



অসম **ৰাজপত্ৰ**
সত্যমেব জয়তে

THE ASSAM GAZETTE

অসাধাৰণ
EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্ব দ্বাৰা প্ৰকাশিত
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GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

SECRETARIAT ADMINISTRATION (ESTABLISHMENT) DEPARTMENT

DISPUR : GUWAHATI-6

NOTIFICATION

The 2nd March, 2011

No. S(E)108/2002/Pt/-40 : In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam is hereby pleased to make the following rules regulating the recruitment and condition of service of the persons appointed to the Assam Secretariat Supervisor (Record Branch), Record Suppliers, Record Sorters and Painter's Service namely:-

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| Short title and commencement. | 1. | (1) These rules may be called the <i>Assam Secretariat Supervisor (Record Branch), Record Suppliers, Record Sorters and Painter's Service Rules, 2010</i> . |
| | | (2) They shall come into force on the date of their publication in the Official Gazette. |
| Definitions | 2. | In these rules, unless there is anything repugnant in the subject or context :- |
| | | (a) "Appointing Authority" means the Commissioner and Secretary or in his absence the Secretary to the Government of Assam, Secretariat Administration (Establishment) Department; |
| | | (b) "Committee" means the Selection Committee constituted under Rule-13 of these rules; |
| | | (c) "Select List" means the list finally approved by the Appointing Authority under rule 8(d), 9(e) and 10(c); |
| | | (d) "Government" means the Government of Assam; |
| | | (e) "Secretariat" means all the departments of the Assam Secretariat including Chief Minister's Secretariat and Public Works Department Secretariat; |
| | | (f) "Service" means the Assam Secretariat Supervisor (Record Branch), Record Suppliers, Record Sorters and Painters Services; |

- Class and Cadre 3.** (1) The status of the members of the service is that of Class-III (Non-Gazetted) Government servants.
- (2) The Service shall consist of the following Class-III (Non-Gazetted) cadres:-
- (a) Supervisor (Record Branch);
 - (b) Record Suppliers;
 - (c) Record Sorters; and
 - (d) Painter.
- (3) Each of the four cadres in sub-rule 3(2) shall form an independent cadre. Members of a lower cadre shall have no claim for appointment to any of the higher cadres except in accordance with the provisions made in these rules.
- Strength of Service.** 4. The strength of each cadre in the service on the date of commencement of these rules are as shown in *Schedule-I* :
- Provided that the strength of the cadres of the service shall be such as may be determined by the Government from time to time.
- Direct Recruitment of the Cadres of Painter and Record Sorter.** 5. (a) The posts in the cadres of Painter and the Record Sorter shall be filled up by direct recruitment from the select list prepared by the Committee on the basis of an interview conducted by the Selection Committee constituted under rule 13 of these rules. The manner of interview shall be such as may be notified by the Appointing Authority from time to time.
- (b) (i) To be eligible for appointment in the cadre of Painter, a candidate should possess the qualification of H.S.L.C pass or its equivalent. Besides, he/she should have experience as a Painter or diploma in Painting from any government recognized institution.
- (ii) To be eligible for appointment in the cadre of Record Sorter, a candidate should read upto Class X or above.
- Preference for appointment as Record Sorter shall be given to those candidates who have at least 4 years working experience in any Archival Organization/ Record Office under the Government of Assam.
- Filling up of the posts in the cadres of Record Suppliers and Supervisor (Record Branch) by promotion.** 6. (a) The posts in the cadre of Record Supplier shall be filled up by promotion from the cadre of Record Sorters of the Assam Secretariat who have passed H.S.L.C or equivalent examination or above H.S.L.C and have at their credit at least 4 years of continuous service as Record Sorter on the first day of January of the year of selection for promotion on the basis of the select list prepared by the Selection Committee constituted under Rule-13.
- (b) The posts in the cadre of Supervisor (Record Branch) shall be filled up by promotion from the cadre of Record Suppliers of the Assam Secretariat on the basis of the select list prepared by the Selection Committee constituted under Rule-13. To be eligible for promotion to the cadre of Supervisor (Record Branch), the candidate must pass at least the Matriculation/ H.S.L.C or equivalent examination and he/ she should render at least 4 years of continuous service in the Assam Secretariat as Record Supplier on the 1st day of January of the year of selection for promotion.
- Filling up of the posts in the cadres of Record Supplier and Supervisor (Record Branch) by Direct Recruitment.** 7. In the event of any vacancy remaining unfilled up in the cadre of Record Suppliers and Supervisor (Record Branch) by promotion under rule 6 due to non-availability of eligible candidate in the respective cadre of Record Sorters and Record Suppliers as the case may be in a year, such vacancies shall not be carried forward to the next year and shall be filled up by Direct Recruitment in the same year on the basis of the selection conducted by the Selection Committee constituted under rule 13 from amongst the persons acquiring the qualification and experience as under :-

Preservation Establishments concerned. The Appointing Authority shall simultaneously request the Committee to hold such tests or interviews as may be considered necessary and recommend candidates containing the names equal to the number of vacancies available in the respective year for Direct Recruitment on the basis of merit.

- d) The Committee shall make the selection in accordance with the Scheme of selection prescribed by the Appointing Authority and recommend the names of selected candidates after due selection.
- e) On receipt of the lists, recommended by the Committee, the Appointing Authority shall finally approve the same unless it considers necessary to make any change in the list. If the Appointing Authority considers it necessary to make any change in the list received from the Committee, he shall inform the Committee of the proposed change and after taking into account the comments, if any, of the Committee, the Appointing Authority may finally approve the list with or without modifications as may in his opinion be just and proper. The list so finally approved shall form select list for the purpose of appointment under Rule-7 of these rules.
- General Procedure for Promotion.** 10. The posts in the cadre of Record Suppliers and Supervisor (Record Branch) shall ordinarily be filled up by promotion in accordance with Rule-6 of these rules.
- (a) Before the end of each year, the Appointing Authority shall assess the exact number of vacancies, to be filled up by promotion during the next year in each of the cadres of Record Suppliers and the Supervisor (Record Branch) and prepare 2 separate lists of eligible candidates for promotion to the cadres of Record Supplier and Supervisor (Record Branch). The Appointing Authority shall furnish the Committee the lists of candidates alongwith their Character Rolls and personal files.
- (b) The Committee shall examine the Character Rolls and personal files of candidates, take into consideration the respective seniority and merit of the candidates and prepare separate lists of candidates on the basis of seniority-cum-merit in each cadre in order of preference for recruitment by promotion. The lists so prepared shall be forwarded by the Committee to the Appointing Authority.
- (c) The Appointing Authority shall consider the lists so prepared by the Committee alongwith the Character Rolls and personal files of the candidates and approve the list unless it considers necessary to make any change in the list received from the Committee. The Appointing Authority shall inform the Committee of the change proposed and after taking into account the comments, if any, of the committee, may finally approve the lists with or without modifications, as may in his opinion be just and proper. The list so finally approved by the Appointing Authority shall form the select list for the purpose of appointment by promotion under Rule-6 of these rules.
- Issue of call letters for interview.** 11. The Appointing Authority shall issue call letters to only those candidates found eligible for direct recruitment or promotion as the case may be, under these rules, to appear before the Selection Committee for the purpose of tests or interview. The Selection Committee shall hold interview or test of only those candidates who have been called by the Appointing Authority to appear in the tests or interview.
- Validity of Select List.** 12. (a) The select list prepared and finally approved by the Appointing Authority under Rule-8(d), 9(e), and 10(c) shall remain valid till the selected candidates are offered the appointment in the respective posts for which they have been selected :
- Provided that in the event of any lapse or misconduct in the performance of duties on the part of any candidate whose name appear in the select list, the Appointing Authority may for reasons to be recorded in

- (b) The select list finally approved by the Appointing Authority shall be published in a local daily news paper for general information.
- (c) The Appointing Authority shall make the appointment from the select list in order of preference in the select list.
- (d) Inclusion of a candidate's name in the select list confers no right to appointment unless the Appointing Authority is satisfied that the candidate is suitable in all respect for appointment.
- Selection Committee.** 13. (a) For the purpose of making selection for appointment by direct recruitment as well as by promotion under these rules, there shall be a Selection Committee consisting of the following, namely:-
- i. Commissioner and Secretary to the Government of Assam, Secretariat Administration Department or in his absence, Secretary to the Government of Assam, Secretariat Administration Department*Chairman.*
 - ii. Joint Secretary to the Government of Assam, Secretariat Administration (Establishment) Department*Member-Secretary.*
 - iii. Deputy Secretary to the Government of Assam, Secretariat Administration (Establishment) Department*Member.*
 - iv. Officer-in-Charge, Secretariat Administration (Record and Library) Department.....*Member.*
- b) The Selection Committee shall meet once in a year or at such earlier times as may be required for the purpose of selection of candidates under these rules.
- Condition of Eligibility.** 14. In order to be eligible to appear in the interview a candidate must satisfy the following conditions, namely,
- i. *Nationality* :- He/ She must be a citizen of India.
 - ii. *Age*:- (a) For direct recruitment to the post of Record Supplier, Record Sorter and Painter, a candidate must have attained the age of 18 years and must not exceed the age of 38 years on the first day of the year in which the interview is held.
 - (b) For direct recruitment to the post of Supervisor (Record Branch), the age of the candidate should not exceed 50 years on the first day of the year of selection :
 Provided that the upper age limit in any individual case may be relaxed by the Appointing Authority in accordance with any general or special order issued by the Government from time to time. Provided further, that in case of candidates belonging to the Scheduled Castes, Scheduled Tribes or any other category of candidate as considered by the Government eligible for relaxation of age, the upper age limit will be subject to any relaxation made by the Government from time to time.
 - iii. *Educational Qualification* :- The educational qualification required for direct recruitment to the posts are mentioned below against them.
- (a) Supervisor (Record Branch):- HSLC or its equivalent examination having at his credit at least 10 years of continuous service as Record Supplier in any Archival/Record Preservation Establishment of the State Government.
 - (b) Record Supplier:- H.S Examination pass or equivalent.
 - (c) Record Sorter:- Read upto Class X or above.

- Physical Fitness 15. Candidates for direct recruitment shall be :-
- (a) of sound health both mentally and physically and free from organic defect or bodily infirmity likely to effect the efficient performance of duties.
 - (b) be required to undergo medical examination before appointment to the service.
- Reservation 16. In all cases of appointment by direct recruitment as well as by promotion to the service, there shall be reservation in favour of candidates belonging to the members of the Scheduled Castes and Scheduled Tribes as per the provision of Assam Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1978 and Rules framed there under.
- Joining Time 17. A person shall join within 15 days from the date of receipt of the order of appointment or of promotion, failing which the appointment shall be cancelled unless, the Appointing Authority extends the period which shall in no case exceed 90 days.
- Seniority 18. i. The seniority of a member in a cadre appointed by direct recruitment or by promotion shall be determined according to the order of merit in the respective select list if he/she joins the appointment within 15 days from the date of receipt of the order of appointment or within the period extended under Rule-17.
- ii. If a member in a cadre fails to join the appointment within the initial 15 days of receipt of the order of appointment or within the period extended under Rule-17, but joins later as permitted by the Appointing Authority for such joining, his seniority shall be determined in accordance with the date of his joining.
- iii. A member in a cadre appointed by promotion in a year shall be senior to a member of the same cadre appointed by direct recruitment in the same year.
- Confirmation 19. Subject to availability of a permanent vacancy, every member of the service shall be confirmed in the cadre to which he/ she is appointed if :-
- (a) He/she has completed at least one year of service to the satisfaction of the Appointing Authority.
 - (b) He/she is otherwise considered fit for confirmation by the Appointing Authority.
- Gradation List 20. There shall be prepared and notified every year a gradation list consisting of the names of all members of the service, cadre-wise, in order of seniority and with such other particulars like date of birth, date of appointment etc.
- Pay 21. All appointment in the service shall be made in the time scale of pay as may be prescribed by the Government from time to time. The scales of pay of the posts in the cadres of the services, on the date of commencement of these rules, are shown in *Schedule-II*.
- Other Conditions. 22. Except as provided in these rules, all matters relating to pay and allowances, leave, age of superannuation, pension, discipline and other condition of service shall be regulated by the general rules framed by the government from time to time.
- Power of Government to dispense with or relax any rules. 23. Where the Appointing Authority is satisfied that the operation of any of these rules would cause undue hardship in any particular case, he may dispense with or relax the requirement of that rule to such extent and subject to such condition as it may consider necessary for dealing with the case in a just and equitable manner :
- Provided that the case of any person shall not be dealt with in any manner less favourable to him than that provided in any of these rules.
- Interpretation 24. If any question arises relating to the interpretation of these rules, it shall be referred to the Government in Secretariat Administration (Establishment)

- Repeal and Saving
25. (1) The provisions of the Assam Secretariat Grade-IV and Record Suppliers Service Rules, 1963 published under Notification No. ABP.21/62/23 dated 28th November, 1963 so far they relate to the posts of Record Sorter and Record Suppliers, are hereby repealed and the appointments both by Direct Recruitment and promotion including other conditions of service, in respect of the posts of the Record Sorter and the Record Suppliers under the rules so repealed, shall be governed by the provision of these rules with effect from the date of commencement of these rules.
- (2) Notwithstanding such repeal, anything done, any order made or any action taken in respect of the posts of Record Sorter and Record Suppliers under the provisions of the Assam Secretariat Grade-IV and Record Suppliers Service Rules, 1963, before the commencement of these rules, shall be deemed to have been validly by done, made or taken under the corresponding provisions of these rules.

The Assam Secretariat Supervisor (Record Branch), Record Suppliers, Record Sorters and Painters Service Rule, 2010.

Schedule-I

{See Rules-3(2) and 4}

<u>Sl. No.</u>	<u>Name of Posts</u>	<u>Permanent</u>	<u>Temporary</u>	<u>Total</u>
1	Supervisor (Record Branch)	1	x	1
2	Record Supplier	4	x	4
3	Record Sorter	3	x	3
4	Painter	1	x	1

Schedule-II

(See Rule-21)

<u>Sl. No.</u>	<u>Name of cadre</u>	<u>Time scale of pay</u>
1	Supervisor (Record Branch)	: Rs.3370-60-3490-90-4390-EB-90-4480-120-5200-175-6600-250-7100/-
2	Record Supplier	: Rs.2890-60-3490-90-3670-EB-90-4480-120-5200-175-5725/-
3	Record Sorter	: Rs.2650-40-2770-60-3310-EB-60-3490-90-4480-120-5200/-
4	Painter	: Rs.2650-40-2770-60-3310-EB-60-3490-4480-120-5200/-

K. GOSWAMI,

Secretary to the Govt. of Assam,
Secretariat Administration Department,