

Bihar Information Clerk Cadre (Recruitment and Service) Rules, 2010

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Rule

BIHAR-INFORMATION-CLERK-CADRE-RECRUITMENT-AND-SERVICE of 2010

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Bihar Information Clerk Cadre (Recruitment and Service) Rules, 2010 Published vide Notification No. - Stha (Mu.) 1-601/2006 Part-I -20-I&PRD, 16th April, 2010, Bihar Gazette (Extraordinary) No. 17, dated 28.4.2010 Notification No. - Stha (Mu.) 1-601/2006 Part-I -20-I&PRD.-In exercise of powers conferred by the proviso to Article 309 of the Constitution of India the Governor of Bihar is pleased to make the following Rules to regulate the recruitment and promotion and service conditions of Bihar Information Clerical cadre under the Information and Public Relations Department. Chapter-1 Preliminary

1. Short title, extent and commencement.

(1) These Rules may be called Information and Public Relations Department Bihar Information Clerk Cadre (Recruitment and Service) Rules, 2010. (2) These shall extend to Information Centers and Divisional and District Offices. (3) These shall come into force with immediate effect.

2. Definitions.

- In these Rules, unless there is otherwise required in any context:-(a)"Governor" means the Governor of Bihar,(b)"Government" means the Government of Bihar,(c)"Department" means the Information and Public Relations Department,(d)"Commission" means Bihar Staff Selection Commission,(e)"Appointing Authority" means the Director, Information and Public Relations Department and(f)"Cadre" Means the Bihar Information Clerk Cadre of the Information and Public Relations Department. Chapter-2 Recruitment

3. Recruitment to the Service.

(1)The post of lower division Clerk shall be the entry point in the service to be filled up on the recommendation of the Commission. The requisition for vacancies till 1st April of every calendar year shall be sent to the Commission by 30th April. The recommendation of the Commission shall be valid for one year from the date of its receipt.(2)Eligibility.-The minimum eligibility of candidate for appointment to the cadre shall be matriculate, full knowledge of Computer or Hindi typing.(3)The Commission shall advertise the vacancies and merit list of eligible candidates on the basis of competitive examination and practical test of skill in computer and typing to be prepared for appointment of the basic grade of this cadre and recommendations as per reported vacancies to be made. The vacancies shall be carried forward in case any candidates fail to join the service.(4)The minimum age for appointment shall be 18 years and the maximum age shall be the same as may be determined by the State Government (Personnel and Administrative Reforms Department) from time to time.(5)Seniority. - The inter se Seniority may be determined on the basis of the merit list prepared by the Commission.(6)Reservation. - The Rules of reservation as determined by the State Government from time to time shall be followed in appointment.(7)Functional zone of the cadre. - It shall be a State cadre and the members of the cadre may be posted at Headquarter/Directorate, Division, District, Subdivision and other offices and information centers situated in the State or outside State under this Department.

4. Probation Period.

- The clerk appointment under Rule 3 shall be declared on probation from the date of appointment. The period of probation shall be of two years which may be extended maximum for a year for improvement and obtaining the requisite level. In case of unsatisfactory service and performance during the probation period or even in the extended period being unsatisfactory the clerk appointed on probation may be terminated from service. After satisfactory completion of the probation period and on passing the examination prescribed in Rule 5 the service of such clerks may be confirmed.

5. Departmental Examination/Confirmation.

(1)On passing both the papers of the Accounts examination held by the Board of Revenue as prescribed in Rule 157 of the Board Miscellaneous Rules, the service may be confirmed and promotion may be granted.(2)The first increment may be granted only after passing the Hindi Noting and Drafting Examination for group-C held by the Rajbhasha Directorate. The increment shall be admissible from the date of passing the examination but no arrear to be payable.Chapter-3 Promotion

6. Promotion.

(1)The personnel confirmed in this cadre and passed in the examination mentioned in Rule 5 shall be promoted in the hierarchy mentioned in sub-rule (2).(2)The hierarchy of Bihar Information clerk cadre shall be prescribed as follows:-

Sl. No.	Grade	Pay Scale (in Rs.)	Level	Designation	Percentage of promoted post
1	2	3	4	5	6
A	Grade-IV	3050-4590	Basic Grade	Lower Division Information Clerk	50
B	Grade-III	4000-100-6000	First ladder of promotion	Upper Division Information Clerk	25
C	Grade-II	5000-150-8000	Second ladder of promotion	Head Information Clerk	20
D	Grade-I	5500-175-9000	Third ladder of promotion	Office Superintendent	5

(3)The promotion of first level (in Senior Division Clerk) shall be made on the basis of seniority-cum-merit of basic grade. Promotion of Second level (Principal information clerk) and Third level (Office Superintendent) shall be on the basis of merit-cum-seniority. Promotion of all levels be considered on the recommendations of the Departmental Promotion committee.(4)The promotion may be considered on the completion of the qualifying period (Kalawadhi) prescribed from time to time by the State Government (Personnel and Administrative Reforms Department).(5)The Departmental Promotion Committee shall comprise-the following members and the promotion to be considered on the basis of the recommendations of the Committee

- (a) Director, Information and Public Relations Department - Chairman
- (b) Under Secretary/Deputy Secretary/Joint Secretary, Information and Public Relations Department - Member
- (c) Officer of Scheduled Caste/Scheduled Tribe nominated by the Personnel and Administrative Reforms Department - Member

Chapter-4 Miscellaneous

7.

The other service conditions, namely, disciplinary actions, leave, admissible retirement benefits, etc, which are not covered in these Rules, shall be governed by Bihar Government Servant (classification, control and appeal) Rules, 2005, Bihar Service Code, Bihar Pensions Rules, Bihar Government Servant Conduct Rules and other relevant Rules, Orders and Circulars issued by the State Government from time to time in these matters.

8.

The State Government shall be empowered to amend the prescribed provision as required and to interpret those provisions.

9.

The Administrative Department may make necessary Regulations consistent with the provisions of the Rules to give effect and implement the provisions of these Rules.

10. Repeal and Savings.

(1)The earlier Rules, circulars/instructions regarding appointments and promotions of Bihar Information Clerk shall deemed to be repealed from the date of commencement of these Rules.(2)Notwithstanding such repeal, any act done or any action taken in exercise of powers under the previous circulars/instructions regarding appointment/promotion shall deemed to be done or taken under these Rules or in exercise of powers conferred under these Rules, as if, these Rules were in force on the date on which any such act was done or any such action was taken.(3)The persons appointed and working on different posts of Bihar Information Clerk Cadre, as are defined in Rule 6 of Chapter 3, prior to the date of commencement of these Rules shall deemed to be automatically included in this service and under