



**GOVERNMENT OF ANDHRA PRADESH**  
**MUNICIPAL ADMINISTRATION DEPARTMENT**

Office of the Commissioner &  
Director of Municipal Admn.,  
Andhra Pradesh, Hyderabad.

Roc.No. 31066/90-K3

Dated. 31-7-1990

**CIRCULAR**

Sub: Municipal Councils - Filling up of the posts of Teachers in the  
Municipalities - Procedure to be followed - Instruction – Issued.

**A P U S**

In super session of the 'earlier instructions issued from time to time by this office on the recruitment' of teachers, the following instructions, the procedure for selection and appointment of Teachers in Municipal Schools are issued.

**NOTIFICATION TO EMPLOYMENT EXCHANGE :**

The Municipal Commissioners shall notify to the local employment exchange during May/June of every year (August 90 this year) the estimated number of vacancies of Teachers likely to arise for the following year under each category of the following post:

1. B.Ed. Assistants
2. Secondary Grade Teachers
3. Telugu, Hindi, Sanskrit & Urdu Pandits, Grade I and II
4. Craft Teachers
5. Manual Training Instructors / Tailoring Instructors
6. Physical Educational Teachers
7. Drawing Teachers
8. Music Teachers

The notification to the Employment Exchange has to be made Keeping in view the reservation of posts to SC/ST/BC and Physically Handicapped and other relevant rules like educational qualifications etc.,

The Selection of teachers will be done by conducting a written test and oral test and the following procedure is prescribed.

**WRITTEN TEST :**

The written test has to be conducted in two standards viz., 1) Degree Standard and 2) S.S.C. Standard. While degree standard is prescribed for B.E.d., Assistants and Grade. I Language Pandits, SSC Standard is prescribed for other posts.

The Written Test and spot valuation of answer papers shall be conducted in a Municipal High School. The Municipal Commissioner shall inform the District Educational Officer personally at least one week in advance about the date of written test with a request to arrange for setting of question papers for Degree Standard and SSC Standard and spot valuation of the Answer Papers. After the receipt of the intimation from Municipal Commissioner, the District Educational Officer may instruct the concerned Deputy Educational Officer to nominate six teachers from outside Municipal limits for setting of question papers of SSC Standard at the rate of one teacher per each subject and General Knowledge. In respect of Degree Standard question papers the District Educational Officer / Deputy Educational Officer should ensure that the question papers should be set by a highly qualified teacher like M.A., M.Ed., The Deputy Educational Officer concerned shall send intimation confidentially to the teachers concerned one day prior to the date of written test with a request to attend he Municipal High School selected for written test at 6.00 a.m., on the date examination with required test books to set the question paper on the spot.

The question paper shall contain objective type questions with multiple choice of answers and fill in blank questions in equal preparation.

The candidates for Degree Standard shall be tested in the areas detailed below :

- a) General Knowledge :15 Marks
- b) Subject content in the concerned subjects, viz.,
  - 1) Mathematics & Physical Science for  
Maths & Physical Science Assistants :70 Marks
  - 2) Natural Science & Chemistry for Natural Science Assistants and
  - 3) Economics, Politics and History for Social Studies Assistants

The candidates for S.S.C. Standard shall be tested in the areas a detailed below :

- a) General Knowledge :15 Marks
- b) Subject content in Science, Social Studies, :70 Marks  
Mathematics. English & Telugu  
each subject: 15x5 =75 Marks

Thus the question paper shall contain 90 questions with one mark per question.

The Municipal Commissioner, two or three Officers of the Municipality and the Deputy Educational Officer concerned shall attend the Municipal High School selected for the written test at 6.00 a.m.. on the date of examination. The teachers nominated shall act the question paper on the day of examination from 6.00 a.m. to 9.00 a.m., in the Municipal High School in the presence of the Municipal Commissioner and concerned Deputy Educational Officer only. The teachers may be requested to set questions at the rate of three times to the required number of questions the Municipal Commissioner may

select the required number of questions for setting the question paper. There after the typing and stenciling and stitching of the question papers shall be taken-up from 9.00 a.m. to 1.00 p.m., in the concerned Municipal High School. The Teachers Drafted for setting of question papers and Municipal Commissioners / Deputy Educational Officer and Other Officers/Staff drafter for the conduct of written test shall not leave the place of examination once they enter till the completion of the written test. They shall be provided breakfast and lunch in the School premises itself. The written test shall be conduct from 2.00 p.m. to 4.00 p.m.

The Municipal Revenue Inspectors, Town Planning Supervisors, Town Planning Building Overseas, Assistant Engineers and Sanitary Inspectors shall be appointed as invigilators for conduct of written test Similarly Section Officers viz.. Municipal Engineer, Revenue Officer and Manager may be appointed as Supervisors for the conduct of Written Test. The Municipal Commissioner with the assistance of Deputy Educational Officer shall be responsible for the proper conduct of written test.

**SPOT VALUATION :**

As seen as the written test is over at 4.00 p.m. spot valuation has to be taken up. The Deputy Educational Officer shall nominate sufficient number of teachers form Government High Schools or Z.P., High Schools from outside the Municipal limits one day in advance for spot valuation of answer papers. The teachers deputed for spot valuation of answer papers shall report at Municipal High School at 4.00 p.m., on the day of examination. Spot Valuation shall be commenced from 4.30 p.m., and completed expeditiously by the teachers nominated by Deputy Educational Officer.

**ORAL TEST :**

After the spot valuation is over, the Municipal Commissioner shall arrange preparation of list of candidates who are eligible for oral test with the assistance of Deputy Educational Officer and teachers drafted for spot valuation. Candidates not exceeding three for one vacancy who have secured highest marks shall be called for oral test. However the minimum marks required for qualifying to the oral test shall be 35 in respect of O.C. B.C candidates. In the case of S.C/S.T. candidates, no minimum marks are prescribed. The list of marks obtained by the candidates shall be sealed and kept confidential by the Municipal Commissioner, They shall not be need till the oral test is completed. The list of candidates qualified oral test shall be affixed in the notice board of the Municipal Office by 10 .m., on the day of Oral test i.e.. following the day of written test.

All the candidates have to inform along with intimation to written test to appear for interview also on the next day of written test at 10 a.m., at Municipal Office subject to the conditions that those who are qualified for interview alone will be permitted to oral test. The Chairman, Municipal Council has to arrange the meeting of members of Panel Committee at 10 a.m.. on the next day of the written test for purposes of oral test. The maximum marks for the oral test is 10

**PANEL COMMITTEE MEETING :**

As soon as the oral test is over, the Commissioner shall prepare list of candidates as per merit, by totaling the marks in written and oral test and prepare the panel with reference to Communal Rotation and the said list shall contain such number of candidates as is equal to the number of vacancies, existing and anticipated. The list of candidates so prepared shall be placed before the Panel Committee and get it approved. The Panel so prepared shall be valid for a period of one year. The list of select candidates shall be published on the notice board of the Municipal Office as soon as preparation Panel is completed.

**ISSUE OF APPOINTMENT ORDERS :**

Appointment orders shall be given to the selected candidates within 24 hours by the Chairman, Municipal Council from the Panel prepared by the Panel Committee.

The receipt of the circular should be acknowledged.

**K.K. BANGAR,**

COMMISSIONER & DIRECTOR