



## **GOVERNMENT OF ASSAM**

### **APPOINTMENT (B) DEPARTMENT**

**NO. ABP. 128/61/228**

**Dated Shillong, the 22<sup>nd</sup> Oct/1963**

#### **NOTIFICATION**

In exercise of the power conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam is pleased to make the following rules regulating recruitment and condition of service of persons appointed to the non-gazetted ministerial staff of the Assam Secretariat: -

**THE ASSAM SECRETARIAT SUBORDINATE**  
**SERVICE RULES, 1963**

**Preliminary**

**1. Short title and commencement.**

- (1) These rules may be called the Assam Secretariat Subordinate Service Rules, 1963.
- (2) They shall come into force from the date of this notification.

**2. Definitions.**

In these rules unless there is anything repugnant in the subject or context -

- (1) **“Appointing Authority”** means the Chief Secretary to the Government of Assam..
- (2) **“Commissioner”** means the Assam Public Service Commission.
- (3) **“Committee”** means the selection Committee constituted under Rule 11 of these rules.

**NOTE:**

Sub rule 3-A of Rule 2 was inserted vide Notification NO. ABP. 59/69/122 Dated 25.4.74 and the amendment took effect from 11.9.67 but again deleted vide Notification NO. ABP. 59/69/169 Dated 23.4.77.

- (4) **“Government”** means the Government of Assam.
- (5) **“Secretariat”** means all the Departments of the Government Secretariat including the Chief Minister’s Secretariat and the public Works Department Secretariat.
- (5-A) **“Selection Committee”** means the Committee constituted under Rule 11 under Rule 11-A, as the case may be.

**NOTE -**

Sub-rule 5-A of Rule 2 was inserted vide notification No. ABP.59/69/169 Dated 23.4.77

- (7) **“Service”** means the Assam Secretariat Subordinate Service
- (8) **“Year”** means Calendar Year.

**3. Status of the Service: -**

The status of the members of the service is that of class III non-gazetted ministerial service.

**CADRE**

**4. The Service:**

(1) The Service shall comprise of the following four categories of posts: -

(a) Deleted vide Notification NO. ABP.140/76/5 Dt. 5.1.77.

(b) Upper Divisional Assistants.

(c) Lower Division Assistants.

(d) Typists-

(a) Selection Grade.

(b) Ordinary Grade.

(2) Each of the three categories of posts in sub-rule (1) 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 provisions made in these rules.

**NOTE: -**

The word “four” in sub-rule 2 of Rule 4 was substituted by the word “three” vide Notification NO. ABP.140/76/5 Dt. 5.1.77. Dated 5.1.77.

**5. Strength of the Service.**

(1) The number of posts, permanent as well as temporary, under each of the cadres mentioned in sub-rule (1) of Rule 4 shall be such as may be determined by Government from time to time.

(2) At the commencement of these rules the strength of the service permanent as well as temporary shall be as shown in schedule I.

**6.** Deleted vide and the amendment took effect from the date of notification.

**7. Upper Division Assistant.**

Appointment to the post of Upper Division Assistant shall be made: -

- (1) By promotion from the select list prepared under Rule 12 from among the Lower Division Assistants of the Secretariat who (i) have rendered not less than 4 years of service on the first day of the year in which Selection is made, (ii) have successfully undergo the training mentioned in rule 24 and have passed such examination as may be prescribed by the Appointing Authority.
  
- (2) By selection on the basis of merit from among persons of outstanding ability of available not exceeding 40 years of age and having at their credit at least 3 years of continuous service as Under division Assistant or 7 years of continuous service as Lower Division Assistant in the offices of the Heads of Department, District and Sub-Divisional offices and other subordinate offices under Government.

**NOTE:**

- (I) The word “if available” in between the words ability and “not exceeding” in sub-rule (2) of Rule 7 were inserted vide Notification NO. ABP. 69/72 part/1 Dated 1-6-73.
  
- (II) The word “strictly” in sub-rule (2) deleted vide Notification No. ABP. 128/61 Dated 23-8-65.

- (3) By directed recruitment on the results of combined competitive examination conducted by the Commission for recruitment to the Assam Civil Services.

**NOTE:**

The promotion of vacancies to be filled in a year according to sub-rules (1), (2) and (3) above shall be as below: -

- (a) a minimum of 70 percent of the vacancies in a year from a person to be promoted under sub-rule (1) above,
- (b) upto a maximum of 20 percent of the vacancies in a year from a persons to be selected, if available, under sub-rule (2) above,
- (c) upto a maximum of 10 percent of the vacancies in a year from persons to be directly recruited, if available, under sub-rule (3) above;

If the vacancies or any part of it cannot be filled up by selection/ direct recruitment as envisaged under sub-rules (2) (3) above within the year in which the vacancies arise the same shall not be carried forward for recruitment in the next year from the same source but shall be filled up by promotion according to sub-rule (1) above in addition to 70 percent fixed under (a)

above. Here vacancies include both permanent and temporary vacancies.

**Note:**

- (I) The existing note to Rule 7 has been substituted vide Notification NO. ABP. 69/72/part/1/Dtd/ 1-6-73.

**Note:**

- (II) The figure and word “70 percent” and “20 percent” in sub-rule (a) and (b) under note to rule 7 were substituted vide Notification No. S9E) 267/79/pt/III/33 Dated 16-11-87 and amendment took effect from 1-1-81.

**8. LOWER DIVISION ASSISTANT.**

Appointment to the post of Lower Division Assistant shall be made: -

- (1) By direct recruitment on the basis of a competitive examination and an interview as per Schedule II.



**NOTE:**

Sub-rule

- (1) of Rule 8 was substituted vide Notification NO, ABP. 59/69/122 Dated 25-4-74 and the amendment took effect from 11-9-67 and the words “including assessment made at an interview” an inserted vide above notification have been deleted vide Notification NO. ABP.59/69/169 Dated 23-4-77.
- (2) By selection from among the typists of the Secretariat who are matriculates or passed the equivalent examination and have rendered at least 4 years of continuous service on the first day of the year in which selection is to be made.

**NOTE:**

- (I) The words “are matriculates or passed the equivalent examination and “were inserted in between the word “who” and “have” vide Notification No. ABP. 429/77/1 Dated 14-8-78.

**NOTE:**

- (II) The words “and an interview as per schedule II” were inserted after: “full stop” in Sub-rule 1 of

rule 8 vide Notification No S. (E) 212/84/Pt/1 dated 3-6-87 and the amendment took effect from 1-5-86.

- (3) By selection from among the Grade IV staff and Record Suppliers of the Secretariat who have passed the Matriculation Examination or the High School Leaving Certificate Examination or the Higher Secondary or equivalent examination and have rendered at least 7 years of continuous service in the Secretariat on the first day of the year in which selection on the first day of the year in which selection in made.

**NOTE:**

Sub-rule (2) and (3) of rule 8 were substituted vide Notification No. ABP. 166/74/24 Dated 18.6.76 and the words “on the basis of a qualifying written examination to be conducted by the Recruitment Committee as inserted by the above notification in sub-rules (2) and (3) of Rule 8 were deleted vide Notification No. ABP.166/74/55 dated 24.5.78.

**NOTE:**

The proportion of vacancies to be filled in any year according to sub-rules (1), (2) and (3) above shall be 60:30:10 respectively. This means that recruitment of Lower Division Assistant will be 60% by direct

recruitment, 30% by promotion from eligible typist by selection and 10% by selection from amongst Grade IV staff and Record Suppliers. In the event of sufficient qualified or suitable people not belonging available in category (3) the balance would be made up from category (2) i.e. by promotion from eligible typists by selection. Here vacancies include both permanent and temporary vacancies and typists mean both selection Grade and Ordinary grade typists.

**NOTE:**

The figures 60:30 in third line of Note (1) below Rule 8 and the figures 60% and 30% in the same note were substituted vide Notification NO.S (E) 267/79/Pt. III/33 dated 16.11.87 and the amendment took effect from 1.1.81.

**NOTE:**

Note (1) below sub-Rule (3) of Rule 8 was substituted vide Notification NO.ABP. 166/74/40 Dated 18.6.76 and again substituted by the Notification NO. ABP.166/74/40,dated 29.11.77 and the words “on the bases of a qualifying written examination” as inserted by the above notifications have been deleted vide Notification No. ABP. 166/74/55 Dated 24.5.78. The words “and typists both Selection Grade and Ordinary

Grade Typist” have been inserted after the words “temporary Vacancies” in the last line vide Notification No. ABP. 136/75/11 Dated 4.4.79 and the amendment took effect from the date of Notification.

**NOTE:**

- ii) The syllabus for the examination is given in Schedule -II.

**NOTE:**

Note (ii) was substituted vide Notification No. ABP. 59/69/122 Dated 25.4.74. The words and figure “and Schedule – II-A” were added vide Notification No. ABP. 166/74/24 dated 18.6.76 after the words and figure “Schedule – II” but deleted vide Notification No. ABP. 166/74/55 dated 24.5.78.

**NOTE: -**

- (iii) Appointment by selection under Sub-Rules (2) and (3) will be made from the Selection List prepared under Rule – 12.

**9. Typists.**

(Selection Grade): Appointment to the post of typist (Selection Grade) will be made by selection on the basis of seniority-cum-merit from among the typists (ordinary Grade) who have rendered a minimum of 4 years of service as typist in the Secretariat on the first day of the year in which the selection is made. Appointment will be made from the select list prepared under Rule -12.

**NOTE:**

The word “confirmed” in between the words “the” and “typist” was deleted and the figure “8” was substituted by the figure “4” vide Notification No. ABP. 136/75/11 Dated 4.4.79 and the amendment took effect from the date of notification.

**10. Typists.**

(Ordinary Grade): Appointment to the post of Typist (Ordinary Grade) shall be made: -

- (1) By direct recruitment on the result of competitive examination conducted by the selection committee.
- (2) By selection from among the Grade IV staff and Record Suppliers of the Secretariat who have specified qualification such as knowledge of typing and have attained the typing speed of not less than 20 W.P.M.

and have rendered at least 4 years of service as Grade IV and or Record Supplier of the Secretariat on the first day of the year in which selection is made:

Provided that recruitment under Sub-Rule (2) shall not exceed 5 percent of the cadre strength of the Typist (Ordinary Grade).

**NOTE:**

Rule 10 was substituted firstly by Notification No. ABP. 59/69/122 dated 25.4.74 and Second by Notification No ABP. 59/69/1 69 Dated 23.4.77 and finally by Notification No. ABP. 429/77/1 Dated 14/8/78.

**11. Procedure for Selection.**

For the purpose of preparing the select lists mentioned in Rule 7 (1), Rule 8 (2), Rule 8 (3) and Rule 9 there shall be Selection Committee consisting of the following members: -

- i) Two Secretaries to the Government to be nominated by the Chief Secretary one of whom shall be the Chairman of the Committee.
- ii) Joint Secretary or Deputy Secretary to Government in the Secretariat Administration Deptt. or any other officer nominated by the Chief Secretary in this behalf

who shall act as convener and Secretary to the Committee.

**NOTE:**

The words and figures “Rule 6, Rule 8(2), Rule 8 (3)” were deleted vide Notification No. ABP. 140/76/5 dated 5.1.77 and ABP.166/74/24 dated 18.6.76 respectively.

**11. (A).**

The competitive examination and interview mentioned in Rule 8 (1), 8(2), and 10 shall be held in the manner and conditions notified by the Appointing Authority or under his directions from time to time. The Appointing Authority may constitute a selection Committee for the purpose of preparing a list of suitable candidates for appointment under Rule 8 (1), 8 (2), and 10.

**NOTE:**

Rule 11 (A) was inserted by the Notification No. ABP. 59/69/122 dated 25.4.74 and the amendment took effect from 11.9.67. The words “and qualifying written examination” and figure and brackets “8 (1)” were substituted by the figure and brackets 8 (1), 8 (2) and 8 (3) vide Notification No.ABP.166/74/24 Dated 18.6.76 but the words “and qualifying written examination were deleted vide Notification No. ABP. 166/74/55 dated 24.5.78. The words

“and interview” were deleted and the words “recruitment Committee” was substituted by the words “Selection Committee” vide Notification No. ABP. 59/69/169 dated 23.4.77.

- 12.** The Appointment Authority shall refer to the Committee, the approximate number of vacancies likely to occur in each of the categories and furnish the Committee with the Character Rolls and personal files of all eligible candidates. The Committee shall examine the character Rolls and personal files of the candidates, take into consideration the seniority and merit of the candidates and prepare separate lists of names in order of preference for recruitment under Rules 7 (1), 8 (2), 8 (3) and 9. These lists shall be forwarded by the committee to the Appointing Authority. The Appointing Authority shall consider the lists prepared by the Committee along with character Rolls and personal files of the Candidates and approve the list unless it considers any change necessary. If the Appointing Authority consider it necessary to make any 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 modification, if any, as may in his opinion be just and proper. The list so finally approved by the Appointing Authority shall for select lists for the purpose of appointments under the aforesaid Rules.



**NOTE:**

The figure "6" was deleted vide Notification No. ABP. 140/76/5 dated 5.1.77.

- 13.** For the purpose of selection under Rule 7 (2), the Selection Committee shall prepare a list in the manner provided in Rule 12 and forward the same to the Appointing Authority. The list so prepared shall be forwarded to the Commission along with the character Roles and Service Records of the candidates and observation of the Appointing Authority on the recommendation of the Committee. The commission shall consider the list along with other documents received and approve the list unless it considers any change necessary in the list received, then the commission shall inform the Appointing Authority of the changes proposed and after taking into consideration the comments, if any, of the Appointing Authority shall approve the list finally with such modification, if any, as the commission may think to be just and proper. The list so finally approved by the commission shall form the select list for purposes of appointment under Rule 7 (2).
- 14.** The Selection Committee shall meet once a year and review and revise the select list every year.

- 15.** A Select list shall ordinarily be in force until it is reviewed or revised under Rule 14 provided that in the event of any great lapse in the conduct or performance of duties on the part of any candidate in the Select list, the Appointing Authority may, if it so thinks fit, remove any such candidate from the select list. In removing a name of the candidate from the select list prepared under Rule 13, the commission shall be consulted.
- 16.** Appointment shall be made from the select list in the order in which the names appear in the list, provided that a temporary appointment for a period not exceeding two months may be made by the appointing authority at his own discretion.
- 17.** Appointment by competitive Examination: The competitive Examination for appointment under Rule 7 (3) shall be conducted by the commission in the manner notified by the Appointment Authority from time to time. The dates on which and the places at which the examination shall be held shall be fixed by the commission.

**NOTE:**

Rule “8 (1) and 10” were deleted vide Notification No. ABP. 59/69/122 dated 25.4.74 and the amendment took effect from 11.9.67.

**18. Conditions of eligibility:**

In order to be eligible to complete in the examination, a candidate must satisfy the following conditions, namely: -

i) **Nationality: -**

He must be a citizen of India.

ii) **Age: -**

If he is a candidate for post of typist or Lower Division Assistant, he must have attained the age of 18 years and not attained the age of 25 years on the first day of the year in which the examination is held. If he is a candidate for the post of Upper Division Assistant he must have attained the age of 21 years and not attained the age of 25 years on the first day of the year in which the examination held:

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 Government from time to time. Provided further that in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes, the upper age limit will be subject to any relaxation made by Government from time to time.

iii) **Educational qualification: -**

If he is a candidate for the post of typist, he should have passed the Higher Secondary Examination conducted by the Government or any examination declared equivalent there to. If he is a candidate for the post of Lower Division Assistant or Upper Division Assistant he must possess a degree of University recognized by Government.

**NOTE: -**

Clause (iii) of Rule 18 has been substituted vide Notification No. ABP. 69/72/ Part/1 dated 1.6.73, and the amendment shall be deemed to have been substituted with effect from 10.2.71.

- (iv) He must pay the fees prescribed by the Commission or by the Appointing Authority.

**NOTE: -**

The words “or by the Appointing Authority” after the word “Commission” in sub-rule (iv) of Rule 18 were inserted by the Notification No. ABP. 59/69/122 dated 25.4.74.

(v) He should not have more than one wife living provided that Government may, for good and sufficient reasons exempt any candidate from the operation of this sub-rule.

- 19.** The decision of the Commission or the Appointing Authority as the case may be to the eligibility or otherwise of a candidate for admission to the examination shall be final and no candidate to who a certificate of admission has not been issued by the Commission or the Appointing Authority as the case may be shall be admitted to the examination.

**NOTE: -**

The words “or by the Appointing Authority as the case may be” after the word “Commission” in the above rule were inserted vide Notification No. ABP. 59/69/222 dated 25.4.74. The amendment took effect from 11.9.67.

- 20.** The Commission or the selection committee as the case may be shall forward to the Appointing Authority a list arranged in order of merit of the candidates who have qualified by such standard as the Commission or the Selection Committee as the case may be, may determine in respect of each of the categories of post mentioned in Rule 7 (3), 8 (1) and 10. The list shall also be published for general information.

**NOTE: -**

The words “or the Recruitment Committee as the case may be” after the word “ Commission” in the above Rule were inserted vide Notification No. ABP. 59/69/122 Dated 25-4-74. The amendment took effect from 11-9-67. The words “Recruitment & Committee substituted by the words “Selection Committee” vide No. ABP. 59/69/169 Dated 23-4-77.

- 21.** Subject to the provisions of Rules 19 and 20 candidates will be considered for appointment in the order in which their names appear in the list subject to reservation for Scheduled Castes, Scheduled Tribes, etc. as prescribed by Government from time to time.
- 22.** No candidate shall be appointed who after such a medical examination as Government may prescribed is not found to be in good mental or bodily health and free from any mental or physical defect likely to interfere in the discharge of his duties. Substituted vide Notification No. ABP. 128/61 Dated 23-8-65.
- 23.** Inclusion of a candidate’s name in the list mentioned in Rule 20 confers no right to appointment unless the Appointment Authority is satisfied after such an enquiry as he may consider necessary that the candidate is suitable in all respect for appointment.

**24. Training and confirmation: -**

Every Lower Division Assistant appointed under Rule 8 and every Upper Division Assistant appointed under Rules 7 (1), 7 (2) and 7 (3) shall undergo such training and pass such departmental examinations as may be prescribed by the Appointing Authority from time to time. (Inserted vide Notification No. ABP. 128/61/277 dated 9-4-64. Provided that every U.D. Assistant appointed under Sub-Rules 7 (2) and 7 (3) shall before undergoing the training meant for U.D. Asstt. first undergo the training meant for L.D. Assistant (vide Notification No. ABP. 128/61/26, Dated 5-1-65).

**NOTE: -**

The training and the departmental examination prescribed are in Schedule III.

**25. CONFIRMATION: -**

- (i) Subject to availability of a permanent vacancy, every Member of the service shall be confirmed in the Grade to which he is appointed if -
  - (a) he has completed at least one year of service to the satisfaction of the Appointing Authority,

- (b) he has successfully undergone the prescribed training and also passed the prescribed departmental examination, and
  - (c) he is otherwise considered fit for confirmation by the Appointing Authority.
- (ii) Subject to the aforesaid conditions, confirmation shall be made on the basis of seniority as determined in Rule 26.

**26. Seniority.**

- (1) Deleted vide Notification No. ABP. 140/75/5 Dated 5.1.77 and the amendment is effective from the date of Notification.
- (2) Inter-se-seniority of Upper Division Assistant appointed under sub-rules 7 (1), 7 (2) and 7 (3) shall be in the order in which their names appear in the respective Select List and the List mentioned in Rule 20. Inter-se-seniority between as assistant recruited under any one of the aforesaid sub-rules and an assistant recruited from any of the other two sub-rules will be according to the date of appointment. Inter-se-seniority among the Upper Division Assistants appointed under the aforesaid sub-rules on the same date shall be according to the following order: -



- i) Assistant appointed under sub-rule 7 (1).
  - ii) Assistant appointed under sub-rule 7 (2).
  - iii) Assistant appointed under sub-rule 7 (3).
- (3) Inter-se-seniority of Lower Division Assistants appointed under sub-rules (1) (2) and (3) shall be in the order in which their names appear in the list mentioned in rule 20 and the respective select list. Inter-se-seniority between Lower Division Assistants recruited under any one of the aforesaid sub-rules and Assistants recruited from any of the other two sub-rules in a year shall be according to the following order, namely: -
- i) Lower Division Assistants appointed under sub-rule (2) of Rule 8.
  - ii) Lower Division Assistants appointed under sub-rule (3) of Rule 8.
  - iii) Lower Division Assistants appointed under sub-rule (1) of Rule 8.

**NOTE: -**

Sub-rule

- (3) of Rule 26 were substituted vide Notification No. S. (E). 267/79/Pt/II/34 dated 16.11.87 and the amendment took effect from 6.1.88.
- (4) Inter-se-seniority of Typists appointed to the Selection Grade in any year shall be in the order in which their names appear in the select list for the year.
- (5) Inter-se-seniority of Typists (ordinary grade) shall be in the order in which their names appear in the list mentioned in Rule 20.

**27. Pay.**

The scale of pay admissible to Members of different cadres shall be as shown in Schedule IV subject to revision from time to time.

## **COMMENT**

### **Scale of Pay: -**

Where the employees have been fixed in a scale and confirmed therein, they have become entitled to have right to the post and to the scale of the post, and the reduction of the scale thereafter on the ground of mistake could not be done without giving any opportunity to the respondents to be heard. (Divisional, Supdt., E. Railway, Dimapur, V.L.N. Kashri and others, AIR 1974 SC 1889 (at p. 1890).

### **28. Leave, Pension etc.**

Except as provided in these Rules, all matters relating to pay, allowances, leave, pension, discipline Rules framed by Government from time to time.

## **COMMENT**

### **Pension-If Property: -**

Pension is not a bounty on the sweet will and pleasure of the Government and the right of a Government servant to receive it is property under Article 31 (1) of the Constitution and the State cannot without it by a mere executive order. The claim to pension is also a property under Article 19 (1) and an executive order denying it is not saved by clause (v) thereof. (Deokinandan Prasad v. State of Bihar, AIR 1971 SC 1499,

State of Punjab V.K.R. Erry and Sobbag Rai Mehta, AIR 1973 SC934, State of Punjab v Igbal Singh, AIR 1976 SC667 at P.669).

**29. Power of Government to dispense with or relax any Rule**

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 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 any of these rules.

**30. Interpretation.**

If any question arises relating to the interpretation of these rules, it shall be referred to the Government in the Appointment Department whose decision there on shall be final.

**31. Repeal and Savings.**

The Assam Secretariat Subordinate Service Rules, 1954 published under Notification No. ABP. 131/54/1 Dated the 8<sup>th</sup> October, 1955 are hereby repealed.

Provided that any order made or action taken under the rules so repealed shall be deemed to have been validly made or taken under the corresponding provisions of these rules.

**A. Secretariat Sub-Service Rules, 1963.**

**SCHEDULE – I**

**(Rule 5 (2))**

Sl. No.	Name of Posts	Permanent	Temporary	Total
1	2	3	4	5
1.	Deleted vide ABP. 140/76/5 dated 5.1.77 and amendment is effective from the date of Notification.			
2.	Upper Division Assistants.	251	144	395
3.	Lower Division Assistants.	374	105	479 (including 57 leave Reserve post).
4.	Typists (Selection Grade)	17	Nil	17
5.	Typists (Ordinary Grade).	139	42	181.

## **SCHEDULE – II**

### **NOTE (ii) Under Rule 8**

The syllabus of competitive Examination for direct recruitment Lower Division Assistants.

Subject	...	Marks.
1. General English	...	100
2. Precise Writing	...	100
3. Drafting	...	100
4. General Assamese	...	50
5. Interview	...	100

- (i) There shall be Assamese Version of question in the question paper of précis Writing and Drafting along with English.
- (ii) Answers to the question on general English and general Assamese shall be in English and Assamese respectively.
- (iii) Answers to the questions of précis Writing and Drafting may be either in English or in Assamese.

**NOTE I: -**

Item 4 and 5 of Schedule II were added vide Notification No. S(E) 212/84/Pt/1 dated 3.6.87 and the amendment took effect from 01.05.86.

**NOTE II: -**

The proviso (i) (ii) and (iii) were added below item 5 of Schedule II vide Notification No. S (E). 212/84/Pt/1 dated 3.6.87 and the amendment took effect from 1.5.86.

**NOTE: -**

Schedule IIA was inserted vide Notification No. ABP. 166/24/24 dated 18.6.76 but deleted vide Notification No. ABP. 166/74/55 dated 24.5.78.



## **SCHEDULE – III**

### **Note Under Rule 24**

#### **Training and Departmental Examination**

1. Every Lower Division Assistant appointed under Rule 8 and Upper Division Assistant appointed under rule 7 (1), 7 (2) and 7 (3) shall undergo training and pass Examination prescribed there under.
  
2. Training for Lower Division Assistant shall consist of
  - (i) Punctuality.
  
  - (ii) Discipline and sense of responsibility.
  
  - (iii) Office routing and procedure,

This will generally include.

- (a) Noting of arrival and departure time in attendance Register.
  
- (b) Daily examination of Tables and sorting out of receipt and files according to urgency viz. Top Priority, Priority, Immediate, Urgent for prompt action.

- (c) Fixed date cases.
  - (d) Maintenance of receipt register and other connected registers.
  - (e) Correct noting of movement of files and channel of submission.
  - (f) Arrear Lists.
  - (g) Issue of reminders.
- (iv) Receipt and issues.
  - (v) Maintenance of Daily Register and file Register.
  - (vi) How to proceed to deal with a case, Noting and Drafting.
  - (vii) Referencing and Recording.
  - (viii) Preliminary instructions on the Financial setup of Government, on Budget and on important financial Manuals & Rules.
  - (ix) How to handle Government money and deal with proposals involving financial implications.

- (x) Secretariat Manual together with business rules of the Government of Assam.
- (xi) Keeping of official books and manuals corrected upto date.
- (xii) Government servant conduct Rules.

**3.** Training for Upper Division Assistant shall consist of -

- (i) Assam Secretariat Manual together with the business rules of the Government of Assam.
- (ii) Government servants conduct Rules with reference to observance of strict secrecy.
- (iii) Fundamental and subsidiary Rules.
- (iv) Financial Rules.
- (v) Budget Manual with a definite out line of Budgeting and control of expenditure and canons of financial property.
- (vi) Contingency Manual.
- (vii) Treasury Rules and Subsidiary orders.
- (viii) Assam Pension Manual.

- (ix) General Provident Fund Rules.
- (x) Assam Audit Manual.
- (xi) Manuals of Executive Rules and orders.
- (xii) Précis writing and drafting of Memorandum for cabinet Meeting.

## **SCHEDULE – IV**

- 1.** Deleted vide ABP. 140/76/5 dated 5.1.77 and the amendment is effective from the date of notification.

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Typed out from corrected copy of the rules as given by  
Personnel (B) Department on 28.7.84.

**The 20<sup>th</sup> March 1999**

**No. S(E), 166/91/12.** – 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 further to amend the Assam Secretariat Subordinate Service Rules, 1963, hereinafter referred to as the Principal Rules in the manner hereinafter appearing namely: -

Short title 1. (i) These rules may be called the Assam  
and Comm- Secretariat Subordinate Service (Amendment)  
encement Rules, 1999.

(ii) They shall come into force on the date of their  
publication in the official Gazette.

Amendment 2. In the principal Rules, for the words “Selection  
of Rule-7. Grade Typist” wherever they occur the words “Senior  
Grade Typist” shall be substituted.

3. In the Principal Rules, in rule 7-

(i) for the existing sub-rule (2) the following shall be

substituted, namely:-

“(2) By selection on the basis of merit from amongst the graduates, having outstanding ability, if available, not exceeding 40 years of age and having at their credit 5 years of continuous service as Upper Division Assistant or 12 years of continuous service as Lower Division Assistant in the office of the Head of Department, District and Sub-divisional Offices and other subordinate offices under the Government.”

(ii) Sub-rule (3) shall be deleted and the “Note” below sub-rule (3) shall be substituted by the word and figure “Note III”.

(iii) In Note III so substituted, for the existing clauses (a) and (b), the following shall be substituted, namely: -

“(a) minimum of 90 percent of the vacancies in the year from the persons to be promoted under sub-rule

(1).

(b) upto a maximum of 10 percent of the vacancies in a year from persons to be selected, if available, under sub-rule (2)”

(iv) In Note III so substituted, in the second line, the words, figure and bracket “and (3)” shall be deleted and in between the brackets and figure “(1)” and “(2)”, the words “and” shall be inserted;

(v) in Note III so substituted, in clause ©, the first paragraph shall be deleted;

(vi) in Note III so substituted, in clause ©, in the second paragraph, in the second line, the figure and bracket “(3)” shall be deleted and in the last but one line, for figure “70”, the figure “90”, shall be substituted.

(vii) Note-I and Note-II below second paragraph of clause (c) shall be deleted.”



Amendment  
of rule 8.

4. In the Principal Rules, in rule 8, for the existing sub-rule (2) & (3), the following shall be substituted namely: -

“(2) By selection from among the Senior Grade Typists of the Secretariat who are Matriculate/Pre-University/ Higher Secondary passed.

(3) By selection from among the Grade IV staff and Record Suppliers of the Secretariat who have passed the Higher Secondary or equivalent examination and have rendered at least 7 years of continuous service in the Secretariat on the first day of the year in which selection is made.”

Amendment  
of rule 9.

5. In the Principal Rules, in Rule-9, for the existing provisions, the following shall be substituted, namely: -

“9. Senior Grade Typists – Appointment to the post of Senior Grade Typist shall be made by promotion on the basis of seniority-cum-merit from among the Typists (Ordinary Grade) who have rendered at least

4 years of continuous service as Typist in the Secretariat on the first day of the year in which the selection is made and also possess Diploma/Certificate in Computer Data/Word Processing. Promotion shall be made from the select list prepared under Rule – 12:

Provided that the recruitment under this provision shall not exceed fifteen percent of the cadre strength of Typists (Ordinary-Grade)".

Amendment  
of Rule –10

6. In the Principal Rules, in rule 10, for the existing sub-rule (2), the following shall be substituted, namely: -

“(2) By selection from amongst the Grade-IV staff and Record Suppliers of the Secretariat who have rendered at least 4 years of continuous service as Grade-IV or Record Suppliers in the Secretariat on the first day of the year in which selection is made and have passed High School Leaving Certificate Examination or equivalent examination and have possessed the typing speed or not less than 20 words

per minute:

Provided that recruitment under this provision shall not exceed seven and half percent of the cadre strength of ordinary Grade Typist.

Deletion of Rule 17. 7. In the Principal Rules, rule 17 shall be deleted and rules 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30 and 31 shall be renumbered respectively as rules 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29 and 30.

Amendment of rule-20 8. In the Principal Rules, in rule 19, as renumbered, the figure and bracket “7 (3)”, shall be deleted.

Amendment of rule-24 9. In the Principal Rules, in rule 23 as renumbered (a) the existing provision shall be renumbered as rule 23 (ii) and before that the following sub-rule shall be inserted, namely: -

“(1) Every Typist (Ordinary Grade) appointed under Rule-10 shall undergo certificate course of training in Computer Data/Word Processing as may be prescribed by the Appointing Authority:

Provided no such brining will be necessary for Ordinary Grade Typist possessing Diploma/Certificate in Computer Data/Word Processing from any institute”.

(b) in sub-rule (ii) as renumbered, the figure and bracket “7(3)” wherever they occur in the sub-rule shall be deleted.

Amendment  
of rule-26.

10. In the Principal Rules, in rule 25 as renumbered in sub-rule (2), the word, figures bracket, “and 7 (3)” wherever they occur in the sub-rule shall be deleted.

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