpose of appointing by direct recruitment or promotion, transfer, of discharge for want of vacancy and reappointments, the entire University shall be a Unit and the Registrar shall be the appointing authority.	
Category & Posts	Method of appointment	Qualifications
1. Driver (Heavy vehicle)	By any method (i.e., either Direct Recruitment or Promotion)	<ul style="list-style-type: none"> (i) Must be able to read and write one of the regional languages (ii) Must possess a current valid driving Licence of Motor Vehcile with badge number and issued by Competent Authority under the M.V.Act 1988 to driver a Heavy Motor vehicle of the description for which he is to be appointed.
2. Driver (Light Vehicle)	By any method (i.e., either Direct Recruitment or Promotion)	<ul style="list-style-type: none"> (i) Must be able to read and write one of the regional languages. (ii) Must possess a current valid vehicle driving licence with badge number, issued by a competent authority under the Motor Vehicle Act, 1988 to drive Motor Vehicle of the description for which he is to be appointed. (iii) Must Possess a current driving licence with badge number to drive tractor as per M.V.Act in case of Tractor Drivers.

K.V.K SERVICE REGULATIONS

Short title and commencement	<p>1. (i) These Regulations shall be called the Dr.Y.S.R.Horticultural University- K.V.K Service Regulations, 2011.</p> <p>(ii) They shall come into force at once.</p>
Constitution	<p>2. The Service Regulations shall consist of the following categories and posts, namely:</p>
Category – I	<p>1. Programme Assistant (Lab Technician)/T-4</p> <p>2. Programme Assistant (Computer)/T-4</p> <p>3. Farm Manager/T-4</p> <p>4. Assistant</p>
Category - II	<p>Stenographer (Grade III)</p>
Category – III	<p>Driver/T-1</p>
Category – IV	<p>Supporting Staff Grade-I</p>
Appointment	<p>3. Subject to other provisions in these rules the methods of Appointment to the categories in the service shall be made as follows:</p>

TABLE

Category	Method of appointment
Category – I	
1.Programme Assistant (Lab Technician)/T-4	(i) By Direct Recruitment Essential Qualifications: B.Sc. in Agriculture/Veterinary Science/Animal Science/Horticulture/Forestry/Home Science
2.Programme Assistant (Computer)/T-4	i) By Direct Recruitment Essential Qualifications: B.Sc. (Computer Application)/Bachelor degree in Computer Application/Post Graduate Diploma in Computer Application. Desirable Qualifications: Two years experience in handling agri-based data on computer
3. Farm Manager/T-4	i) By Direct Recruitment B.Sc. in Agriculture/Veterinary Science/Animal Science/Horticulture/Forestry/Home Science
4. Assistant	i) By Direct Recruitment Essential Qualifications: Master in Business Management/Post Graduate Diploma in Business Management/M.A./M.Com./C.A. (OR) B.Com./B.A./Bachelor in Business Management with minimum five years of experience of working as Junior Accountant or Senior Clerk dealing with Financial/accounts matter.
Category – II	
Stenographer (Grade III)	i) By Direct Recruitment Essential Qualifications: B.A./B.Com./B.Sc. with certificate of stenography and typing (OR) Intermediate in Science/Intermediate in

<p>Category – III Driver/T-1</p>	<p>Arts with Certificate of Stenography and typing and at least two years experience of stenography and typing work in a reputed firm/Company/organization.</p> <p>i) By Direct Recruitment Essential Qualifications: i) Metriculate with driving license for both heavy and light vehicle. ii) At least five years of experience of driving car or jeep or a mini bus.</p>
<p>Category –IV Supporting Staff Grade-I</p> <p>Unit of appointment for promotion, transfer, discharge and reappointment</p> <p>Age</p>	<p>i) By Direct Recruitment Essential Qualifications: 8th class pass having skill to ride cycle/motor cycle.</p> <p>4. For purpose of transfer all posts under each category of this service shall be a unit under these Regulations and shall be liable for transfer from one KVK to another KVK only.</p> <p>5. As per ICAR Rules, not less than 21 years of age and not more than 35 years of age on the date of advertisement. Relaxable by 5 years in case of SC/ST candidates.</p>

Note : The above regulations are subject to change as per ICAR guidelines issued from time to time.



