**FAQ**

Q1. Which Date of Joining to consider for Declaration of Probation When a Functionary has slided from one post to another post within the same Recruitment Notification?

A. The Date of Joining of 1st post is applicable.

Eg: If an Individual has joined as Welfare Education Assistant (Date of Joining – 15th November 2019) and has slided to Panchayat Secretary Grade V (Date of Joining – 1st December 2019), Then the Date of 1st Joining – 15th November 2019 has to be considered.

Q2. What is meant by 2-year continuous service period within the 3 -year period?

A. All Village/ Ward Functionaries needs to complete the Probation Period of 2-year continuous service period within the 3-year period from the Date of Joining.

Q3. What is meant by Break in the 2-year continuous Service Period?

A. The Following are considered as Break in the 2-year continuous service period

1. Any Leaves other than Casual leaves and Optional Holidays. They are called Extraordinary Leaves such as Medical Leave, Maternity Leave, Study Leave etc
2. Suspension during the Probation period

Eg : If an Individual has taken Medical Leave of 60 days, It will be considered as Break for the same duration.

Q4. If there is a Break in the 2-year continuous Service Period, does it extend the date of eligibility for Declaration of Probation?

A. Yes, The Date of eligibility for Declaration of Probation is extended by the Same period of the Break.

Eg: If you have joined on 11st November 2019 and taken the Medical leave for 60 days, then you will be eligible for Declaration of Probation on 10th January 2022.

Q5. Whether the Functionary must Qualify ALL the prescribed Departmental Test Papers to be eligible for Declaration of Probation?

 A. All the Village/ Ward Functionaries must Qualify/ Pass ALL the prescribed Departmental Test Papers to be eligible for Declaration of probation.

Q6. If your Service Register is ‘Not Opened’, what to do?

A. You are required to meet the concerned Officers as mentioned below (Annexure I).

Q7. What if the Disciplinary Cases are pending, whether it would extend the Date of eligibility for Declaration of Probation?

A. Yes, all the Disciplinary cases have to be closed satisfactorily to become eligible for Declaration of Probation.

Q8. What if the Status of Antecedents Verification is not known to the Functionary?

1. Then, For the Question ‘Whether Antecedent Verification completed or Not’. You need to select the option ‘No’

**ANNEXURE I**

|  |  |  |  |
| --- | --- | --- | --- |
| **SL No** | **Name of the Department** | **DESIGNATION OF THE FUNCTIONARY** | **Opening of Service Register – Designation of Officer** |
| **1** | **2** | **3** | **4** |
| 1 | **Panchayat Raj & Rural Development** | **Panchayat Secretary** **(Grade-V)** |  |
| **MPDO** |
|  |
| 2 | **Panchayat Secretary Grade VI (Digital Assistant)** | **MPDO** |
|  |
| 3 | **Social Welfare/ Tribal Welfare** | **Welfare and Education Assistant** | **ASSISTANT SOCIAL WELFARE OFFICER** |
| 4 | **Agriculture** | **Village Agriculture Assistant** | **ASSISTANT DIRECTOR OF AGRICULTURE** |
| 5 | **Horticulture** | **Village Horticulture Assistant** | **ASSISTANT DIRECTOR OF HORTICULTURE** |
| 6 | **Animal Husbandry, Dairy Development& Fisheries** | **Village Fisheries Assistant** | **DISTRICT FISHERIES OFFICER-(Any one -JD/DD/AD)** |
| 7 | **Village Veterinary Assistant** | **DEPUTY DIRECTOR OF ANIMAL HUSBANDARY** |
| 8 | **Panchayat Raj & RuralDevelopment - Engineering** | **Engineering Assistant (Grade-II)** |  |
| **EXECUTIVE ENGINEER** |
| 9 | **Revenue** | **Village Revenue Officer/ Ward Revenue Secretary** |  |
|  |
| **TAHSILDAR** |
|  |
|  |
| 10 | **Village Surveyor Assistant (Grade-III)** |  |
| **ASSISTANT DIRECTOR OF SURVEY AND LAND RECORDS** |
| 11 | **Agriculture/ Horticulture/ Sericulture** | **Sericulture Assistant** | **ASSISTANT DIRECTOR OF SERICULTURE** |
| 12 | **Municipal Administration and Urban Development** | **Ward Sanitation & Environment Secretary (Grade-II)** |  |
| **MUNICIPAL COMMISSIONER** |
| 13 | **Ward Planning & Regulation Secretary (Grade-II)** |  |
| **MUNICIPAL COMMISSIONER** |
| 14 | **Ward Education and Data Processing Secretary** | **MUNICIPAL COMMISSIONER** |
|  |
| 15 | **Ward Welfare & Development Secretary (Grade-II)** | **MUNICIPAL COMMISSIONER** |
|  |
| 16 | **Ward Amenities Secretary (Grade-II)** |  |
| **MUNICIPAL COMMISSIONER** |
| 17 | **Ward Administrative Secretary** | **MUNICIPAL COMMISSIONER** |
|  |
| 18 | **Medical &Health** | **ANM / Ward Health Secretary** | **DMHO****DISTRICT MEDICAL HEALTH OFFICER** |
| 19 | **Home** | **Mahila Police & Ward Women & Weaker Sections Protection Secretary (Female)** | **SP/COMMISSIONER OF POLICE** |
| 20 | **Energy** | [**Energy Assistant / Ward Energy Secretary**](https://gramawardsachivalayam.ap.gov.in/GSWSDASHBOARD/) | **EXECUTIVE ENGINEER** |