

GOVERNMENT OF ANDHRA PRADESH  
A B S T R A C T

MA & UD – CDMA – Constitution of Ward Secretariats in all Urban Local Bodies in the State  
– Recruitment of Ward Secretaries – Permission accorded.

MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT (UBS) DEPARTMENT  
G.O.Rt.No.25 Dated 08-01-2020

Read the following:

1. G.O.Ms.No.217, MA & UD Department, dated 26.07.2019.
2. G.O.Rt.No.523, MA & UD Department, dated 21.08.2019.
3. G.O.Rt.No.591, MA & UD Department, dated 17.09.2019.
4. G.O.Ms.No.286, MA & UD Department, dated 07.11.2019.
5. From Commissioner and Director Municipal Administration, Letter Roc.No.20026/178/2019/A1, dated 06.01.2020.

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**ORDER:**

In the circumstances reported by the Commissioner and Director of Municipal Administration, Guntur in the reference 5<sup>th</sup> read above, Government hereby accord permission to the Commissioner and Director of Municipal Administration, Guntur to notify / fillup the balance vacancies of Ward Secretaries i.e., Ward Administrative Secretary, Ward Amenities Secretary Grade-II, Ward Welfare and Development Secretary, Ward Education Data Processing Secretary Grade-II and Ward Planning Regulation Secretary Grade-II in Urban Local Bodies in the State with the following Educational Qualifications.

**EDUCATIONAL QUALIFICATIONS:**

Sl. No.	Designation of the Functionary	Educational Qualification
1	Ward Administrative Secretary	Any degree from any University in India established or incorporated by or under a Central Act, State Act or a provincial Act or an institution recognized by the University Grants Commission or by a recognized State Board of Technical Education and training
2	Ward Amenities Secretary, Grade-II	Polytechnic Diploma in Civil/Mechanical Engineering and above
3	Ward Sanitation & Environment Secretary, Grade-II	A Graduate in Sciences or Environmental Sciences and above namely, Bachelor of Science / Bachelor of Science (Hons) [B.Sc/B.Sc (Hons), Master of Science (M.Sc), in the disciplines of Sanitation Sciences, Biotechnology, Micro-biology, Environmental Science, Botony, Zoology, Bio-sciences
4	Ward Education & Data processing Secretary	A Graduate in computer science viz., a) Bachelor of Technology in Computer Science and Engineering (B.Tech) b) Bachelor of Science in Information Technology c) Bachelor of Engineering (BEng or BE) in Computer Science d) Bachelor of Computing in Computer Science e) Bachelor of Science in Engineering (Computer Science) - BSE (CS) f) Bachelor of Computer Security in Computer Science g) Bachelor of Science (BSc or BS) in Computer Science (BSc CS or BSCS or BSc (Comp) h) Bachelor of Computer Applications (BCA) i) Master of Computer Applications (MCA)

(Contd...2..)

5	Ward Planning & Regulation Secretary, Grade-II	Polytechnic Diploma in Civil Engineering / L.A.A or B.Arch / B.Plng and above
6	Ward Welfare & Development Secretary	A Graduate in Arts and humanities and above viz., a) Bachelor of Arts/ Bachelor of Arts (Hons) [BA/BA (Hons) b) Master of Arts c) Bachelor of Social Work d) Master of Social Work e) Bachelor of Rural Studies/Rural development f) Master of Rural Studies/Rural development g) BA (Literature) h) MA (Literature) or M. Phil i) BA (Oriental Learning) j) BA (Population Studies) k) MA (Population Studies) l) MA (Indology) m) BA (Social Studies) n) BA (Social Science) o) MA (Sociology) p) MA (Anthropology)

2. The other guidelines issued by Government from time to time in various G.Os / Memos holds good. The Revenue, Medical & Health, Home and Energy Departments shall issue notifications for recruitment of their vacancies such as Ward Revenue Secretary, Ward Health Secretary, Ward Mahila Samrakshana Secretary and Ward Energy Secretary respectively.

3. The Commissioner and Director of Municipal Administration, Guntur shall take necessary action in the matter accordingly.

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

**J. SYAMALA RAO**  
SECRETARY TO GOVERNMENT

To

The Commissioner and Director of Municipal Administration, Guntur.

Copy to:

The Revenue Department.

The Medical & Health Department.

The Home Department.

The Energy Department.

The OSD to M(MA&UD)

The PS to Secretary, MA & UD

Sf/Sc

// FORWARDED BY ORDER //

RESEARCH OFFICER.