



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

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No. 09 Dispur, Saturday, 2nd January, 2021, 12th Pausa, 1942 (S. E.)

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

HOME & POLITICAL DEPARTMENT

**NOTIFICATION**

The 21st December, 2020

**No. HMB.04/2011/151.-** In exercise of the power conferred by 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 Home Guards Service, namely :-

**PART-I**  
**General**

**1. SHORT TITLE AND COMMENCEMENT :**

- (1) These rules may be called Assam Home Guards Service Rules, 2020.
- (2) They shall come into force on the date of their publication in the Official Gazette.

**2. DEFINITION :**

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

- (a) "Appointing Authority" means the Governor of Assam;
- (b) "Cadre" means the cadre of Assam Home Guards Service;
- (c) "Commandant" means the Officer Commanding a Division, District or Armed Home Guards Battalion;

- (d) “Commandant General” means the Commandant General of the Home Guards appointed by the Government through whom the superintendance of and control over the force shall be exercised and the officer shall be an IPS and the post is equivalent to the DGP of the State of Assam;
- (e) “Commission” means the Assam Public Service Commission;
- (f) “Committee” means the Selection Committee constituted under rule 14;
- (g) “Competent authority” means the Commandant General, Home Guards, Assam;
- (h) “Constitution” means the Constitution of India;
- (i) “Deputy Commandant General” means an Officer who has been appointed by the Government for the force who is attached to the office of the Commandant General and shall exercise the powers of the Head of department (subject to the supervision, control and direction of the Commandant General). The rank and status of the post shall be equivalent to the Senior Superintendent of Police in state police force;
- (j) “The force” means the Assam Home Guards and Armed Battalion, Home Guards;
- (k) “Government” means the Government of Assam;
- (l) “Governor” means the Governor of Assam;
- (m) “Member” means ,-
- (i) a person recruited to the service after or before the commencement of these rules;
  - (ii) a person who was promoted to the Assam Home Guards Service from the rank of Subedar of Home Guards and was confirmed in the Assam Home Guards Service prior to the commencement of these rules; and
  - (iii) a person appointed to the Assam Home Guards Service by direct recruitment on the recommendation of the Commission before commencement of these rules;
- (n) “Recommending Authority” means the Commandant General, Home Guards, Assam;
- (o) “Schedule” means the Schedule appended to these rules;
- (p) “Select list” means the list of selected candidates for the post of Junior Grade under rule 7, sub-rule (1) clause (d) and the list prepared by the Selection Committee and approved by the Commission for promotion to the post of Senior Grade I and Senior Grade II under rule 15;

(q) "Service" means the Assam Home Guards Service, which comprises all posts in the service in existence at the commencement of these rules and also those posts which may be created in the service hereinafter;

(r) "Year" means a calendar year.

**3. STATUS OF SERVICE** : The members of the Assam Home Guards Service shall have the status of Class-I Officer of the State Government.

**PART-II**  
**Cadre**

**4. CLASS AND CADRE** :

(1) The service shall consist of the following classes and cadres :-

**a. Class-I (Senior Grade-I)** : It shall include the cadre of :-

(i) Deputy Director of Civil Defence and Deputy Commandant General of Home Guards.

**b. Class-I (Senior Grade-II)** : It shall include the following cadres :-

- (i) Senior Staff Officer (Home Guards)
- (ii) Divisional Commandant of Home Guards of Division.
- (iii) Principal Central Training Institute (Civil Division and Home Guard).
- (iv) Commandant of Armed Home Guards Battalion.
- (v) District Commandant, Home Guards of upgraded District (Sr. Grade).
- (vi) 2<sup>nd</sup>-in-Command of Armed Home Guards Battalion.

**c. Class-I (Junior Grade)** : It shall include the following cadres :-

- (i) District Commandant Home Guards.
- (ii) Assistant Commandant of Armed Home Guards Battalion.
- (iii) Centre Commandant, District Home Guards, Training Centre.
- (iv) Chief Instructor of Central Training Institute (Civil Defence and Home Guards).
- (v) Junior Staff Officer of Home Guards, Directorate of Civil Defence and Home Guard.

(2) The Service may also include :

(a) Any post equivalent to the post, in any of the cadre mentioned in Schedule-I and

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

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

#### **5. STRENGTH OF SERVICE :**

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

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

### **PART-III** **RECRUITMENT PROCEDURE**

#### **6. Methods of recruitment to the service :**

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

(1) Recruitment to the cadre of Junior Grade of Assam Home Guards Service shall be made by the following methods, namely :-

(a) By direct recruitment through competitive examination conducted by the Commission.

**(55% of the cadre strength in the junior grade)**

(b) By promotion from confirmed officers in the rank of Subedars **(40% of the cadre strength in the Junior Grade)**, and

(c) By selection in special cases from amongst **(5% of the cadre strength in the Junior Grade)** from,-

(i) Persons other than Subedar of Home Guards serving in connection with the affairs of the Government ; and

(ii) Other persons having qualifications and experience eminently suitable for service in the Home Guards Department in the rank of Class-I Junior Grade :

Provided that sixty percent of the total number of posts in the cadre shall be filled up by recruitment as per clause (a) and (c) and the other forty percent exclusively

as per clause (b) and the number of posts filled up as per clause (c) above shall not at any time exceed five percent of the total number of post in the cadre and one posts in any particular year.

(2) Recruitment to the cadre of Senior Grade I and Senior Grade II shall be made by promotion.

#### **7. DIRECT RECRUITMENT :**

(1) Subject to sub-rule (1) of rule 6, direct recruitment shall be made on the basis of recommendations made by the Commission in accordance with the procedure hereinafter provided namely :-

- (a) Before the end of each year (i.e. in the month of December) 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 same to the Commission together with the details about reservation for candidates belonging to the Scheduled castes, Scheduled Tribes or any other category as laid down by the Government;
- (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 a selection in accordance with the scheme of selection prescribed by the Government. The Commission may hold competitive examination, interview and undertake scrutiny of certificates and other documents as may be considered necessary. The scheme of examination, syllabus etc. are given in Schedule-III;
- (d) The Commission shall prepare a list of all candidates with the aggregate of marks obtained by each candidate. If two or more candidates obtain equal marks the Commission shall arrange them in order of existing rules or directions prevalent at that time. The number of candidates in such a list shall be equal to the number of posts notified. The Commission shall forward the list so prepared to the Government;

- (e) The Commission shall simultaneously publish the Selectlist in the Assam Gazette and in the official website/ or at such other places the Commission may otherwise consider proper.
- (f) The inclusion of a candidate's name in the list shall confer no right to appointment unless the Governor is satisfied after such enquiry as may be necessary, that the candidate is suitable in all respect for appointment to the service.
- (3) The list mentioned in clauses (d) of sub-rule(1) above shall remain valid for 12 calendar months from the date of recommendation.
- (4) In the event of the Commission 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 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.

### **Qualification for appointment :**

#### **8. AGE FOR DIRECT RECRUITMENT:**

A candidate for direct recruitment to the service shall be minimum 21 years and maximum 38 years on the first day of January of the year of advertisement, 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.

#### **9. ACADEMIC QUALIFICATION:**

A candidate shall hold a degree in any discipline from any institute recognized by Government.

#### **10. PHYSICAL FITNESS :**

A candidate for direct recruitment shall be ,-

- (i) 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

(ii) required to undergo medical examination before appointment to the service.

Physical and Medical Standard for the candidates for the posts in Junior grade of Assam Home Guards Service by way of direct recruitment is given in Schedule-IV.

**11. CHARACTER :**

A candidate for direct recruitment shall produce to the Commission, the following certificates of good character from ,-

(a) the Principal / Academic Officer of the University or College or such educational Institute in which he studied last ; and

(b) two respectable persons, who are well acquainted with (but not related to) the candidate.

**12. RECRUITMENT BY SELECTION :**

(1) The Governor may, from time to time, for the purpose of recruitment to the service under clause (c) of rule 6, shall call upon the recommending authority to submit recommendation in respect of persons who ,-

(a) are of outstanding merit and ability;

(b) have to their credit not less than 2 years of experience in duties comparable in status and responsibility to that of the Class-I Junior Grade or 8 years of continuous experience in duties comparable in status and responsibility to that of Subedar of the force;

(c) possess the academic qualification as prescribed under rule 9;

(d) are not above the age of 45 years on the 1<sup>st</sup> day of January of the year in which the recommendations are called for and otherwise eligible in the opinion of the authority.

(2) on receipt of the recommendations, the Governor shall refer and also simultaneously send the character rolls / testimonials of character and service records / other relevant records of the persons recommended to the Selection Committee constituted under sub-rule (2) of rule 14 which shall, after examination of the records forwarded to it and interviewing, such of the persons recommended as it considers necessary, prepare a select-list of persons in order of preference who are considered suitable for appointment to the service. The procedural details in clause (a) to (i) of rule 15, shall mutatis mutandis be followed with regard to the list of persons prepared under this sub-rule.

(3) for every recruitment, a separate list shall be prepared and the list once approved by the Commission shall lapse immediately on completion of the filling up of the percentage of posts in a year from the list as mentioned in clause(c) of rule 6.

### **13. ELIGIBILITY FOR PROMOTION :**

A senior member of the service shall be eligible for promotion to respective higher grade on fulfilment of terms and conditions as follows, namely:-

(1) Eligibility of officers for promotion ,-

(a) for promotion from Junior Grade to Senior Grade-II ,-

(i) one must complete 7 years of service in the cadre and confirmed in the Junior Grade,

(ii) the Governor must be satisfied about his ability, integrity and character based on service records,

(b) for promotion from Senior Grade-II to Senior Grade-I ,-

(i) one must complete a minimum period of 15 years of service in the cadre of Assam Home Guard Service or Civil Defence,

(ii) the Governor must be satisfied about his ability, integrity and character based on service records.

(c) for selection of candidates from the category of Subedar for promotion to the post of Junior Grade of the service shall be made from the cadre of Subedar under the Assam Home Guards (Non-Gazetted) service Rules, 1991 as amended from time to time and the candidate must complete five years of continuous service in the said cadre.

(2) For promotion from Junior Grade to Senior Grade II and from Senior Grade II to Senior Grade I the Officers shall have the academic qualification as prescribed under rule 9.

### **14. Selection Committee:**

The Selection Committee for considering promotion of Officers shall consist of the members as follows, namely:-

(i) Chairman or his nominee, Assam Public Service Commission – Chairman.

(ii) Secretary to the Government of Assam, Home Department – Member Secretary



- (iii) Secretary to the Government of Assam, Personnel Department – Member.
- (iv) Commandant General of Home Guards, Assam – Member.

#### **15. GENERAL PROCEDURE OF PROMOTION :**

The promotion to the cadres of this service shall be made in the manner as prescribed hereinafter, namely:-

- (a) Before the end of each year in the month of April of every year the competent authority shall make an assessment regarding the likely numbers of vacancies in Senior Grade-I post, Senior Grade-II post and in the Junior Grade post to be filled up by way of promotion in that year and shall intimate the same to the appointing authority together with list of eligible candidates in 1:4 of existing vacancy, at least 3 years ACR, integrity report and updated gradation list of officers to be promoted.
- (b) The appointing authority shall place the proposal before the Selection Committee for selection of the candidates for promotion equal to the number of vacancies.
- (c) In case of promotion from Subedar to the post of Junior Grade the Selection Committee shall assign proportionate quantitative score on each of the ACR grading of the Officers in the feeder list to obtain quantifiable data on merit and suitability of the officers being promoted. An officer who scores more than 40% of marks out of the total maximum score in 5 (five) years shall be treated as suitable for promotion.
- (d) The Committee shall prepare a Select list in order of preference and the total number of such names shall be equal to the number of vacancies that may arise in respect of the percentage allotted for the promotion quota in a cadre and ex-cadre posts of the rank during a period of approximately one year thereafter. In every case, while drawing up the list if the Committee changes the order of seniority of any person in the rank of Subedar or supersedes any one in that rank by omission of his name, the Committee shall record in writing the reason for such change or supersession.
- (e) The Committee shall have the selection on seniority, merit and suitability in all respects and following aspects of an officer viz,-
  - (a) Vigilance clearance,

- (b) Personality and character,
  - (c) Integrity, and
  - (d) Previous record of service.
- (f) The Commission shall consider the list prepared by the Committee alongwith other documents received from the Governor or other documents as called for and unless it considers any change necessary, shall approve the list. If the Commission considers any change necessary, it shall inform the Governor of the changes proposed and after taking into account the comments, if any, of the Governor may approve the list finally with such modification, if any, as may in its opinion be just and proper.
- (g) The list as finally approved by the Commission, shall be forwarded to the Governor alongwith all the papers received under clause (f) above.
- (h) The list approved by the Commission shall remain valid until the next list prepared by the Committee is approved by the Commission or for a period of one year whichever is earlier.
- (i) After selection of the officers by the Selection Committee as per post based roster the appointing authority shall issue notification of promotion to the post of respective grade.

**16. DISQUALIFICATION :**

(1) No person shall be eligible for appointment to the service,-

(a) unless he is a citizen of India;

(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; and

(c) if he/she has more than two living children from a single or multiple partners:

Provided that this provision shall not be applicable in respect of persons, who have more than two living children prior to the commencement of these rules.

(2) (i) Every member of this service on his first appointment to this service and thereafter at such intervals, as may specified by the Government, shall submit a Declaration giving the

details of members of his family in the form as at Schedule V of these rules.

(ii) The persons who are already in the service on the date of commencement of these rules shall also submit a Declaration giving the details of members of his family in the form as at Schedule V within a period of thirty days from the date of commencement of these rules.

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

#### **17. RESERVATION :**

In the case of direct recruitment to the service, there shall be reservation in favour of candidature belonging to Scheduled Castes, Scheduled Tribes and OBC / MOBC/EWS (Economically weaker section) category as determined by Government from time to time.

#### **18. APPOINTMENT :**

(1) All appointments to the service shall be made by the Governor and shall be notified in the Official Gazette.

(2) Subject to the provisions of rule-6 and clause (a) of this rule, appointment under rule 7 shall be made by the appointing authority in accordance with the order of preference determined in the list referred to the clause (d) of sub-rule (1) of rule 7.

(3) Appointment to the service as per clause (b) rule 6 shall be made in the order in which the names appear in the list approved by the Commission as per clause (g) of rule 15 as and when vacancies arise in the promotion quota of the cadre.

#### **19. JOINING TIME :**

A person shall join within 15 days from the date of receipt of the order of appointment of or promotion, failing which the appointment shall be cancelled unless the Appointing Authority extends the period, which shall not, in all exceed three months.

#### **20. TRAINING :**

A member of the service shall be required to undergo a training and pass a departmental examination as Government may prescribe. Scheme of the departmental examination and syllabus etc. is given in Schedule VI.

**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 / approved by the Commission as per clause (d) sub-rule (1) of rule 7 and clause (d) of rule 15, if he joins the service within 15 days from the date of receipt of the order of appointment or within the extended period as mentioned in rule 19.

(2) If a member fails to join the service within the initial 15 days of receipt of the order of appointment 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.

(4) (a) Notwithstanding anything contained hereinafter in these rules, officers appointed in the Home Guards organization against posts equivalent to those in the cadres as mentioned in rule 4, excluding the officers on deputation to the organization from other services, prior to the commencement of these rules, shall be absorbed in the respective cadres of the service and their inter-se-seniority shall be determined on the following basis :-

(i) Position in the respective merit list where such merit lists exist, otherwise.

(ii) Length of continuous service in the organization in the respective cadre.

(b) All officers of the category mentioned in clause (a) above shall be senior to those appointed after commencement of these rule.

**PART-IV**  
**PROBATION AND CONFIRMATION**

**22. PROBATION :**

(1) All persons recruited to the service as per clause (a) of rule 6 shall be on probation for a period of 2 years from the date of appointment to the service. The period of probation may for good and sufficient reason be extended by the Governor in individual cases by such period as deemed necessary.

(2) (a) A person appointed to the service as per clause (a) rule 6 shall undergo a course of training at the Institute approved by Government for the period of 12 months and shall have to pass the final examination.

(b) Such person appointed to the service under clause (a) rule 6 shall also be required to pass departmental examination prescribed by Government Rule for the conduct of Departmental examination, 1936 for Home Guards Officer / Gazetted officers and conducted by the Commission.

(3) All person appointed to the service as per clause (b) rule 6 during the period of probation shall have to successfully undergo such training as the Government may prescribe and shall appear at and pass departmental examination prescribed by Government and conducted by the Commission.

### **23. DISCHARGE OF PROBATION :**

A probationer shall be liable to be discharged from the service or in the case of persons appointed to the service as per clause (b) of rule 6 be reverted to the post of Subedar of Home Guards / force, if he/she is considered otherwise unsuitable, for reasons to be recorded, for continuing in the service by the Government.

### **24. CONFIRMATION :**

(1) A person appointed to the service shall be confirmed in the service against a permanent vacancy, if,—

- (a) he/she has completed period of probation to the satisfaction of the Governor.
- (b) he/she has passed the departmental examination and has successfully undergone the course of training prescribed for him, and
- (c) he/she is considered otherwise fit for confirmation by the Governor:
- (d) there is a permanent post to confirm him:

Provided that where a member of the service is not given an opportunity for undergoing the prescribed Survey and Settlement Training during the period of his probation, his confirmation in service shall not be held up for reason of only not having undergone such training but

such a person shall, when called upon by the Governor and opportunity given successfully undergo such training :

Provided further that the Governor may for good and sufficient reasons temporarily exempt a member of the service from passing anyone or more of the prescribed departmental examinations and confirm him in the service.

(2) A member of service shall be confirmed in the Senior Grade if :-

(a) He has completed one year of service in the Senior Grade II to the satisfaction of the Governor.

(b) He is otherwise considered suitable for confirmation.

(c) There is a permanent vacancy in the Senior Grade-II to confirm him.

(3) A member of the service shall be confirmed in the Senior Grade-I scale if,-

(a) he has completed one year of service in the Senior Grade-I scale to the satisfaction of the Governor.

(b) he is otherwise considered suitable for confirmation.

(c) there is a permanent vacancy in the scale to confirm him.

(4) Subject to condition laid down in sub-rule (1), ( 2) and (3) above confirmation shall ordinarily be made on the basis of seniority as determined under rule 21.

**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 under sixth Schedule area, 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.

**PART-VI**  
**MISCELLANEOUS**

**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 orders of the Government, for the time being in force.

(2) The conditions of service of the members in respect of matter 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 is 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 AND SAVINGS :**

The rules corresponding to these rules 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 validly made or taken under the corresponding provisions of these rules.

<b>SCHEDULE -I (FOR ASSAM HOME GUARDS SERVICE RULE) [Rule 4(3)]</b>				
<b>List of posts equivalent to and included in the cadre of service</b>				
Sl. No.	Name of cadre	Name of post equivalent to and included in the cadre	Rank equivalent to	No. of post
[1]	[2]	[3]	[4]	[5]
1.	Assam Home Guards Service Class-I (Senior Grade -I)	Deputy Director of Civil Defence and Deputy Commandant General of Home Guards.	Senior Superintendent of Police	1
2.	Assam Home Guards Service Class-I (Senior Grade-II)	(i) Divisional Commandant Home Guards of Division (ii) Senior Staff Officer (Home Guards) (iii) Principal, Central Training Institute (CD and HG) (iv) Commandant of Armed Home Guards Battalion (v) District Commandant, Home Guards (Sr. Grade) (vi) 2nd-in-Command of Armed Home Guards Battalion (Sr. Grade)	Superintendent of Police  Additional Superintendent of Police	18
3.	Assam Home Guards Service Class-I (Junior Grade)	(i) District Commandant Home Guards. (ii) Assistant Commandant of Armed Home Guards Battalion (iii) Centre Commander, Dist. Home Guards, Training Centre (iv) Chief Instructor of CTI (CD & HGs) (v) Junior Staff Officer, Home Guards, Directorate of CD & HGs	Deputy Superintendent of Police	53



**SCHEDULE-II [Rule 5]**

Sl. No.	Categories of Posts	Time Scale of Pay	Number of posts		Total	Grade
			Permanent	Temporary		
1	2	3	4	5	6	7
1	Deputy Director of Civil Defence and Deputy Commandant General of Home Guards, Assam	PB - 4 12000 - 40000 GP - 6600	1		1	Senior Grade-I
2	Senior Staff Officer (Home Guards) Directorate of CD & HG, Assam	PB - 4 12000 - 40000 GP - 6300	2		2	Senior Grade-II
3	Divisional Commandant, Home Guards	PB - 4 12000 - 40000 GP - 6300	3		3	Senior Grade-II
4	Commandant ASRF Bns. / AISF Bns.	PB - 4 12000 - 40000 GP - 6300	4		4	Senior Grade-II
5	Principal, Central Training Institute, (Civil Defence and Home Guards)	PB - 4 12000 - 40000 GP - 6300	1		1	Senior Grade-II
6	2nd-in-Command (ASRF Bns / AISF Bns.)	PB - 4 12000 - 40000 GP - 6300	4		4	Senior Grade-II
7	District Commandant, Home Guards (Sr. Grade) Kamrup, Nagaon, Dhubri & Dibrugarh	PB - 4 12000 - 40000 GP - 6300	4		4	Senior Grade-II
8	Chief Instructor, Central Training Institute, (Civil Defence and Home Guards)	PB - 3 8000 - 35000 GP - 5100	1		1	Junior Grade
9	Junior Staff Officer (Home Guards), Directorate of CD & HG, Assam.	PB - 3 8000 - 35000 GP - 5100	2		2	Junior Grade
10	Assistant Commandant (ASRF Bns. / AISF Bns.)	PB - 3 8000 - 35000 GP - 5100	38		38	Junior Grade
11	District Commandant, Home Guards (Jr. Grade)	PB - 3 8000 - 35000 GP - 5100	10		10	Junior Grade
12	Centre Commander, District Training Centre, Home Guards, Kamrup & Dhubri	PB - 3 8000 - 35000 GP - 5100	2		2	Junior Grade

**SCHEDULE – III****SELECTION PROCEDURE / SCHEME AND SYLLABUS OF THE  
EXAMINATION FOR DIRECT RECRUITMENT OF JUNIOR GRADE  
POST OF ASSAM HOME GUARDS SERVICE**

[ See Rule – 7 (c) ]

**(A) Selection Procedure / Scheme :-**

The Selection Procedure / Scheme of the Examination shall be as follows :

- i. Written Examination :** The written examination to be conducted by the Commission on proposal by the appointment authority and will comprise two papers. Paper I shall be held from **10 a.m. to 12.00 Noon** and Paper II will be held from **2.00 p.m. to 5.00 p.m.**

**Paper-I :** General Ability and Intelligence – 200 Marks

The questions in this paper shall be of Objective (Multiple Answers) Type in which the questions shall be set in English.

**Paper-II :** General Studies, Essay and Comprehension – 200 Marks

In this paper candidates shall be allowed the option of writing the Essay Component in English or Assamese, but the medium of Precis Writing, Comprehension Components and other communications / language skills will be English only.

**Note-I :** Candidates should ensure that in Paper-II they write the answers only in the medium allowed by the Commission for the different Components as mentioned above. No credit shall be given for answers written in a medium other than the one allowed in the Paper. Candidates shall be required to indicate the medium of Essay Component in the Attendance Lists and on the Answer Book. No credit shall be given for the Essay Component if the candidate indicates a medium on the Attendance List and on the Answer Book other than the one in which he / she has written the Essay.

**Note-II :** There shall be minimum qualifying marks separately in each Paper as may be fixed by the Commission in their discretion. Paper-I shall be evaluated first and evaluation of Paper-II shall be done only of those candidates who obtain the minimum qualifying marks in Paper-I.

**ii. Physical Standards / Physical Efficiency Tests and Medical Standards Tests :**

Candidates who are declared qualified in the written examination shall be summoned for Physical Standards / Physical Efficiency Tests and Medical Standards Tests. Those candidates who meet the prescribed Physical Standards, specified in **Schedule-IV (1)** shall be put through the Physical Efficiency Tests as indicated below :

**Physical Efficiency Tests (PET)**

	<b>Males</b>	<b>Females</b>
(a) 100 Meters race	In 16 seconds (Maximum)	In 18 seconds (Maximum)
(b) 800 Meters race	In 3 minutes 45 seconds (Max.)	In 4 minutes 45 seconds (Max.)
(c) Long Jump	3.5 Meters (Min.) (3 chances)	3.0 Meters (Min.) (3 chances)
	Longest jump shall be counted	Longest jump shall be counted

**Pregnancy at the time of PET shall be a disqualification and pregnant female candidate shall be rejected.**

Medical Standards Tests, to check the standards specified in **Schedule-IV (2)** shall be conducted only in respect of candidates who are declared qualified in the Physical Efficiency Test.

The Physical Standards / Physical Efficiency Tests and Medical Standards Tests shall be conducted under the supervision of a Nodal Authority to be appointed by the Government in consultation with competent authority. These tests shall be conducted at centres to be notified after the results of the written examination.

Appeals shall be entertained only against the Medical Standards Tests and shall have to be made to the Appellate Authority designated by the Government within a period of 15 days from the date of declaration of the results of these tests.

**iii. Interview / Personality Test :** Candidates who are declared qualified in the Medical Standards Tests, shall be called for Interview / Personality Test to be conducted by the Commission. Candidates who are declared medically unfit but allowed to appear before the “Review Medical Board” on their appeal by the Appellate Authority shall be called for Interview / Personality Tests provisionally. The Interview / Personality Test shall carry **50 Marks**.

**iv. Final Selection / Merit :** The merit list will be drawn on the basis of marks obtained by the candidates in the Written Examination and Interview / Personality Test.

(B) Syllabi of the Written Papers :-

**Paper-I : General Ability and Intelligence**

The objective type questions with multiple choices in this paper shall broadly cover the following areas :

**1. General Mental Ability**

The questions shall be designed to test the logical reasoning, quantitative aptitude including numerical ability, and data interpretation.

**2. General Science**

The questions shall be set to test general awareness, scientific temper, comprehension and appreciation of scientific phenomena of everyday observation including new areas of importance like Information Technology, Biotechnology, Environmental Science.

**3. Current Events of National and International Importance :**

The questions shall test the candidates' awareness of current events of national and international importance in the broad areas of culture, music, arts, literature, sports, governance, societal and developmental issues, industry, business, globalisation and interplay among nations.

**4. Indian Polity and Economy :**

The questions shall aim to test candidates' knowledge of the Country's political system and the Constitution of India, social system and public administration, economic development in India, regional and international security issues and human rights including its indicators.

**5. History of India :**

The questions shall broadly cover the subject in its social, economic and political aspects. This shall also include the areas of growth of nationalism and freedom movement.

**6. Indian and World Geography:**

The questions shall cover the physical, social and economic aspects of geography pertaining to India and the World.

**Paper-II : General Studies, Essay and Comprehension**

**Part-A** – Essay questions which are to be answered in long narrative form either in Assamese or English totalling 80 Marks. The indicative topics are modern Indian history especially of the

freedom struggle, geography, polity and economy, knowledge of security and human rights issues, and analytical ability.

Part-B – Comprehension précis writing, other communication / language skills – to be attempted in English only (Marks 120) – The topics are Comprehension passages, précis writing, developing counter arguments, simple grammar and other aspects of language testing.

### **SCHEDULE – IV**

#### **PHYSICAL AND MEDICAL STANDARDS FOR THE CANDIDATE FOR THE POST OF JUNIOR GRADE (DY. SP rank) OFFICER IN THE ASSAM HOME GUARDS SERVICE CADRE**

[See Rule – 10 (ii)]

**(1) Physical Standards :**

The minimum requirements for the candidate are as follows:

<b>Height</b>	<b>Men</b>	<b>Women</b>
General / OBC / SC	5 ft. - 4 inch (165 cm)	5 ft. - 1 inch (157 cm)
ST (P) / ST (H)	5 ft. - 3 inch (162 cm)	5 ft (152.40 cm)
<b>Chest</b>		
General / OBC / SC / ST(P)	80 cm (with expansion 85 cm)	
ST (H)	78 cm (with expansion 83 cm)	

**Weight**

Proportionate to height and age as per medical standard

**(2) Medical Standards :**

(a) **Eye Sight :** The minimum distant vision should be 6/6 and 6/9 of two eyes without correction i.e. without wearing of glasses.

(b) **Ear :**

- (i) Candidate should not have any degree of deafness or persistent ear discharge.
- (ii) Candidate should not have any other condition (congenital or acquired) like atresia of the meatus, exostosis, neoplasm which is causing obstruction of ear passage and should not have history of recurrent earache, tinnitus and vertigo.

- (c) **Nose** : Candidates should not have DNS, atrophic rhinitis, tubercular ulceration, chronic sinusitis.
- (d) **Neck** : Candidate should not have enlarged lymph nodes, thyroid or other swelling of neck, inability to extend the neck fully or any evidence of disease of spine or cervical vertebrae.
- (e) **Teeth** : Candidate must possess sufficient number of sound teeth for efficient mastication. Candidates should not have severe pyorrhoea.
- (f) **Venereal Disease** : Candidate should not have active signs of clinical VD.
- (g) **Chronic skin diseases** : Candidate should not have chronic skin diseases like Leprosy, chronic dermatitis, extensive Pityriasis Versicolor, psoriasis, SLE etc.

**(3) General Standards :**

- (a) Speech should be without impediment i.e. no stammering.
- (b) The candidate should not have any indication of chronic disease like TB, any type of arthritis, high blood pressure, diabetes, bronchial asthma, any heart disease.
- (c) Candidate should not have perceptible and visible glandular swelling anywhere in the body.
- (d) Chest should be well formed, devoid of any abnormality like flat chest, pigeon chest, with rickety rosary defects. Heart and lungs should be sound.
- (e) Limbs, hands and feet should be well formed and fully developed and there shall be perfect motion of all joints.
- (f) Should not have any old / mal united fracture of bones.
- (g) There should be free and perfect movements of all the joints.
- (h) Feet and toes should be well formed.
- (i) Should not have congenital malformation or defects.  
  
(Candidate must have completed 06 months after LASIK surgery while considering for recruitment in AHGS)
- (j) Should not bear traces of previous acute or chronic disease pointing to an impaired constitution.
- (k) Candidate should have no disease of the genito urinary tract.
- (l) Candidate should have no inguinal, scrotal swelling, any type of Hernia.

- (m) (Only for male) Both the testicles are in the scrotum and of normal size.
- (n) The candidate must not have knock knees, varicose veins.
- (o) They must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of the duties.
- (4) Candidate should not suffer from TACHYCARDIA (more than 100 pulse rate per minute) or BRADYCARDIA (less than 50 per minute).
- (5) Candidate should not suffer from Hernia, haemorrhoids, condylomata prolapse rectum.

### **SCHEDULE V**

[Rule – 16]

### **DECLARATION**

I, Shri/Smti ..... hereby declare that the following are the members of my family:

#### DETAILS OF MEMBERS OF FAMILY

Sl.No.	Name in full	Sex	Date of Birth	Relationship

The particulars of my family members as given above are correct. If any information given above is found to be untrue, I shall be liable for disciplinary action.

Date .....

.....

(Signature of the Government servant)

Name in block letters

Designation .....

Place of posting .....

**SCHEDULE - VI**  
**[Rule 20]**

**SCHEME AND SYLLABUS OF THE DEPARTMENTAL EXAMINATION FOR THE  
OFFICER OF ASSAM HOME GUARDS CADRE\**

**(A) LAW :-**

**1<sup>st</sup> Paper with book – 100 Marks / 2<sup>nd</sup> Paper without book – 100 Marks**

- i. Written Examination :** The written examination to be conducted by the Commission on proposal by the appointment authority and shall comprise two papers. Paper I shall be held from **10 a.m. to 12.00 Noon** and Paper II shall be held from **2.00 p.m. to 5.00 p.m.**

The questions shall broadly cover the subject in its IPC,1860 / CRPC,1973 / Evidence Act,1872 / Arms Act,1959 / Assam Home Guards Act,1947 / Assam Home Guards Rule,1947 / RTI Act,2005 / Company Act,1956 / Industrial Dispute Act,1947 / Essential Service Maintenance Act, 1968 / RTS Act,2011 / MVI Act,1988 / Disaster Management Act,2005 / FR & SR, Assam Services Pension Rule,1969 (GPF Assam Services Rule,1937) Assam Services Discipline and Appeal Rule,1964 / Assam Civil Service Conduct Rule,1965 / DFP Rule,1960 / FRBM Act,2003 / Leave Rule,1972 / Assam Confidential Rule and Office Procedure. The questions in this paper with book shall be subjective and objective in case of the paper without book.

**(B) ACCOUNTS :- FINANCIAL ACCOUNTING**

**1<sup>st</sup> Paper with book – 100 Marks / 2<sup>nd</sup> Paper without book – 100 Marks**

**Unit I : (a) Theoretical Framework**

- i. Accounting as an information system, the users of financial accounting information and their needs. Qualitative characteristics of accounting, information. Functions, advantages and limitations of accounting. Branches of accounting. Bases of accounting; cash basis and accrual basis.
- ii. The nature of financial accounting principles – Basic concepts and conventions: entity, money measurement, going concern, cost, realization, accruals, periodicity, consistency, prudence (conservation), materiality and full disclosures.
- iii. Financial accounting standards: Concept, benefits, procedure for issuing accounting standards in India. International Financial Reporting Standards (IFRS):- Need and procedures,



Convergence to IFRS, Distinction between Indian Accounting Standards (Ind Ass) and Accounting Standards (Ass).

**(b) Accounting Process**

From recording of a business transaction to preparation of trial balance including adjustments: Capital and Revenue expenditure & receipts, Preparation trial balance, Profit and Loss Account and Balance Sheet (Sole Proprietorship only).

**Unit II : (a) Business Income**

- i. Measurement of business income-Net income: the accounting period, the continuity doctrine and matching concept. Objectives of measurement.
- ii. Revenue : concept, revenue recognition principles, recognition of expenses.
- iii. The nature of depreciation. The accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method; Disposal of depreciable assets-change of method.
- iv. Inventories: Meaning. Significance of inventory valuation. Inventory Record Systems: periodic and perpetual Methods: FIFO, LIFO and Weighted Average.

**(b) Preparation of financial statement of not for profit organizations.**

**Unit III : Accounting for Hire Purchase and Instalment System, Consignment, and Joint Venture**

- i) Accounting for Hire Purchase Transactions, Journal entries and ledger accounts in the books of Hire Vendors and Hire purchaser for large value items including default and repossession, stock and debtors system.
- ii) Consignment : Features, Accounting treatment in the books of the consignor and consignee.
- iii) Joint Venture: Accounting procedures: Joint Bank Account, Records Maintained by Co venturer of (a) all transactions (b) only his own transactions. (Memorandum joint venture account).

**Unit IV : Accounting for Inland Branches**

Inland Branches: Dependent branches only and Ascertainment of Profit by Debtors Method and Stock and Debtors Method.

**Unit V: Accounting for Dissolution of Partnership Firm**

Dissolution of the Partnership Firm Including Insolvency of partners, sale to a limited company and piecemeal distribution.

**Option to Unit V**

Computerized Accounting System (using any popular accounting software); Creation of Vouchers; recording transactions; preparing reports, cash book, bank book, ledger accounts, trial balance, Profit and loss account, Balance Sheet. The questions in this paper with book shall be subjective and objective in case of the paper without book.

**(C) LANGUAGE :- 100 Marks**

Translation, Dictation and Reading.

**(D) LOCAL LANGUAGE OF ASSAM :- 100 Marks**

Translation, Dictation and Reading.

**NIRAJ VERMA,**  
Principal Secretary to the Government of Assam,  
Home and Political Department.