

**GOVERNMENT OF ASSAM**  
**SECRETARIAT ADMINISTRATION (ESTT.) DEPARTMENT**  
**DISPUR :: GUWAHATI - 781006**

**ORDERS BY THE GOVERNOR**  
**NOTIFICATION**

Dated ..... 2015.

No. S(E)109/2014/7 : 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 the conditions of service of persons appointed to the **Assam Secretariat Duplicating Service**, namely:—

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| Short title and commencement | 1. (1) These rules may be called the Assam Secretariat Duplicating (Recruitment and Promotion) Service Rules, 2015.<br>(2) They shall come into force on the date of their publication in the Official Gazette.  |
| Definition                   | 2. In these rules unless there is anything repugnant in the subject or context:-<br>(a) 'Appointing Authority' means the Secretary to the Government of Assam, Secretariat Administrative Department (for Class-III posts) and Deputy Secretary to the Government of Assam, Secretariat Administration (Estt.) Department (for Class-IV posts. In case, if there is no Deputy Secretary appointment shall be made by Under Secretary, Secretariat Administrative (Estt.) Department.<br>(b) 'Committee' means the Selection Committee constituted under rule 14.<br>(c) 'Constitution' means the Constitution of India.<br>(d) 'Government' means the Government of Assam.<br>(e) 'Governor' means the Governor of Assam.<br>(f) 'Member' means a member of the Assam Secretariat Duplicating Service.<br>(g) 'Select list' means as referred to in clause (d) of rule 6 and the lists finally approved under sub-rule (6) (a) and sub-rule (6)(3) of rule 13.<br>(h) 'Service' means the Assam Secretariat Duplicating Service and<br>(i) 'Year' means the Calender year i.e. from January to December. |
| Classes and Cadres           | 3. The service shall consists of the following classes and Cadres:-<br>(i) <b><u>Class-III :</u></b><br>(a) Supervisor.<br>(b) Roneo Mechanic-cum-Operator.<br>(c) Roneo Machine Operator.<br>(ii) <b><u>Class-IV :</u></b><br>(a) Helper.   |
| Strength of Service          | 4. The strength of each cadre in a class of the Service shall be such as may be determined by the Appointing Authority from time to time. The strength of the cadres of the Service on the date of the commencement of these rules shall be as shown in Schedule-I.<br><br>Provided that the Appointing Authority may hold in abeyance any post as and when considered necessary.  |
| Method of Recruitment        | 5. Recruitment to the service shall be made by the Appointing Authority in the manner as follows,-   |

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(1) Recruitment to the cadre of Helper shall be made by direct recruitment only.

(2) Recruitment to all other cadres of the service shall be made :-

(a) By direct recruitment in accordance with rules 6, in case when there is no suitable candidate available for promotion against the vacancy.

(b) By promotion in accordance with rules 11 to 14.

Direct  
recruitment

6. (1) Subject to sub rule (3), (4) or (5) of rule 11 as the case may be, direct recruitment shall be made on the basis of recommendation made by the Committee in accordance with the procedure hereinafter provided :-

(a) Before the end of each year (i.e. in the month of December) the Appointing Authority shall make assessment regarding the likely number of vacancies to be filled by direct recruitment during the next year and shall intimate the same to the Committee together with details about reservation for candidates belonging to Scheduled Caste, Schedule Tribes or any other category as laid down by the Government as provided under rule 16 indicating the shortfall thereof in respect of such reservation. At the end of every year, the Appointing Authority shall notify the vacancies available or will be available on the 1st of January of the following year for direct recruitment as well as promotion and shall intimate about such vacancies to the committee. Notification of vacancies may be widely published in newspaper and other media.

(b) The Appointing Authority shall simultaneous request to recommend for a list of candidates for direct recruitment, in order of preference before the Selection Committee.

(c) Appointing Authority shall invite applications through advertisement in accordance with instructions in force against the vacancies.

(d) On receipt of application in response to the advertisement the Appointing Authority shall prepare a statement of candidates and forward it to the committee together with copies of advertisement and the original applications and such other information as may be considered necessary.

(e) The Committee shall make the selection in accordance with the selection procedure prescribed by the Government and conduct interview or hold examination as per direction of Appointing Authority.

(f) After that Selection Committee shall prepare a list of all candidates who shall qualify in order of merit in accordance with the aggregate marks obtained by each candidates in the Test/Interview. If two or more candidates obtain equal marks, the Committee shall arrange them in order of their relevant merit which shall be determined in accordance with the general suitability of the candidates to the service. The list shall be forwarded to the Appointing Authority.

(g) The Committee shall furnish to the Appointing Authority the select list of candidates recommended by it in order of preference, found suitable for direct recruitment showing the marks obtained in the examination/test and interview. The number of candidates in such list shall be equal to the number of vacancies notified.

(h) In this regard the Committee shall simultaneously publish the list in the Assam Gazette and/or at such other place the Committee may consider proper.

(2) The list mentioned in clause (g) and (h) of sub-rule (1) of this rule shall remain valid for 12 calendar months from the date of recommendation.

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- (3) In the event of the Committee being unable to recommended sufficient number of candidates to fill all the vacancies in a year, it shall, in consultation with the Appointing Authority, repeat the procedure as mentioned herein before under sub-rule (1) of this rule, for recommending a subsequent list in the year.

Provided that the Appointing Authority shall not make appointment of any candidates from the subsequent list until all the candidates of the earlier list of the same year, eligible for appointment, have been offered the appointment.

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| Age for direct Recruitment | 7.  | A candidate for direct recruitment to the service shall be within the age of 38 years on the first January of the year of recruitment, with relaxation in case of candidates belonging to special categories like Scheduled Caste, Scheduled Tribes and any other category as laid down by <sup>the Government</sup> in accordance with the orders of the <sup>Government</sup> in force for the time being.   |
| Academic Qualification     | 8.  | The academic qualification of a candidate for direct recruitment shall be prescribed by the Appointing Authority from time to time. The qualifications and experience prescribed, as on the date of commencement of these rules, are given in Schedule-II.   |
| Physical Fitness           | 9.  | A candidates for direct recruitment shall be :-<br>(1) of sound health, both mentally and physically and free from organic defect of bodily infirmity likely to interfere with the efficient performance of his duties ; and<br>(2) required to undergo medical examination before appointment to the service.   |
| Character                  | 10. | A candidates for direct recruitment shall produce to the Committee certificates of good character from :-<br>(a) the Principal / Academic Officer of the University or College or such educational institutes in which he studies last and<br>(b) two respectable persons, who are well acquainted with (but not related to the candidates).   |
| Recruitment By promotion   | 11. | Appointment by promotion in the cadre shall be made in the manner provided hereinafter.<br>(1) Before the end of each year the appointing authority shall make an assessment of number of vacancies occurred or likely to occur for filling up by promotion in the next year in each cadre.<br>(2) Subject to suitability as may be decided by the Committee and by the Appointing Authority a member belonging to the cadre of Roneo Mechanic-cum-Operator, Roneo Machine Operator and Helper, as the case may be in the Assam Secretariat Duplicating Service and possessing the qualification as set forth herein below shall be promoted to the cadre of Supervisor, Roneo Mechanic-cum-Operator and Roneo Machine Operator respectively in the manner provided in rule 13 and 14.<br>(3) A member of the cadre of Roneo Mechanic-cum-Operator in the Assam Secretariat Duplicating Service shall be eligible for promotion as Supervisor subject to the following conditions :- |

- HSSLE
- (a) he has passed at least the <sup>HSSLE</sup> (10+2) examination or an equivalent examination, as recognized by Government.
  - (b) he has rendered service as Roneo Mechanic-cum-Operator or in an equivalent post in the service as mentioned herein before, for a minimum period of 15 (fifteen) years from the date of taking over charge of the post of Feeder cadre on the first day of the year in which selection is made.
  - (c) he has successfully undergone the training and passed Departmental Examination, as may be prescribed for the purpose.
  - (d) In addition to that he shall have successfully undergone and passed at least 3 (three) years of Operator and Mechanic Training on Digital Duplicating Machine from any Government Institution or Govt. approved Firm.
  - (e) In case, if no suitable candidate is available from among the cadre of Roneo Mechanic-cum-Operator, the post shall be filled-up <sup>from</sup> the cadre of Roneo Machine Operator having the qualification as mentioned above.
  - (f) In case, if even then no suitable candidate is available, the post shall be filled-up by direct recruitment. The qualification for direct recruitment of Supervisor is prescribed in the Schedule-II.
- (4) A member of the cadre of Roneo Machine Operator in the Assam Secretariat Duplicating Service shall be eligible for promotion as Roneo Mechanic-cum-Operator subject to the following conditions :-
- HSSLE
- (a) he has passed at least the <sup>HSSLE</sup> (10+2) examination or an equivalent examination, as recognized by Government.
  - (b) he has rendered service as Roneo Machine Operator or in an equivalent post in the service as mentioned herein before, for a minimum period of 15 (fifteen) years from the date of taking over charge of the post of Feeder cadre on the first day of the year in which selection is made.
  - (c) he has successfully undergone the training and passed Departmental Examination, as may be prescribed for the purpose.
  - (d) He shall have successfully undergone and passed the 2 (two) years Mechanic Training Course in Digital Duplicating Machine from any Government Institution or Govt. approved Firm and shall also have the knowledge of repairing duplicating machine.
  - (e) In case, if no suitable candidate is available for promotion the post of Roneo Mechanic-cum-Operator, the post shall be filled-up by direct recruitment. The qualification for direct recruitment of Supervisor is prescribed in the Schedule-II.
- (5) The post of Roneo Machine Operator shall be filled-up in the following manner
- (a) 50% of the vacancies occurring in a year shall be filled-up by promotion from the Helper post having knowledge of operating the Duplicating Machine and having the experience of minimum 5 (five) years of service in the cadre.

- (b) 50% of the vacancies shall be filled-up by promotion from the Grade-IV staff of the Secretariat having knowledge of operating the Duplicating Machine and having the experience of minimum 5 (five) years of service in the cadre.
- (c) He has passed at least the HSLC examination or an equivalent as recognised by the Govt.
- (d) He shall have successfully undergone and passed One year training on Digital Duplicating Machine Operation from any Govt. Institution or Govt. approved Firm.
- (e) In case if no suitable candidate is available for promotion the post of Ronco Machine Operator, (RMO) shall be filled-up by direct recruitment having qualification as prescribed in Schedule-II.

Promotion

- 12 (1) In case of specialization of a member of the service posted in connection with the specialized subject, shall be retained in the same specialized work, on his promotion in the normal course by creation of higher post in the cadre to which he is so promoted, keeping the lower post in abeyance, if the Government considers that such a member cannot be withdrawn from the specialized work due to non-availability of any member of the lower or equivalent cadre in the service to perform the specialized work.
- (2) Subject to suitability as may be decided by the Committee and by the Appointing Authority as set forth in Rule 13 and also subject to possessing qualifications and experience as prescribed hereinafter, a member shall be eligible for promotion from one cadre to another of the service.

General  
Procedure of  
Promotion

- 13. (1) Before the end of each year the Appointing Authority shall make an assessment of the likely number of vacancies available as on 1<sup>st</sup> January of the following year to be filled by promotion in that year in each cadre.
- (2) The Appointing Authority shall then furnish to the Committee the following documents and information with regard to the members in order of seniority as are eligible for promotion :-
  - (a) information about the number of vacancies,
  - (b) list of members in order of seniority, eligible for promotion (separate list for promotion to different cadres shall be furnished) indicating cadre to which the case of promotion is related
  - (c) character rolls and personal files of the member listed,
  - (d) details about Reservation in case of promotion to the service under rule 11, and about carry forward of vacancies as provided under sub-rule (3) of Rule 11, and
  - (e) any other documents and information as may be considered necessary by the Appointing Authority or required by the Committee.
- (3) The Appointing Authority shall simultaneously request the Committee to recommend within one month a list of members, found suitable for promotion in order of preference, in respect of promotion to each of the cadre in which recruitment is to be made by promotion.

- (4) The selection shall be made on the basis of seniority with due regard to merit in case of promotions stated herein before under sub-rule (2) of Rule 12 and in Rule 11.
- (5) The Committee, after examination of the documents and information furnished by the Appointing Authority shall recommend to the Appointing Authority a list of members against the number of vacancies, in order of preference, found suitable for promotion.
- (6) The Appointing Authority on receipt of the lists recommended by the Committee shall :-
  - (a) consider the list prepared by the Committee along with character rolls and personal files of the employees and approve the list unless it considers any change necessary. If the Appointing Authority considers it necessary to make change in the list received from the Committee, he shall inform the Committee of the changes proposed and after taking into account the comments, if any, of the Committee may approve the list finally with such modifications if any, as may, in his opinion, be just and proper.
  - (b) forward the lists for the post in the cadres of Supervisor or Roneo Mechanic-cum-Operator or Roneo Machine Operator, as the case may be, together with the information on the documents as referred to in sub-rule (2) of rule 13 (a) request to approve the list.
- (7) The inclusion of a candidate's name in a select list shall confer no right to promotion unless the Appointing Authority is satisfied after such enquiry as may be considered necessary that a candidate is suitable for promotion.
- (8) The list finally approved by the Appointing Authority shall be published by the Appointing Authority within 15 days from the date of final approval.
- (9) The select lists shall remain valid for 12 calendar months from the date of approval by the commission or by the Committee as the case may be.
- (10) The promotions shall be in accordance with lists finally approved.

Selection  
Committee

14. The Committee, as referred to in rules 11, 12, and 13 shall consist of the following :

- (1) Committee of considering promotion to the posts of Supervisor, Roneo Mechanic-cum-Operator and Roneo Machine-cum-Operator :-
  - (i) Secretary or his nominee, S.A. Deptt. - Chairman.
  - (ii) Jt. Secy / Dy. Secy., SA(E) Deptt. - Member.
  - (iii) A representative of Personnel (B) Deptt. not below the rank of Dy. Secretary. - Member.
  - (iv) Under Secretary, SA(E) Deptt. - Member Secy.

Disqualification

15. (1) No person shall be eligible for appointment to the Service :-
  - (a) unless he is a citizen of India ; and
  - (b) if he has more than one wife living or in case of a female candidate who has married a person who has wife living.


- (2) No person who attempts to enlist support for his candidature directly or indirectly by any recommendation, either written or oral or by any other means, shall appointed to the service.
- Reservation 16. In all cases of appointment by direct recruitment as well as by promotion there shall be reservation in case of candidates belonging to the member of Scheduled Castes, Scheduled Tribes as per the provision of the Assam Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1978 and Rules framed there under. There shall be also reservation for candidates belonging to other Backward Classes as per Government instructions contained in OM No.TAD/OBC/1/2004/55 dated 31-05-2005 for direct recruitment only. Reservation in favour of women as per the Assam Women (Reservation of Vacancies in Service and Post) Act, 2005 and Person with Disabilities (Equal opportunities, Protection of Right & Full Participation) Act, 1995 shall also be followed in direct recruitment.
- Appointment 17. (1) Subject to the provision of sub-rule (2) of this rule, appointment under Rule 6 shall be made by the Appointing Authority in accordance with the order of preference determined in the list referred to in clause (d) of Sub-Rule (1) of Rule 6.
- (2) The inclusion of a candidate's name in the list mentioned in clause (d) of sub-rule (1) of Rule 6 shall confer no right to appointment unless the Appointing Authority is satisfied after such enquiry as prescribed by the Government from time to time and also, as may be considered necessary, that a candidate is suitable in all respects for appointment to the service.
- Joining time 18. A person shall join within 15 days from the date of receipt of the offer/order of appointment, or of promotion, failing which the appointment/promotion shall be cancelled unless the Appointing Authority extends the period, which shall not, in all, exceed three months.
- Training 19. A member of the Service shall be on probation for one year and required to undergo such training and pass such departmental examination as Government may prescribe.
- Discharged or reservation 20. A temporary or officiating member shall be liable to be discharged or in the case of promotion, reverted to the lower cadre of the service or to his original services, if during the period of promotion;
- (1) He fails to make sufficient use of the opportunities given during any training as may be prescribed by the Government from time to time, fails to render satisfactory service during his tenure service in the cadre; and/or.
- (2) It is found on a subsequent verification that he was initially not qualified for the appointment or that he had furnished any incorrect information with regard to his appointment.



- Seniority 21. (1) The seniority of a member in a cadre appointed by direct recruitment or by promotion shall be determined according to the order of preference in the respective list recommended by the Committee under Rule 6 and also in the respective list finally approved by the Appointing Authority under Sub-rule (6) (a) of Rule 13, if he joins the appointment within 15 days from the date of receipt of the order or within the extended period as mentioned in Rule 18.
- (2) If a member fails to join the appointment within the initial 15 days of receipt of the order or within the extended period, as mentioned in rule 18, but joins later, his seniority shall be determined in accordance with the date of joining.
- (3) A member appointed by promotion in a year shall be senior to a member of that cadre appointed by direct recruitment in that year.
- Probation Confirmation 22. (1) Subject to availability of permanent vacancy in the respective cadre, a member shall be placed, according to seniority on probation against the permanent vacancy for a period of two years before he is confirmed against the permanent post :
- Provided that the period of probation may for good and sufficient reasons be extended by the Appointing Authority for any special period, not exceeding a period of two years :
- Provided further that the period of probation may be curtailed or dispensed with in any case for good and sufficient reasons by the Appointing Authority.
- (2) A member of the service placed on probation under Sub-rule (1) shall be confirmed against the permanent post subject to the following conditions :-
- (a) he has completed the period of probation to the satisfaction of Appointing Authority in accordance with sub-rule (1),
- (b) he has successfully undergone the training and passed the Departmental Examination, if any, prescribed by Government under Rule, 19.
- (3) If confirmation of a member is delayed on account of his failure to qualify for such confirmation he shall lose his position in order of seniority vis-a-vis such of his junior as might be confirmed earlier than him. His seniority shall, however, be restored on his confirmation subsequently.
- Gradation List 23. Gradation list shall be prepared and published every year containing the name of all members of the service cadre-wise in order of seniority and such other particulars as date of birth, date of appointment etc.
- Pay 24. All appointment in the service shall made in the time scale of pay as may be prescribed by the Govt. from time to time. The scale of pay of the posts in the cadres of the service, on the date of commencement of these rules are as shown in Scheduled-I.



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| Mode of Employment          | 25.     | Members of the Service shall be employed in such manner as the Appointing Authority may decide.  |
| Other Conditions of Service | 26. (1) | Except as provided in these rules, all matters relating to pay and allowances, leave, pension, discipline and other conditions of service shall be regulated by the general rules or orders of the Government for the time being in force.   |
|                             | (2)     | The conditions of service of the members, in respect of matters, for which no provision has been made in these rules, shall be the same, as are, for the time being, applicable to other employees of the Government, of the corresponding status and having similar functions.  |
| Removal of Difficulty       | 27.     | Where the Government is satisfied that the operation of any of these rules, causes undue hardship or difficulty in any particular case, it may, dispense with or relax the operation of that rule to such extent and subject to such conditions as it may consider necessary to provide relief or remove the difficulty.<br><p style="margin-left: 40px;">Provided that the case of any person shall not be dealt with in any manner less favourable to him than that provided in these rules.</p> |
| Interpretation              | 28      | If any question arises relating to the interpretation of these rules the decision of the Government shall be final.  |
| Repeal and Savings          | 29.     | The Service Order <sup>made under S.F. 51/86 dt. 3.4.1993</sup> corresponding to these rules in force immediately before the commencement of these rules are hereby stand repealed.<br><p style="margin-left: 40px;">Hence, any action taken under the order so repealed or under any general orders ancillary thereto shall be deemed to have been validly made or taken under the corresponding provisions of these rules.</p>   |

  
 VETTED BY THE  
 LEGISLATIVE DEPT. SECRET  
 ON 2.10.15

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**SCHEDULE-I**  
(Rule : 4 and 24 )

Strength of each of the service and the time scale of pay.

Sl. No.	Categories of posts	Time scale of pay	Number of Posts		
			Confirmed	Temporary	Total Permanent retained post
1	2	3	4	5	6
1	Supervisor	PB-2 5200-20200 + 2700	1	-	1
2	Roneo Mechanic-cum- Operator	PB-2 5200-20200 + 2200	2	-	2
3	R.M.O.	PB-2 5200-20200 + 2100	21	3	24
4	Helper	PB-1 4560-15000 + 1500	2	4	6

**SCHEDULE-II**  
(Rule : 8 )

Qualification and experience prescribed for direct recruitment.

Sl. No.	Post	Educational Qualification	Technical Qualification	Experience
1	Supervisor	10+2	Shall have successfully undergone and passed Three years Diploma Course in Mechanical Engineering from any <del>Govt.</del> <sup>Government</sup> recognised Engineering Institute or <del>Govt.</del> <sup>Government</sup> recognised Firm.	
2	Roneo-Mechanic-cum-Operator	10+2	Shall have successfully undergone and passed Two years Mechanic training Course in Digital Duplicating Machine from <del>Govt.</del> <sup>Government</sup> recognised Engineering Institute or Govt. recognised Firm.	
3	Roneo Machine Operator	HSLC	Shall have successfully undergone and passed One year training Certificate on Digital Duplicating Machine Operation from any <del>Govt.</del> <sup>Government</sup> recognised Institute or <del>Govt.</del> <sup>Government</sup> recognised Firm.	
4	Helper	HSLC	Shall have successfully undergone and passed one year training certificate on Digital Duplicating Machine Operation from any <del>Govt.</del> <sup>Government</sup> recognised Firm.	