

The 26th June 1992

No. GAG(B) 271/83/169. - In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Assam is pleased to make the following Rules regulating the recruitment and the conditions of service of the persons appointed to the Assam Houses, New Delhi, Calcutta, Shillong and Guest Houses at Jawahar-nagar at Guwahati and Assam Secretariat P. A. B. X. at Dispur, Guwahati.

1. Title and Commencement--(1) These rules shall be called the Assam Houses, State Guest Houses and Sectt. P. A. B. X. (Officers and Staff) Service Rules, 1992.

(2) They shall take effect from the date of issue of this Notification.

2. DEFINITION- in these rules unless there is anything repugnant in the subject or context :-

(a) 'Appointing Authority' means-

(i) The Governor of Assam in respect of all Gazetted Officers in Assam Houses, New Delhi and Calcutta.

(ii) The Resident Representative, Assam House, New Delhi in respect of all Non-Gazetted Staff in Assam House/Bhawan, New Delhi.

(iii) The Trade Adviser & Director of Movements, Assam House, Calcutta in respect of all non-gazetted staff in Assam House, Calcutta.

(iv) Secretary, G.A.D. in respect of all non-Gazetted staff in Assam House, Shillong and State Guest House No. I and II and Sectt. P. A. B. X.

(b) 'Board' means the Selection Board constituted under rule 14;

(c) 'Commission' means Assam Public Service Commission;

(d) 'Constitution' means the Constitution of India;

(2)

(e) ' Government , means the Government of Assam ;

(f) ' Governor ' means the Governor of Assam ;

(g) ' Member ' means a member of the Assam Houses, State Guest Houses and Sectt. P.A.B.X. (Officers and Staff) Service.

(h) " Sectt. PABX " means Private Automatic Box Telephone Exchange of the Assam Sectt.

(i) ' Select list ' means the list as referred in clause (d) of rule 6 (1) and the lists finally approved under sub-rule (6) (a) and sub-rule (6) (b) (ii) of rule 13 ;

(j) Service means the Assam Houses, State Guest Houses and Assam Sectt. PABX (Officers and Staff) Service.

(k) ' Year ' means calendar year.

3. Class & Cadre—(1) The class & Cadre shall include all Class-II, III and IV categories of officials as shown in Scedule II A, B and C.

(2) The service may also include :-

(a) any post equivalent to a post in any of the cadres mentioned in sub-rule (1) ; and

(b) any cadre of post laid down by Government to be included in a cadre or the service.

(3) The posts equivalent to the post in the cadres of the service as on the date of commencement of these rules are mentioned in Schedule-I.

(4) Members of Class II, Class III and Class IV of the service shall belong to Class II, III and IV Government service respectively.

4. The strength of each cadre in a class of the service shall be such as determined by the Governor from time to time. The strength of the cadres of the service on the date of commencement of these rules shall be as shown in Schedule II.

Provided that the Governor may hold in abeyance any post as and when considered necessary.

5. Recruitment to the service shall be made in the manner prescribed hereinafter:—

(1) Recruitment to the cadre of Liaison Officer shall be made from the Officers of ACS Cadre (Junior Grade).

(2) Recruitment to the cadres of Additional Liaison Officer shall be made by promotion. If however no suitable person is available for promotion the post shall be filled up by selection from the rank of Supdt. from the Assam Sectt.

(3) Recruitment to cadres of Movement Officer shall be made:—

(a) Of the three posts of Movement Officer one shall be by promotion.

(b) Two posts from out of selected employee of the Sectt. Service.

(c) Recruitment to the cadre of Supdt. shall be made by the Appointing Authority by promotion only on the basis of seniority-cum-merit from the cadre of U. D. A. of the Assam Houses and State Guest Houses service who have rendered not less than 5 years of satisfactory services in the U. D. A. cadre on the first day of the year in which the selection for promotion is made.

(d) Recruitment to the cadre of U. D. A. shall be made by the Appointing Authority by promotion on the basis of Seniority-Cum-merit from the cadres of House keeper, L. D. A. and Monitor of Assam Houses, State Guest Houses and Sectt. P. A. B. X. respectively.

(e) The post under Grade III & IV of the Assam House Skillong and State Guest House No. I & II at Jawaharnagar, Guwahati shall be encadred with the Sectt. Service.

(4)

(f) Recruitment to the cadres of L. D. Asstt. in respect of Assam Houses, Calcutta and New Delhi shall be made through the Director of Employment and Craftsmen Training, Assam.

(g) Recruitment of the posts of Stenographer, Receptionist, Telephone operator and Telex Operator shall be made from the Sectt. Service/Similar other services of Sectt. and Heads of Deptt. of the State.

Driver (h) The recruitment of the cadre of Driver shall be made locally.

(i) The recruitment to the cadre of Grade IV shall be made in the manner prescribed here in after.

(i) 50% of the post locally.

(ii) 50% of the post from Sectt. Pool of Grade IV staff.

6. Direct recruitment.—(1) Subject to sub-rule (3) of rule 11, direct recruitment, shall be made on the basis of recommendations made by the Commission/Board in accordance with the procedure hereinafter provided :—

(a) Before the end of each year the Appointing Authority shall make an assessment regarding the likely number of vacancies to be filled by direct recruitment, during the next year and shall intimate the same to the Commission/Board together with the details about reservation for candidates belongin to scheduled casta, scheduled tribes or any other category as laid down by the Government as provided under Rule 16 and about carry forward; of such reservation;

(b) The Appointing Authority shall simultaneously request the Commission/Board to recommend a list of candidates for direct recruitment, in order of preference;

(c) The Commission/Board shall make a selection in accordance with the scheme of selection prescribed by the Government (in consultation with the Commission). The Commission/Board may hold such

test or interview and undertake scrutiny of thesis or articles, if any, published by the candidate and other certificates and documents, as may be considered necessary.

(d) The Commission/Board shall furnish to the Appointing Authority a list of candidates recommended by it in order of preference, found suitable for direct recruitment. The number of candidates in such a list may be approximately double the number of vacancies.

(e) The Commission/Board shall simultaneously publish the list in the Assam Gazette and/or at such other place the Commission/Board may consider proper.

Superseded by the FRBM Act. List is to be prepared only for the vacant posts.

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

(3) In the event of the Commission/Board being unable to recommend 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 hereinbefore 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 candidate from the subsequent list until all the candidates of the earlier list of the same year, eligible for appointment, have been offered the appointment.

7. QUALIFICATIONS FOR DIRECT RECRUITMENT

A candidate for direct recruitment to the service shall be within the following age-limits on the first January of the year of recruitment, with relaxation in case of candidates belonging to special categories like scheduled castes, scheduled tribes and any other category as laid down by Government in accordance with the orders of the Government in force for the time being.

- | | |
|---|---|
| (i) For Class II
Cadres of the
Service. | Minimum 21 years and
Maximum 30 years. |
| (ii) For Class III &
IV Cadres of the
Service | Minimum 18 years and
Maximum 30 years. |

} upper age limit raised to 37.

6) 8. Academic Qualification.—The academic qualifications of a candidate for direct recruitment shall be as prescribed by the Governor/Appointing Authority from time to time. The qualifications and experience prescribed, as on the date of commencement of these rules, are given in schedule III.

9. Physical fitness.—A candidate for direct recruitment shall be.—

- (1) of sound health, both mentally and physically and free from organic defect or bodily infirmity likely to interfere with the efficient performance of his duties ; and
- (2) required to undergo medical examination before appointment to the service.

10. Character.—A candidate for direct recruitment shall produce to the Commission/Board certificate or good character from—

- (a) the Principal Academic Officer of the University or College in which he studied last ; and
- (b) two respectable persons, who are well acquainted with (but not related to) the candidate.

11. Recruitment by promotion.—Appointment by promotion in the following cadres shall be made in the manner provided here in after :—

- (1) The Appointing Authority shall publish in the Assam Gazette annually the number of vacancies in the cadre, which have occurred or are likely to occur in the year.
- (2) Subject to suitability as may be decided by the Board and the Appointing Authority (in consultation with the commission where necessary) as set forth in rule 14 and also subject to possessing qualifications and experience as prescribed hereinafter for promotion from one cadre to another of the service in the manner provided below—
 - (i) If the Government decide that the post of the Liaison Officer shall be filled in by promotion, a member of the Cadres of (a) Movement Officer,

(7)

(b) Additional Liaison Officer, (c) Caretaker and
(d) Superintendent shall be eligible for promotion to the Cadre of Liaison Officer subject to the following conditions :—

(a) He has possessed the minimum qualification of a Degree in Arts, Science or commerce or any equivalent examination as recognised by Government.

(b) He has rendered service in any of the Cadres as mentioned herein before or in any equivalent post in the service as mentioned in herein before for a minimum period of 3 (three) years on the first January of the year of promotion ; and

(c) He has successfully undergone such training and passed such departmental examination, as may be prescribed for the purpose.

(ii) If the Government decide that the post of Movement Officer, and the Additional Liaison Officer shall be filled in by promotion a member of the cadres of (a) Superintendent (b) Caretaker and (c) U. D. A. shall be eligible for promotion to the cadres of (a) Movement Officer and (b) Additional Liaison Officer subject to the following conditions :—

(a) He has possessed the minimum qualification of a Degree in Arts, Science or commerce or any equivalent examination as recognised by Government.

(b) He has rendered service in any of the cadres as mentioned herein before or in any equivalent post in the service as mentioned in herein before for a minimum period of 3 years on the first January of the year of promotion, and

(c) He has successfully undergone such Training and passed such departmental examination as may be prescribed for the purpose.

(8)

(iii) If Government decide that the post in the cadre of Caretaker shall be filled in by promotion, a member of the cadres of U.D.A. and House Keeper shall be eligible for promotion to the cadre of Caretaker subject to the following conditions :—

(a) He has possessed the minimum qualification of a Degree in Arts, Science and Commerce or any equivalent examination as recognised by Government.

(b) He has rendered service in any of the cadres mentioned herein before for a minimum period of 3 years on the first January of the year of promotion, and

(c) He has successfully undergone such Training and passed such departmental examination as may be prescribed for the purpose.

(iv) A member of the cadres of Caretaker and U.A.D. shall be eligible for promotion to the cadre of Superintendent, subject to the following conditions :—

(a) He has rendered service in any of the cadres of Care-taker and U.D.A. or in any equivalent post in the service as mentioned herein before for a minimum period of 5 years on the first January of the year of promotion and

(b) He has successfully undergone such Training and passed such departmental examination as may be prescribed for the purpose.

(v) A member of the cadres of House Keeper, L.D.A. and Monitor shall be eligible for promotion to the cadre of U.D.A. subject to the following conditions :—

(a) He has rendered service in any of the cadres of House-Keeper, L.D.A. and Monitor or in any equivalent post in the service as

mentioned herein before for a minimum period of 5 years on the first January of the year of promotion, and

(b) He has successfully undergone such Training and passed such departmental examination as may be prescribed for the purpose.

(VI) Promotion to the Cadres of Stenographer Grade—I and Stenographer Grade—II shall be governed by the General Principles prescribed Government in regard to the services of Stenographers for the purpose.

(VII) A member of the cadre of L.D.A. shall be eligible for promotion to the cadre of House Keeper on the basis of seniority-cum-merit from the cadre of L.D.A.

X (VIII) A member of cadres of (a) Telephone Operator/ Telex Operator, (b) Driver (c) Duftry d) peon and (e) Helper shall be eligible for promotion to the cadre of L.D.A. to the extent of 25% of the strength of the cadre of L.D.A. and Monitor subject to the following conditions :—

(a) He has passed the Matriculation or H.S. L.C. or any equivalent examination of an University or a Board recognised by Government and

N (b) He has rendered service as an employee of Government for a minimum period of 7 years on the first January of the year of promotion.

(IX) A member of Cadre of peon or any equivalent post in the service shall be eligible for promotion to the cadre of Duftry on the basis of merit-cum-seniority from the cadre of peon or any equivalent cadre/post.

(3) The posts to be filled up by promotion in the manner prescribed in these rules are subject to availability of suitable candidates : provided that if the adequate number

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(10) of suitable candidates are not available, in a particular year or years, the vacancies may be filled up by direct recruitment or by deputation from other service. Provided further that any short fall of this reservation due to non-availability of suitable candidate/candidates in a particular year/years, shall be carried forward to the subsequent year/years.

12. Promotion :—

(1) The Governor may, for good and sufficient reasons fill any of the posts in Assam Houses and Guest Houses temporarily or on tenure by Transfer or deputation from outside the service, if it is satisfied that there is no suitable officer in the service available for filling up the vacancy.

(2) In case of specialisation of a member of the service posted in connection with the specialised subject/job, shall be retained in the same specialised work, on his promotion in the normal course, by creation of higher post in the cadre to which he is promoted, keeping the lower post in abeyance, if the Government considers that such an officer cannot be withdrawn from the specialised work due to non-availability of any other of the lower or an equivalent cadre in the service to perform the specialised work.

13. General Procedure of promotion :—

(1) Before the end of each year the Appointing Authority shall make an assessment of the likely number of vacancies to be filled by promotion in the next year in each cadre.

(2) The Appointing Authority shall then furnish the Board the following documents and information with regard to as many officers in order of seniority as equal to four times number of vacancies are eligible for promotion;

- (a) information about the number of vacancies.
- (b) List of officers in order of seniority, eligible for promotion (separate lists for promotion to different cadres shall be furnished) indicating

the cadre to which the case of the promotion is to be considered.

- (c) Character Roll, and personal files of the officers listed ;
- (d) details about reservation in case of promotion to the service.
- (e) any other documents and information as may be considered necessary by the Appointing Authority or required by the Board.

(3) The Appointing Authority shall simultaneously request the Board to recommend within one month a list of officers found suitable for promotion in order of preference in respect of promotion to each of the cadres in which recruitment is to be made by promotion.

(4) The selection shall be made on the basis of merit with due regard to seniority in case of promotion.

(5) The Board, after examination of the documents, and information furnished by the Appointing Authority shall recommend to the Appointment Authority a list of officers about double the probable number of vacancies, in order of preference, found suitable for promotion.

(6) The Appointing Authority on receipt of the lists recommended by the Board shall take the following steps :—

- (a) The Appointing Authority shall consider those list/lists prepared by the Board for promotion to the different cadres along with the Character Rolls and personal files of the employees and approve the list(s) unless it considers any change necessary. If the Appointing Authority considers it necessary to make any change in the list (s) received from the Board, he shall inform the Board of the changes, proposed and after taking into account the comments, if any, of the Board, may approve the list finally with such modification, if any, as may, in his opinion, be just and proper.
- (b) (i) The Appointing Authority shall forward those list (s) for the posts in different cadres in respect of which recommendations of the Assam Public

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(12) Service Commission is required, to the A. P. S. C. together with the information and documents as referred to in sub-rule (2) of rule 14 with the request to approve the list.

(ii) The A. P. S. C. shall consider the respective list(s) recommended by the Board together with the information and documents and such other documents and information as may be required by the Commission. The A. P. S. C. shall finally approve the respective list(s) with such modification as it considers just and proper.

(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(s) finally approved by the Appointing Authority or the A. P. S. C. shall be published by the Appointing Authority within 15 days from the date of final approval.

(9) The select list shall remain valid for 12 calendar months from the date of approval by the A. P. S. C. or by the Appointing Authority, as the case may be.

(10) The promotion shall be in accordance with the lists finally approved.

✓ 14. Selection Board

The Board as referred to in rule 6, 11, 12 and 13 shall consist of the following :-

(1) **Central Recruitment Board for direct recruitment** to the service centrally in respect of the post/posts for which the recommendations of Assam Public Service Commission are not required.

(i) **Commissioner & Secy./Secy.** Member.
G. A. D.

(ii) **R.C. Assam House New Delhi** Member.

(iii) T. A. & D. M. Assam House Member.
Calcutta.

(iv) Deputy Secy. G. A. D./Any Member-Secy.
other officer nominated by the
Secy. G. A. D.

(2) Board for considering promotion to the posts in
the cadres of Class-II and Class-III service of the Assam
Houses and Guest Houses Service.

(a) For Assam House, New Delhi.

(i) R.C. Assam House New Delhi Chairman.

(ii) Deputy Secy. GAD/or any Member.
other Officer nominated by
the Secy. G.A.D.

(iii) Liaison Officer, Assam House Member-Secy.
New Delhi.

~~(b)~~ For Assam House, Calcutta

(i) Trade Adviser & Director of Chairman
Movements, Assam House,
Calcutta.

(ii) Deputy Secy. G.A.D./or any Member
other Officer nominated by
the Secy G.A.D.

(iii) Liaison Officer, Assam House Member-Secy.
Calcutta.

~~(c)~~ For Assam House, Shillong and the State Guest House
No. I and II ; Jawahar Nagar, Guwahati.

(i) Secy. G. A. D. or any other Chairman
officer nominated by the
Secy. G.A.D.

(ii) Joint Secy./Deputy Secy. Member
S.A.D.

(iii) Deputy Secy. G.A.D. Member Secy.

15. Disqualification (1) No person shall be eligible
for appointment to the service—

(14)

- (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 one wife living;

Provided that the Governor may, if he is satisfied that there are special grounds for doing so, exempt any person from the operation of this clause.

(2) No person who attempts to enlist support for his candidature directly or indirectly by any re-commendation, either written or oral or by any other means, shall be appointed to the Service.

16. Reservation.—In all cases of appointment by direct recruit as well as by promotion, there shall be reservation in case of candidates belonging to the member of the 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 also be reservation for candidates belonging to other Backward Classes including More Other Backward Classes as per Government instruction contained in O.M. No. ABP. 338/83/14, dated 4th January, 1984 for direct recruitment only. General orders in respect of reservation in favour of other categories of candidates as may be in force for time being, shall also be followed.

17. (1) Subject to the provision of Sub-rule (2) 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.

18. Joining time—A person shall join within 15 days from the date of receipt of the order of appointment to

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of promotion, failing which the appointment shall be cancelled unless the Appointing Authority extends the period, which shall not in all, exceed three months.

19. Training—A member of the Service shall be required to undergo such training and pass such departmental examination as Government may prescribe.

20. Discharge or reversion—A temporary or officiating member shall be liable to be discharged or reverted to the lower cadre of the service or to his original service, if—

(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 or fails to render satisfactory service during his tenure of 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.

21. Seniority.—(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 Commission/Board under rule 6 and also in the respective list finally approved by the Appointing Authority under sub-rule (6) (a) of rule 13 and approved by the Commission under sub-rule (6) (b) (ii) 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 appointed by direct recruitment in that year.

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22. Probation and Confirmation.—(1) Subject to availability of a 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 vacancy:

Provided that the period of probation may for good and sufficient reasons be extended by the Appointing Authority for any specified 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 vacancy subject to the following conditions:—

(a) He has completed the period of probation to the satisfaction of the 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 juniors as might be confirmed earlier than he. His seniority shall, however, be restored on his confirmation subsequently.

23. Gradation list.—There shall be prepared and published every year a gradation list containing the name of all members of the service cadrewise in order of seniority and such other particulars as date of birth, date of appointment etc.

24. Pay.—All appointments in the service shall be made in the time scale of pay as may be prescribed by the Government 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 Schedule—II.

25. Mode of employment.—(1) Members of the Service shall be employed in such manner as the Appointing Authority may decide.

(2) A member of the service shall be liable to be posted anywhere within the State of Assam or outside Assam, or to any other department of the Government, a body corporate, in the affairs of which the Government may be substantially interested, or an autonomous district council, if so required in the interest of Public Service and in such case the member shall not have any option against such posting or transfer.

26. Other conditions of service.—(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 and/or others 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 officers of the Government, of the corresponding status and having similar functions.

27. Relaxation.—Where the Government is satisfied that the operation of any of these rules causes undue hardship in any particular case, it may dispense with or relax the requirement of that rule to such extent and subject to such conditions 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 these rules.

28. Interpretation.—If any question arises relating to the interpretation of these rules the decision of the Government shall be final.

29. Repeal & Savings.—The rules corresponding to these rules and in force immediately before commencement of these rules, are hereby repealed:

Provided that all orders made or action taken under the rules 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.

SCHEDULE—I

RULE 3(3)

List of posts equivalent to and included in the cadres of the Service

Sl. No.	Name of the Cadre	Name of the posts equivalent to and included in the cadres of the service	Remarks
1	2	3	4
<u>Class I Service</u>			
<u>Class—II Service</u>			
1.	Liaison Officer	(1) Liaison Officer	Person from other service will draw his grade pay and enjoy the status of his service.
2.	Movement Officer	(1) Movement Officer	(a) One by promotion. (b) Two posts from out of selected employee of the Sectt. service.
<u>Class—III Service</u>			
1.	Additional Liaison Officer	(1) Additional Liaison Officer	The post of A.L.O. may be filled up on promotion. If, however no suitable person is available for promotion the post may be filled up by selection from the rank of Supdt. of Assam Sectt.

(1)	(2)	(3)	(4)
2. Caretaker		(1) Care-Taker	Person from other service will draw his grade pay and enjoy the status of his service.
		(2) Care-Taker-Cum-Accountant.	
		(3) Senior Accountant.	
3. Superintendent		(1) Superintendent	
4. Upper Division Assistant.		(1) Upper Division Assistant.	
		(2) Accountant	
		(3) Nazir	
		(4) Receptionist/ House Manager-cum-Receptionist	
Upper Division Assistant		(5) Senior Liaison Assistant.	
		(6) U. D. cum-Accountant.	
		(7) U. D.-cum-Nazir/Receptionist.	
5. Stenographer Grade-I.		(1) Stenographer Grade-I.	
6. Stenographer Grade-II.		(1) Stenographer Grade-II.	
7. Stenographer Grade-III.		(1) Stenographer Grade-III.	
8. House Keeper		(1) House Keeper	
9. Lower Division Asstt.		(1) L. D. Asstt.	Person from other service will draw his grade pay.
		(2) Typist	
		(3) Receptionist	
		(4) Junior Liaison	
		(5) L. D. Asstt.-cum-Typist.	
10. Telephone Operator.		(1) Telephone Operator.	

- (1) (2) (3) (4)
- Telex Operator (2) Telex Operator
11. Driver (1) Driver
- (2) Scooter Messenger (Re-designated as Subordinate Liaison Assistant).

Class IV Service

1. Duftry

(1) Duftry

(2) Liftman

3. Peon

(1) Peon

(2) Chowkidar

(3) Night Chokidar

* (4) Cook

(5) Cleaner

(6) Bearer

(7) Room Bearer

(8) Mali

(9) Mali-cmm-Caretaker.

(10) Massalshi

(11) Khansama

(12) Bearer-cum Peon

(13) Sweeper

(14) Chowkidar-cum-Bearer.

(15) Bungalow Peon.

* The cook of Assam House, Shillong will enjoy the pay scale as prescribed by Government.

Schedule II (A)

(Rules 4 and 26)

Strength of each Cadre of the Service and the time scale of pay for

Assam House, New Delhi

Sl. No.	Categories of posts/ Cadres	Time Scales of pay	No. of posts		Remarks	
			Permanent	Temporary Total		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Class II Service						
1.	Liaison Officer	Rs. 1735-50-2035-60-2395- EB-80-2875-100-3575- 125-4075	1	1	1	
Class III Service						
1.	Addl. Liaison Officer	Rs. 1475-40-1635-50-2035- EB-60-2395-80-2875- 100-3575-125-3825	1	1	1	
Grade I						
1.	Steno Grade I	Rs. 2275-60-2395-80-2875- EB-100-3575-125-4450	1	1	1	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Cadre of Upper Division Asstt.					
1.	Accountant	Rs. 1595-40-1635-50-1985 - EB-50-2035-60-2395 - 80-2875-100-3175	1	1	1	1
2.	U. D. Asstt.	Rs. do	1	1	1	1
	Cadre of Lower Division Asstt.					
3	Receptionist	Rs. 1125-20-1225-30-1435-EB-40-1635-50-2035-60-2215	1	1	2	2
4.	L. D. A.	Rs. do	1	1	1	1
5.	House Manager	Rs. do	1	2	2	2
6.	L. D. A. cum-Typist	Rs. do	1	1	1	1
7.	Typist	Rs. do	1	1	1	1
8.	Room Supervisor	Rs. do	1	1	1	1
9.	Jr. Accounts Asstt.	Rs. do	2	2	2	2
	Cadre of Telephone Operator/Telex Operator					

(1)	(2)	(3)	(4)	(5)	(6)	(7)
10.	Telephone Operator	Rs. 1035-20-1225-30-1345-EB-30-1435-40-1635-50-2035-60-2095	2	5	7	
11.	Telex Operator	Rs. do	2		2	
	Cadre of Driver					
12.	(a) Driver	Rs. 975-15-1005-20-1205-EB-20-1225-30-1435-40-1635-50-1935	4	4	8	
	(b) Motor Mechanic	Rs. do	1		1	
13.	Subordinate Liaison Asstt	Rs. do	1		1	
	Class IV Service					
14.	Cadre of peon	Rs. 900-15-1005-20-1105-EB-20-1225-30-1435	1	1	2	
15.	Khansama	Rs. do	2		2	
6.	Bearer	Rs. do	8	11	19	

(1)	(2)	(3)	(4)	(5)	(6)	(7)
17.	Duftry	Rs. 930-15-1005-20-1145- EB-20-1225-30-1435- 40-1635-50-1735	1	1	1	
18.	Liftman	Rs. do	2	2		
19.	Chowkidar	Rs. 900-15-1005-20-1105- EB-20-1225-30-1435	2	2	4	
20.	Sweeper	Rs. do	3	3	6-2	sweepers in fixed pay of Rs. 900/-
21.	Cleaner	Rs. do	1	1		
22.	Mali	Rs. do	1	1	2	
23.	Bungalow peon	Fixed pay of Rs. 900/-	1	1		

Note :—(1) Person from other Service will draw their grade pay and enjoy the status of their service,

(2) The person concerned will be entitled to the special pay attached to the post sanctioned by Govt. from time to time when they hold the post with the designation,

Schedule II (B)

Rules 4 and 26

Strength of each of the Service and the time scale of pay for Assam House, Calcutta

Sl. No.	Categories of Post/Cadres	Time scale of pay	No. of posts		Remarks	
			Permanent	Temporary Total		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Class-II Service						
1.	Liaison Officer	Rs. 1735-50-2035-60- 2395-EB-80-2875- 100-3575-125-4075	1	1	1	
2.	Movement Officer	Rs. 1475-40-1635-50- 2035-EB-60-2395- 80-2875-100-3575- 125-3825	3	3	3	
Class-III Service						
3.	Superintendent	Rs. 2095-60-2395-80- 2635-EB-90-2975- 100-3575-125-3950	2	2	2	

(26)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
4.	Sr. Accountant	Rs. 1595-40-1635-50- 1985-EB-50-2035- 60-2395-80-2875- 100-3175	1		1	
5.	U.D. Cum-Accountant	Rs. -do-	1		1	
6.	Accountant	Rs. -do-	1		1	
7.	U.D. Cum-Nazir/Receptionist	Rs. -do-	1		1	
8.	U. D. Assistant	Rs. -do-	7		7	
9.	Sr. Liaison Asstt.	Rs. -do-	1		1	
10.	Jr. Liaison Asstt.	Rs. 1125-20-1225-30- 1435-EB-40-1635- 50-2035-60-2215	1		1	
11.	Stenographer	Rs. 1515-40-1635-50- 1885-EB-50-2035- 60-2395-80-2715	1		1	
12.	House Keeper	Rs. 1285-30-1435-40- 1635-50-1735-EB-50- 2035-60-2395-90- 2875-100 3075	10		10	

(1)	(2)	(3)	(4)	(5)	(6)	(7)
13.	L. D. Asstt.	Rs. 1125-20-1225-30- 1435-EB-40-1635- 50-2035-60-2215	4		4	
14.	Typist	Rs. -do-	1		1	
15.	Driver	Rs. 975-15-1005-20- 1205-EB-20-1225- 30-1435-40-1635- 50-1985	3	2	5	
16.	Telephone Operator	Rs. 1065-20-1225-30- 1345-EB-30-1435- 40-1635-50-2035- 60-2095	2		2	
17.	Telex Operator	Rs. -do-	1		1	
Class-IV Services						
18.	Duffry	Rs. 930-15-1005-20- 1145-EB-20-1225- 30-1435-40-1635- 50-1735	2		2	
19.	Liftman	Rs. -do-	2		2	

(28)

N(1)	(2)	(3)	(4)	(5)	(6)	(7)
20.	Bearer	Rs. 900-15-1005-20- 1105-EB-20-1225- 30-1435	8	4	12	
21.	Chowkidar	Rs. -do-	4		4	
22.	Peon	Rs. -do-	8		8	
23.	Cook	Rs. -do-	2		2	
24.	Cleaner	Rs. -do-	2		2	
25.	Mali-cum-Caretaker	Rs. -do-	1		1	
26.	Sweeper	Rs. -do-	3	1	4	

NOTE :- (1) Person from other services will draw their grade pay and enjoy the status of their service.

(2) The person concerned will be entitled to the special pay attached to the post sanctioned by Govt. from time to time when they hold the post with the designation.

Schedule-II (C)
Rules 4 and 26

Strength of each Cadre of the Service and the time Scale of pay for Assam House, Shillong.

Sl. No.	Categories of Posts/ Cadres	Time Scale of pay (3)	Number of posts		Remarks	
			Permanent	Temporary		
			(4)	(5)	(6)	
			Total		(7)	
1)	(2)					
1.	Care-Taker-cum- Accountant	Rs.1595-40-1635-50-1985 -EB-50-2035-60-2395 -80-2875-100-3175	1	No.	1	persons from Sectt. UDA Cadre will draw the grade pay.
2.	L. D. A.-cum- Typist	Rs.1125-20-1225-30-1435 -EB-40-1635-50-2035 -50-2215	1	No.	1	persons from Sect. LDA Cadre will draw the grade pay.
3.	Cook	Rs. 915-15-1005-20-1125 -EB-20-1225-30-1435 -40-1595	2	Nos.	2	
4.	Chowkidar-cum- Beater	Rs. 900-15-1005-20-1105 -EB-20-1225-30-1435	2	Nos.	2	

(1)	(2)	(3)	(4)	(5)	(6)	(7)
5.	Sweeper	Rs. 900-15-1005-20-1105 --EB-20-1225-30-1435		1 No.	1	
6.	Mashalsi	do		1 No.	1	
7.	Night Chowkidar	do		1 No.	1	
8.	Mali	do		1 No.	1	
9.	Peon	do		1 No.	1	
10.	Bearer-cum-Chowkidar	do		1 No.	1	
11.	Bearer-cum-Peon	do		2 Nos	2	
12.	Bearer	do		1 No.	1	
13.	Sweeper	Rs. 900/- (fixed pay)		1 No.	1	
				Total :	16	

NOTE

- (1) Person from other services will draw their grade pay and enjoy the status of their service.
- (2) The person concerned will be entitled to the Special pay attached to the post sanctioned by Government from time to time when they hold the post with the designation.
- (3) The Cook of Assam House, Shillong will enjoy the pay scale as prescribed by Government.

Schedule II (D)

Rules 4 and 26

Strength of each cadre of the service and time scale of pay for State Guest House No. I & II.

Sl. No.	Categories of post/cadres	Time scale of pay	Number of posts		Remarks	
			Permanent	Temporary Total		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Grade IV	Rs. 900-15-1005-20-1105 --EB-20-1225-30-1435	10	4	14	

NOTE

- (1) Person from other services will draw their grade pay and enjoy the status of their service.
- (2) The person concerned will be entitled to the special pay attached to the posts sanctioned by Government from time to time when they hold the post with the designation.

(32)

Schedule—III

Rule 8

Qualifications and experience for direct recruitment

1. A candidate for direct recruitment to the cadre/post of (a) **Liaison Officer**, (b) Movement Officer and (c) **Additional Liaison Officer** shall possess the minimum academic qualification of a Degree in Arts or Science or Commerce with 5 years experience in any responsible post under the Government of Assam or in any corporation/Board/Company in the State of Assam and such other qualifications and experience as may be decided by Government at the time of advertisement.

2. A candidate for direct recruitment to the cadre of **Lower Division Assistant** must have passed the **Higher Secondary Examination** from a recognised university/Board or any Examination declared equivalent thereof by Government with a diploma in Typing both in English and Assamese having a minimum speed of 30 words per minute for English Typing and 20 words per minute for Assamese Typing.

3. A candidate for direct recruitment to the cadre of **Telephone Operator/Telex Operator** must have passed the **Matriculation/H. S. L. C.** or any equivalent examination of an University or a Board recognised by Government.

4. A candidate for the direct recruitment to the cadre of **Driver** shall possess the minimum academic qualification of **Class VIII** standard having a driving license from a recognised authority.

5. A candidate for direct recruitment to the cadre of peon shall possess the minimum academic qualification of **Class VI** standard.

SCHEDULE—IV

Rule 2 (a)

Sl. No.	Description of Service /post	Appointing Authority	Appellate Authority
1.	All Gazetted Officers in Assam House, Calcutta and Delhi.	Governor	Governor

(1)	(2)	(3)
2. Additional Liaison Officer Assam House, New Delhi.	Governor	Governor
3. All Non-Gazetted Staff in Assam House New Delhi other than the posts in respect of which specific provision have been made separately.	R. C. Assam House, New Delhi.	Chief Secy. to the Govt. of Assam.
4. All Non-Gazetted posts in Assam House, Calcutta.	T.A. & D. M. Assam, House, Calcutta.	Secy., G.A.D.
5. All Non-Gazetted posts in Assam House, Shillong and State Guest Houses No. I & II.	Secy., G.A.D.	Chief Secy. to the Govt. of Assam.

J. CHAKRABORTY,
Secy. to the Govt. of Assam
General Administration Deptt.