



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

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GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
PANCHAYAT AND RURAL DEVELOPMENT DEPARTMENT

NOTIFICATION

The 28th May, 2013

No.PDB 140/2012/112 : 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 the persons appointed to the Assam Panchayat and Rural Development Service under the Panchayat and Rural Development Department, Govt. of Assam, namely :-

Short title and
commencement

1. (1) These rules shall be called the Assam Panchayat and Rural Development Officers Service Rules, 2013.
- (2) They shall come into force on the date of their publication in the Official Gazette.

Definitions

2. In these Rules, unless there is anything repugnant in the subject or context :-
 - (a) "Appointing Authority" means, -
 - (i) the Governor of Assam in respect of the posts mentioned in Serial Nos. 1 to 12 and 14 of Schedule - I; and
 - (ii) the Commissioner, Panchayat and Rural Development, Assam in respect of posts mentioned in Serial Nos. 13, 15 and 16 of Schedule - I
 - (b) "Board" means the Selection Board constituted under the rule 13;
 - (c) "Commission" means the Assam Public Service Commission;
 - (d) "Constitution" means the Constitution of India;
 - (e) "Government" means the Government of Assam;
 - (f) "Governor" means the Governor of Assam;
 - (g) "Member" means a member of the Assam Panchayat and Rural Development Officers Service;

Cadres

- (h) "Select List" means the list as referred to in rules 6(1) (d) and 12(6) (b) (ii);
- (i) "Service" means the Assam Panchayat and Rural Development Officers Service;
- (j) "Year" means the calendar year;

3. (1) The Service shall consist of the following Cadres :-

- (a) Additional Director;
- (b) Joint Director, Panchayat and Rural Development, Principal, Composite Training Centre;
- (c) Deputy Director, Panchayat and Rural Development, Vice Principal, Composite Training Centre;
- (d) Deputy Chief Executive Officer, Zilla Parishad;
- (e) Assistant Development Commissioner, Panchayat and Rural Development;
- (f) Block Development Officer, Principal, Gaon Panchayat Secretary Training Centre;
- (g) Extension Officers,- (i) Extension Officer(Fishery); (ii) Extension Officer(Credit); (iii) Extension Officer(Panchayat); (iv) Extension Officer(Women and Children).

(2) The Service may also include -

- (a) Any Government post equivalent to a post in any of the cadres mentioned in sub-rule(1);
- (b) Any cadre or post laid down by Government to be included in a cadre or service;

Strength

4.

The strength of each cadre of the service shall be such as determined by the Government from time to time. The strength of the cadres of the service on the date of commencement of these Rules or within such time as may be extended by the Government depending on necessity.

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

Method of recruitment 5.

Recruitment to the service shall be made in the manner prescribed hereinafter :-

- (1) Recruitment to the post of Additional Director shall be made either by IAS/ACS cadre officers or by promotion from Departmental Officers in the cadre of Joint Director;
- (2) Recruitment to the sixty percent strength of the cadre of Joint Director/ Principal, Composite Training Centre, Jorhat shall be made by promotion and forty percent by deployment of ACS cadre officers.
- (3) Recruitment to eighty percent strength of the cadre of Deputy Director, Vice Principal, Composite Training Centre, Jorhat shall be made by promotion and twenty percent by deployment of ACS cadre officers.

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- (4) Recruitment to Hundred percent strength of Deputy Chief Executive Officer, Zilla Parishad shall be made by promotion.
 - (5) Hundred percent recruitment to the cadre of Assistant Development Commissioner shall be made by promotion.
 - (6) Recruitment to the post of Block Development Officer shall be made as follows :-
 - (a) Forty percent by Direct recruitment through the Commission ;
 - (b) Sixty percent by promotion from the officers in the cadres of Extension Officer(Credit), Extension Officer(Panchayat) and Extension Officer(Women & Children) at the ratio of twenty percent each equally;
 - (7) Recruitment to the Principal, Gaon Panchayat Secretary Training Centre shall be made by promotion only.
 - (8) Hundred percent recruitment to the cadre of Extension Officer (Fishery) shall be made by direct recruitment through the Commission.
 - (9) Recruitment to the post of Extension Officer (Credit) shall be made by sixty percent direct recruitment through the Commission and forty percent by promotion.
 - (10) Recruitment to the post of Extension Officer(Panchayat) and Extension Officer(Women & Children) shall be made by sixty percent direct recruitment and forty percent by promotion.
6. (1) Direct recruitment to the cadres/posts made on the basis of recommendations made by the Commission 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 up by direct recruitment during the next year and shall intimate the Commission together with the details about reservation for candidates belonging to the reserved categories.
 - (b) The Appointing Authority shall simultaneously request the Commission to recommend a list of candidates for direct recruitment in order of preference.
 - (c) The Commission shall make selection in accordance with the scheme of selection prescribed by the Government (In consultation with the Commission) and may hold such test or interview as may be considered necessary.
 - (d) The Commission shall furnish to the Appointing Authority a list of candidates recommended by it in order of preference, found suitable for direct recruitment while selecting candidates and recommending to the Government, the Commission will do so with due consideration with the existing Acts, Rules and guidelines in force and issued by the Government from time to time.

Direct Recruitment

(2) Direct recruitment to the cadres/posts of Extension Officer(Panchayat) and Extension Officer(Women & Children) shall be made by the Commissioner, Panchayat and Rural Development, Assam through the Board.

The selection procedure shall be the same like that of by the Commission as above.

(3) The list mentioned in Clause (d) of sub-rule(1) of this Rule shall remain valid for 12 calendar months from the date of recommendation.

(4) In the event of the Commission or the Board being unable to recommend sufficient number of candidates to fill up 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 from the subsequent list until all the candidates of the earlier list of the same year, eligible for appointment, have been offered appointment.

Age

7. A candidate for direct recruitment to the service shall be within 21 years to 38 years on the first January of the year of advertisement with relaxation in case of Scheduled Caste/Scheduled Tribe or any other category as laid down or as per policy of Government being in force and issued from time to time.

Academic qualification

8. The requisite academic qualification of a candidate for direct recruitment shall be as prescribed by the Government from time to time. The qualification and experience prescribed as on the date of commencement of these Rules, are given in Schedule - II.

Physical fitness

9. A candidate for direct recruitment shall be -
 (a) 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
 (b) required to undergo medical examination before the appointment to the service.

Character

10. A candidate for direct recruitment shall produce to the Commission or Board Certificate of good character at the time of submission of application from, -
 (a) the Principal Academic Officer of the University or College or Institution in which he studied last; and
 (b) two responsible persons, who are well acquainted with the candidates (but not related).

Recruitment by
 promotion

11. (1) Vacancies in different cadres of the service to the extent as specified in rule 5 shall be filled up by promotion in the manner prescribed herein below :-

(a) The post of Additional Director shall be filled up by promotion from Joint Directors (APRDS) with experience of five years continuous service in the cadre. If suitable candidate is not found in the cadre, the post may be filled up by IAS/Senior ACS Officers

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- (b) Sixty percent of strength of the cadre of Joint Directors and the post of Principal, Composite Training Centre, Jorhat shall be filled up by promotion from Deputy Directors (ARRDS) who have experience of minimum five years continuous service in the cadre.
- (c) Eighty percent of strength of the cadre of Deputy Director and the post of Vice-Principal, Composite Training Centre, Jorhat shall be filled up by the Deputy Chief Executive Officer and Assistant Development Commissioner at equal ratio who have experience of minimum five years continuous service in the cadre.
- (d) Hundred percent of strength of the cadre of Deputy Chief Executive Officer shall be filled up by the Block Development Officer who have experience of minimum ten years continuous service in the cadre.
- (e) Hundred percent of strength of the cadre of Assistant Development Commissioner shall be filled up by the Extension Officer (Fisheries) who have experience of minimum 10 years of continuous service in the cadre.
- (f) Sixty percent of strength of the cadre of Block Development Officer shall be filled up as prescribed here-in-after ;
- (i) Twenty percent of the cadre of Block Development Officer shall be filled up by Extension Officer (Credit) who have experience of minimum fifteen years of continuous service in the cadre with the recommendation of the Commission.
- (ii) Twenty percent of cadre of Block Development Officer shall be filled up from Extension Officer (Panchayat) who has experience of minimum fifteen years of continuous service in the cadre with the recommendation of the Commission.
- (iii) Twenty percent of cadre of Block Development Officer shall be filled up from Extension Officer (Women and Children) who have experience of minimum fifteen years of continuous service in the cadre with the recommendation of the Commission.
- (g) The post of Principal GPSTC shall be filled up by promotion from Extension Officer (Credit) with ten years minimum experience in the cadre.

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General procedure of promotion

12.

- (h) ~~Forty~~ Forty percent of strength of the cadre of Extension Officer(Credit) shall be filled up by Gaon Panchayat Secretaries who have minimum fifteen years continuous service in the cadre with the recommendation of the Commission.
- (i) Forty percent of strength of the cadre of Extension Officer(Panchayat) and Extension Officer(Women & ~~Children~~) shall be filled up by Senior Gram Sevak who have minimum ten years continuous service in the cadre.
- (2) Subject to suitability, an officer shall be eligible for promotion, if -
- (a) He/she is having minimum requisite qualification in the cadre to be promoted.
- (b) He/she has successfully undergone the training and passed departmental examination as may be prescribed for the purpose.
- (1) Before the end of each year the Appointing Authority shall make an assessment of the likely number of vacancies to be filled up by promotion in the next year in each cadre.
- (2) The Appointing Authority shall then furnish to the Board the following documents and information with regard to as many officers is eligible for promotion:
- (a) Information about the number of vacancies;
- (b) List of officers in order of seniority, as per (Gradation List) eligible for promotion (separate list for promotion to different cadres shall be furnished) indicating the cadre to which the case of promotion is to be considered;
- (c) Annual Confidential Reports for last continuous five years;
- (d) Details about reservation of vacancies in case of promotion to the cadre/cadres meant for reserved categories.
- (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 cadre in which requirement is to be made for promotion.
- (4) The selection shall be made on the basis of merit with due regard to seniority.

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

Provided that the Appointing Authority shall keep the promotion of an officer under seal cover who has Departmental Proceeding or any enquiry pending and cannot be disposed of immediately and till its finalisation.

If the departmental enquiry is not finalised within one year the matter may further be placed before the Board.

(6) The Appointing Authority on receipt of the list recommended by the Board, shall –

(a) Consider the list for promotion to the concerned cadre and approve the list unless it considers any change necessary. If the Appointing Authority considers it necessary to make any change in the list recommended by the Board, it 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) forward the list to the Commission together with the information as referred to in sub-rule (2) of Rule 12 with a request to approve the list;

(ii) the Commission shall consider the list recommended by the Board together with the information and documents and such other documents and information as may be required by the Commission and obtained from the Appointing Authority. The Commission shall finally approve the list 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 lists finally approved by the Appointing Authority or by the Commission, as the case may be, shall be published by the Appointing Authority in the Assam Gazette 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 Appointing Authority, as the case may be.

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

Selection Board

13.

The Selection Board as referred to in rules 11 and 12 shall consist of the following :-

- (i) Principal Secretary/ - Chairman
Commissioner &
Secretary, Panchayat
and Rural
Development
Department
- (ii) Commissioner, - Member
Panchayat & Rural
Development, Assam
- (iii) Commissioner & - Member
Secretary, Personnel
Department or his
nominee
- (iv) Joint Secretary, - Member Secretary
Panchayat & Rural
Development
Department

Disqualification

14.

(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 one wife living and legally not valid ;

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 recommendation, either written or oral or by any other means, shall be appointed on promotion to the service.

Reservation

15.

In all cases of appointment by direct recruitment as well as by promotion, there shall be reservation in case of candidates belonging to the Scheduled Casts, 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 and also as per policy/guidelines of the Government issued from time to time.

Appointment

16.

(1) Subject to the provision made under rule 6 appointment 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** 17. A person shall join within 15 days from the date of receipt of the order of appointment or of promotion failing which the appointment shall be cancelled unless the Appointing Authority extends the period, which shall not in all exceed three months.
- Training** 18. A member of the service shall be required to undergo such training and pass such departmental examination as the Government may prescribe.
- Discharged or Reversion** 19. 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 –
- (a) 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
 - (b) 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** 20. (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 12 and approved by the Commission under sub-rule 6 (b) (ii) of rule 12. 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 17.
- (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 17, 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.
- Confirmation** 21. (1) Subject to availability of a permanent vacancy in the respective cadre, if, a member in their cadre shall be confirmed against the permanent vacancy subject to the following conditions : –
- (a) he/she has completed continuous service for a period not less than five years in the cadre and rendered service with full satisfaction of Appointing Authority ;
 - (b) he has successfully undergone the training and passed the departmental examination, if any, prescribed by Government under rule 18.

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- (2) 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-à-vis such of his juniors as might be confirmed earlier than he. His seniority shall, however, be restored on his confirmation subsequently.
- Gradation list** 22. There shall be prepared and published every year a gradation list 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** 23. All appointment in the service shall be made in the time scale of pay as may be prescribed by the Government from time to time. The 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 - I.
- Mode of Employment** 24. (1) Member 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 opinion against such posting or transfer.
- Other conditions** 25. (1) Except as provided in these rules all matters relating to pay and allowances, leave, pension, disciplines and other conditions of service shall be as required by the general rules and/or orders of the Government, in force and issued from time to time.
(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, applicable to other officers of the Government of the corresponding status and having similar functions.
- Relaxation** 26. 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.
- Interpretation** 27. If any question arises relating to the interpretation of these rules the decision of the Government shall be final.
- Repeal and saving** 28. 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 there to shall be deemed to have been validly made or taken under the corresponding provisions of these Rules.

Post equivalent to the cadre of the service and the scale of pay.

Sl. No.	Name of Posts	Scale of Pay	Total No. of Posts		Total
			Permanent	Temporary	
1	Addl. Director (BTC)	₹12,000 - 40,000 Grade Pay 6600/-		1	1
2	Joint Director (APRDS)	₹12,000 - 40,000 Grade Pay 6400/-	2		2
3	Joint Director (Project Formulation) APRDS (The post is hold by Director, SIRD)	₹12,000 - 40,000 Grade Pay 6400/-	1		1
4	Joint Director(Tech.)AES	₹12,000 - 40,000 Grade Pay 6600/-	1		1
5	Joint Director (Planning & Monitoring)	₹12,000 - 40,000 Grade Pay 6400/-	1		1
6	Deputy Director(Tech)	₹12,000 - 40,000 Grade Pay 6300/-	1		1
7	Deputy Director(APRDS)	₹12,000 - 40,000 Grade Pay 6300/-	5		5
8	Asstt. Development Commissioner (APRDS)	₹12,000 - 40,000 Grade Pay 5900/-	4		4
9	i) Principal CTC, Jorhat in the rank of Joint Director(APRDS)	₹12,000 - 40,000 Grade Pay 6400/-	1		1
	ii) Vice Principal (APRDS) of the rank of Deputy Director.	₹12,000 - 40,000 Grade Pay 6300/-	1		1
10	Deputy Chief Executive Officer, Zilla Parishad	₹12,000 - 40,000 Grade Pay 5400/-		44	44
11	Block Development Officer	₹8,000 - 35,000 Grade Pay 4700/-	228		228
12	Principal ETC(APRDS) In the rank of BDO	₹8,000 - 35,000 Grade Pay 4700/-	3		3
13	Extension Officer(Fisheries)	₹12,000 - 40,000 Grade Pay 5400/-	94		94
14	Extension Officer(Credit)	₹8,000 - 35,000 Grade Pay 4300/-	134		134
15	Extension Officer (Panchayat)	₹5,200 - 20,200 Grade Pay 3000/-	154		154
16	Extension Officer (Women & Children)	₹5,200 - 20,200 Grade Pay 3000/-	172		172

Schedule - II

(See - Rule 8)

Sl. No.	Name of Posts	Qualification	Remarks
1	Addl. Director (BTC)		Promotional
2	Joint Director (APRDS)		Promotional
3	Joint Director (Project Formulation) APKDS (The post is hold by Director, SIRD)		Promotional
4	Joint Director(Tech.)AES		Promotional
5	Joint Director (Planning & Monitoring)		Promotional
6	Deputy Director(Tech)		Promotional
7	Deputy Director(APRDS)		Promotional
8	Asstt. Development Commissioner (APRDS)		Promotional
9	i) Principal CTC, Jorhat in the rank of Joint Director(APRDS)		Promotional
	ii) Vice Principal (APRDS) of the rank of Deputy Director		Promotional
10	Deputy Chief Executive Officer, Zilla Parishad		Promotional
11	Block Development Officer	Graduate	Direct/Promotional
12	Principal ETC(APRDS) in the rank of BDO		Promotional
13	Extension Officer(Fisheries)	Graduate (B.Sc/B.Fsc)	Direct/Promotional
14	Extension Officer(Credit)	Graduate	Direct/Promotional
15	Extension Officer(Panchayat)	Graduate	Direct/Promotional
16	Extension Officer(Women & Children)	Graduate	Direct/Promotional

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Panchayat and Rural Development Department.