



TIRUMALA TIRUPATI DEVASTHANAMS
NOTIFICATION INFORMATION
BOOKLET

ABSTRACT

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THE ANDHRA PRADESH CHARITABLE AND HINDU RELIGIOUS INSTITUTIONS AND ENDOWMENTS ACT, 1987 (ACT NO.30 OF 1987) - RULES UNDER SECTIONS 35, 106 AND 107 READ WITH SECTION 153 OF THE ACT - TIRUMALA TIRUPATI DEVASTHANAMS SERVICE RULES:

(G.O.M.S. No. 1060, Revenue (Endowments-I), 24th October, 1989)

RULES

1. These rules may be called Tirumala Tirupati Devasthanams employees service rules 1989.
2. They shall apply to every employee of Tirumala Tirupati Devasthanams except to the officers of staff taken on contract basis and officers or staff taken on deputation from the Government or other organization.
3. **Unless the context otherwise requires:-**
 - (i) Act means the Andhra Pradesh Charitable and Hindu Religious Institutions and Endowments Act, 1987.
 - (ii) Words and phrases used but not defined in these rules shall have the same meaning assigned to them in the Act, the rules framed there under or in respect of rules specified under Rule-4.
4. The Tirumala Tirupati Devasthanams Employees shall be governed by the following rules and such of the orders and clarifications issued on these rules by Government of Andhra Pradesh in respect of the employees of State Government from time to time in so far as they are not inconsistent with the Act and the rules made there under:
 - (i) The Fundamental rules and the Subsidiary rules issued there under;
 - (ii) The Andhra Pradesh leave rules 1933;
 - (iii) The Andhra Pradesh Manual of Special pay and allowances including Traveling Allowances rules and the Subsidiary rules issued there under.

- (iv) The Andhra Pradesh Pension code and the Andhra Pradesh Liberalized Pension rules 1961, A.P. Family rules 1964 and A.P. Revised Pension Rules 1980.
 - (v) Andhra Pradesh Civil Services (Conduct) Rules, 1964.
 - (vi) Andhra Pradesh Civil Services (Classification Control and Appeal) Rules (1991) [G.O.Ms.No. 138, Revenue (Endts.III) Department, Dated 11-03-1998]
 - (vii) Andhra Pradesh State and Subordinate Service Rules
 - (viii) Andhra Pradesh Financial code
 - (ix) Any other executive instructions and Government orders that are issued from time to time by the Government in respect of their employees which are not inconsistent with the Act and Rules made there under.
- 5.
- (i) All powers assigned to the Government under the afore said rules shall be exercised by the Board of Trustees. All powers vested in the Head of the department in the above rules shall be exercised by the Executive Officer, Tirumala Tirupati Devasthanams. The Executive Officer shall be the appointing authority in respect of all the posts except the posts for which Government is the appointing authority.
 - (ii) The Executive Officer, Tirumala Tirupati Devasthanams shall be the controlling and countersigning officer in regard to the Travelling Allowance files including the journeys performed outside the State of Andhra Pradesh of all the employees of Tirumala Tirupati Devasthanams including officers on foreign service of Tirumala Tirupati Devasthanams.
 - (iii) The Executive Officer, Tirumala Tirupati Devasthanams shall be the competent authority to sanction pension including Family Pension, Gratuity and other terminal benefits in respect of all the employees of Tirumala Tirupati Devasthanams.
 - (iv) The Financial Advisor and Chief Accounts Officer appointed shall be the verifying officer in respect of the amount of pension including Family Pension, Gratuity etc., admissible.
 - (v) All employees of Tirumala Tirupati Devasthanams, except those on part-time basis, consolidated pay, personnel on Nominal Muster Rolls, Daily wages,

causal labourers and on contract basis, are eligible for pension, gratuity, family pension etc., and are entitled to receive them subject to the provisions contained in Pension Rules.

PROBATION:

1. Every person appointed to a category by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of 3 years and every person appointed to any category or grade by promotion or conversion shall be on probation for a total period of one year on duty within a continuous period of two years.
2. Wherever Departmental tests or special tests are prescribed by the Government in respect of direct recruits in Government Service the direct recruits of Tirumala Tirupati Devasthanams working in similar posts shall pass the Tests within the time limits prescribed by the Government for corresponding posts in the Government service.

PAY AND ALLOWANCES:

- (i) In respect of the posts of Tirumala Tirupati Devasthanams detailed in Annexure-II, to these rules, the Board of Trustees, Tirumala Tirupati Devasthanams shall fix the scale of pay and other allowances subject to any guidelines that may be issued by the Government.
- (ii) In respect of payment of wages or fees or Honorarium for the services rendered by any person or persons, the Executive Officer shall fix them subject to General guidelines that may be laid down by the Board of Trustees.
- (i) The Officers, appointed as Executive Officer or Joint Executive Officer shall be governed by the terms and conditions of service to which they belong.
- (ii) A persons to be appointed as Financial Advisor and Chief Accounts Officer shall possess the following qualifications:
 1. Experience of not less than five years in Indian Audit & Account Service or its equivalent, experience in other service.
 2. Experience of not less than five years as Head of a Department or in post equal to or higher than that of a Deputy Secretary in the Finance

Department of the State Government or equivalent experience in any other equivalent post or

3. Experience as a chartered Accountant for at least 10 years.
 4. The officer may be taken on deputation from the state Government or Government of India or appointed on a contract basis for a period of three years.
- (iii) Appointment to the post of Chief Engineer shall be made as follows:
1. By deputation of a Chief Engineer from the State Government.
 2. By promotion from the cadre of Superintending Engineer in TTD service with not less than 3 years of Service.
- (iv) Chief Security Officer shall be appointed by deputation of a Superintendent of Police from the Government of Andhra Pradesh.

9. Appointment and method of recruitment:

- (i) The method of recruitment for appointment, qualifications and the age prescribed for various posts shall be as specified against each post in Annexure-II to these rules.

Provided that in case of teaching staff of Educational Institutions affiliated to any of the University or any Government, the rules of such University or such Government as the case may be in respect of Qualifications, age, method of recruitment, pay and allowances, vacation, leave salary, traveling allowance and age of retirement shall apply.

- (ii) The Service shall consist of the posts under various branches specified in Annexure-I, to these rules.
- (iii) The rule relating to selection of candidates sponsored by Employment Exchange under the Employment Exchanges (compulsory notification of vacancies) Act 1959 and rules of reservations shall not apply in respect of posts in Annexure-III to these rules, in view of the peculiar nature of those posts. However, a formal notification to the employment exchange shall be made complying with the provisions of the said Act.

- (iv) All posts carrying the scale of pay of Assistant Executive Officer or an identical pay scale and above including Technical category posts shall be selection posts.
- (v) Promotion to the selection category posts shall be on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.
- (vi) Appointment to any of the categories of posts in Annexure-II except in the case of teaching institutions shall be made only from among persons professing Hindu Religion.
- (vii) The post under various branches in these rules where the method of recruitment is both by direct recruitment and by promotion and by promotion the ratio among the direct recruits and promotees shall be the same as in the state Government or corresponding posts in the respective services except in cases where the ratio has been prescribed in the Annexure.

10. **Fixation of Strength of Establishment:**

Deleted in G.o.Ms.No.33 Revenue (Endts-III) Department, Dt:20-01-2002.

11. **Age:** No persons shall be eligible for appointment to the service by direct recruitment to any posts in the service of Tirumala Tirupati Devasthanams in Annexure-II if he has completed the age of 28 years or the age prescribed therefore in the said Annexure as on 1st July of the year, in which the notification or recruitment is issued.

Provided that the orders issued by Government from time to time regarding the general relaxation of the age and age relaxation in respect of person belonging to reserved categories such as Scheduled Caste, Scheduled Tribe and Backward class shall apply.

12. **Superannuation:** The age of Superannuation of every employee of Tirumala Tirupati Devasthanams shall be regulated by the provisions of the Andhra Pradesh Public Employment (Regulations of age of Superannuation Act, 1984 (Act 23 of 1984) amended from time to time.

13. The person or persons appointed in Tirumala Tirupati Devasthanams on reemployment basis after superannuation shall in no case be continued beyond the completion of the age of sixty years.

("Provided that in the case of appointment of an Officer of the rank of Accountant General as Financial Advisor and Chief Accounts Officer, he shall hold office until he attains the age of sixty five years")
[G.O.Ms.No. 603, Revenue (Endts-III) Department, DT: 10-09-2001.]

14. A member of the last grade service seeking transfer on his own accord from one branch or category or post to another shall forego his right to seniority in that branch or category of posts shall take the last rank in the seniority list prepared in that branch or category of posts to which he is so transferred.\

15. Appointments to the posts referred to in Part-XIV (Temple Administration Service) of Annexure-II will be made according to the Sampradayams and agamas applicable to the temples wherever necessary.

16. Whenever minimum technical or non-technical qualifications are prescribed for the first time in these rules for promotion to category of post immediately next higher from the category of service in which a person is serving as on the date of coming into force of these rules he / she shall not be required to possess the qualifications newly prescribed therefore for purpose of promoting to the immediate next higher post. However, they shall be required to acquire the technical or non-technical qualifications newly prescribed in these rules for promotion to the second higher post.

17. Notwithstanding anything contained in rules 20 to 24 of the Andhra Pradesh Civil Services (Classification, Control and Appeal) (CCA) Rules 1991, all cases of theft alleged to have been committed by the employees of the Tirumala Tirupati Devasthanams in Parakamani shall be dealt with and disposed off summarily by the concerned authorities of TTD based on the circumstances of each such case.] [G.O.Ms.No.138, Revenue (Endts-III) Department, dt: 11-03-1998]

GENERAL INSTRUCTIONS

1. The notification for the following posts are issued as per qualifications prescribed vide G.O. Ms. No. 1060, Revenue (Endts.-III) Department, dated 24-10-1989 and under the ambit of A.P. State & Sub-ordinate Service Rules 1996 as detailed below.

Post	Notification and File number
ASSISTANT TECHNICAL OFFICER (CIVIL)	34/2010-11 Roc.No.E10/4613/2011.

2. Kindly click here to read the **Information Booklet** for the posts of ASSISTANT TECHNICAL OFFICER (CIVIL) and Helper (Water Works).
3. Please read the instructions given in **How to fill the application form** before opening the application form.
4. If your system is not supporting Telugu font / language, then you may see the Telugu content in not readable form. However you can continue filling of application ignoring this.
5. All applications will have to submit their application using the **Online Application Form** only.
6. TTD In-service candidates after applying through online have to intimate to the Executive Officer, TTD through proper channel.
7. Candidates have to make a payment of Rs.200/- (Rs. 100/- for the categories of S.C. / S.T. candidates) for each category of posts. Payment details are explained in relevant pages in Information Booklet.
8. Candidates are advised to note down the Reference Number displayed on the screen after submitting their application.
9. Applicants will have to take a print out of the Acknowledgement Slip and Challan copies after filling the online application. If you have missed taking the print out, click the link **Duplicate Ack. Form** for taking a copy of the same.
10. Applicants are advised to verify the status of their applications and the payments through the link **Application Status** after 3 days of making payment at the bank or **18.04.2011** onwards. If status is not updated after 3 days of making payment, the candidates are advised to scan the paid challan form and upload it in the website.
11. For printing the duplicate Acknowledgement Slip, the Reference Number and Date of Birth are required.

12. For printing the duplicate Acknowledgement Slip or Challans, use A4 Paper size and portrait option in printing preferences.
13. Click on ^ or ^ to select the option. Multiple ^ can be selected as applicable.
14. Candidates are advised to scan your recent photo and attached with application in the column mentioned vide sl.no.14.
15. Candidates are advised not to send the printout of the Acknowledgement Slip receipt to TTD. Slip is for your reference only.
16. Information regarding receipt of payment can be viewed on the website as per the date given in the information booklet.

Note: Characters like - \$ < > () % \ - + : ; { H r ! # A & * + = I " ? should not be entered in ANY of the FIELDS / COLUMNS.

For Feedback if any, regarding filling up of the Online Application Form contact: Help Desk No. 0877-2277777, 0877-2233333 between 10.30 AM to 5.00 PM on Government Working Days.

GENERAL GUIDELINES WHILE APPLYING FOR THE POSTS THROUGH ONLINE

1. Please carefully read the instructions available in General Instructions page, notification and How to fill up the application form.
2. Please ensure that no relevant column is missed while making entry in the page of online application under the relevant category.
3. Once all columns are entered, there is button called "PREVIEW", please select it to view the details entered by you.
4. Whatever details you entered will appear in the format, of an application form with declaration to be made, read the declaration thoroughly.
5. If you fulfill all the conditions as per the notification and as per the above declaration, please make entry of security code in the box provided and press the submit button.
6. Before pressing submit button after entering the security code make doubly sure that the details entered by you are the once which are intended to be entered.
7. Now, application form with acknowledgement slip and challan copies on the screen.
8. Candidates are advised to note down the reference number displayed on the screen. Then, click the print button to print the acknowledgement slip and challan copies.
9. For printing the duplicate Acknowledgement Slip, the Reference Number and Date of Birth are required.
10. For printing the duplicate Acknowledgement Slip or Challans, use A4 Paper size and portrait option in printing preferences.

11. Applicants are advised to verify the status of their applications and the payments through the link **Application Status** after 3 days of making payment at the bank from **18.04.2011** onwards.
12. Candidates have to make a payment of Rs. 200/- (Rs. 100/- for the categories of S.C. / S.T. candidates) for each category of posts. Payment details are explained in relevant pages in Information Booklet.
13. Click on ^ or ^ to select the option. Multiple can be selected as applicable.
14. Then with the challan approach nearest State Bank of India (with having core banking facility) and get the amount paid as per category.
15. Applicants are advised to verify the status of their applications and the payments through the link **Application Status** after 3 days of making payment at the bank from **18.04.2011** onwards.
16. Information regarding receipt of payment can be viewed on the website as per the date given in the information booklet.

AGE ELIGIBILITY DETAILS: (AS PER RULE 12 OF A.P. STATE & SUB-ORDINATE SERVICE RULES 1996 AND INSTRUCTIONS THEREON

O.C.	MUST HAVE COMPLETED 18 YEARS AND MUST HAVE NOT COMPLETED 34 YEARS AS ON 01-07-2011
B.C.	MUST HAVE COMPLETED 18 YEARS AND MUST HAVE NOT COMPLETED 39 YEARS AS ON 01-07-2011
S.C.	MUST HAVE COMPLETED 18 YEARS AND MUST HAVE NOT COMPLETED 39 YEARS AS ON 01-07-2011
S.T.	MUST HAVE COMPLETED 18 YEARS AND MUST HAVE NOT COMPLETED 39 YEARS AS ON 01-07-2011
P.H.	MUST HAVE COMPLETED 18 YEARS AND MUST HAVE NOT COMPLETED 44 YEARS AS ON 01-07-2011
In the case of Widows, divorced women and women judicially separated from their husbands, who are not remarried.	MUST HAVE COMPLETED 18 YEARS AND MUST HAVE NOT COMPLETED 35 YEARS AS ON 01-07-2011
Ex-Servicemen	A PERSON WHO WORKED IN THE ARMED FORCES OF THE INDIAN UNION, SHALL BE ALLOWED TO DEDUCT FROM HIS AGE A PERIOD OF THREE (03) YEARS IN ADDITION TO THE LENGTH OF SERVICE RENDERED BY HIM IN THE ARMED FORCES FOR PURPOSES OF THE MAXIMUM AGE LIMIT

<p>N.C.C.</p>	<p>A PERSON WHO WAS RECRUITED AS A WHOLE-TIME CADET CORPSE INSTRUCTOR ON OR AFTER THE 1st JANUARY, 1963 ON HIS DISCHARGE FROM THE NCC EITHER BEFORE OR AFTER THE EXPIRY OF THE INITIAL OR EXTENDED TENURE OF HIS OFFICE IN NCC HAVING SERVED FOR A PERIOD OF NOT LESS THAN SIX MONTHS PRIOR TO HIS RELEASE FROM THE NCC SHALL, SUBJECT TO THE PRODUCTION OF A CERTIFICATE TO EFFECT THAT HE HAS BEEN RELEASED FROM THE NCC BE ALLOWED TO DEDUCT FROM HIS AGE A PERIOD OF THREE YEARS IN ADDITION TO THE LENGTH OF SERVICE RENDERED BY HIM IN THE NCC FOR PURPOSES OF MAXIMUM AGE LIMIT.</p>
<p>TTD EMPLOYEES</p>	<p>A PERSON ALREADY IN SERVICE, WHO HAS BEEN APPOINTED REGULARLY SHALL BE ALLOWED TO DEDUCT FROM HIS AGE THE LENGTH OF REGULAR SERVICE UNDER THE TTD UPTO A MAXIMUM OF FIVE YEARS FOR PURPOSES OF THE MAXIMUM AGE LIMIT.</p>