

THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত PUBLISHED BY THE AUTHORITY

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No. 727 Dispur, Thursday, 7th December, 2017, 16th Agrahayana, 1939 (S.E.)

GOVERNMENT OF ASSAM ORDERS BY THE GOVERNOR ELEMENTARY EDUCATION DEPARTMENT

NOTIFICATION

The 4th December, 2017

No. PMA.332/2012/Pt/351.- In exercise of the power conferred under the proviso to Article 309 of the constitution of India, the Governor of Assam is pleased to make the following orders regulating the recruitment and conditions of services of the persons appointed to the Assam Education (Research and Training - Gazetted) Service Order.

Part - I

TITLE AND COMMENCEMENT

- 1. i. This order may be called "Assam Education (Research and Training Gazetted and Non-Gazetted) Service Order. 2017."
 - These orders shall come into force with effect from the date of its publication in the Assam Gazette.

DEFINITION

- 2. In these order, unless there is anything repugnant in the subject, or context:
 - a) "Appointing Authority" means the Governor of Assam.
 - b) "Commission" means the Assam Public Service Commission.
 - c) "Government" means the State Government of Assam.
 - d) "Governor" means the Governor of Assam
 - e) "Director" means the Director of SCERT, Assam.
 - f) "Constitution" means the Constitution of India.
 - g) "Board" means the selection Board constituted under Rule 16 of the Service order.
 - h) "Member" means the member of the Assam Education

(Research and Training) (Gazetted) Service including the posts created under restructuring and reorganization of SCERT. Assam.

- i) "Select List" means the list as referred to Rule 7 & 8 of this Service Order.
- j) "Service" means the Assam Educational Service (Research and Training), Gazetted Service
- k) "Year" means the calendar year.
- I) "SCERT" means the State Council of Educational Research and Training Assam.
- m) "AES" means Assam Education (Research and Training) Gazetted Service under the Directorate of SCERT, Assam.

CLASS AND CADRE

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

a) Class - I

- 1) Additional Director, SCERT
- Joint Director in the rank of Professor, SCERT
- Deputy Director in the rank of Associate Professor, SCERT
- 4) Senior Research Officer, SCERT
- 5) Assistant Director in the rank of Assistant Professor, SCERT
- 6) Librarian cum Documentation Officer, SCERT
- 7) Administrative Officer, SCERT
- 8) Senior Inspecting Officer, SCERT.

b) Class - II

- 1) Assistant Research Officer, SCERT, Assam
- 2) Accounts Officer, SCERT, Assam
- 3) Assistant Librarian, SCERT, Assam.

THE SERVICE MAY ALSO INCLUDE

- : **4.** (i) Any post equivalent to a post in any of the cadre, mentioned in sub- rule (1) and.
 - (ii) Any cadre or post laid down by Government to be included in a cadre of the service.

STRENGTH OF SERVICE

5. The strength of each cadre of the service shall be such as determined by the Government from time to time. The strength of the cadre of service on the date of commencement of these orders shall be as shown in Schedule-I:

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

PART - II

METHOD OF RECRUITMENT

6. Recruitment to the service shall be made in the manner prescribed here-in-after.

A. SCERT

Recruitment to the cadre of :

- Additional Director SCERT: By promotion from the post of Joint Director, SCERT, Assam.
- 2. Joint Director in the rank of Professor, SCERT: By promotion from the post of Deputy Director in the rank of Associate Professor, SCERT, Assam, Deputy Director, SCERT, Vice-Principal SCERT Jorhat Campus.
- Deputy Director in the rank of Associate Professor, SCERT: By promotion from the post of Assistant Director

- in them rank of Assistant Professor, Reader, Controller of Examination, Project Officer.
- 4. Assistant Directors in the rank of Assistant Professor. Direct Recruitment (80%) and by promotion (20%) from the post of Lecturers and Inspector of Training.
- 5. **Senior Research Officer**: By promotion from the post of Research Officer, SCERT, Assam.
- 6. **Librarian cum Documentation Officer**: By promotion from the post of Librarian, SCERT, Assam.
- Administrative Officer: By promotion from the post of Registrar, SCERT, Assam.
- 8. **Assistant Research Officer**: By promotion from the post of Research Assistant, SCERT, Assam.
- 9. **Assistant Librarian :** By promotion from the post of Librarian/ Reference Librarian, SCERT, Assam.
- Senior Inspecting Officer: Direct Recruitment.
- 11. Accounts Officer: Direct Recruitment (80%) and promotion (20%) from the post of Accountant.

DIRECT RECRUITMENT

- : 7. Direct recruitment to the posts mentioned under Rule 7, shall be made by the Government on the basis of recommendations made by the Commission in accordance with procedure provided.
 - (a) Before the end of each year the Appointing Authority shall make an assessment of the likely number of vacancies to be filled by direct recruitment during the next year and intimate the same to the Commission, together with the details about reservation for candidates belonging to Scheduled Caste and Scheduled Tribes or any other category as provided under Rule-14 &15.
 - (b) The Appointing Authority shall simultaneously request the Commission to recommend list of candidates for direct recruitment in order of preference.
 - (c) The Commission shall furnish to the Appointing Authority the list of candidate recommended by it in order of preference, found suitable for direct recruitment. The number of candidates in such a list shall not be more than double the number of vacancies.
 - (d) The Commission shall simultaneously publish the list in the Assam Gazette and such other place as the Commission may consider proper.
 - (e) The list mentioned in clause (d) of this order shall remain valid for 12 (twelve) calendar months from the date of recommendation.
 - (f) In the event of the Commission being unable to recommend sufficient number of candidates to fill up the vacancies in a year, it shall in consultation with the appointing authority, repeat the procedure as mentioned hereinbefore under sub Rule (a) of this rule for recommending subsequent list in the year. Provided that, the appointing authority shall not make appointment of any candidates from the subsequent select list until all the candidates of the earlier list of the same year, eligible for appointment, have been offered the appointment.

AGE LIMIT

8. A candidate for direct recruitment to the service shall be within the age limits of 18 years to 38 years on the first January in the year of the advertisement with relaxation in case of candidates belonging to the scheduled caste, scheduled tribes and any other category as laid by the Govt. through Notification/ Office Memorandum from time to time.

ACADEMIC QUALIFICATION

9. The academic qualification of a candidate for direct recruitment/promotion shall be as prescribed by the appointing authority from time to time. The qualifications and experience for direct recruitment prescribed as on the date of commencement of these orders, are given in SCHEDULE – II.

A candidate for direct recruitment shall be:

PHYSICAL FITNESS

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

CHARACTER

- **11.** A candidate for direct recruitment shall produce to the Commission certificates of good character from.
 - (a) The Principal Academic Officer of the University or College in which studies last;
 - (b) Two responsible persons, who are well acquainted with (but not related to) the candidates.

RECRUITMENT BY PROMOTION

: 12. The posts shall be filled up by promotion

Additional Director, SCERT: The post of Additional Director shall be filled up from the post of Joint Director having requisite qualification as regular service prescribed in Schedule II. The candidate has to posses training on teacher education as career progression.

Joint Director in the rank of Professor, SCERT: The post of Joint Director shall be filled up from the post of Deputy Director having requisite qualification prescribed in Schedule II. The candidate has to posses training on teacher education as career progression.

Deputy Director in the rank of Associate Professor, SCERT: The post of Deputy Director shall be filled up from the post of Assistant Director, Reader, Project Officer, Controller of Examination. The candidate has to posses training on teacher education as career progression.

Assistant Director in the rank of Assistant Professor, Lecturer, SCERT: The post of Assistant director shall be filled up through direct recruitment and 10% of post shall be filled up from the post of Lecturer having requisite qualification and per Schedule II. The post of Lecturer, SCERT shall be filled up through direct (90% posts) recruitment by APSC. Remaining, 10% of the posts of lecturer in SCERT will be filled from the post of Programme cum Script Writer having requisite qualification as per Schedule II. The candidate has to posses training on teacher education as career progression.

Senior Research Officer, SCERT, Assam: The post of Senior Research Officer, shall be filled up from the posts of Research Officer.

Assistant Research Officer, SCERT, Assam: The post of Assistant Research Officer, shall be filled up from the posts of Research Assistant.

Librarian cum Documentation Officer, SCERT, Assam: The post of Documentation Officer, shall be filled up from the posts of Librarian/Assistant Librarian, SCERT, Assam.

Assistant Librarian, SCERT, Assam: The post of Assistant Librarian, shall be filled up from the posts of Librarian/Reference Librarian SCERT, Assam.

Administrative Officer, SCERT, Assam: The post of Administrative Officer, shall be filled up from the posts of Registrar having 2 years as regular service in the post of Registrar.

Assistant Research Officer, SCERT, Assam: The post of Assistant Research Officer, shall be filled up from the posts of Research Assistant having 2 years as regular service in the post of Research Assistant.

GENERAL PROCEDURE OF PROMOTION

- : **13.** (1) Before the end of each year the Appointing Authority shall make an assessment of the likely number of vacancies to be filled up by promotion in the next year in each cadre.
 - (2) Anyone who has rendered service in his or her respective cadre or equivalent post will be eligible for promotion to next higher post.
 - (3) He must have rendered service in his/her respective cadre or an equivalent posts have to be regularized by APSC/ Cabinet/ Departmental Selection Committee.
 - (4) The appointing authority shall then furnish to the selection Board the following documents and information to as many officer in order of seniority as 4 times the number of vacancies as assessed under Sub-Rule (1).
 - (a) Information about the number of vacancies (including Non Gazetted/Para Academic and Nonteaching staff).
 - (b) List of officers in order of seniority eligible for promotion (separate list for promotion to different cadres shall be furnished) indicating the cadre to which the case of promotion to be considered.
 - (c) Character Rolls and Other records of the officers and Non Teaching staff listed.
 - (d) Any other documents and information as may be considered by the Appointing Authority or required by the Board.
 - (5) The Appointing Authority shall simultaneously request the Board to recommend within one month a list of officers, found suitable for promotion to each of the cadres in which recruitment is to be made by promotion.
 - (6) The selection shall be made on the basis of performance and merit-cum-seniority in each case of promotion.
 - (7) The Board, after examination of the documents and information furnished by the Appointing Authority shall recommend to the Appointing Authority a select list of officers to the number of vacancies in order of

preference found suitable for promotion.

- (8) The Appointing Authority shall consider the select list prepared by the Board along with character rolls and other records and approve the list unless it consider any change necessary. If the Appointing Authority considers it necessary to make any change in the list received from the Board it shall inform the Board of the change proposed and after taking into account the comments, if any, of the Board may approve the list finally with such modifications, if any, as may in its opinion, be just and proper.
- (9) The select list shall be sent to the Commission for approval.
- (10) The select list shall remain valid for 12 month from the date of approval by the commission.
- (11) The promotion shall be in accordance with the list finally approved by the Appointing Authority.
- (12) The inclusion of candidates 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.

SELECTION BOARD

- **14.** The selection Board as referred Rule 13 shall consist of the following.
 - (1) Selection Board for considering promotion to the posts of Additional Director, Joint Director, Deputy Director, Reader, Assistant Director, Project Officer, Controller of Examination. Inspector of Training, Lecturer. Documentation Officer. Senior Research Officer. Officer, Officer, Research Assistant Research Administrative Officer, Senior Inspecting Officer, Accounts Officer, Assistant Librarian.
 - (i) Senior most Secretary to the Govt. of Assam, Education Department . Chairman
 - (ii) Senior most Secretary to the Govt.
 of Assam, Finance Department
 or his representative.
 Member
 - (iii) Senior most Secretary to the Govt.of Assam. Personnel Departmentor his representative. Member
 - (iv) Senior most Secretary to the Govt.
 of Assam, WPT&BC Department
 or his representative

 Member
 - (v) Joint Secretary to the Govt. of Assam Member Elementary Education Department. Secretary

PART III: GENERAL PROVISIONS

DISQUALIFICATION

- **15.** (1) No person shall be eligible for appointment to the service :
 - (a) Unless he is a citizen of India, and
 - (b) If he has more than one wife living or in case of female candidates who has married a person who has one wife living. Provided that the Government may, if

it is satisfied that there are special grounds for doing so, exempt any person from the operation of this rule.

(2) No person who attempts to enlist support for his candidates directly or indirectly by any recommendation either written or oral by other means shall be appointed to the service.

RESERVATION

: 16. In case of the direct recruitment to the service or by promotion there shall be reservation in case of candidates belonging to the member of SC and ST (Reservation of vacancies in service and posts) Act 1978 and rules framed there under. There shall also be reservation of candidates belonging to the other backward class as per Govt. instruction contained in O.M. No. TAD/ BC/ 68/ 2011/ Pt-I/207 dt. 03-08-2016 for direct recruitment only. General orders in respect of reservation in favors of other categories of candidates as may be in force for the time being, shall also be followed.

CONFIRMATION

: 17. A member shall be confirmed on the basis of merit-cumseniority, if he is considered fit otherwise for confirmation by the Appointing Authority:

Provided that officers liable to undergo training and to pass departmental examination under any general rules or special orders of the Government shall be confirmed only after having successfully completed the training and passed the departmental examination.

DISCHARGE

: 18. A member on probation shall be liable to discharged from service or reverted to his next lower post or to his previous service to which he holds a lien as the case may be, if his performance of duty has not been satisfactory or if the Appointing Authority finds him unfit for holding the post.

SCALE OF PAY

: 19. The scale of pay admissible to members of the different cadre of the service shall be such as shown in **Schedule I**, subject to such revision as may be made by the Government from time to time.

FIXATION OF INITIAL PAY

20. On promotion of a member from a lower to a higher cadre in service initial pay shall be fixed in accordance with principles governing such fixation under the Assam Fundamental Rules and Subsidiary Rules or any rules for the time being in force.

INCREMENT

- : **21.** (1) The first increment of a member of the service appointed on a time scale shall accrue on the expiry of one year from the date of his probation, but further increment shall be admissible only on his confirmation.
 - (2) A member of the service on confirmation shall draw pay in the rate corresponding to his position in the time scale but he shall not be entitled to any arrear in pay on account of withholding of due increment for the period to the date of his confirmation.
 - (3) A member of the service appointed against a temporary vacancy in a cadre shall be eligible to draw his usual increments in the time scale under the provision of Assam Fundamental Rules and Subsidiary Rules subject to the condition that as and when placed on probation, he shall

remain at the stage of Pay in the time scale where he was on the date of probation till his confirmation.

SENIORITY

- : 22. (1) Seniority of a member of the service belonging to each of the cadres shall be in the order of preference in which their names appear in the recommendation list of APSC provided he/ She joins his appointment within 15 days from the date of receipt of the order or within the extended period or from the date of cabinet approval.
 - (2) Provided that if a member is prevented from joining within this period by the circumstances of public nature or for reasons beyond his control the Appointing Authority may extend it for a further period of 15 days. If the period is not so extended the seniority shall be determined according to the date of joining.
 - (3) If the persons are appointed on the recommendation of the commission in two different batches, then the person who was recommended in the earlier batch shall be senior to the person who was recommended in the latter batch.
 - (4) If two or more persons are bracketed in the merit list of the commission, the inter-se-seniority of these persons shall be determined according to the date of birth.
 - (5) A member appointed by promotion/ Up-gradation against a vacancy securing in a year shall be senior to a member appointed by direct recruitment of that year.
 - (6) A member appointed under regulation 3 (F) of APSC (F&L), 1951, his/ her adhoc period will not be counted towards fixation of seniority.
 - (7) If the confirmation of a member of the service in a cadre is delayed on account of his failure to quality for such confirmation he shall loose his position in order to seniority in that case viz-viz such of his juniors as may be confirmed in that particulars cadre. His seniority shall however, be re-started on his confirmation subsequently.
 - (A) The period of appointed under APSC, 1951 (Limitation of Function) before regulation through Commission shall always be ignored for purpose of determining seniority.
 - (B) The combined seniority list of all the post in the rank of Assistant Professors of the Teacher Education Institutes including SCERT shall be determined according to relative preference of the Commission (date of birth as the case may be and date of appointment with due regards to their relative position in the respective cadre as determined under Sub-Rule (1).

GRADATION LIST

: 23. A gradation list of the members of the service shall be published cadre wise every year indicating their relative seniority and date of birth, date of appointment, date of joining, date of regularization (by the Commission/Date of issue of Cabinet Approval) etc.

CODE OF CONDUCT

24. Every member of service shall maintain high standard of public services, discipline and conduct and scrupulously bellow the general provisions of the Assam Service (conduct) Rules as amended from time to time.

Note:-

TRANSFER

: 25. Every member of the service shall be liable to be transferred at any time to any place in the interest of public service.

OF SERVICE

- OTHER PROVISIONS: 26. 1. Except as provided in these rule, all matters relating to pay and allowances, leave, pension, discipline and other conditions of service shall be regularized by the general rules frame by government from time to time being in
 - 2. The condition of the 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.

MAINTENANCE OF POST BASED REGISTER

: 27. The appointing Authority shall maintain such registers in suitable form as may be prescribed by Government from time to time with a view to recording the service particulars of the service.

PART IV. SPECIAL PROVISION

RELAXATION

: 28. Where the Government is satisfied that operation of any of these orders may cause undue hardship in any particular case, it may dispense with or relax the requirement of that rule to such extend and subject to such condition as it may consider necessary for dealing with the case in a just and equitable manner:

> Provided that the case of any person shall not be dealt with in any manner less favorable to him than that provided in any these orders.

> The existing faculties/ staff of SCERT, Assam shall be absorbed in the posts of Additional Director, Joint Director in the rank Professor, Deputy Director in the rank of Associate Professor, Assistant Director in the rank of Assistant Professor, Librarian cum Documentation Officer, Assistant Librarian, Senior Research Officer, Administrative Officer, Senior Inspecting Officer, Assistant Research Officer and Officer. After absorbing Accounts all the faculties/staff of SCERT, Assam, for once and not as precedent, as per the approved plan on the basis of which the posts were created and the remaining Gazetted posts through APSC will be filled up as per existing rules and procedures come into force.

INTERPRETATION

29. If any question arises relating to the interpretation of these orders, it shall be referred to the Government in the Education Department whose decision therein shall be final.

REPEAL AND SAVINGS

30. The orders corresponding to these orders and in force immediately before the commencement of these orders are hereby repealed:

Provided that all orders made or actions taken under the orders so repealed or under any general orders ancillary there to shall be deemed to have been validity made or taken under the corresponding provision of these orders.

SCHEDULE - I

SI. No.	Name of Pos		Pay Band	Grade Pay	No. of post	Mode of recruitment
1.	Additional Director	PB-4	30000/- to 110000/-	16900/-	2	By promotion at sl.2
2.	Joint Director in the rank of Professor	PB-4	30000/- to 110000/-	15100/-	9	By promotion at sl. 3 having required qualification at Schedule II
3.	Deputy Director in the rank of Associate Professor	PB-4	30000/- to 110000/-	14500/-	17	By promotion at SI. 5,6,7,8 having required qualification at Schedule II
4.	Senior Research Officer	PB-4	30000/- to 110000/-	14500/-	1	By promotion at Sl. 11
5.	Reader, SCERT	PB-4	30000/- to 110000/-	13900/-	9	By promotion at SI 9,10
6.	Assistant Directors in the rank of Assistant Professor	PB-4	30000/- to 110000/-	13900/-	29	Direct Recruitment as per qualification at Schedule II and by promotion at SI 9,10
7.	Assistant Directors	PB-4	30000/- to 110000/-	13900/-	2	By promotion at SI 9,10
8.	Project Officers (In the rank of Reader)	PB-4	30000/- to 110000/-	13900/-	2	By promotion at SI 9,10
9.	Lecturers SCERT	PB-4	30000/- to 110000/-	13300/-	17	90% Direct Recruitment and 10% by promotion from PCSW having requisite qualification
10.	Inspector of Training	PB-4	30000/- to 110000/-	13300/-	1	90% Direct Recruitment and 10% by promotion from PCSW having requisite qualification
11.	Research Officer	PB-4	30000/- to 110000/-	13300/-	1	By promotion at sl. 16
12.	Librarian cum Documentation Officer	PB-4	30000/- to 110000/-	13300/-	1	By Promotion from Librarian** and Assistant Librarian
13.	Administrative Officer	PB-4	30000/- to 110000/-	13300/-	1	By promotion at sl 17
14.	Senior Inspecting Officer	PB-4	30000/- to 110000/-	12700/-	1	Direct Recruitment as per qualification at Schedule II
15.	Programme-cum-Script writer	PB-3	22000/- to 87000/-	11500/-	2	Direct Recruitment as per qualification at Schedule II
16.	Assistant Research Officer	PB-3	22000/- to 87000/-	11500/-	1	By promotion from Research Assistant**
17.	Registrar	PB-3	22000/- to 87000/-	10300/-	1	By promotion from the post of Superintendent
18.	Accounts Officer	PB-3	22000/- to 87000/-	10300/-	1	Direct recruitment and By promotion from the post of Accountant**
19.	Assistant Librarian	PB-3	22000/- to 87000/-	9100/-	1	Direct Recruitment as per qualification at Schedule II and by promotion from the post of Reference Librarian/Librarian**
	Total		BOD 0047		99	

^{*} The Pay Scale has been reflected as per ROP 2017

^{**} The posts are included in the Assam Education (Research and Training- Non-Gazetted) Service Order, 2017

SCHEDULE – II

Qualification and Experiences prescribed for Direct Recruitment, SCERT, Assam

SI No.	Name of Cadre	Minimum qualification			
1	2	3			
1.	Assistant Director in the rank of Assistant Professor, Lecturer, SCERT	Candidate for direct recruitment to the post in the cadre of Lecturer shall possess the following minimum academic qualification and experiences: a) Uniformly good academic carrier with 55% marks in Master Degree in (Arts / Science / Commerce / Humanities / Social Science / Agricultural Science / Computer Science / Physical Education / Fine Arts) the concerning subject from any recognized University b) Candidate must have M.Ed. with 55% marks from any recognized University Experience i) Candidate must have at least 5 years teaching experience in Elementary or Secondary Education ii) Candidate must have experience in conducting teacher training programme. Preference will be given to the candidate having experience in inspection of teacher training institutions and computer application. iii) Candidates must have evidences of published research paper/work in education			
2.	Inspector of Training, SCERT	 iv) Preference will be given to the candidate having Ph.D. related to the school education. a. Master Degree in any subjects with 55% marks from any recognized University b. M.Ed. with 55% marks from any recognized University or its equivalent grade c. Preference will be given to the candidate having evidence in conducting teacher training programme, published research paper in education, Ph.D. in school subject. Experience At least 5 years teaching experience in Elementary or Secondary Education/ Govt./ Provincialsed/School/College 			
3.	Programme cum Script Writer, SCERT	a. Master Degree with 55% marks from any recognized University b. M.Ed. with 55% marks from any recognized University or its equivalent grade c. Preference will be given to the candidate in Script writing AIR, TV for Educational Broadcasting in School subject and Mass Communication. Experience At least 2 years teaching experience in Elementary or Secondary Education in the line of Script Writing Programme developing or Mass media with digital content			
4.	Accounts Officer	a. Master Degree in commerce with atleast 50% marks from any recognized University b. Degree/ Diploma in Accounts Experience a. At least 2 years working experience as accountant in any registered organization b. Handling of any accounts software			
5.	Senior Inspecting Officer	a. Master Degree in any subjects with 55% marks from any recognized University b. B.Ed. with 55% marks from any recognized University or its equivalent grade c. Preference will be given to the candidate having knowledge in inspection and supervision or working experience in field level organization. Experience At least 3 years working experience in Elementary or Secondary Education/ Govt./ Provincialsed/School/College			
6.	Assistant Librarian, SCERT	Master Degree with 55% marks in Library Science from any recognized University Proficiency in handling library software Experience At least 2 years working experience in any library with handling of library software			

PREETOM SAIKIA,

Commissioner & Secretary to the Govt. of Assam, Elementary Education Department.