

ASSAM GOVT. PRESS SUBORDINATE SERVICE RULES 1994

Directorate of printing & Stationery  
Assam, Bamunimaidam  
Guwahati-21

The 20th September, 1994

### ASSAM GOVERNMENT PRESS SUBORDINATE SERVICE RULES, 1994

**No.PSG. 31/88/143.**— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam is pleased to make the following rules regulating the recruitment and conditions of service of the persons appointed to the Assam Government Press Subordinate Service, namely :-

#### 1. SHORT TITLE AND COMMENCEMENT :

- (i) These rules may be called the Assam Government Press Subordinate Service Rules, 1994.
- (ii) They shall take effect from the date their publication in the Official Gazette.

#### 2. DEFINITIONS :

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

- (a) "Appointing Authority" means the Director, Printing and Stationery, Assam ;
- (b) "Commission" means the Assam Public Service Commission ;
- (c) "Committee" means the selection committee constituted under Rule 14 ;
- (d) "Constitution" means the Constitution of India ;
- (e) "Government" means the Government of Assam ;
- (f) "Governor" means the Governor of Assam ;
- (g) "Member" means a member of the Assam Government Press Subordinate Service ;
- (h) "Select List" means the list referred to in the proviso to clause (b) of sub-rule (1) of Rule 6 or the list referred to in clause (d) of sub-rule (1) of Rule 6 or, as the case may be and the list finally approved either by the Appointing Authority under sub-rule (6) of Rule 13 or by the Commission under sub-rule (7) of Rule 13 ;
- (i) "Service" means the Assam Government Press Subordinate Service ; and
- (j) "Year" means a calendar year.

#### 3. CLASS & CADRE :

- (1) The Service shall consist of the following cadres :-

1. Foreman	18. Senior Reader
2. Section Holder	19. Junior Reader
3. Asstt. Section Holder	20. Copy Holder
4. Time Work Checker	21. Head Impositor
5. Out-turn Writer	22. Impositor
6. Compositor Gr. I	23. Roller Caster
7. Compositor Gr. II	24. Proof Puller
8. Distributor	25. Type Melter
9. Section Writer	26. Head Mechanic
10. Rotary Machine Operator	27. Senior Machanic
11. Stereotyper	28. Junior Machanic
12. machineman	29. Process Camera Operator
13. Asstt. Machineman	30. Lino Operator
14. Forme Carrier	31. Asstt. Lino Operator
15. Offset Printer	32. Electric Mechanic
16. Asstt. Offset Printer	33. Mono Mechanic
17. Head Reader	34. Mono Key Board Operator

35. Type caster	43. Asstt. Retail Store Keeper
36. Caster Attendent	44. Retoucher Artist
37. Type Supplier	45. Plate Maker
38. Binding Clerk	46. Faxil Operator
39. Binder Gr. I	47. Phototypesetter Operator
40. Binder gr. II	48. Dark Room Asstt.
41. Counter	49. Electrician
42. Despatch Clerk	50. Paste up Artist.

(2) The service may also include :—

- (a) any post equivalent to a post in any of the cadres mentioned in sub-rule (1) and
  - (b) any cadre or post laid down by the Government to be included in a cadre or the service.
- (3) The status of the members shall be non-gazetted in class III service under the Government.

#### 4. STRENGTH OF SERVICE :

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

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

#### 5. METHOD OF RECRUITMENT :

Recruitment to the service shall be made in the manner prescribed hereinafter.

- (1) Recruitment to the cadre of Forme Carrier, Counter, Distributor, Type Supplier, Junior Mechanic, Electrician and Dark Room Assistant shall be made by direct recruitment only.
- (2) 50% posts in the cadre of Foreman shall be filled up by direct recruitment through the Commission from the candidates holding the Diploma Holders in Printing Technology and having 3 years practical experience in a reputed printing press and 50% from the members of the service having 3 years experience in the rank of Section Holder by promotion in accordance with the provisions of Rule 12.
- (3) Recruitment to other cadres of the service shall be made by promotion only in accordance with the mode as shown in the Schedule III. Minimum 3 years qualifying service in the post shall be required for promotion to the next higher post and the zone of consideration shall be four times of the number of vacancies occurring in a year.

#### 6. DIRECT RECRUITMENT :

- 1) Direct recruitment shall be made in accordance with the procedure hereinafter provided :—
- (a) before the end of each year the appointing authority shall make an assessment regarding the likely number of vacancies to be filled up by direct recruitment during the next year in each cadre together with the details about reservation for candidates belonging to Scheduled Castes and Scheduled Tribes or any other category as laid down by the Government and as provided under Rule 16 and about carry forward of such reservation.

- (b) The Appointing Authority shall then invite application through advertisement in accordance with the general instructions in force.

Provided that in case of direct recruitment to the post of Foreman, the Appointing Authority shall instead of inviting applications as aforesaid, intimate the number of vacancies to be filled up by direct recruitment with details about reservation for candidates belonging to Scheduled Castes, Scheduled tribes, or any other categories as laid down by the Government from time to time and as provided in Rule 16 and about carry forward of such reservation and simultaneously request the Commission to recommend a list of candidates for direct recruitment in order of preference and the Commission shall, thereupon, after holding such test or interview, as it may consider necessary, furnish the Appointing Authority with a list of candidates recommended by it in order of preference, found suitable for direct recruitment. The number of candidates in such a list may be approximately double the number of vacancies.

- (c) The Appointing Authority, on receipt of applications in response to the advertisement, shall forward the applications to the Committee and request the Committee to recommend a list of candidates for direct recruitment in order of preference.

- (d) The Committee shall make the selection in accordance with the scheme of selection as may be prescribed by the Government from time to time and furnish a list of candidates found suitable for appointment in order of preference. The number of candidates in such a list may be approximately double the number of vacancies.

- (e) The Appointing Authority shall then publish the list received either from the Commission or the Committee in the Office Notice Board.

- (2) The list mentioned in the proviso to clause (b) or in clauses (c), (d) and (e) of sub-rule (1) of this rule shall remain valid for 12 calendar months from the date of recommendation.

- (3) In the event of the Commission or the Committee, as the case may be 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 here in before under sub-rule (1) of this rule for recommending a subsequent list in that 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 DIRECT RECRUITMENT**

### **7. AGE :**

A candidate for direct recruitment to the service shall be within minimum 18 years and maximum 36 years of age limits on the 1st January of the year of advertisement, with relaxation in case of candidates belonging to special categories like Scheduled Caste, Scheduled Tribes and any other categories as laid down by the Government by general or special order issued from time to time.

**8. ACADEMIC QUALIFICATION :**

The academic qualifications of a candidate for direct recruitment shall be such may be prescribed by the Government from time to time. The qualifications and experience prescribed as on the date of commencement of these rules, are given in Schedule II.

**9. 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.

**10. CHARACTER :**

A candidate for direct recruitment shall produce along with his application certificates of good character from :-

- (i) the Head of the Institution in which he studied last ; and
- (ii) two respectable persons, who are well acquainted with (but not related to) the candidate.

**11. RECRUITMENT BY PROMOTION :**

Subject to the provisions of Rules 5 the appointment by promotion to the cadres shall be made in the manner provided hereinafter :

- (1) The Appointing Authority shall publish in the Assam gazette annually the number of vacancies in the cadre, which have occurred or are likely to occur in the year.
- (2) Minimum 3 years qualifying service shall be required for being eligible for promotion to the next higher post.

**(I) FOREMAN : Rs. 1375 - 3375/-**

Mode of Recruitment :- 50% posts Direct recruitment in case of Diploma Holder through the Commission as shown in the Sub-Rule 2 of Rule 5.

50% to be filled up by the Government Press Employees with three years experience in the rank of Section Holder of the Assam Government Press.

**(II) SECTION HOLDER : Rs. 1255 - 2635/-**

Mode of Recruitment :- By promotion from Asstt. Section Holder, Lino Operator, Rotary Operator, Mono Mechanic on seniority cum merit through Selection Committee.

**(III) ASSTT. SECTION HOLDER : Rs. 1185 - 2395/-**

Mode of Recruitment :- By promotion from Offset Printer, Time Work Checker, Machineman, Head Impositor, Binding Clerk on seniority cum merit through Selection Committee.

**HAND COMPOSITION :****(IV) TIME WORK CHECKER : Rs. 1185 - 2395/-**

Mode of Recruitment :- By promotion from Compositor Gr. I in order of seniority cum merit.

**(V) COMPOSITOR GR. I : Rs. 1065 - 2095/-**

Mode of Recruitment :- By promotion from Compositor Gr. II in order of seniority cum merit.

**(VI) COMPOSITOR GR. II : Rs. 975 - 1935/-**

Mode of Recruitment :- By promotion from Distributor in order of seniority cum merit.

**(VII) DISTRIBUTOR : Rs. 960 - 1835/-**

Mode of Recruitment :- Direct.

Qualification :- Shown in the Schedule II.

**(VIII) SECTION WRITER : Rs. 1065 - 2095/-**

Mode of Recruitment :- Direct from H.S.L.C. passed Press Employees of this Directorate.

**LETTER PRESS MACHINE SECTION :****(IX) ROTARY MACHINE OPERATOR : Rs. 1185 - 2395/-**

Mode of Recruitment :- By promotion from Stereo Typer on seniority cum merit.

**(X) STEREO TYPER : Rs. 1125 - 2215/-**

Mode of Recruitment :- By promotion from Machineman in order of seniority cum merit.

**(XI) MACHINEMAN : Rs. 1065 - 2095/-**

Mode of Recruitment :- By promotion from Asstt. Machineman in order of seniority cum merit.

**(XII) ASSTT. MACHINEMAN : Rs. 975 - 1935/-**

Mode of Recruitment :- By promotion from Forme Carrier in order of seniority cum merit.

**(XIII) FORME CARRIER : Rs. 960 - 1835/-**

Mode of Recruitment :- Direct.

Qualification ; As shown in the Schedule II.

**OFFSET MACHINE SECTION****(XIV) OFFSET PRINTER : Rs. 1125- 2215/-**

Mode of Recruitment :- By promotion from Asstt. Offset Printer in order of seniority cum merit.

**(XV) ASSTT. OFFSET PRINTER : Rs. 1065- 2095/-**

Mode of Recruitment :- By promotion from Asstt. Machineman in order of seniority cum merit.

**READING SECTION :****(XVI) HEAD READER : Rs. 1375- 3375/-**

Mode of Recruitment :- By promotion from senior Reader through Selection Committee as indicated in Rule 14.

**(XVII) SENIOR READER : Rs. 1285- 3075/-**

Mode of Recruitment :- By promotion from Junior Reader on seniority cum merit.

**(XVIII) JUNIOR READER : Rs. 1255- 2635/-**

Mode of Recruitment :- By promotion from Copy Holder on seniority cum merit.

**(XIX) COPY HOLDER : Rs. 1125- 2215/-**

Mode of Recruitment :- By promotion from the Press Employees who have passed H.S.S.L.C. examination with 5 years experience in Technical branch of the Government Press, through Selection Committee.

**STANDING & IMPOSING SECTION :****(XX) HEAD IMPOSITOR : Rs. 1125- 2215/-**

Mode of Recruitment :- By promotion from Impositor in order of seniority cum merit.

**(XXI) IMPOSITOR : Rs. 1065 - 2095/-**

Mode of Recruitment :- By promotion from Roller Caster/Proof Puller in order of seniority cum merit.

**(XXII) ROLLER CASTER/PROOF PULLER :- Rs. 975- 1935/-**

Mode of Recruitment :- By promotion from Type Melter in order of seniority cum merit.

**(XXIII) TYPE MELTER : Rs. 960- 1835/-**

Mode of Recruitment :- Direct from Grade IV Employees of the Directorate of Printing and Stationery including Government Press, who have read upto Class X.

**MECHANICAL COMPOSING SECTION (Mono)****(XXIV) MONO MECHANIC : Rs.1125- 2215/-**

Mode of Recruitment :- By promotion from Mono Key Board Operator/Type Caster on seniority cum merit.

**(XXV) MONO KEY BOARD OPERATOR/TYPE CASTER : Rs.1065- 2095/-**

Mode of Recruitment :- By promotion from Caster Attendent on seniority cum merit.

**(XXVI) CASTER ATTENDENT : Rs.975- 1935/-**

Mode of Recruitment :- By promotion from Type Supplier in order of seniority cum merit.

**(XXVII) TYPE SUPPLIER : Rs.960- 1835/-**

Mode of Recruitment :- Direct

Qualification : As shown in the Schedule II.

**MECHANICAL COMPOSING SECTION (Lino)****(XXVIII) LINO OPERATOR : Rs. 1125- 2215/-**

Mode of Recruitment :- By promotion from Asstt. Lino Operator in order of seniority cum merit.

**(XXIX) ASSTT. LINO OPERATOR : Rs.1065-2095/-**

Mode of Recruitment :- By promotion from H.S.L.C. passed Press Employees who possesses fair knowledge of the operation and maintenance of Lino Machine.

**BINDING SECTION :****(XXX) BINDING CLERK : Rs.1125 - 2215/-**

Mode of Recruitment :- By promotion from Binder Gr. I in order of seniority cum merit.

**(XXXI) BINDER GR. I : Rs.1065 - 2095/-**

Mode of Recruitment :- By promotion from Binder Gr. II in order of seniority cum merit.

**(XXXII) BINDER GR. II : Rs. 975 - 1935/-**

Mode of Recruitment :- By promotion from Counter in order of seniority cum merit.

**(XXXIII) COUNTER : Rs. 960 - 1835/-**

Mode of Recruitment :- Direct through Selection Committee.

Qualification ; Shown in the Schedule II.



**(XXXIV) ASSTT. RETAIL STORE KEEPER : Rs. 1065 - 2095/-**

Mode of Recruitment :- Direct from H.S.L.C. passed Employees of the Assam Government Press on merit basis.

**(XXXV) DESPATCH CLERK : Rs. 1065 - 2095/-**

Mode of Recruitment :- Direct from H.S.L.C. passed Employees of the Assam Government Press on merit.

**MECHANICAL SECTION :****(XXXVI) HEAD MECHANIC : Rs. 1285 - 3075/-**

Mode of Recruitment :- By promotion from Senior Mechanic/Electric Mechanic on seniority cum merit.

**(XXXVII) ELECTRIC MECHANIC : Rs. 1255 - 2635/-**

Mode of Recruitment :- By promotion from Electrician.

**(XXXVIII) ELECTRICIAN : Rs. 1065 - 2095/-**

Mode of Recruitment :- Direct through Selection Committee.

Qualification : Shown in the Schedule II.

**(XXXIX) SENIOR MECHANIC : Rs. 1255 - 2635/-**

Mode of Recruitment :- By promotion from Junior Mechanic on seniority cum merit.

**(XL) JUNIOR MECHANIC : Rs. 1065 - 2095/-**

Mode of Recruitment :- Direct through Selection Committee.

Qualification :- Shown in the Schedule II.

**PROCESS CAMERA & PLATE MAKING SECTION :****(XLI) PROCESS CAMERA OPERATOR : Rs. 1285 - 3075/-**

Mode of Recruitment :- By promotion from Retoucher Artist in order of seniority cum merit.

**(XLII) RETOUCHER ARTIST : Rs. 1285 - 3075/-**

Mode of Recruitment :- By promotion from Plate Maker in order of seniority cum merit.

**(XLIII) PLATE MAKER : Rs. 1255 - 2635/-**

Mode of Recruitment :- By promotion from Paste up Artist in order of seniority cum merit.

**(XLIV) PASTE-UP-ARTIST : Rs.1065 - 2095/-**

Mode of Recruitment :- By promotion from Dark Room Asstt. in order of seniority cum merit.

**(XLV) DARK ROOM ASSISTANT : Rs.960 - 1835/-**

Mode of Recruitment :- Direct through Selection Committee.

Qualification : Shown in the Schedule II.

**(XLVI) FAXIL OPERATOR : Rs.1125 - 2215/-**

Mode of Recruitment :- By selection from H.S.L.C. passed Employees of the Assam Government Press possessing knowledge of Electronic Stencil cutting & Duplicating Machine.

**(XLVII) PHOTO TYPE SETTER OPERATOR : Rs.1125 - 2215/-**

Mode of Recruitment :- By selection from Government Press Employees who have passed H.S.S.L.C and having Diploma in Assamese & English type writing and knowledge in Mono Key Board Operation.

(3) The vacancies in the cadres to be filled up by promotion, subject to availability of adequate number of suitable candidates in a particular year or years, shall be carried forward to the subsequent year(s).

**12. PROMOTION :**

(1) Vacancies in the cadre of Foreman of the service to the extent as specified in sub-rule (2) of Rule 5, shall be filled up by promotion in the manner prescribed here in below.

Provided that the Appointing Authority may for good and sufficient reasons fill any of the posts for specialised investigation, design and research work temporarily or on tenure by transfer or deputation from outside the service if it is satisfied that there is no suitable employee in the service available for filling the vacancy.

(2) In case of specialisation of a member of the service posted in connection with the specialised subject he shall be retained in the same specialised work, on his promotion in the normal course, by creation of a higher post in the cadre to which he is promoted, keeping the lower post in abeyance, if the Government considers that such an employee can not be withdrawn from the specialised work due to non availability of any other employee of the lower or an equivalent cadre in the service to perform the specialised work.

**13. GENERAL PROCEDURE OF PROMOTION :**

(1) Before the end of each year the Appoint Authority shall make an assessment of the likely number of vacancies to be filled up by promotion in the next year in each cadre.

(2) The Appointing Authority shall then furnish to the Committee the following documents and information with regard to as many employees in order of seniority as are eligible for promotion.

(a) information about the number of vacancies;

(b) list of employees in order of seniority, eligible for promotion (separate lists for promotion to different cadres shall be furnished) indicating the cadre to which the case of promotion is to be considered;

(c) character rolls and personal files of the employees listed;

(d) details about reservation and about carry forward of vacancies as provided under Rule 16 and sub-rule (3) of Rule 11 respectively;

(e) any-other documents and information as may be considered necessary by the Appointing Authority or required by the Committee.

(3) The Appointing Authority shall simultaneously request the Committee to recommend within one month, a list of employees, found suitable for promotion in order of preference, in respect of promotion to each of the cadres in which recruitment is to be made by promotion.

(4) The selection shall be made on the basis of seniority cum merit in case of promotion.

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

(6) The Appointing Authority on receipt of the list recommended by the Committee shall consider the lists prepared by the Committee and approve the lists unless it considers it necessary to make any change in the lists received from the Committee. If it considers it necessary to make any change in the list, it shall inform the Committee of the changes proposed and after taking into account the comments, if any, of the Committee may approve the list finally with such modification, if any as may in its opinion be just and proper :

Provided that in case of promotion to the cadre of Foreman, the Appointing Authority shall forward the list recommended by the Committee together with the comments of the Committee, if any, and all information and documents to the Commission.

(7) The Commission shall consider the list recommended by the Committee together with the information and documents and such other documents and information as may be required by the Commission, and obtained from the Appointing Authority. The Commission shall finally approve the list with such modification if any as it considers just proper.

(8) The inclusion of a candidate's name in a Select List shall confer no right to promotion unless the Appointing Authority is satisfied after such enquiry as may be considered necessary that a candidate is suitable for promotion.

(9) The Select Lists finally approved by the Appointing Authority or by the Commission, as the case may be, shall be published by the Appointing Authority in the Assam Gazette within 15 days from the date of final approval.

(10) The Select Lists shall remain valid for 12 calendar months from the date of approval by the Commission or the Appointing Authority, as the case may be.

(11 ) The promotion shall be in accordance with the list finally approved.

## 14. SELECTION COMMITTEE :

The Committee referred to in these rules shall consists of the following :-

- (1) Committee for all posts to be filled by direct recruitment (non-Gazetted).
- |  |                   |
|--|-------------------|
| (i) Director, Printing & Stationery, Assam, Guwahati-21.   | Chairman          |
| (ii) Deputy Secretary or Under Secretary to the Government of Assam, Printing & Stationery Department, Dispur. | Member            |
| (iii) Deputy Director (P), Assam Government Press, Guwahati-21.  | Member-Secretary. |
- (2) Committee for considering promotion to non-Gazetted posts upto the rank of Foreman.
- |  |                   |
|--|-------------------|
| (i) Director, Printing & Stationery, Assam, Guwahati-21. | Chairman          |
| (ii) Deputy Director (P) Assam Government Press.         | Member            |
| (iii) Registrar, Directorate of Printing & Stationery.   | Member-Secretary. |

## 15. DISQUALIFICATION :

(1) No person shall be eligible for recruitment to the service—

- (a) unless he is a citizen of India, and
- (b) if he has more than one wife living, or in case of a female candidate, who has married a person who has one wife living.

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 rule.

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

## 16. RESERVATION :

In case of appointment by direct recruitment as well as by promotion there shall be reservation in favour of candidates belonging to Scheduled Castes, Scheduled Tribes as per provision of the Assam Scheduled Castes and Scheduled Tribes (Reservation of vacancies in services and posts) Act, 1978 and the rules framed thereunder. There shall also be reservation for candidates belonging to Other Backward Classes including More Other Backward Classes as per Government instructions contained in OM. No. ABP. 338/83/14, dtd. 4.1.84 for direct recruitment only. General orders in respect of reservation in favour of other categories of candidates as may be in force for the time being, shall also be followed.

## 17. APPOINTMENT :

(1) Subject to the provisions of sub-rule (2), appointment under Rule 6 or recruitment under Rule 11 shall be made by the Appointing Authority in accordance with the order of preference determined in the Select List.

- (2) The inclusion of a candidate's name in the Select List shall confer no right to appointment unless the Appointing Authority is satisfied after such enquiry as prescribed by the Government from time to time and also, as may be considered necessary, that the candidate is suitable in all respects for appointment to the Service.

18. JOINING TIME :

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

19. TRAINING :

A member of the Service shall be required to undergo such training and pass such departmental examination as the Government may prescribe.

20. DISCHARGE OR REVERSION :

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

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

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 by the Commission/Committee under Rule 6 and also in the respective list finally approved by the Appointing Authority under sub-rule (6) of Rule 13 or approved by the Commission under sub-rule (7) of Rule 13, if he joins the appointment within fifteen days from the date of receipt of the order or within the extended period as mentioned in Rule 18.
- (2) If a member fails to join the appointment within the initial 15 days of the receipt of the order 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 the service.
- (3) A member appointed by promotion against a vacancy occurring in a year shall be senior to a member appointed by direct recruitment in that year.

22. PROBATION AND CONFIRMATION :

- (1) Subject to availability of 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 vacancy.

Provided that the period of probation may, for good and sufficient reasons, be extended by the Appointing Authority for any specified period not exceeding a period of two year.

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 placed on probation under sub-rule (1) shall be confirmed against the permanent vacancy subject to the conditions that—
- (a) he has completed the period of probation to the satisfaction of the Appointing Authority in accordance with sub-rule (1); and
- (b) he has successfully undergone the training and passed the departmental examination, if any, prescribed by the Government under Rule 19.
- (3) If confirmation of a member is delayed on account of his failure to qualify for such confirmation, he shall lose his position in the order of seniority vis-a-vis such of his junior as might be confirmed earlier than he. His seniority shall, however, be restored on his confirmation subsequently.

#### 23. GRADATION LIST :

There shall be prepared and published every year a gradation list containing the names of all members of the Service cadre wise in the order of seniority and such other particulars like date of birth, date of appointment, date of superannuation etc.

#### 24. PAY :

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 of the posts in the cadres of the Service, as on the date of commencement of these rules, are as shown in Schedule-I.

#### 25. MODE OF EMPLOYMENT :

- (1) Members of the Service shall be employed in such a manner as the Appointing Authority may decide.
- (2) A member of the Service shall be liable to be posted anywhere at any branch of Government Press within the State of Assam.

#### 26. OTHER CONDITIONS OF SERVICE :

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.

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 provided in these rules.

28. INTERPRETATION :

If any question arises as to the interpretation of these rules the decision of the Government shall be final.

29. REPEAL AND SAVINGS :

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

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

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**SCHEDULE - I**  
**(Rule 4)**  
**STENGTH OF THE SERVICE SCALE OF PAY**

SL. NO.	CATEGORIES OF POST	TIME SCALE OF PAY	SANCTIONED STRENGTH		
			PERMANENT	TEMPORARY	TOTAL
1	2	3	4	5	6
1.	Foreman	Rs. 1375-30-1435-40-1635-50-1885-EB-50-2035-60- 2395-80-2875-100-3375/-	7	–	7
2.	Section Holder	Rs. 1255-30-1435-40-1635-50-1685-EB-50-2035-60-2395-80-2635/-	14	2	16
3.	Asstt. Section Holder	Rs. 1185-20-1225-30-1435-40-1555-EB-40-1635-50-2035-60-2395/-	7	–	7
4.	Out-turn Writer	Rs. 1185-20-1225-30-1435-40-1555-EB-40-1635-50-2035-60-2395/-	1	–	1
5.	Time Work Checker	Rs. 1185-20-1225-30-1435-40-1555-EB-40-1635-50-2035-60-2395/-	1	-	1
6.	Compositor Gr. I	Rs. 1065-20-1225-30-1345-EB-30-1435-40-1635-50-2035-60-2095/-	35	-	35
7.	Compositor Gr. II	Rs. 975-15-1005-20-1205-EB-20-1225-30-1435-40-1635-50-1935/-	92	-	92
8.	Distributor	Rs. 960-15-1005-20-1185-EB-20-1225-30-1435-40-1635-50-1835/-	21	-	21
9.	Section Writer	Rs. 1065-20-1225-30-1345-EB-30-1435-40-1635-50-2035-60-2095/-	1	-	1
10.	Rotary Machine Operator	Rs. 1185-20-1225-30-1435-40-1555-EB-40-1635-50-2035-60-2395/-	1	-	1
11.	SteroTyper	Rs. 1125-20-1225-30-1435-EB-40-1635-50-2035-60-2215/-	2	-	2
12.	Machineman	Rs.1065-20-1225-30-1345-EB-30-1435-40-1635-50-2035-60-2095/-	30	1	31
13.	Asstt. Machineman	Rs. 975-15-1005-20-1205-EB-20-1225-30-1435-40-1635-50-1935/-	28	-	28
14.	Forme Carrier	Rs. 960-15-1005-20-1185-EB-20-1225-30-1435-40-1635-50-1835/-	33	-	33
15.	Offset Printer	Rs. 1125-20-1225-30-1435-EB-40-1635-50-2035-60-2215/-	4	4	8



SL. NO.	CATEGORIES OF POST	TIME SCALE OF PAY	SANCTIONED STRENGTH		
			PERMANENT	TEMPORARY	TOTAL
1	2	3	4	5	6
16.	Asstt. Offset Printer	Rs. 1065-20-1225-30-1345-EB-30-1435-40-1635-50-2035-60-2095/-	1	7	8
17.	Head Reader	Rs. 1375-30-1435-40-1635-50-1885-EB-50-2035-60-2395-80-2875-100-3375/-	1	-	1
18.	Senior Reader	Rs. 1285-30-1435-40-1635-50-1735-EB-50-2035-60-2395-80-2875-100-3075/-	7	-	7
19.	Junior Reader	Rs. 1255-30-1435-40-1635-50-1685-EB-50-2035-60-2395-80-2635/-	8	-	8
20.	Copy Holder	Rs. 1125-20-1225-30-1435-EB-40-1635-50-2035-60-2215/-	21	-	21
21.	Head Impositor	Rs. 1125-20-1225-30-1435-EB-40-1635-50-2035-60-2215/-	1	-	1
22.	Impositor	Rs. 1065-20-1225-30-1345-EB-30-1435-40-1635-50-2035-60-2095/-	14	-	14
23.	Roller Caster	Rs. 975-15-1005-20-1205-EB-20-1225-30-1435-40-1635-50-1935/	1	-	1
24.	Proof Puller	Rs. 975-15-1005-20-1205-EB-20-1225-30-1435-40-1635-50-1935/	8	-	8
25.	Type Melter	Rs. 960-15-1005-20-1185-EB-20-1225-30-1435-40-1635-50-1835/-	3	-	3
26.	Head Mechanic	Rs. 1285-30-1435-40-1635-50-1735-EB-50-2035-60-2395-80-2875-100-3075/-	1	-	1
27.	Senior Mechanic	Rs. 1255-30-1435-40-1635-50-1685-EB-50-2035-60-2395-80-2635/-	1	-	1
28.	Junior Mechanic	Rs. 1065-20-1225-30-1345-EB-30-1435-40-1635-50-2035-60-2095/-	1	1	2
29.	Process Camera Operator	Rs. 1285-30-1435-40-1635-50-1735-EB-50-2035-60-2395-80-2875-100-3075/-	-	2	2
30.	Lino Operator	Rs. 1125-20-1225-30-1435-EB-40-1635-50-2035-60-2215/-	9	-	9
31.	Asstt. Lino Operator	Rs. 1065-20-1225-30-1345-EB-30-1435-40-1635-50-2035-60-2095/-	7	-	7
32.	Electric Mechanic	Rs. 1255-30-1435-40-1635-50-1685-EB-50-2035-60-2395-80-2635/-	2	-	2
33.	Mono Mechanic	Rs. 1125-20-1225-30-1435-EB-40-1635-50-2035-60-2215/-	1	-	1

SL. NO.	CATEGORIES OF POST	TIME SCALE OF PAY	SANCTIONED STRENGTH		
			PERMANENT	TEMPORARY	TOTAL
1	2	3	4	5	6
34.	Mono Key Board Operator	Rs. 1065-20-1225-30-1345-EB-30-1435-40-1635-50-2035-60-2095/-	3	1	4
35.	Type Caster	Rs. 1065-20-1225-30-1345-EB-30-1435-40-1635-50-2035-60-2095/-	2	-	2
36.	Caster Attendent	Rs. 975-15-1005-20-1205-EB-20-1225-30-1435-40-1635-50-1935/	4	-	4
37.	Type Supplier	Rs. 960-15-1005-20-1185-EB-20-1225-30-1435-40-1635-50-1835/-	4	-	4
38.	Binding Clerk	Rs. 1125-20-1225-30-1435-EB-40-1635-50-2035-60-2215/-	2	-	2
39.	Binder Gr. I	Rs. 1065-20-1225-30-1345-EB-30-1435-40-1635-50-2035-60-2095/-	28	1	29
40.	Binder Gr. II	Rs. 975-15-1005-20-1205-EB-20-1225-30-1435-40-1635-50-1935/	26	-	26
41.	Counter	Rs. 960-15-1005-20-1185-EB-20-1225-30-1435-40-1635-50-1835/-	45	1	46
42.	Despatch Clerk	Rs. 1065-20-1225-30-1345-EB-30-1435-40-1635-50-2035-60-2095/-	1	-	1
43.	Asstt. Retail Store Keeper	Rs. 1065-20-1225-30-1345-EB-30-1435-40-1635-50-2035-60-2095/-	1	-	1
44.	Retoucher Artist	Rs. 1285-30-1435-40-1635-50-1735-EB-50-2035-60-2395-80-2875-100-3075/	-	1	1
45.	Plate Maker	Rs. 1255-30-1435-40-1635-50-1685-EB-50-2035-60-2395-80-2635/	-	2	2
46.	Faxil Operator	Rs. 1125-20-1225-30-1435-EB-40-1635-50-2035-60-2215/-	-	2	2
47.	Photo Type Setter	Rs. 1125-20-1225-30-1435-EB-40-1635-50-2035-60-2215/-	-	2	2
48.	Dark Room Asstt.	Rs. 960-15-1005-20-1185-EB-20-1225-30-1435-40-1635-50-1835/-	-	1	1
49.	Electrician	Rs. 1065-20-1225-30-1345-EB-30-1435-40-1635-50-2035-60-2095/-	-	1	1
50.	Paste up Artist	Rs. 1065-20-1225-30-1345-EB-30-1435-40-1635-50-2035-60-2095/-	-	1	1
			<b>480</b>	<b>30</b>	<b>510</b>

**SCHEDULE - II**  
**(Rule 8)**  
**Minimum Qualifications prescribed for direct recruitment**

Sl. No.	Name of Post	Qualification Prescribed
1	2	3
1.	Forme Carrier	Matriculate who have completed course in Letter Press Machine Operator from I.T.I. and passed All India Trade Test conducted by the Government of India after completion of prescribed Apprenticeship Training in the Assam Government Press or any other Government recognised Press.
2.	Counter	Matriculate I.T.I. passed who have completed 2 years Apprenticeship Training in Book Binding in the Assam Government Press or any other Government recognised Press and passed All India Trade Test conducted by Government of India.
3.	Distributor	Matriculate who have completed I.T.I. (Hand Composing) Course and passed All India Trade Test conducted by the Government of India after completion of prescribed Apprenticeship Training in the Assam Government Press or any other Government recognised Press.
4.	Type Supplier	Matriculate who have completed I.T.I. (Hand Composing) Course and passed All India Trade Test conducted by the Government of India after completion of prescribed Apprenticeship Training in the Assam Government Press or any other Government recognised Press.
5.	Junior Mechine	Matriculate I.T.I. passed Mechanical Trade with 5 years practical experience in the line.
6.	Electrician	Matriculate I.T.I. passed in Electrical Trade with 5 years practical experience in the line.
7.	Paste up Artist	(i) H.S.L.C. Passed. (ii) Diploma Course in Printing & Graphics Arts from any regional Institution of Printing in India and abroad. (iii) Experience in Process Camera Operator.

**SCHEDULE - III**

**(Rule 11)**

**FOREMAN**

COMPOSING			PRINTING			BINDING	CAMERA Process Camera & Plate Making Section	Reading Section	Com- puting Section	Faxil Section	P.T.S. Section	Imposing Section	Mechanic	Electrical	Retail	Issue/Despatch	
Manual	Mechanical		Rotary	Letter Press	Offset											Section Holder	Head Reader
Hand	Lino	Mono				Section Holder	Section Holder	Section Holder	Process Camera Operator	Senior Reader	Computer	Head Impositor	Senior Mechanic	Electrician	Asstt. Retail Store Keeper		
Section Holder	Section Holder	Section Holder	Rotary Operator	Section Holder	Section Holder	Section Holder	Process Camera Operator	Head Reader	Head Computer	Faxil Operator	Photo Type Setter	Asstt. Section Holder	Head Mechanic	Electric Mechanic	Asstt. Retail Store Keeper	Despatch Clerk	Section Writer
Asstt. Section Holder	Lino Operator	Mono Mechanic	↑ Stereotypist	Asstt. Section Holder/Out turn Writer	Offset Printer	Asstt. Section Holder	Retoucher Artist	Senior Reader	Computer	Head Impositor	Senior Mechanic	Electrician	Asstt. Retail Store Keeper	Despatch Clerk	Section Writer		
Time Work Checker	Asstt. Lino Operator	Mono Operator/Type Caster	↙ Machine man	↘ Machine man	Asstt. Offset Printer	Binding Clerk	Plate Maker	Junior Reader								Junior Mechanic	
Compositor Grade-I		Caster Attendent		↑ Asstt. Machine man		Binder Grade-I	Past-up-Artist	Copy Holder		Proof Puller/Roller Caster							
Compositor Grade-II		Type Supplier		Forme Carrier		Binder Grade-II				Type Melter							
Distributor						Counter											