

ANDHRA PRADESH ELECTRICITY REGULATORY COMMISSION

8-2-283/B/1, Road No. 3, Banjara Hills, Hyderabad-34.

(Regulation No.3, Dated 12-07-1999)

NOTIFICATION

In exercise of the powers conferred by Sub-Section (1) and Clause (b) of Sub-Section (2) of Section 54 read with Sub-Sections (2) and (4) of Section 8 of the Andhra Pradesh Electricity Reform Act, 1998 (Act 30 of 1998), The Andhra Pradesh Electricity Regulatory Commission with the prior approval of the State Government, hereby makes the following regulations, namely:-

ANDHRA PRADESH ELECTRICITY REGULATORY COMMISSION OFFICERS/STAFF SERVICE REGULATIONS

CHAPTER 1 - GENERAL

Short Title

1. These regulations may be called the Andhra Pradesh Electricity Regulatory Commission (Method of Recruitment and Conditions of Service of officers and staff) Regulations, 1999.
2. These Regulations shall come into force on the date of their publication in the AP Gazette.

Applicability

These Regulations shall apply to all Officers/ Staff of AP Electricity Regulatory Commission mentioned in regulation 4 of these regulations.

Definitions

In these regulations, unless there is anything repugnant to the subject or context:-

- a. "Act" means the AP Electricity Reform Act, 1998.
- b. "Appointing Authority" means.
 - i. the Chairman, in respect of the posts mentioned in sub-regulation (a) of regulation-4; and
 - ii. Director (Admn.) in respect of posts mentioned in sub-regulation (b) of regulation-4;
- c. "Commissioner" means Chairman or any Member of the Commission.
- d. "Competent Authority" means Chairman and such other officers in the Commission designated from time to time for the purpose by the Commission in accordance with these regulations.
- e. "Chairman" means the Chairman of the Commission.
- f. "Member" means the member of the Commission.
- g. "Function" means and includes all work and related activities of the Commission;
- h. "Service" means the service by Staff/ Officers of the Commission;
- i. "Year" means calendar year, and
- j. Words and expression used in these regulations but not defined unless the context otherwise requires, shall have the same meaning as respectively assigned to them in the Act.

CHAPTER II - CATEGORIZATION OF POSTS& STRENGTH OF OFFICERS & STAFF:

4 (i) The officers and supporting staff of the Commission are categorized as under and the strength of each category is mentioned against each of them.

(a) Officers

- i. Commission Secretary 1
- ii. Director Engineering 1
- iii. Director/ Law 1
- iv. Director/ Tariff 1
- v. Director/ Administration 1
- vi. Adviser to Commission 3
- vii. Joint Director/ Engineering 1
- viii. Joint Director/ Law 1
- ix. Joint Director/ Tariff (Accounts & Financial Analysis) 1

- x. Joint Director/ Tariff (Economics) 1
- xi. Joint Director/ Tariff (Engineering) 1
- xii. Joint Director/ Information Technology 1
- xiii. Deputy Director/ Transmission 1
- xiv. Deputy Director/ Distribution 2
- xv. Deputy Director/ Law 2
- xvi. Deputy Director/ Tariff (Accounts & Financial Analysis) 1
- xvii. Deputy Director/ Tariff (Economics)1
- xviii. Deputy Director/ Tariff (Engineering) 1
- xix. Deputy Director/ Information Technology 1
- xx. Deputy Director/ Personnel 1
- xxi. Deputy Director/ Pay & Accounts 1
- xxii. Deputy Director/ Consumer Assistance 1
- xxiii. Deputy Director/ Media 1
- xxiv. Personnel Officer 1

(b) Supporting Staff

- i. Private Secretary 3
- ii. Accountant 1
- iii. Security Officer 1
- iv. Junior Personnel Officer 1
- v. Cashier 1
- vi. Steno-cum-Computer Operator 8
- vii. Personnel Assistant 5
- viii. Clerk-cum-Computer Operator 7
- ix. Librarian 1
- x. Receptionist 1
- xi. Telephone Operator 2
- xii. Messenger 1
- xiii. Caretaker 1
- xiv. Drivers 3
- xv. Attenders 10
- xvi. Security Guards 7

(ii) The officers and staff may be appointed by the commission (i) on regular basis (ii) on contract services, and (iii) on deputation from Government Departments or other organizations of Central/ State Government.

(iii) The approval of the staff strength under sub-clause (i) of the Regulations shall also be treated as approval for creation of posts under Section 10(1) of Act 2 of 1994 relating to regulation of appointments in offices and establishments in the State Government.

5. Nothing in Clauses (a) or (b) of regulation - 4 shall be construed as requiring the Commission to have at all times, the Officers/ Staff serving in all the categories or posts.

CHAPTER III - Placement of officers

- 6. (a). The post that an Officer/ Staff is to occupy at any time shall be decided by the Commission.
- (b). An officer may be allowed to hold another post in additional charge for which allowance shall be paid as per the AP Government rules in force.

Chapter IV- Recruitment and Other Conditions of Service

Appointment

- 7. (a).All appointments to the post of Officer/Staff shall be made by the Authority as indicated in sub-regulation (b) of regulation 3.
- (b).The persons who are working in the Commission prior to commencement of these regulations shall be eligible for being considered, along with the outsiders for the purpose of direct recruitment to various grades irrespective of their age but subject to upper age limit prescribed in regulations, provided they fulfill the prescribed eligibility criteria for being considered for the post.
- (c).A person to be directly appointed should be of sound health. Every candidate directly recruited for appointment shall be

examined by a Medical Board. A candidate who fails to satisfy the Medical Board shall not be appointed on a regular basis. This condition does not apply to those (i) taken on contract (ii) taken on deputation (iii) who are already working in a Government organisation prior to joining the Commission.

(d).A candidate to be appointed has to possess necessary qualifications and experience, as prescribed post-wise, given in Appendix I & Appendix II to these regulations. However, when suitable candidates are not available the Commission after recording reason may relax the eligibility criteria for appointment with regard to posts and persons in appropriate cases.

(e).All appointments shall be subject to verification of character and antecedents as may be decided by the Commission from time to time

Selection Committees

8. (a) The Selection committee for officers included in sub-regulation 4(i)(a) will consist of the Chairman and Members of the Commission and wherever the Commission considers it necessary, it will co-opt a specialist/ expert as a member of the Selection Committee. The Chairman of the Commission will be the Chairman of the Selection Committee.

(b) The Selection Committee for supporting staff included in sub-regulation 4(i)(b) will consist of the Director/ Administration. One Joint Director/ Deputy Director and the Deputy Director Personnel/ Personnel Officer as nominated by the Chairman of the Commission. The Director/ Administration will be the Chairman of the Selection Committee.

(c) (i) The Selection Committee shall meet as and when it becomes necessary.

(ii) In case of vacancy of post of Director Administration, the Commission may temporarily authorize a person as felt suitable by the Commission to act in his behalf for appointment to the posts mentioned in sub-regulations a&b of Regulation 4 and also to act as appointing authority for posts mentioned in sub-regulation (b) of regulation-4(i).

Age Limit

9. The age limit for direct recruitment to the posts mentioned in regulation 4(1)(b) shall be as per the prevailing rules of Government of AP as modified from time to time. However, in respect of the remaining staff, there shall be no upper age limit for considering them for appointment. Persons who have already superannuated are to be appointed into the commission only on contract basis.

Application for Appointment

10. (a) The Commission may announce in such manner as it thinks fit the number of vacancies to be filled by direct appointment and shall invite applications from candidates eligible for appointment to the service.

(b) Every candidate shall submit his application in the prescribed form along with prescribed fees and documents to the Director (Administration) or any other designated officer of the Commission so as to reach him not later than such date as may be notified.

(c) The application shall be accompanied with a Demand Draft for the prescribed amount.

Certificates

11. The candidate must submit along with his application:-

(a) evidence that he holds the requisite educational qualification.

(b) certificates of character and conduct from the head of college in which he has last studied in case of candidates who have not served earlier in any capacity in State Government/ Public Sector Undertakings. Those who are serving in the private sector prior to employment in the commission should obtain such certificate from the previous employer.

(c) evidence of age, which should be the High School Certificate,

(d) caste certificate from the competent authority in case of candidates belonging to S.C., S.T., and O.B.C.

Process of Application

12. The Commission shall consider all valid applications received and interview those who are shortlisted, considering the number of vacancies.

Selection of the Candidate

13. On the recommendation of the Selection Board the Commission shall prepare a list of candidates arranged in order of merit.

Selection in the Cadre of direct Recruitment

14. (a) The appointment shall be given on the basis of merit shown in the select list.

(b) Every candidate selected for appointment, who had earlier not been in Government service, shall be examined by the Medical Board.

Pay fixation

15. The pay of the selected candidates may be fixed in the suitable stage of the pay scale of the post as deemed appropriate by the Commission.

Original Certificates

16. All the candidates shall produce the originals of the following certificates at the time of the interview and again immediately before the joining, if selected:-

- (a) SSC/ SSLC or its equivalent examination as proof of age.
- (b) Documents in support of educational qualification and experience.
- (c) Certificate of caste/ tribe/ category, if claiming the reserved post.

Probation

17. All the direct recruits shall be on probation for a period of two years from the date of their joining in a period of three years. In respect of promotees the probation period is one year on duty in a period of two years.

a. The period of probation shall not include the following:-

- (i) The period spent on Earned leave, Extraordinary Leave and the Medical Leave availed during the period of probation; and
- (ii) The period of unauthorised absence and the period held not to be on duty by the Commission.

b. The Commission may extend the period of probation for a maximum period of one year in one or more instalments, or dispense with the services of a probationer after giving him/ her a month's notice, if in the opinion of the Commission, the performance of the probationer has not been found upto its satisfaction.

c. Where the services of a probationer are dispensed with as mentioned in clause (c) above, the probationer shall not be entitled to any compensation for the termination.

d. If a person is serving in the Government of AP or the public sector undertaking of Government of AP and is selected for appointment in the Commission, his/her lien in his/her parent department shall cease after three years.

Reservation of vacancy

18. Vacancies shall be reserved for the candidates belonging to Scheduled Caste and Scheduled Tribe and OBC in accordance with the instructions of the State Government in force.

Training

19. a. Every Officer may be required to undergo such training or course conducted in-house/ outside as may be prescribed by the Commission.

b. The officer who is required to undergo any training or course may be required to execute a bond to serve the Commission for such period as may be prescribed which shall not exceed 12 months for every one month or part of the month of training or course subject to a maximum of two years after completing the training or course. Failure to serve the Commission for the stipulated period will render the candidate liable to refund the amount spent on him for training along with emoluments paid to him during the training period.

c. If an Officer is charged with misconduct during the period of training, then he/she would be called back from training and appropriate disciplinary proceeding would be initiated. He/she may be required to refund the amount spent on him/her for the training, if the Commission so decides.

Retirement

20. Officers/ Staff who are regularly appointed in the Commission shall retire from the service of the Commission on attaining the age of superannuation in accordance with the prevailing rules of the AP State Government.

Pay Scale

21. The pay scale of the Officers/ Staff shall be as prescribed from time to time.
 - a. The scale of pay of Officers and staff of the Commission shall be revised at par with Officers of corresponding grade/scale under Government of India.
 - b. The Officers and staff of the Commission shall be entitled to DA etc., as admissible to corresponding grade of officers/staff under the Government of India.
 - c. The house rent allowance and the conveyance allowance will be reimbursed to the entitled persons at the rates as determined by the Commission from time to time.
 - d. Officers/ staff joining on deputation, as well as officers and staff recruited by the Commission, shall be eligible for all types of interest bearing advances as well as non-interest bearing advances as admissible to officers/ staff of Government of AP.
 - e. Officers/ supporting staff joining on deputation are eligible for deputation allowance at following rates (i) within the same station – 15% of basic pay subject to maximum of Rs. 3000/- PM. (ii) In other cases – 20% of basic pay subject to maximum of Rs. 4000/- PM.

Subscription to the Provident Fund

22. The officers and the staff of the Commission will be eligible to subscribe to the General Provident Fund AP with effect from the date of joining in the Commission as applicable to the officers/staff under Government of AP.

Retirement Benefits

23. (a). The pensionary and other benefits will be sanctioned and paid by the Commission.
 - (b). The pensionary services rendered by an Officer/ Staff under the Government of India, Government of AP and Public Sector Undertakings prior to the date of joining in the Commission shall be taken into account for the purpose of grant of the pensionary and other retirement benefits together with the service rendered by them under the Commission after joining the Commission. The services rendered under the State or Central Government of such officer and staff shall be deemed to be service under the Commission for the purpose of pensionary and other retirement benefits.

Service Continuity

24. (a) The period of service of the personnel under the Government of India, Government of AP/Public Sector Undertakings, as the case may be shall be treated as continuous for the purpose of all service benefits.
 - (b) The personnel joining the service of Commission on transfer or otherwise from Government/Public Sector Undertakings shall be deemed to have entered into an agreement with the Commission or the respective nominated authority, as the case may be, to repay the loans, advance and other sums due or otherwise perform the obligations undertaken by them to the Government/ Public Sector Undertakings which remain outstanding against him on the date of joining as per the original terms and conditions.

Contract Service

25. To obtain experienced and qualified candidates, the posts mentioned in para 4(i)(a) may be filled-up on contract basis for a maximum period of three years.
26. The Commission may in the public interest and after recording the reasons in writing, relax the provisions of these regulations, including the eligibility criteria for appointments to posts, in appropriate cases.

Applicability of CCA and Conduct Rules

27. The provisions of the AP Civil Services (Classification, Control and Appeal) Rules 1991 and AP Civil Services Conduct Rules 1964 as applicable to the employees of Government of AP as amended from time to time shall be applicable to the employees of the Commission.
28. The appointing authority, disciplinary authority, appellate authority and reviewing authority, in respect of the officers and employees of the Commission, until otherwise determined by the Commission, shall be as specified in Appendix III.
29. In respect of any service matter not specifically mentioned in the above regulations, the employees of the Commission are to be governed by the service regulation of AP State Government employees.

Interpretation

30. If any question arises relating to the interpretation of these regulations, the interpretation of the Chairman of AP Electricity Regulatory Commission may be treated as provisional.

Power to remove difficulties

31. The Government of Andhra Pradesh may by order make such provisions or give such directions as it may deem necessary for the removal of any difficulty that may arise in giving effect to the provisions of these regulations.

By order of the Commission

SECRETARY

Appendix - I

QUALIFICATIONS FOR OFFICERS OF THE COMMISSION

Name of the Post	Minimum Required Qualification	Additional Qualifications desirable
1. Commission Secretary	<ul style="list-style-type: none"> a. Degree from a recognised university b. 20 years Engineering or 15 years-administrative experience out of which 5 years at the management level. c. Demonstrated ability to resolve complex tasks. d. Significant professional experience in managing staff, budget and projects. e. Excellent written and verbal communication skills. 	<ul style="list-style-type: none"> a. Work experience in a government organisation. b. Knowledge or experience in a regulated industry or with a regulatory body in Power Sector.
2. Director of Engineering	<ul style="list-style-type: none"> a. Degree in electrical/ power Engineering. b. 20 years of engineering experience with at least five years at management level in large power utilities with generation, transmission & distribution facilities. c. Good written and verbal communication skills. 	<ul style="list-style-type: none"> a. Experience in Setting up and critically reviewing of performance standards. b. Good knowledge of Electricity Laws.
3. Director of Law	<ul style="list-style-type: none"> a. Degree in law from a recognised university/ law school. b. Eligibility to practice law. c. 15 years of professional experience or similar experience under Central/ State Government/ Judge of a District Court. d. Excellent written and verbal communication skills. e. Specialisation on the subject of commercial laws. 	<ul style="list-style-type: none"> a. Knowledge in power sector. b. Experience in providing legal advice on commercial issues. c. Experience in related litigation in court. d. Experience in drafting statutes and/ or regulations. e. Experience in contract and/ or administrative law.
4. Director of Tariff	<ul style="list-style-type: none"> a. Doctorate in economics or Degree in Electrical/ Power Engineering. b. Fifteen years experience as a Professional Economist or a Professional Engineer, of which at least five years he shall have in managing professional staff. 	<ul style="list-style-type: none"> a. Experience in commercial Enterprises. b. Demonstrated capability in analytical modeling. c. Good written and verbal communication skills.

	<ul style="list-style-type: none"> c. Experience in the development of tariffs in public utilities. d. Demonstrated ability in Economic Analysis, modeling and Statistical techniques. 	<ul style="list-style-type: none"> d. Experience in Power Sector.
5. Director (Admn.)	<ul style="list-style-type: none"> a. Degree from a recognised university. b. 15 years experience in administrative post at management level dealing with Human Resources Development and for Personnel. c. Excellent written and verbal communication skills. 	<ul style="list-style-type: none"> a. Experience in managing a government organisation. b. Knowledge of Computer Systems. c. Knowledge of government accounting and budget procedure.
6. Adviser to the Commissioner	<ul style="list-style-type: none"> a. Degree from a recognised university. b. Experience and expertise in the fields of Electrical Engineering, Law, Finance, Economics and Administration. c. Excellent written and verbal communication skills. 	<ul style="list-style-type: none"> a. Experience in Power Sector.
7. Joint Director of Engineering	<ul style="list-style-type: none"> a. Degree in electrical/ power engineering. b. 15 years experience at management level in large power utilities with generation, transmission and distribution facilities of which atleast three years should be at field level. c. Good written and verbal communication skills. 	<ul style="list-style-type: none"> a. Power system planning experience. b. Experience in managing engineering professionals.
8. Joint Director of Law.	<ul style="list-style-type: none"> a. Degree in law from a recognised university or in a law school. b. Eligibility to practice law. c. Ten years of professional experience. d. Excellent written and verbal communication skills. 	<ul style="list-style-type: none"> a. Experience in utility or regulatory law. b. Knowledge in the Power Sector. c. Experience in contract and/ or administrative law.
9. Joint Director/ Tariff (Accounts and Financial Analysis).	<ul style="list-style-type: none"> a. Post Graduate Degree in commerce and/ or a cost accountant. b. 10 years professional experience in accounting/ Financial Analysis 	<ul style="list-style-type: none"> a. Knowledge and/or experience in the Power Sector. b. Good written and verbal communication skills. c. Experience in commercial enterprises. d. Knowledge of accounting requirements for enterprises subject to the Companies Act. e. Knowledge of accounting requirements for governmental entities.
10. Joint Director/ Tariff (Economics).	<ul style="list-style-type: none"> a. Doctorate in Economics from a recognised university with 	<ul style="list-style-type: none"> a. Good written and verbal communication skills.

	<ul style="list-style-type: none"> specialisation in Micro Economics. b. Minimum of 10 years professional experience as an economist. c. Demonstrated ability in economic analysis, modeling and statistical techniques and data base capabilities. d. Strong familiarity with theory and practice of Tariff design and rate making. 	<ul style="list-style-type: none"> b. Experience in staff management. c. Knowledge of accounting and principles of finance.
11. Joint Director of Tariff (Engg.)	<ul style="list-style-type: none"> a. Degree in electrical/Power Engg. b. 10 years professional experience at the Management level in large power utilities with Generation, Transmission and Distribution facilities. c. Experience in development of tariffs in Power Sector utilities. 	<ul style="list-style-type: none"> a. Knowledge and/or experience in the power sector. b. Good written and verbal communication skills. c. Knowledge of accounting. d. Experience in Commercial enterprises.
12. Joint Director/ Information Technology.	<ul style="list-style-type: none"> a. Degree in Electrical/ Computer Engineering or Masters degree in computer science. b. 10 years experience in information technology management. c. Experience in managing staff. d. Good written and verbal communication skills. 	<ul style="list-style-type: none"> a. Experience in Power Sector.
13. Deputy Director of Engineering.	<ul style="list-style-type: none"> a. Degree in electrical/ Power Engineering. b. 5 years experience with a large power utility with generation, transmission and distribution facilities. c. Direct operational experience in generation, transmission and distribution. d. Good written and verbal communication skills. 	<ul style="list-style-type: none"> a. Experience in commercial issues, power purchase agreements, and/ or electricity laws. b. Familiarity with electricity tariff issues. c. Knowledge of economics.
14. Deputy Director Law	<ul style="list-style-type: none"> a. Degree in law from recognised university/ law school. b. Eligibility to practice law. c. 5 years of professional experience. d. Excellent written and verbal communication skills. 	<ul style="list-style-type: none"> a. Experience in utility or regulatory law. b. Knowledge and/or experience in the power Sector. c. Experience in related litigation in court. d. Experience in contract and/ or administrative law.
15. Deputy Director/ Tariff (Accounts & Financial Analysis)	<ul style="list-style-type: none"> a. Degree in Accounting/ Commerce, Cost Accountant or Chartered Accountant. b. Five years of professional experience in accounting and/ or finance. c. Demonstrated capability in analysis of company accounts, financial analysis, modeling 	<ul style="list-style-type: none"> a. Good written and verbal communication skills. b. Knowledge of microeconomics. c. Knowledge and/ or experience in the power sector. d. Membership in an accountancy organisation of good standing.

	including spreadsheet and database skills.	
16. Deputy Director Tariff (Economics)	<ul style="list-style-type: none"> a. Degree in Economics with specialization in micro-economics from a recognised university. b. Five years of professional experience as an economist with either a government department or commercial enterprise. c. Demonstrated capability in economic analysis, modelling and spreadsheet and database skills. 	<ul style="list-style-type: none"> a. Good written and verbal communication skills. b. Knowledge of accounting and principles of finance. c. Knowledge and/ or experience in the power sector.
17. Deputy Director of Tariff (Engineering).	<ul style="list-style-type: none"> a. Degree in Electrical / Power Engineering. b. 5 years of professional experience in Power Sector at the Managerial level in large power utilities with Generation, Transmission, and Distribution facilities. 	<ul style="list-style-type: none"> a. Good Written and verbal communication skills. b. Knowledge of accounting. c. Experience in development of tariffs in Power Sector utilities.
18. Deputy Director/ Information Technology	<ul style="list-style-type: none"> a. Degree in Electrical or Computer Engineering or Post Graduate degree in Computer Science. b. Five years experience in information technology management. c. Good written and verbal communication skills. 	
19. Deputy Director/ Personnel	<ul style="list-style-type: none"> a. Degree from any recognised University. b. 5 years of professional experience in personnel management and administrative matters. c. Excellent interpersonal and communication skills. 	<ul style="list-style-type: none"> a. Experience in a government organization. b. Knowledge of Power Sector reform efforts in India.
20. Deputy Director/ Pay and Accounts	<ul style="list-style-type: none"> a. Chartered Accountant with 5 years experience or a person qualified in SAS examination or a person with minimum five years service in AP Finance Service. b. 5 years experience with managing office budgets and payroll in the context of GOAP or GOI. 	<ul style="list-style-type: none"> a. Degree from any recognised University. b. Demonstrated Computer Skills, especially spreadsheet and database skills. c. Good written and verbal communication skills.
21. Dy. Director Consumer Assistance.	<ul style="list-style-type: none"> a. Degree in Engineering or Law or post graduate degree in any other discipline. b. 5 years Experience in power sector in areas directly connected to end-users. c. Demonstrated ability in dealing with consumer problems. d. Good verbal and communication skills. 	
22. Dy. Director/ Media.	<ul style="list-style-type: none"> a. Degree in a relevant discipline such as Mass communication, journalism or Business economics 	<ul style="list-style-type: none"> a. Direct experience in two or more forms of media (Press, T.V., Radio, Multimedia).

	<p>from a recognised university.</p> <p>b. 5 years of journalism (press, T.V., or Radio) or public relations experience.</p> <p>c. Excellent written and oral communication skills.</p> <p>d. Background in financial or economic writing/ analysis.</p> <p>e. Computer skills, especially word-processing, database and presentation programme.</p>	<p>b. Knowledge of electricity industry.</p> <p>c. Experience in writing corporate annual reports.</p> <p>d. Experience in preparing and delivering public presentations.</p>
23. Personnel Officer	<p>a. Degree from any recognised University.</p> <p>b. 3 years of professional experience in personnel management and administrative matters.</p> <p>c. Excellent interpersonal and communication skills.</p>	<p>a. Experience in a government organization.</p> <p>b. Knowledge of Power Sector reform efforts in India.</p>

Appendix - II

QUALIFICATIONS FOR SUPPORTING STAFF

1. Private Secretary:

Must be a Graduate in any discipline from a recognised University.

Must have worked as P.A. under any Heads of the Department in Government or Public Sector undertakings for at least 3 years and must have an experience of 15 years in regular service. He/ she should have or should be able to acquire within three months good knowledge in Word Processing in Computer.

2. Accountant:

- a. Degree in Commerce.
- b. 5 years experience in Accounting procedures in any Government/ Public Sector Organizations.
- c. Exposure to Computer Operation.

3. Security Officer:-

Must be graduate in any discipline of recognised university or with good physique and with 5-year experience in Government/ Public Sector Undertakings in Security operations or a retired JCO of armed forces not exceeding 52 years of age.

4. Junior Personnel Officer:

- a. Graduate in any discipline.
- b. 3 years experience in personnel and administrative matters.

5. Cashier:

- a. Degree in Commerce.
- b. 3 years experience in Accounting procedures in any Government/ Public Sector Organizations.
- c. Exposure to Computer Operation.

6. Steno- Computer Operator:

- a. Basic Educational Qualification - Must be a Graduate in any discipline from a recognised University.
- b. Computer Skill - The candidate must have Diploma in Computer Application or certificate course in DTP. He/she must have sufficient experience in data entry, spreadsheets and must have good knowledge and operational experience in MS

Windows 95/ 98 and above. The candidate must be able to type minimum 40 words per minute in computer and be able to take printouts.

- c. Should have adequate exposure in noting, drafting and disposal of cases involving legal, commercial and technical matters. Shorthand Test - The candidate must be able to take shorthand dictation with a minimum speed of 80 words per minute. Experience in Stenography and Computer operation for 1 year.

7. Clerk-cum-Computer Operator/ PA:

- a. Must be a graduate in any discipline from a recognised university.
- b. Should have adequate exposure in noting and drafting.
- c. Computer Skill - The candidate must have Diploma in Computer Application or certificate course in DTP. He/ she must have sufficient experience in data entry, spreadsheets and must have good knowledge and operational experience in MS Windows 95/ 98 and above. The candidate must be able to type minimum 40 words per minute in computer and be able to take printouts.
- d. Should have experience of 3 years.

8. Librarian:

- a. Degree/ Diploma in Library Science.
- b. 2 years experience as a librarian.

9. Receptionist / Telephone Operator/ Care taker:

- a. Basic qualification:- Must be a graduate in any discipline from a recognised University. Must have basic knowledge in computer operation and should have experience in reception, care-taking EPABX, inter-com connections.
- b. Should have worked in Government / Public Sector Undertakings / reputed firms.

10. Messenger:

He must be able to read and write Telugu and English having good physique and should possess a license to drive a two wheeler.

11 Driver:

He should have a Light Vehicle License and experience of 3 years in driving Cars. He must have sufficient knowledge about traffic rules, maintenance of the vehicles and should be able to undertake minor repair works required for normal running of the vehicles. His eye sight should be normal. He should have sound health.

12. Attender

Should have passed 10th class and know cycling. Having a light vehicle licence and experience in driving cars will be an additional qualification.

13. Security Guards:-

Must have passed Intermediate or Equivalent and must have good physique with experience in Security Operations for One Year or Ex-service man.

Appendix - III
COMPETENT AUTHORITY FOR PUNISHMENT AND APPEALS

In case of officers and employees included in Regulation 4(i)(a):

- I. Appointing Authority- Chairman
- II. Disciplinary Authority- Chairman
- III. Appellate Authority- Commission
- IV. Reviewing Authority- Commission

In case of officers and employees included in Regulation 4(i)(b).

- I. Appointing Authority- Director/ Administration.

II. Disciplinary Authority- Director/ Administration.

III. Appellate Authority- Chairman IV. Reviewing Authority- Commission.