

# **The U.P. Female Jail Warders Service Rules, 1983**

UTTAR PRADESH

India

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### **Rule THE-U-P-FEMALE-JAIL-WARDERS-SERVICE-RULES-1983 of 1983**

- Published on 31 March 1983
- Commenced on 31 March 1983
- [This is the version of this document from 31 March 1983.]
- [Note: The original publication document is not available and this content could not be verified.]

The U.P. Female Jail Warders Service Rules, 1983Published vide Notification No. 1519-22-83-1381 (3)-61, dated 31st March, 1983

## **Part I – General**

### **1. Short title and commencement.**

(1)These Rules may be called the Uttar Pradesh Female Jail Warders Service Rules, 1983.(2)They shall come into force at once.

### **2. Status of the service.**

- The Uttar Pradesh Female Jail Warders Service is a service comprising group 'C' and 'D' posts.

### **3. Definitions.**

- In these rules, unless there is anything repugnant in the subject or context,-(a)"Appointing Authority" means the Superintendent of Central Jail;(b)"Citizen of India" means a person who is or is deemed to be a citizen of India under Part II of the Constitution;(c)"Constitution" means the Constitution of India;(d)"Government" means the State Government of Uttar Pradesh;(e)"Governor" means the Governor of Uttar Pradesh;(f)"member of the Service" means a person substantively appointed under these rules or the rules or orders in force prior to the commencement of these rules to a post in the cadre of the service;(g)"service" means the Uttar Pradesh Female Jail Warders Service;(h)"Substantive appointment" means an appointment not being on ad hoc appointment on a post in the cadre of the service made after selection in accordance with the rules, and if there are no rules, in accordance with the procedure prescribed for the time

being by executive instructions issued by the Government;(i)"Superintendent" means in case of Lucknow Circle, Superintendent, Model Prison, Lucknow and in other cases the Superintendent of Central prison concerned;(j)"year of recruitment" means , a period of twelve months commencing from the first day of July of a calendar year.

## **Part II – Cadre**

### **4. Cadre of Service.**

(1)The strength of service shall be such as may be determined by the Government from time to time.(2)The strength of the service shall, until orders varying the same are passed under sub-rule (1) be as given in the Appendix provided that-(i)the appointing authority may leave unfilled or the Governor may hold in abeyance any vacant post, without thereby entitling any person to compensation;(ii)the Governor may create such additional permanent or temporary posts as he may consider proper.

## **Part III – Recruitment**

### **5. Sources of recruitment.**

- Recruitment to the service "hall be made from the following sources :(1)Female Head Warders.-By promotion from amongst permanent Female Warders.(2)Female Warder.-By direct recruitment of females only.

### **6. Reservation.**

- Reservation for the candidates belonging to Scheduled Castes, Scheduled Tribes and other categories shall be in accordance with the orders of the Government in force at the time of the recruitment.

## **Part IV – Qualifications**

### **7. Nationality.**

- A candidate for direct recruitment to a post in the service must be :(a)a citizen of India, or(b)a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India, or(c)a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India :Provided that a candidate belonging to category 'B' or 'C' above must be a person in whose favour a certificate of eligibility has been issued by the State Government :Provided further that a candidate belonging to category 'B' will also be required to obtain a certificate of eligibility granted by the

Deputy Inspector-General of Police, Intelligence Branch, Uttar Pradesh Provided also that if a candidate belongs to category 'C' above, no certificate of eligibility will be issued for a period of more than one year, and the retention of such a candidate in service beyond a period of one year shall be subject to her acquiring Indian citizenship. Note.-A candidate in whose case a certificate of eligibility is necessary the same has neither been issued nor refused, may be admitted to an examination or interview and she may also be provisionally appointed subject to the necessary certificate being obtained by her, or issued in her favour.

## **8. Academic qualification.**

- A candidate for direct recruitment to the service must-(i) have passed the Junior High School Examination or VIII class from a recognised institution of Uttar Pradesh or an examination recognised as equivalent thereto, by the Government; and(ii) possess working knowledge of Hindi written in Devnagri script.

## **9. Age.**

- A candidate for direct recruitment to the service must have attained the age of 18 years and must not have attained the age of 28 years on January 1 of the year in which recruitment is to be made if the posts are advertised during the period January 1 to June 30 and on July 1 if the posts are advertised during the period of July 1 to the December 31 : Provided that the upper age limit in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes and such other categories as may be notified by the Government from time to time shall be greater by such number of years as may be specified.

## **10. Character.**

- The character of a candidate for direct recruitment to a post in the service must be such as to render her suitable in all respects for employment in Government Service. The appointing authority shall satisfy itself on this point. Note.-Persons dismissed by the Union Government or a State Government by a Local Authority or a Corporation or body owned or controlled by the Union Government or a State Government shall be ineligible for appointment to any post in the service, persons convicted of an offence involving moral turpitude shall also be ineligible.

## **11. Marital status.**

- A female candidate who has married a man already having a wife living shall not be eligible for appointment to a post in the service : Provided that the Government may, if satisfied that there exist special ground for doing so, exempt any person from the operation of this rule.

## **12. Physical fitness.**

(a) A candidate for direct recruitment to the service must not be less than 1.58 metres in height and her weight must not be less than 50 Kgs. and must have eye vision 6/6. (b) No candidate shall be appointed to a post in the service unless she be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of her duties. Before a candidate is finally approved for appointment she shall be required to produce a medical certificate of fitness in accordance with the rules framed under Fundamental Rule 10 contained in Chapter III of the Financial Handbook, Volume II, Part III : Provided that medical certificate of fitness shall not be required from a candidate recruited by promotion.

## **Part V – Procedure for Recruitment**

### **13. Determination of vacancies.**

- The appointing authority shall determine and notify to the Employment Exchange, in accordance with the rules and orders for the time being in force, the number of vacancies to be filled by direct recruitment during the course of the year as also the number of vacancies to be reserved for candidates belonging to Scheduled Castes, Scheduled Tribes and other categories under rules 6.

### **14. Procedure for direct recruitment.**

(1) For the purpose of direct recruitment, there shall be constituted a Selection Committee comprising-(a) Superintendent. (b) Any other whole-time Superintendent of a District Jail within the circle, nominated by the Superintendent. (c) Medical Superintendent of Central Prison concerned. (2) The Selection Committee shall scrutinize the applications and require the eligible candidates to appear in an interview. (3) The Selection Committee shall prepare a list of candidates in order of merit, as disclosed by the marks obtained by them in the interview. If two or more candidates obtain equal marks, the Selection Committee shall arrange their names in order of merit on the basis of their general suitability for the post. The number of the names in the list shall be larger (but not larger by more than 25 per cent) than the number of vacancies.

### **15. Procedure for recruitment by promotion.**

(1) Recruitment by promotion shall be made on the basis of seniority subject to rejection of the unfit through the Selection Committee constituted under rule 15. (2) The appointing authority shall prepare an eligibility list, of the candidates, arranged in order of seniority, and place it before the Selection Committee alongwith their character rolls and such other records pertaining to them, as may be considered proper. (3) The Selection Committee shall consider the cases of candidates on the basis of record referred to in sub-rule (2) and, if it considers necessary, it may interview the candidates also. (4) The Selection Committee shall prepare a list of Selected candidates arranged in order of seniority and forward the same to the appointing authority.

## **Part VI – Appointment, Probation, Confirmation and Seniority**

### **16. Appointment.**

(1)The appointing authority shall make appointment by taking the names of candidates in the order in which they stand in the list prepared under rule 14 or 15, as the case may be.(2)If more than one orders of appointment are issued in respect of any one selection, a combined order shall also be issued, mentioning the names of the persons in order of seniority as determined in the selection or, as the case may be, as it stood in the cadre from which they are promoted.(3)The appointing authority may make appointments in temporary and officiating capacity also from the lists referred to in sub-rule (1). If no candidate borne on those lists is available, he may make appointments in such vacancies from amongst persons eligible for appointment under these rules. Such appointments shall not last for a period exceeding one year or beyond the next selection under these rules, whichever be earlier.

### **17. Probation.**

(1)A person on appointment to a post or service in or against a permanent vacancy shall be placed on probation for a period of two years.(2)The appointing authority may, for reasons to be recorded, extend the period of probation in individual cases specifying the date up to which the extension is granted :Provided that save in exceptional circumstances the period of probation shall not be extended beyond one year and in no circumstances beyond two years.(3)If it appears to the appointing authority at any time during or at the end of the period of probation or extended period of probation that a probationer has not made sufficient use of her opportunities or has otherwise failed to give satisfaction, she may be reverted to her substantive post, if any, and if she does not held a lien on any post, her services may be dispensed with.(4)A probationer who is reverted or whose services are dispensed with under sub-rule (3) shall not be entitled to any compensation.(5)The appointing authority may allow continuous service, rendered in an officiating or temporary capacity in a post included in the cadre or any other equivalent or higher post, to be taken into account for the purpose of computing the period of probation.

### **18. Confirmation.**

- A probationer shall be confirmed in her appointment at the end of the period of probation or the extended period of probation, if-(i)her work and conduct are reported to be satisfactory;(ii)her integrity is certified, and(iii)the appointing authority is satisfied that she is otherwise fit for confirmation.

### **19. Seniority.**

(1)Except as hereinafter provided the seniority of persons in any category of posts shall be determined from the date of the order of substantive appointment and, if two or more persons are appointed together, by the order in which their names are arranged in the appointment order

:Provided that if the appointment order specifies a particular back date with effect from which a person is substantively appointed that date will be deemed to be the date of order of substantive appointment and in other cases it will mean the date of issue of orders :Provided further that, if more than one orders of appointment are issued in respect of any one selection, the seniority shall be as mentioned in the combined order of appointment issued under sub-rule (2) of rule 16.(2)The seniority inter se of persons appointed directly on the result of any one selection shall be the same as determined by the selection committee :Provided that a candidate recruited directly may lose her seniority if she fails to join without valid reasons when appointment is offered to her. The decision of the appointing authority as regards the validity of reason shall be final.(3)The seniority inter se of persons appointed by promotions shall be the same as it was in the cadre from which they were promoted.

## **Part VII – Pay, etc.**

### **20. Pay.**

(1)The scales of pay admissible to persons appointed to the various categories of posts in the service, whether in a substantive or officiating capacity or as a temporary measure, shall be such as may be determined by the Government from time to time.(2)The [scales of pay] [For Latest Pay Scale, please see Current G.O.] at the time of the commencement of these rules are as follows :

- (i) Female Head Warder.- Rs. 354-10-424-E.B.-10-454-12-514-E.B.-12-550.
- (ii) Female Warder.- Rs. 330-7-365-8-381-E.B.-8-405-9-450-E.B.-9-495.

### **21. Pay during probation.**

(1)Notwithstanding any provision in the Fundamental-Rules, to the contrary, a person on probation, if she is not already in permanent Government service, shall be allowed first increment in the time scale when she has completed one year of satisfactory service, has passed departmental examination and undergone training, where prescribed, and second increment after two years service when she has completed the probationary period and is also confirmed :Provided that if the period of probation is extended on account of failure to give satisfaction such extension shall not count for increment unless the appointing authority directs otherwise.(2)The pay during probation of a person who was already holding a post under the Government, shall be regulated by the relevant Fundamental RulesProvided that, if the period of probation is extended on account of failure to give satisfaction, such extension shall not count for increment unless the appointing authority directs otherwise.(3)The pay during probation of a person already in permanent Government service shall be regulated by the relevant rules, generally applicable to Government servants serving in connection with the affairs of the State.

### **22. Criteria for crossing the efficiency bar.**

- No person shall be allowed to cross-(i)the first efficiency bar unless her work and conduct are found to be satisfactory and unless her integrity is certified; and(ii)the second efficiency bar unless

she has worked diligently and to the best of her ability, has maintained her efficiency, her work and conduct are found to be satisfactory and her integrity is certified.

## Part VIII – Other Provisions

### 23. Canvassing.

- No recommendations, either written or oral, than those required under the rules applicable to the post or service will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for her candidature will disqualify her for appointment.

### 24. Regulation of other matters.

- In regard to the matters not specifically covered by these rules or special orders, persons appointed to the service shall be governed by the rules, regulations and orders applicable generally to Government servants serving in connection with the affairs of the State.

### 25. Relaxation in the conditions of service.

- Where the State Government is satisfied that the operation of any rule regulating the conditions of service of person appointed to the service causes undue hardship in any particular it may, notwithstanding anything contained in the rules applicable to the by order, dispense with or relax the requirements 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.

### 26. Saving.

- Nothing in these rules shall affect reservations and other concessions required to be provided for the candidates belonging to the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders of the Government issued from time to time in this regard. Appendix [See Rule 4]

Name of posts		No. of posts	
Permanent	Temporary	Total	
1.	Female Head Warder (Selection Grade)	1	- 1
2.	Female Head Warder	3	43 46
3.	Female Warder	70	91 161