



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

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GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

SECONDARY EDUCATION DEPARTMENT :: DISPUR

NOTIFICATION

The 8th May, 2020

**No. ASE 217/2014/240.-** 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 Secondary Education (Government Schools) Service, namely:-

- Short title and commencement.
- (1) These rules may be called the Assam Secondary Education (Government Schools) Service Rules, 2020.
  - (2) These rule shall apply to all the Government Higher Secondary and High Schools including the Schools situated in the areas covered under the Six Schedule of Constitution of India unless a separate notification for exclusion of those schools in such areas is issued and published by the appropriate authority of the Government in the Official Gazette:
  - (3) They shall come into force on the date of their publication in the Official Gazette.

- Definition            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 cadre of Principal as mentioned in rule 3(1)(a);
- (ii) The Director of Secondary Education, Assam in respect of the cadres of Vice-Principals, Headmaster, Post Graduate Teacher, Subject Teacher in vocational subjects, Headmaster, Assistant Headmaster, Graduate Teacher, Demonstrator and non-teaching staff mentioned in rules 3(1)(b)(c) and 3(2);
- (b) “Appointment” means assignment of service issued by the Appointing Authority to a person selected in accordance with the provisions of these rules;
- (c) “Constitution” means the Constitution of India;
- (d) “Director” means the Director of Secondary Education, Assam;
- (e) “employee” means an employee who has been appointed in Government Higher Secondary and High School;
- (f) “Government” means the State Government of Assam;
- (g) “Graduate Teacher” means the category of Assistant Teachers of Higher Secondary or a High School for whose appointment the minimum qualification is Graduate in Arts/Science/Commerce with BT/B.Ed degree from recognized University, Hindi Teacher, Classical (Sanskrit and Arabic/Urdu/Persian etc) and Demonstrators of a Government Higher Secondary School for imparting education minimum from class VI to X ;
- (h) “High School” means the Government High School imparting education up to class X;
- (i) “Higher Secondary School” means Higher Secondary School or Higher Secondary and Multi Purpose School imparting education up to class XII in Arts, Science and Commerce stream;
- (j) “Junior Teacher” means the Under-Graduate teacher of a Higher Secondary or a High School;

- (k) "School Management Committee" or "SMC" means the Managing Committee of Higher Secondary or a High School approved by the appropriate authority as notified by the State Government, for carrying out the management of the School;
- (l) "Member" means the member of the service;
- (m) "Post Graduate Teacher" means the category of Post Graduate Teachers in the Subject of Arts /Science/ Commerce stream, vocational stream including the Commercial Computer Application of a Higher Secondary School for whose appointment the minimum qualification is Post-Graduate Degree in Arts/ Science/ Commerce or in vocational subject from recognized University for imparting education minimum from class IX to XII and such other classes as may be assigned by the Principal of the School from time to time ;
- (n) "Selection Committee" or "Committee" means the Selection Committee constituted under rule 16(1) of these rules;
- (o) "Select list" means the Select list recommended by the Selection Committee and the State Selection Board;
- (p) "State Selection Board" or "Selection Board" means the State Selection Board constituted under rule 16 (2) of these rules;
- (q) "Schedule" means the schedule appended to these rules;
- (r) "Teacher" means and includes all Graduate Teacher as defined under clause(g), Post Graduate Teacher as defined under clause(m), Faculties including Principal, Vice-Principal, Headmaster, Assistant Headmaster and Demonstrator of a Government Higher Secondary School or a Government High School;
- (s) "Year" means the calendar year according to the Gregorian Calendar.

Classes and  
Cadres.

3. (1) The Service in Government School shall consist of the teaching and non-teaching staff as in Schedule-I. The teaching staff shall consist of following classes and cadres, each one of those constituting a distinct and separate cadre as on the commencement of these rules, namely:-

- (a) Class-I- Assam School Service (Selection Post) :- It includes the cadre of Principal;
- (b) Class-II- Assam School Service (Senior) :- It includes the cadres of, -
- (i) Vice Principal;
  - (ii) Post Graduate Teacher and Subject Teacher in Vocational Subjects (including the Commercial Computer Application);
  - (iii) Headmaster;
- (c) Class-III- Assam School Service (Junior):- It includes the cadres of, -
- (i) Assistant Headmaster;
  - (ii) Demonstrator;
  - (iii) Graduate Teacher;
  - (iv) Junior Teacher (Under Graduate Teacher) :

Provided that there shall be no fresh recruitment to the cadre of Demonstrator, Junior teacher and all such existing posts shall stand abolished on the date of such posts become vacant, either as a result of retirement of existing incumbent or otherwise.

- (2) The non-teaching staff in Government School shall consist of the following classes and cadres on the date of commencement of these rules, namely:-
- (a) Class-III :- It includes the cadres of -
    - (i) Senior Assistant;
    - (ii) Junior Assistant.
  - (b) Class-IV: - It includes the cadres of, -
    - (i) Peon,
    - (ii) Laboratory Bearer;
    - (iii) Chowkidar.
- (3) The non-teaching class III and class IV cadres shall constitute a separate district cadres for the purpose of posting, transfer, seniority, promotion, disciplinary matter and other conditions of service and shall be under the direct control of Inspector of Schools save and except the selection and appointment in the said posts



belonging to such cadres which shall be done by the Director under the provision of these rules:

Provided that any employee belonging to non-teaching class III and class IV cadres may be transferred and posted in the Office of the Inspector of School in exchange of any other employee of the Inspector of Schools of the same grade by transfer to any school within that district.

Method of  
recruitment to  
the post of  
Junior Assistant,  
Peon,  
Laboratory  
Bearer and  
Chowkidar.

4. (1) Recruitment to the cadre of Junior Assistant, Peon, Laboratory Bearer and Chowkidar (Class-III and IV) under rule 3(2)(a)(ii), (b) in the office of the Government Higher Secondary/High School shall be made by direct recruitment on the basis of the selection of the Selection Committee constituted under rule 16(1) and in accordance with the guidelines provided by the State Government in Personnel Department in force at the time of appointment.
- (2) The Appointing Authority shall ascertain the vacancy position of the posts in the different Schools in the district with sanction number, allotment and retention order of those posts district wise from the concerned Inspector of Schools and invite applications through an advertisement to be published in two local newspapers and in the website of the Secondary Education Department and the Government of Assam.
- (3) The Selection Committee shall prepare a Select list containing the names of eligible candidates equal to the number of vacancies cadre wise by holding Written Test as per selection criteria prescribed in Schedule-II and shall forward the same to the Government in the Secondary Education Department for approval, who shall after such examination as may be required, approve the Select list. The Select list shall be published in the Notice Board of the Office and in the website of the Secondary Education Department, Government of Assam or in such other places as the Director of Secondary Education may consider fit and proper.
- (4) After approval and publication of the Select list under sub-rule (3), the Appointing Authority shall appoint the candidates in order of preference in the Select list by observing all necessary formalities.

- (5) No appointment in any manner shall be made by any authority except in accordance with the procedure prescribed above.
- (6) The validity of the Select list shall not exceed beyond one year from the date of its publication by the Director.
- Recruitment by promotion to the post of Senior Assistant. 5. Recruitment to the post of Senior Assistant in the office of the Higher Secondary/ High School shall be made by promotion on the basis of district wise seniority-cum-merit in the manner provided under rule 7.
- Eligibility criteria for the post of Senior Assistant. 6. The post of Senior Assistant in the Higher Secondary or High School shall be filled up from the candidates amongst Junior Assistant in office of the School according to the district seniority having minimum 5 years of continuous experience in that particular cadre of the Service.
- Procedure of promotion to the post of Senior Assistant. 7. (1) Before the end of each year, the Appointing Authority shall make an assessment of the likely number of vacancies of Senior Assistant to be filled up by promotion within the district in the next year.
- (2) The Appointing Authority shall collect the following information with regard to eligible candidates for promotion within the district cadre from the concerned Inspector of Schools of the district :-
- (a) Information about the number of vacancies to be filled up during the next year along with the reserved quota against the vacancies within the district;
- (b) A list of candidates in order of seniority eligible for promotion;
- (c) Character rolls and other relevant records of the candidates.
- (3) The Appointing Authority shall place the above information before the Selection Committee. The Selection Committee having gone through the Annual Confidential Report (ACR) and other records, shall prepare a select list of the candidates equal to the number of vacancies to be filled up by promotion within the district;
- (4) The Appointing Authority on receipt of the Select list shall fill-up the vacancies considering the merit and reservation provision as per existing Acts and rules.

- (5) Each cadre in sub-rule (2), of rule 3 shall form an independent cadre and members of any cadre shall have no claim for appointment at any cadre except in accordance with provision of these rules.
- (6) The service may also include the post equivalent to the post of any cadre mentioned in sub-rule (2) of rule 3 and any post that may be declared by the Government from time to time as cadre post of the service in the said cadres.

Recruitment to  
the post of the  
Graduate  
Teacher, Post  
Graduate  
Teacher and  
selection  
procedure.

8. (1) The Recruitment to the post of Graduate Teachers, Post Graduate Teacher in Government High/ Higher Secondary Schools shall be made by direct recruitment in the manner hereinafter provided.
- (2) The Appointing Authority shall ascertain the vacancy position of the posts of Graduate Teachers, Post Graduate Teachers within the district with sanction number, allotment and retention order of those posts from the concerned Inspector of Schools and invite applications through an advertisement to be published in two highly circulated local daily newspapers and the website of the Secondary Education department and the Government of Assam.
- (3) The Member Secretary of the Selection Committee shall prepare a list of eligible candidates and submit to the Selection Committee after scrutiny of the applications. The Selection Committee shall hold interview and prepare a Select list equal to the number of vacant posts on the basis of the marks secured by each candidate calculated in the manner as provided in Schedule-II.
- (4) The Select list prepared under sub-rule (3) shall be sent to the Government and after such examination as may be required, the selection shall be approved. The approved Select list shall be sent to the Director for publication in the notice Board of the Office and the Official website of Secondary Education Department and or in such other places as the Director may consider fit and proper.
- (5) After approval and publication of the Select list under sub-rules (3) and (4) the Appointing Authority shall appoint the candidates in order of preference in the select list by observing all formalities.
- (6) No appointment in any manner shall be made by any authority except in accordance with the procedure prescribed above.

- (7) The validity of the Select list shall not exceed beyond one year from the date of its publication by the Director.

Age

9. A candidate for direct recruitment to the service shall be within the age limit prescribed by the Government in the Personnel Department from time to time :

Provided that the upper age may be relaxed for the candidate belonging to the Scheduled Castes and the Scheduled Tribes as per Government order issued from time to time.

Academic and professional qualification.

10. (1) The academic and professional qualification for direct recruitment shall be as in Schedule-III.

- (2) In addition to such academic and professional qualifications mentioned in Schedule-III, for direct recruitment to the posts, candidates shall have to appear and pass in the Teachers Eligibility Test (TET) in the concerned cadre, conducted by the Government scoring a minimum of 60% marks in case of Un-reserved category candidates and minimum of 55% marks in case of Scheduled Castes/Scheduled Tribes/Other Backward Classes and Persons with disabilities candidates :

Provided that for the teachers working regularly against a sanctioned Graduate post or Intermediate post, as the case may be, in any Government High School or Higher Secondary School for a minimum period of 15 years having requisite academic and professional qualification for the post of Post Graduate Teacher or Graduate Teacher, as the case may be, appearing and qualifying in TET shall be optional and they shall be awarded with a weightage of 60 marks for their 15 years of continuous teaching experience and those who have appeared and qualified in the TET shall get the TET qualified marks in lieu of the weightage given for the experience:

Provided further that any experienced teacher who has appeared but could not secure the minimum qualifying 60 marks in the TET, shall be awarded at least 60 marks in respect of their

experience if he or she has already completed 15 years of teaching experience. Any marks secured by such experienced teacher over and above 60 qualifying marks in TET shall be counted additionally in respect of TET for such teacher for the purpose of selection for the post of Post Graduate Teacher and Graduate Teacher as the case may be;

- (3) The teachers engaged on contractual basis in a Government Higher Secondary/ High School under the scheme “strengthening of secondary education” shall be given preference for recruitment to the post of Graduate teachers by awarding total 50 bonus marks for their services as contractual teachers, i.e. 25 marks for one year and another 25 marks for completion of two years of service as contractual teacher, subject to consideration for a maximum period of two years.
- (4) In addition to the academic and professional qualification as per sub-rule (1) above, the candidate must satisfy the following criteria:-
  - (i) In case of Assamese Medium School, the candidate must have passed HSLC or equivalent Examination with Assamese language as one of the subjects or having Diploma in Assamese language issued by the Axom Sahitya Sabha or read up to HSLC level in Assamese medium School;
  - (ii) In case of Bengali Medium School, the candidate must have passed HSLC or equivalent Examination with Bengali language as one of the subjects or having Diploma in Bengali language issued by the Barak Upatyaka Bangya Sahitya O Sanskriti Sammelan or read up to HSLC level in Bengali medium School;
  - (iii) In case of Hindi Medium School, the candidate must have passed HSLC or equivalent Examination with Hindi language as one of the subjects or read up to HSLC level in Hindi medium School;
  - (iv) In case of Bodo Medium School, the candidate must have passed HSLC or equivalent Examination with Bodo language as one of the subjects or read up to HSLC level in Bodo medium School;

(v) In case of English Medium School, the candidate must have passed HSLC or equivalent Examination with Alternative English as one of the subjects or read from Class XI onwards in English medium School.

- (5) For the post of Principal a detail guideline shall be issued by the Government in the Secondary Education department for assessment of merit of the candidate, leadership, administrative ability, integrity and academic career etc.

Physical fitness 11.

A candidate for direct recruitment shall be ,-

- (a) of sound health both mentally and physically and free from any organic defect or bodily infirmity which is likely to interfere in the efficient performance of his duties; and  
 (b) required to undergo medical examination before appointment to the service.

Recruitment to the post of Principal by promotion and criteria thereof.

12. (1) The posts of the Principal in Government Higher Secondary Schools shall be filled up by promotion from the candidates amongst the cadre of Post Graduate Teachers, Vice-Principal, Head Master and the Graduate Teacher having educational and professional qualification as under sub-rule (2).
- (2) The candidate must have possessed M.A./M.Sc./M.Com with B.T/B.Ed degree from any recognized University having uniform good academic career for being eligible for selection to the post of Principal in Government Higher Secondary Schools;
- (3) The candidate must have rendered,-
- (a) at least 5 years of service as Vice-Principal in any Government Higher Secondary School; or
- (b) at least 15 years of service as Post Graduate Teachers in any Government Higher Secondary School; or
- (c) 17 years of service as Graduate Teacher in any Government Higher Secondary School; or
- (d) 10 years of experience as Headmaster of Government High School; or 17 years of service both as Headmaster and Graduate Teacher;

Procedure of  
selection of  
Principals.

- (4) The age must not be less than 40 years as on the first day of January of the year of recruitment. However, the incumbent must have one year of service left on the day of selection.
  - (5) The candidate must possess commanding personality, administrative ability, leadership skills and integrity.
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 during the next year in the post of the Principal of the Government Higher Secondary School.
- (2) The Appointing Authority shall then furnish to the State Selection Board combined list of eligible candidates having requisite qualification and experience under rule 12 of these rules along with the following documents and information as in respect of as many candidates as four times the number of vacancies as assessed under sub-rule (1),
- (a) information about the number of vacancies;
  - (b) Combined list of Teachers eligible for promotion to the post of Principal;
  - (c) Character Roll/ACRs of the Teachers listed;
  - (d) Any other document and information as may be considered by the Appointing Authority and required by the Board.
- (3) The Appointing Authority shall simultaneously request the Board to recommend a list of teachers found suitable for promotion in order of preference in respect of promotion to the cadre of Principal.
- (4) The selection shall be made on the basis of merit-cum-seniority and also the consideration of leadership skills, administrative ability, integrity and commanding personality etc. The detail guidelines in this respect shall be issued by the Government in Secondary education department from time to time.
- (5) The State Selection Board after examination of the documents had information furnished by the Appointing Authority shall



recommend to the Appointing Authority a select list of teachers equal to the number of vacancies to be filled up by promotion in order of preference found suitable for such promotion.

- (6) The Appointing authority shall consider the Select list prepared by the Board along with Character Roll/Annual Confidential Reports and other records and approve the list unless it considers any change necessary. In the event of the Appointing Authority considers it necessary to make any change in the list received from the Board, it shall inform the Board of the changes proposed and 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.
- (7) The Select list shall remain valid for one year from the date of its approval by the Commission.
- (8) The promotion shall be in accordance with the list finally approved by the Appointing Authority.
- (9) The inclusion of the name of a candidate in the 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 appointment.

Recruitment to  
the post of Vice-  
Principal/  
Headmaster and  
qualification  
thereof.

14. (1) (i) The post of the Vice Principal of a Higher Secondary School shall be filled up by promotion in the same School where the teachers has been working, from amongst the Post-Graduate Teachers and Graduate Teachers, having atleast 10 years of teaching experience as Post Graduate Teacher and 12 years of teaching experience as Graduate Teachers in the respective schools where the vacancy occurs subject to satisfactory Annual Confidential Report for last three consecutive years:

Provided that for being eligible for selection to the post of Vice-Principal, any Graduate Teacher must have possessed M.A./M.Sc./M.Com with B.T/B.Ed degree from any recognized University.

(ii) The selection shall be made on the basis of recommendation of the Selection Committee constituted under rule 16(1).

(iii) The seniority of teacher shall be determined as per provision under rule 24.

- (2) The post of Headmaster shall be filled up by promotion from the candidates amongst the Assistant Headmaster and the cadre of Graduate Teachers on the basis of School-wise seniority list on the recommendation of the Selection Committee. The selection of Headmaster shall be based upon seniority and satisfactory Annual Confidential Report for last 3 consecutive years:

Provided that the seniority of the Assistant Teacher shall be determined from the date of receiving Graduate scale of pay by the respective Assistant Teacher.

- (3) The post of Assistant Headmaster shall be filled up by promotion from the candidates amongst the cadre of Graduate Teachers on the basis of School-wise seniority list on the recommendation of the Selection Committee. The selection of Assistant Headmaster shall be made on the basis of seniority-cum merit and satisfactory Annual Confidential Report for last 3 consecutive years:

Provided that the seniority of the Assistant Teacher shall be determined from the date of receiving Graduate scale of pay by the respective Assistant Teacher.

- (4) Eligibility for the post of Headmaster in High School as the case may be shall be as follows:-

(a) He must be B.A/B.Sc/B.Com with B.T/B.Ed degree from any recognized University. In respect of Hindi Teacher having degree qualification, the Hindi 'Parangat' and 'Nishanat' shall be considered instead of B.T/B.Ed.

(b) He must have at least 10 years of teaching experience as Graduate Teacher.

Procedure of selection for the post of Vice-Principal, Headmaster and Assistant Headmaster.

15. (1) Before the end of each year, the Appointing Authority shall make an assessment of likely number of vacancies to be filled during the next calendar year.
- (2) The Appointing Authority shall furnish to the Selection Committee the information with regard to as many teachers in order of seniority as four times the number of vacancies as assessed for promotion under sub-rule(1) :-

- (a) Information about number of existing vacancies if any, and the vacancies likely to be occurred during next calendar year;
  - (b) Rosters of the vacancies;
  - (c) List of eligible candidates under zone of consideration in the cadre of Post Graduate Teachers including Subject Teacher in Vocational stream and the Headmaster in order of seniority shall be furnished;
  - (d) Annual Confidential Report for last three years and other service records. The benchmark for the consideration of the Annual Confidential Report shall be 'good';
  - (e) Any other documents and information as may be considered necessary for placing before the Selection Committee.
- (3) The Selection Committee after interview and examination of the documents and information shall recommend to the Appointing Authority a Select list equal to the number of vacancies in order of preference found suitable for promotion taking into consideration of such qualities as leadership skills, administrative ability, integrity and commanding personality.
  - (4) The Appointing Authority shall consider the select list prepared by the Selection Committee along with Annual Confidential Reports and other records and approve the list unless it considers any change necessary. If the Appointing Authority considers it necessary to make any change in the list received from the Committee, it shall inform the Committee of the change proposed and after taking into account the comments, if any, of the Committee and approve the list finally with such modifications if any, as may in its opinion, be just and proper.
  - (5) The Select list shall be in force for one year from the date of its approval by the Appointing Authority.

Selection  
Committee and  
Board.

16. (1) There shall be a **Selection Committee** for selection of Vice-Principal, Headmaster, Assistant Headmaster, Post Graduate Teacher and Graduate Teacher, Subject Teacher in Vocational subjects and non-teaching staff as mentioned in sub-rule(2) of rule 3 of these rules which shall be as follows:-

- (a) Chairman : The Director of Secondary Education ;
- (b) Member (i) One retired Principal/ Headmaster or an officer under State Education Service to be nominated by Director;
- (ii) One Government nominee.
- (c) Member-Secretary: Joint Director of Secondary Education.

In addition to above, there shall be a Subject Expert in the case of selection of Post Graduate Teacher wherever necessary;

- (2) There shall be a **State Selection Board** at the State level to be constituted by the State Government for recommendation of candidates for the cadre of Principal of a Higher Secondary School with the following members:-

- (i) Senior most Secretary to the Government of Assam, Secondary Education Department or his nominee not below the rank of a Joint Secretary in the Department Chairman;
- (ii) Director of Secondary Education, Assam Member-Secretary;
- (iii) Secretary to the Government in Personnel Department or his nominee Member
- (iv) One educationist either an officer of the Assam Education Service or a Principal of a Higher Secondary School to be nominated by the Government Member.

- Disqualification 17. (1) No person shall be eligible for appointment to the Service unless,
- (a) he is a citizen of India; and
- (b) if he has more than one living wife or in case of a female candidate who has married a person who had already one wife living :

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

- (2) No person who attempts to canvas his candidature directly or indirectly by any recommendation in written or oral or by other means, shall be appointed to the Service.

- Reservation         18.         In all cases of appointment by direct recruitment as well as by promotion there shall be reservation in favour of candidates belonging to Scheduled Castes and Scheduled Tribes as per provisions of the Assam Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1978 and Rules framed thereunder. There shall also be reservation of candidates belonging to Backward Classes as per Government instruction contained in Office Memorandum No TAD/OBC/1/2004/55 31/05/2005 for direct recruitment only. Reservation in favour of women candidates as per provisions of the Assam Women (Reservation of Vacancies in Services and Posts) Act, 2005 and the Persons with Disabilities (Equal opportunities, Protection of Rights and Full Participation) Act, 1995, shall also be followed in direct recruitment.
- Joining time         19.         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 two months or such other period as may be allowed by the Government in exceptional circumstances. However, in case of maternity, it may be extended up to six months.
- Training             20.         A member of the service may be required to undergo such training as Government may prescribe.
- Examination  
and other Duty.     21. (1)     A member of the service shall perform the examination duty assigned by the competent authority or the Board of Secondary Education or the Higher Secondary Education Council as the case may be.
- (2)     The services of all the Teaching and non-teaching staff assigned with examination related duties shall be treated as essential after announcement of the schedule for examination by the competent authority. In case of any refusal to render such duty by any

Teaching and non-teaching staff shall attract disciplinary action as the Assam Services (Discipline and Appeal) Rules, 1964.

- (3) No person who is appointed as a paper setter of any examination shall supply or cause to be supplied the question paper drawn by him or a copy thereof or communicate the contents of such paper to any person or give publicity thereto in any manner, except in accordance with the instruction given to him in writing by his appointing authority on this behalf.
- (4) No person who is entrusted with the work of printing, cyclostyling, typing or otherwise producing copies of any question paper set for the purposes of any examination shall supply or cause to be supplied a copy thereof or communicate the contents thereof to any person or the publicity thereto in any manner, except in accordance with instruction given to him in writing by the authority which entrusted the work to him.
- (5) No person who is entrusted with the custody or is otherwise in possession of any question paper set for the purposes of any examination shall supply or distribute or cause to be supplied or distribute any copy thereof or communicate the contents thereof to any persons or give publicity thereto in any manner, except in accordance with the instruction given to him in writing by the authority which entrusted the custody and given possession thereof to him.
- (6) No person to whom any works in connection with any examination is assigned like Invigilator/ Examiner/Scrutinizer etc and as aforesaid, his failure to attend at or absence from, the place of work on a working day and during working hours without obtaining permission of the authority competent to grant such permission or his refusal to do the work or any other conduct on his part, which results in or is likely or result in cessation or substantial retardation of the work shall attract punishment as provided in the Discipline and Appeal Rules.

Discharge or  
reversion.

22.

A temporary or officiating member shall be liable to be discharged or reverted back to the lower cadre of the service or to his original service, if,-

- (a) he fails to render satisfactory service during his tenure of service in the cadre and fails to make sufficient use of the opportunities given during any training as may be prescribed by the Government from time to time; and/or
- (b) it is found on subsequent verification that he was initially not qualified for the appointment or that he had furnished incorrect information with regard to his appointment in the earlier post or in the appointment in the present post.

- Accountability to the Managing Committee.
23. (1) Subject to overall control and supervision of the Director of Secondary Education, all teaching and non-teaching employees of the school shall be accountable and remain subject to the control of the Managing Committee of the Schools.
- (2) All teaching and non-teaching employees of the School shall render their services under the control and supervision of the Head of the Institution and if so required their services may be utilized for teaching in the lower classes.
- Seniority
24. (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 Select list finally approved by the Appointing Authority under rule 4(3) in respect of the post of the Junior Assistant, Peon, Laboratory Bearer, Chawkider and rule 8(4) in respect of the Post Graduate Teacher and Graduate teacher, and rule 7(3) in respect of Senior Assistant, rule 13(9) in respect of the post of Principal, rule 15(4) in respect of the post of Vice-Principal, Headmaster and Assistant Headmaster if he joins the appointment 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 of the service in a cadre fails to join the appointment within the initial 15 days of receipt of the order of appointment or within the extended period as mentioned in rule 19, but joins later, his seniority shall be determined in accordance with the date of joining.
- (3) The seniority of a member of the service in a cadre who joins in a School otherwise than by direct recruitment i.e. on transfer or



otherwise shall be determined as per the date of initial joining in the first School in the concerned cadre. If a member joins in the School through transfer from other School, the seniority shall be restored.

- (4) The seniority of the Graduate Classical Teacher of Hindi, Sanskrit, Arabic, Persian, Assamese, Bodo etc having degree qualification from any recognized University shall be counted at par with other Graduate Teachers for consideration of promotion to the next higher post:

Provided that the seniority of such Classical Teachers in the Graduate posts shall be counted from the date of his acquiring the degree qualification from recognized University.

- (5) If the date of joining in the School is same between two or more member of service in a cadre, the inter-se seniority shall be determined taking into account their date of birth.

- Gradation list      25    (1) Gradation list shall be prepared and published by the Appointing Authority every year containing the names of all members of the service cadre-wise in order of seniority and such other particulars as date of birth, date of joining in the present cadre, date of joining in service, community to which belongs (Scheduled Caste and Scheduled Tribes etc), educational and professional qualifications etc.
- (2) The draft Gradation list shall be published by the Appointing Authority in the beginning of each calendar year inviting objection from each teacher. The copy of the draft Gradation list shall be issued to each teacher and the teacher shall be allowed to submit objection if any, within a stipulated period which shall not be less than 7 days. The final Gradation list shall be published with due address of each objection if any, by the Appointing Authority. Any appeal in this regard shall be taken up by the next higher authority i.e. the Government in the Secondary Education.
- (3) In addition to above in sub-rule (1) and (2) the draft common seniority list in respect of Graduate Teacher and Post Graduate Teacher of Higher Secondary School shall be published by the

Director as per procedure under sub-rule(2) above. Any appeal in this regards shall be taken up by the next higher authority i.e. the Government in the Secondary Education.

- Pay
26. (1) All appointments in the service shall be made in the time-scale of pay as may be prescribed by the Government from time to time. The scale of pay admissible to the members of the different cadres are shown in Schedule-I subject to revision as may be made by the Government from time to time.
- (2) In respect of the existing employees the pay and allowances applicable to them prior to coming in force of these rules shall be protected.
- (3) Any employee appointed in any higher post by direct recruitment under these rules, his existing pay drawn in respect of the lower post shall be protected.
- Probation and Confirmation.
27. (1) Subject to availability of a permanent vacancy in the respective cadre, a member shall be placed, according to seniority on probation against the permanent vacancy for a period of two years before he is confirmed against the permanent post:
- Provided that the period of probation may be for good and sufficient reason be extended by the Appointing Authority for any special period not exceeding another period of two years:
- Provided further that the period of probation may be curtailed or dispensed with in any case for good and sufficient reasons by the Appointing Authority.
- (2) A member of the service shall be placed on probation under sub-rule (1) shall be confirmed against a permanent post subject to the following conditions:-
- (i) he has completed the period of probation to the satisfaction of the Appointing authority in accordance with sub-rule (1);
- (ii) he has successfully undergone the training and passed the Departmental Examination, if any, prescribed by the Government under rule 24.

- (3) If confirmation of a member is delayed on account of his failure to qualify for such confirmation, he shall lose his position in order of seniority vis-à-vis such of his junior as might be confirmed earlier than him. His seniority shall, however, be restored on his confirmation subsequently.
- Mode of employment. 28. (1) The members of the service shall be employed by the Appointing Authority by any manner following the principle prescribed in these rules and the best interest of public service.
- (2) The teachers appointed in a cadre shall be liable to teach in any classes either in higher classes or in any lower classes on the basis of his/her qualification and experience.
- (3) The Post Graduate Teacher in the Higher Secondary Schools shall be required to teach in lower classes i.e. the Class-IX and X and the Graduate Teacher having Post Graduate Degree who have been initially appointed for teaching in Class-IX and X, may be required to teach in higher classes i.e. the Class-XI and XII in the relevant subject in which he/she has acquired Post Graduate Degree.
- Other conditions of service. 29. (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 or order of the Government applicable to the Government employees of corresponding rank and cadre 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 rank and having similar functions.
- Transfer of employee. 30. (1) The Principal and Headmaster of the School may be transferred in the interest of public service. In this case, their seniority shall be restored irrespective of their joining in other School.
- (2) There shall not be transfer of any teaching staff from one school to another school except on exceptional circumstances as may appear to the Government to be necessary in the interest of a particular

school or in the interest of the public in general in which case the seniority of the teacher shall be restored.

- (3) If the State Government is of the view that an existing educational institution needs to be merged to another educational institution for the reason such as less enrolment, lack of importance of the institution in view of establishment of the other such institution in nearby location etc, or any subject is withdrawn, the existing staff of the School or subject shall be transferred to nearby School where vacancy arises. Such transfer shall be treated as in the interest of public service and in this case his/her seniority shall be restored.
- (4) If there is severe public complaint against any employee of the School, with the approval of the Government, the Appointing Authority with reason in writing shall transfer such employee to any other School. However, his/her seniority shall be restored.

Relaxation            31.        Where the Government is satisfied that operation of any of these rules leads to 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 dealing with the case in a just and equitable manner:

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

Interpretation       32.        If any question arises regarding interpretation of these rules, the decision of the Government shall be final and binding.

Repeal and savings.    33.        The Assam School Service (Government Secondary Schools) Rules, 2009, order or notifications corresponding to these rules and in force immediately before commencement of these rules, are hereby repealed:

Provided that all orders made or action taken under the rules so repealed or under any general orders ancillary thereto, shall be deemed to have been validly made or taken under the corresponding provision of these rules.

**Schedule-I**

(See rule 3)

Sl No	Name of Cadre	Scale of pay	Cadre strength	
			Permanent	Temp-- orary
(1)	(2)	(3)	(4)	(5)
1	Principal	Rs.30000-110000(PB-4)+GP Rs.13300	31	
2	Vice-Principal	Rs.22000-87000(PB-3) +GP Rs.11500	31	
3	Post Graduate Teacher		488	
4	Headmaster		4	
5	Assistant Headmaster	Rs.22000-87000(PB-3) +GP Rs.9100	4	
6	Demonstrator		78	
7	Graduate Teacher	Rs.14000-49000(PB-2) +GP Rs 8700	835	
8	Hindi Graduate Teacher		73	
9	Music Teacher		18	
10	Junior Teacher (intermediate)	Rs.14000-49000(PB-2) + GP Rs 6200	55	
11	Hindi Intermediate Teacher		8	
12	Craft Teacher		11	
13	Vocational teacher		157	
14	Senior Assistant	Rs.14000-49000(PB-2) GP Rs 7400	37	
15	Junior Assistant	Rs.14000-49000(PB-2) + GP Rs 5600	60	
16	Library Assistant		3	
17	Laboratory Bearer	Rs.12000-37500 (PB-1) +GP Rs.3900	83	
18	Grade-IV		290	

**Schedule-II**

[See Rules 4(3) and 8(3)]

**(1) Criteria for Selection of Post Graduate Teacher:**

- (i) 100 marks on percentage of marks in M.A/ M.Sc/ M.Com Examination;
- (ii) 100 marks on percentage of marks in B.A/B.Sc/B.Com Examination; [In case of Major/Hons, the marks obtained in Major/Hons. shall be taken into consideration]
- (iii) 100 marks on percentage of marks in B.T/B. Ed. Examination;
- (iv) 100 marks on percentage of marks in TET Examination or 60 marks for 15 years of experience as a Graduate teacher in Government High/Higher Secondary School having requisite academic and professional qualification, as the case may be. Any experienced teacher who has appeared but could not secure the minimum qualifying 60 marks in the TET, shall be awarded at least 60 marks in respect of their experience if he or she has already completed 15 years of teaching experience. Any marks secured by such experienced teacher over and above 60 qualifying marks in TET shall be counted additionally in respect of TET for such teacher;

**Explanation :** For the purpose of calculation of marks under the categories mentioned in clauses (1)(ii), (iii) and (iv) above, it may be clarify that if a candidate secures; for example 60% marks in the particular examination he/she secure 60 marks out of 100 marks allotted in the concerned examination.

- (v) 10 marks for NCC Certificate (10 marks for 'C' Certificate and 5 marks for 'B' Certificate);
- (vi) 10 marks for participation in recognized sports at National level representing Assam;
- (vii) 10 marks for achievements in fine Arts and Cultural activities representing the State officially at National level.

**(2) Criteria for Selection of Graduate Teacher (Arts and Science):-**

- (i) 100 marks on percentage of marks in B.A/B.Com/B.Sc. Examination (in case of Major/Hons, the marks obtained in Major/Hons shall be taken into consideration).
- (ii) 100 marks on percentage of marks in HS Final Examination;
- (iii) 100 marks on percentage of B.T./B.Ed. Examination;

- (iv) 100 marks on percentage of marks in TET Examination or 60 marks for 15 years of experience as an Undergraduate/Junior Teacher in a Government High/Higher Secondary school having requisite academic and professional qualification. Any experienced teacher who has appeared but could not secure the minimum qualifying 60 marks in the TET, shall be awarded at least 60 marks in respect of their experience if he or she has already completed 15 years of teaching experience. Any marks secured by such experienced teacher over and above 60 qualifying marks in TET shall be counted additionally in respect of TET for such teacher;
- (v) 50 marks @25 marks for one year of teaching experience as contractual teacher and another 25 marks for two years, subject to consideration for a maximum period of two years.
- (vi) 10 marks for NCC Certificate ( 10 marks for 'C' Certificate and 5 marks for 'B' Certificate);
- (vii) 10 marks for participation in recognized sports at National level representing Assam;
- (viii) 10 marks for achievements in fine Arts and Cultural activities representing the State officially at National level.

**(3) Criteria for Selection of Hindi Teacher or Classical Teacher:-**

- (i) 100 marks on percentage of marks in B.A Examination with the concerning language as one of the subjects or highest degree in the language i.e. Pravin/Ratna Examination in case of Hindi teacher; or in Shastri Examination in case of Sanskrit Teacher; or in MM Examination in case of Arabic teacher;
- (ii) 100 marks on percentage of marks in HS Final Examination;
- (iii) 100 marks on percentage of marks in B.T/B.Ed. Examination;
- (iv) 100 marks on percentage of marks in TET Examination; provided that a special TET shall be conducted for language teachers comprising of the subjects of Pedagogy and Child Development, Language concerned and General Knowledge;
- (v) 10 marks for NCC Certificate ( 10 marks for 'C' Certificate and 5 marks for 'B' Certificate);
- (vi) 10 marks for participation in recognized sports at National level representing Assam;
- (vii) 10 marks for achievements in fine Arts and Cultural activities representing the State officially at National level.



**(4) Criteria for Selection of Music Teacher:-**

- (i) 100 marks on percentage of marks in B. Music Examination;
- (ii) 100 marks on percentage of marks in B.A/B.Sc/B.Com Examination;
- (iii) 100 marks on percentage of marks in HS Final Examination;
- (iv) 100 marks on percentage of marks in TET Examination; provided that a special TET shall be conducted for language teachers comprising of the subjects of Pedagogy and Child Development, Language concerned and General Knowledge;
- (v) 10 marks for NCC Certificate (10 marks for 'C' Certificate and 5 marks for 'B' Certificate);
- (vi) 10 marks for participation in recognized sports at National level representing Assam;
- (vii) 10 marks for achievements in fine Arts and Cultural Activities representing the State officially at National level.

**(5) Criteria for Selection of Vocational Teacher (Office Management and Computer Technique):-**

- (i) 100 marks on percentage of marks in M.Com Examination in case of Office Management and in M.C.A Examination in case of Computer Technique;
- (ii) 100 marks on percentage of marks in B.A/B.Sc/B.Com Examination;
- (iii) 100 marks on percentage of marks in HS Final Examination;
- (iv) 100 marks on percentage of marks in TET Examination; provided that a special TET shall be conducted for language teachers comprising of the subjects of Pedagogy and Child Development, Language concerned and General Knowledge;
- (v) 10 marks for NCC Certificate ( 10 marks for 'C' Certificate and 5 marks for 'B' Certificate);
- (vi) 10 marks for participation in recognized sports at National level representing Assam;
- (vii) 10 marks for achievements in fine Arts and Cultural Activities representing the State officially at National level.

**(6) Criteria for Selection of Junior Assistant:-**

- (i) 100 marks on percentage of marks in Degree Examination ;
- (ii) 100 marks on percentage of marks in HS Final Examination;

- (iii) 100 marks on percentage of marks in HSLC/AHM. Examination;
- (iv) 150 marks from Written Test as follows;
  - (a) Test on General English-50 marks;
  - (b) Test on General Knowledge-50 marks (General knowledge shall comprise history, geography and culture of Assam);
  - (c) Test on Arithmetic-50 marks.
  - (d) The qualifying marks shall be 50% for un-reserved candidates and 40% for reserved candidates.
- (v) 50 marks from Computer Test:- After written test, 10 qualified candidates in order of merits against each vacancy shall be invited for Computer test which shall be held for 50 marks.

**(7) Criteria for Selection of Grade IV:-**

- (a) Written Test for 50 marks as follows:
  - (i) Test on language -30 marks (Assamese language in respect of the Assamese medium school; Bengali language in respect of the Bengali medium school; Bodo language in respect of the Bodo medium school; English Language in respect of the English medium school);
  - (ii) Test on General Knowledge-20 marks (General knowledge shall comprise Assam, history, geography and culture of Assam);
- (b) The qualifying marks shall be 50% i.e.25 out of 50 ( 30+20) for un-reserved candidates and 40% i.e. 20 for reserved candidates.

**Schedule-III**

[See rule 10]

Minimum Educational and Academic qualifications for the post of -

- (i) **Post Graduate Teacher:-** Post Graduation with at least 50% marks (or its equivalent) from recognized University and Bachelor of Education (B.Ed.) from National Council for Teacher Education recognized institution, but degrees obtained from off-campus and distance education institution shall not be considered as valid.
- (ii) **Graduate Teacher (Arts and Science):-** Graduate/Post Graduate from recognized University with at least 50% marks in either Graduation or Post Graduation (or its equivalent) and Bachelor of Education (B.Ed.) from National Council for Teacher Education

recognized institution, but degrees obtained from off-campus and distance education institution shall not be considered as valid.

- (iii) **Hindi Teacher:** Pravin/ Ratna in Hindi with 50% marks and degree qualification with 50% marks or post Graduate degree in Arts with 50% marks from any recognized University, but degrees obtained from off-campus and distance education institution shall not be considered as valid,

Or

B.A. with 50% marks and having Hindi as one of the subjects with 50% marks or Post Graduate degree in Arts with 50% marks and B.A. with Hindi as one of the subjects with 50% marks in Hindi

And

B.T/ B.Ed degree from any recognized University [Parangat to be treated as B.Ed degree only for the purpose of Hindi teaching], but degrees obtained from off-campus and distance education institution shall not be considered as valid.

- (iv) **Classical Teacher (Sanskrit):-** Shastri with 50% marks and having degree qualification with 50% marks or post Graduate degree in Arts with 50% marks from any recognized University, but degrees obtained from off-campus and distance education institution shall not be considered as valid,

Or

B.A. with 50% marks and having Sanskrit as one of the subjects with 50% of marks or Post Graduate degree in Arts with 50% marks and B.A. with Sanskrit as one of the subjects with 50% marks in Sanskrit, but degrees obtained from off-campus and distance education institution shall not be considered as valid,

And

B.T/B.Ed degree from any recognized University;

- (v) **Classical Teacher (Arabic, Urdu, Persian etc):-** MM with 50% marks and degree qualification with 50% marks or post Graduate degree in Arts with 50% marks from any recognized University, but degrees obtained from off-campus and distance education institution shall not be considered as valid;

or

B.A. with 50% marks and having Arabic as one of the subjects with 50% marks or Post Graduate degree in Arts with 50% marks and BA with Arabic as one of the subjects with 50% marks in Arabic, but degrees obtained from off-campus and distance education institution shall not be considered as valid;

And

B.T/ B.Ed degree from any recognized University;

- 
- (vi) **Music Teacher:-** B.Music or equivalent with 50% marks in degree qualification from any recognized University, but degrees obtained from off-campus and distance education institution shall not be considered as valid;
- (vii) **Vocational Teacher (Office Management) :-** M.Com degree from any recognized University, but degrees obtained from off-campus and distance education institution shall not be considered as valid;
- (viii) **Vocational Teacher (Computer Technique):-** MCA degree from any recognized University, or Bachelor degree in Computer Science from any recognized University, but degrees obtained from off-campus and distance education institution shall not be considered as valid.
- (ix) **Junior Assistant:-** Graduate from any recognized University with one year Degree/Diploma in Computer application from Government recognized Institution, but degrees obtained from off-campus and distance education institution shall not be considered as valid.
- (x) **Grade-IV:-** HSLC passed, or the qualification prescribed by the Personnel/GAD Department from time to whichever is higher, but degrees obtained from off-campus and distance education institution shall not be considered as valid.

**PREETOM SAIKIA,**

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