

Bihar Police Steno Cadre Rules, 2017

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Rule BIHAR-POLICE-STENO-CADRE-RULES-2017 of 2017

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Bihar Police Steno Cadre Rules, 2017 Published vide Notification No. 4/B-1-10-05/2011-6838-HP, dated 23.8.2017 No. 4/B-1-10-05/2011-6838-HP. - In exercise of powers conferred under the proviso to Article 309 of the Constitution of India read with section 55 and section 97 of Bihar Police Act, 2007 and clause (2) and (3) of section 46 of Police Act, 1861 (Act No.-V, 1861), the Governor of Bihar is hereby pleased to make the following Rules to amend the Bihar Police Manual, 1978 (as amended from time to time) :-

1. Short title and commencement.

(1) The Rules shall be called Bihar Police Steno Cadre Rules, 2017. (2) It shall have jurisdiction all over Bihar. (3) It shall come into force with immediate effect.

2. Definition.

- In the Rules, unless the context otherwise requires- (i) "Government" means Government of Bihar; (ii) "Department" means Home Department (Police Section); (iii) "Commission" means Bihar Police Sub-ordinate Service Commission; (iv) "Cadre Controlling Authority" means Director General of Police, Bihar; (v) "Appointing Authority" means Officer of the rank of Deputy Inspector General of Police; (vi) "Cadre" means Bihar Police Steno Cadre.

3. Constitution of Cadre.

- The following posts shall be in this Cadre- (I) Steno Deputy Superintendent (II) Steno Inspector (III) Steno Sub-Inspector (Steno SI) (IV) Steno Assistant Sub-Inspector (Steno ASI)

4. Strength of Cadre.

(1)The strength of this cadre shall be as per existing strength, but, the service strength shall be revised subject to creation or abolition of posts by the State Government as per requirement.(2)All the personnel of this cadre will wear uniform, but they will not exercise the power of Police officers and they will not be absorbed in general police cadres.(3)Steno ASI and Steno SI already working before coming in to force of these Rules shall be deemed to be the member of this cadre. Steno S.Is./Steno A.S.Is., who have already been absorbed to General Police force will not be reverted back to Steno cadre. The basic post of appointment in Steno cadre shall only be the post of Steno Assistant Sub-Inspector.

5. Recruitment in the cadre and eligibility.

(1)In July, the Director General of Police, Bihar will get calculated the number of vacant posts of Steno Assistant Sub-Inspector reservation category wise.(2)The provisions of recruitment of Steno ASI by Limited Departmental Competitive Examination are hereby deleted.(3)The selection of candidates for appointment to the posts of Steno Assistant Sub-Inspector by direct recruitment shall be made by the Bihar Police Sub-ordinate Service Commission constituted under Bihar Police Sub-ordinate Service Commission Act 2016 (Bihar Act 6, 2016), through Combined/Separate Competitive Examination. A requisition shall be sent to the Bihar Police Sub-ordinate Service Commission in the prescribed proforma, in which number of reservation category wise vacant posts will be mentioned. The Bihar Police Sub-ordinate Service Commission shall set question papers, conduct examinations, appoint examiners to examine the answer-sheets and shall recommend the list of successful candidates.(4)Bihar Police Sub-ordinate Service Commission shall advertise the number of vacancies in widely circulated news papers and through website as per requisition received from the Director General of Police, Bihar. The candidates shall have to abide by the directions and conditions contained in the advertisements. Examination fees shall be charged from the candidates, which may be fixed by the Commission.(5)The candidates shall submit their application forms in the prescribed proforma online through the website of the Bihar Police Sub-ordinate Service Commission as per the terms and conditions contained in the advertisement.(6)The Bihar Police Sub-ordinate Service Commission shall hold written competitive examination. Written examinations shall be conducted in two phases i.e. preliminary & main examinations. All the examination papers of written examination shall be based on multiple choice questions. Preliminary examination shall be conducted in the first phase. In the preliminary examination, there will be one paper of 100 questions of 100 marks and the duration of examination shall be of one and a half hours. Candidates securing less than 30 marks in this paper shall be declared unsuccessful to appear for the main examination. In this paper, questions shall be based on General Knowledge and Current Events. 20 times candidates of the existing vacancies shall be selected reservation category wise, on the basis of marks obtained in the preliminary examination. In case of unavailability of sufficient number of eligible candidates for the main written examination, the Commission may reduce the above mentioned proportion suitably.(7)The successful candidates in the first phase of preliminary examination shall be provided an opportunity to appear in the main written examination. Main written examination shall comprise of two papers. Ist paper will be of General Hindi, having 100 questions of 100 marks, in which it will be

compulsory to secure minimum qualifying 30 marks otherwise they will be declared unfit. The duration of examination of General Hindi paper shall be of one and a half hours. The marks obtained in General Hindi paper shall not be added in the determination of merit. 2nd paper shall be related to General Studies, General Science, Civics, Indian History, Geography of India, Mathematics and Mental Ability Tests. 2nd paper will be of 100 questions of 100 marks and the duration of the examination shall be of one and half hours. 0.2 marks shall be deducted for each and every wrong answer in both phases of examinations. Answer-sheets shall be in two copies, in which one copy shall be kept as reserve in the Commission.(8)Test of eligibility. - Knowledge of Short-Hand and Typing in Hindi and English language is compulsory for appointment to the post of Steno ASI. Following tests will be conducted:-(a)Hindi Short. - Hand Test will be made by writing up to conducted for 5 minutes with a minimum speed of 80 words per minute, and another 20 minutes will be given for typing the same. It will be given two minutes extra time for correction before start of typing. Correction of typing of Short Hand will have to be done within stipulated time prescribed for typing. To qualify in Test of Short Hand, errors must not exceed the limit of 10 %, otherwise the candidate will be declared unfit.(b)Typing Test. - Candidates will have to type 300 words on computer in both Hindi and English with a minimum speed of 30 words per minute within 10 minutes. To qualify this test, errors must not exceed 5 % in Hindi Typing and 10 % in English Typing otherwise they will be declared unfit. Candidates who type less than 300 words, in given time limit of 10 minutes, will be declared unfit.(c)Test of computer knowledge. - Practical knowledge of candidates in MSoffice (Word, Excel, Power-point) and internet will be tested and those who fail in this examination will be declared unfit.

6. Preparation of merit list.

(1)Merit list of successful finally successful candidates will be prepared reservation category wise on the basis of marks obtained in main written examination.(2)If two or more than two candidates secure equal marks in the written examination, determination of their place in the merit order shall be made on the basis of their dates of birth. Thus, elder candidate shall remain above in order of merit. In case of similar dates of birth of two or more than two candidates, their places shall be determined on the basis of their educational qualifications. It means the candidate having higher educational qualifications, shall remain above in the merit order. Besides, if more than one candidate are on same footage their seniority shall be determined as per order of English alphabet of their names as mentioned in their certificate of Tenth Board.(3)The minimum qualifying marks for the candidates of Scheduled Castes, Scheduled Tribes and Woman shall be 32%, for the candidates of Backward category 36.5%, Extremely Backward category 34% and for the candidates of General category 40% for the final merit list.(4)Bihar Police Sub-ordinate Service Commission shall prepare a list of candidates based on merit and shall recommend list of candidates and reservation category wise in descending order of merit as per requisition received from the Director General of Police.

7. Medical examination, character and antecedent verification.

(1)Before appointment to the post of Steno ASI, the successful candidates will have to undergo medical examination in form no-103, their character and antecedent's verification shall be compulsory as provided in form no-101 of Bihar Police Manual 1978. In case of adverse report

or/and concealment of facts the concerned candidate shall be declared unfit for appointment.(2)According to The Bihar Police Manual Rule 658 (iv), candidates must be free from disease, constitutional affliction or physical infirmity due to which he may or may be unfit for duty.Note-1: All the selected candidates will have to be medically examined before the appointment. Eye sight, colour blindness, hearing power, stammering, flat-foot and knocking knee etc. will also be examined in the medical test. It will compulsory for the Selected candidates to be found fit in the Medical Examination for appointment.Note-2: Defects like stuttering or stammering will render an applicant in eligible for selection.[Note 3. - Above mentioned provisions applicable in respect of the medical examination of the general candidates will not be applicable to the candidates with disabilities in the light of the provisions contained in The Rights of Persons with Disabilities Act, 2016.] [Added by Bihar Notification No. 4/B1-10-05/2011-1970, dated 8.3.2018 (w.e.f. 23.8.2017).]

8. Educational qualifications.

(1)The minimum educational qualification for recruitment to basic post of Steno ASI shall be intermediate (10+2) or equivalent.(2)It will be compulsory for the candidate for this post must possess a diploma certificate in computer applications from institutions recognized by Bihar Government.

9. Age.

- Criterion of age for Steno ASI will be same as may be determined for appointment of constables.

10. Reservation.

- For the appointment and promotion to the posts of the cadre, provision regarding Reservations determined by the State Government from time to time, will apply.

11. Training.

(1)The basic training of Steno ASIs shall be of 180 working days. The syllabus of their training shall be determined by D.G. (Training) with the approval of D.G.P., Bihar.(2)Training for the promotion of Steno ASIs to Steno SIs shall be of three months. The syllabus for this training, including Law, shall be determined by D.G. (Training) with the approval of D.G.P., Bihar.

12. Probation period and Confirmation.

(1)The newly recruited Steno ASI shall remain, on probation from the date of appointment. The period of probation shall be of two years, which may be extended by one year in case of service and work performance being found not satisfactory. Such extension may be made maximum twice in the service. In case of service and performance not being found satisfactory even after the extended period, the service of the Steno ASI appointed on probation will be terminated.(2)On successful completion of probation period and after passing of the departmental examination, Steno ASI may

be confirmed in the service.

13. Departmental Examination.

- All newly recruited Steno ASIs shall have to pass Hindi Noting and Drafting Examination, conducted by Cabinet Department (Rajbhasha), Government of Bihar. Second and onward increments shall be admissible only on passing the said examination.

14. Seniority.

- The inter-se seniority of this cadre shall be reckoned according to the total marks obtained in main written exam conducted by the Commission and marks obtained in exams of basic training but, before coming into effect of these rules, the inter-se seniority of personnel already working in the steno cadre shall remain intact.

15. Promotion.

(1)The promotional chain of the confirmed employees in this cadre shall be as follows-(a)From Steno ASI to the post of Steno Sub-Inspector;(b)from Steno Sub-Inspector to the post of Steno Inspector;(c)From Steno Inspector to Steno Deputy Superintendent.(2)The promotion shall be admissible on the basis of seniority cum eligibility criterion, which shall be considered on the recommendation of the Departmental Promotion Committee. Eligibility criteria for promotion will include A.C.Rs, Performance Report, required Trainings, Departmental Examinations etc.(3)The promotion may be considered on completion of scale-based Kalawadhi as determined by the Government. (General Administrative Department) and revised from time to time.

16. Residual Matters.

- Any matter, not covered by the Rules or Order/Orders issued under this shall be governed by the Bihar Service Code/Rules /Resolutions/Manual(s) which may be admissible to the similar Posts in the State Government.

17. Interpretation.

- If any doubt arises regarding any provision of the Rules, the interpretation of Home Department (Police Branch) , after consultation of the Law Department shall be final.

18. Deletion of Rule 1287 (a).

- Provision of direct appointment to the Post of Constable and Sub-Inspector has been made in the Rule 1287 (a) of The Police Manual only while direct appointment in Police Organisation is made to other post so the said Rule 1287 (a) is hereby deleted.

19. Repeal and Savings.

- The provisions vested in Rule-749 and Appendix-42 of Bihar Police Manual, 1978 on the points of the examination and appointment/posting for selection to the Posts of Steno SI, Steno ASI and the orders/circulars /directions issued earlier in this regard are hereby repealed. Not with standing such repeal, any thing or any action taken earlier in the light of aforesaid Resolution/Rules/Orders/Decision issued earlier shall be deemed to be done or taken under these Rules as if these Rules were enforce on such date.