

ARUNACHAL PRADESH STAFF SELECTION BOARD RULES, 2018(ACT NO. 14 OF 2018)

Part - I The Arunachal Pradesh Gazette, November 30, 2018 NOTIFICATION The 15th November, 2018 18C No. exercise of the powers conferred by section 22 of "The Arunachal Pradesh Staff Selection Board Act, 2018 (Act No. 14 of 2018), the Governor of Arunachal Pradesh is pleased to make the following Rules, to carry out the purpose of the Act, as follows -

1. Short title and commencement (1) These rules may be called "the Arunachal Pradesh Staff Selection Board Rules, 2018 (Act No. 14 of 2018)". (2) They shall come into force at once.

2. Definitions (a) (b) (c) (d) (e) (f) (g) (h) (j) (l) (m) (n) (o) (p) (q) • In these Rules, unless the context otherwise requires, "Act" means Arunachal Pradesh Staff Selection Board Act, 2018, "Centre Superintendent" means overall in-charge of conducting examination in a Centre "Contingency/Casual Workers" means workers engaged by any Department from time to time against daily or monthly fixed wages basis for casual, seasonal or intermittent nature of work and whose services can be terminated at any point of time without any notice or benefit; "Contractual post" means a post created for a specific job at a specific rate of pay having functions similar to subordinate services or posts on fixed pay and for a specific period of time; "Contractual employees" means an employee hired against a contractual post "Department" means any administrative Department of the Government. "District Level Posts" means a post of District Ministerial (General) Cadre under each Deputy Commissioner and also includes a such posts (Both technical and non-technical) which have been created for the district establishment by any department of the Government "District Superintendent" means overall in-charge of conducting examination in the District: "Government" means Government of Arunachal Pradesh, "Joint Account" means account opened to deposit all the administrative expenditures of the Board and to be operated jointly by the Chairman and the Secretary of the Board "Posts" means Subordinate Services/Posts as defined under Section 2 (0) of the Act and includes contractual posts having nature of works similar to subordinate services or posts "Requisition" means sending list of vacancies and anticipated vacancies to the Board in a prescribed format by concerned authorities "Requisitioning Authority" means the Government Departments, Organisations, Autonomous Bodies, PSUs established by the Government and Semi Government Organisations "Rules" means Arunachal Pradesh Selection Board Rules, 2018 "Secret Fund" means fund earmarked for expenses towards setting and Printing of question papers by the Board 'Secret Fund Account' means account opened in the name of the Chairman of the Board for depositing the secret fund to be operated by the Chairman of the Board "Year" means a calendar year ,

3. Headquarter of the Board The Headquarter of the Arunachal Pradesh Staff Selection Board constituted under section 3 of the Act shall be at Itanagar. Salaries, Allowances and terms and conditions of the Chairman, Members, Secretary and

4. other employees of the Board The Salaries, Allowances and other conditions of, - (i) the Chairman shall be the same as those of officers of Indian Administrative Service in the pay not below that of Super-time scale. (ii) other Members shall be the same as those of IAS Selection Grade or equivalent. the Secretary shall be the same as those of IAS senior grade or Joint Secretary in the State Government. (iv) other employees of the board shall be the same as those of State Government employees on the equivalent rank and grade Published and printed by Directorate of Printing, 181 The Arunachal Pradesh Gazette November 30, 2018

5. Requisition of Post(s) : Part - II (1) The Department shall submit the requisition for posts in the format specified by the Board (2) The Heads of Authorities shall every year before 31st January intimate the Board indicating the number of vacancies including those anticipated except the post anticipated for new creation in prescribed requisition format in course of the years (3) The vacancies furnished by the Requisitioning Authority for direct recruitment shall include the Sports quota but exclude quota for Compassionate Appointment and promotion (4) The Board shall frame suitable regulation for conduct of Recruitment under sports quota (5) on receipt of intimations of vacancies under rule 5 the Secretary in With the Chairman and Board shall prepare an annual examination calendar and publish the month of March every year They shall issue advertisement local newspapers and other Media inviting from eligible candidates for appearing in the competitive examination Note : The application for competitive examination may be in such form as may be decided by the

6. Eligibility of the candidates : (1) A candidate in order to be eligible for appearing at the competitive examination must be satisfied to the following conditions, namely (i) He/She shall be a citizen of India (ii) He/She shall possess requisite

qualification prescribed for the posts/services in the Recruitment Rules for which examination is being conducted (iii) His/Her age shall not be less than the minimum age limit or upper entry age limit as prescribed under the prescribed Recruitment Rules or the Arunachal Civil Services and Civil posts (upper age limit for Direct Recruitment Rules), 2014 as amended from time to time on the last date fixed for receipt of applications Provided that the maximum age limit shall be relaxed to the categories and persons as prescribed under the Arunachal Civil Services and Civil posts (upper age limit for Direct Recruitment Rules). 2014 as amended from time to time Examination fees 7. 8. 10 11 (1) (2) (3) (4) (5) (6) The examination fee for group 'C' post shall be determined by the Board with prior approval of the Government. No application for admission to any examination shall be considered unless it is accompanied by an IPO/Treasury Chalan/Bank Draft/Online proof of Payment showing the payment in Government Treasury or Banks payable at Itanagar, No claim for refund of fees shall be entertained in any circumstances. The Board shall decide the rates of remuneration payable to different examiners/staff officers/Invigilators engaged in connection With the examination duties. No application shall be accepted after the closing date of submission of application The final decision regarding acceptance/rejection of applications for any category of post shall be vested With the Board Superintendence and control of Examination : The Board shall be responsible for the Superintendence and conduct of the examination Conduct of Examination in District : (1) In case of all district level posts, at least one examination centre shall be set up in that district Competitive Examination : (1) Competitive Examination shall be held at a centre or centres to be announced by the Board considering the number of candidates appearing for the said examination (2) The Board may fix up such centres at the District or sub-divisional Headquarters, if necessary in consultation with the Deputy Commissioner/District Superintendent. The date, time and place for the examination shall be intimated at least one month before the examination Arrangements for conduct of the Examination : (1) The District Superintendent or the Superintendent as the case may be shall conduct the written examination under the guidance and directions of the Board. (2) The Board shall make necessary arrangements for dispatch of question papers to the Examination Centers safely in advance and ensure proper receipt of question papers by the District Superintendent The District Superintendent shall keep the question papers in safe custody until delivery of question Centre Superintendents in advance. The transportation of question done armed and Dilettante of Part - III] (3) (4) (5) (6) (7) (8) (9) The Arunachal Pradesh Gazette, November 30 , 2018 182 The Board shall appoint as many as Deputy Superintendents in consultation With District Superintendents for smooth conduct of the said written examination in the District. The District Superintendent shall have the power for requisitioning the local educational institution building or other suitable buildings of the Government or semi Government organisation for conduct of examination. The examination shall be held preferably on any public holidays so that the education of the students does not suffer The Board shall appoint required number of Invigilators In consultation with the District Superintendent for conduct of the recruitment examination The District Superintendent or the Centre Superintendent, as the case may be, shall make necessary sitting arrangements for the candidates admitted for examination. The District Superintendent shall have the power to recommend any penalty against a candidate who violates any examination procedures or disrupts the smooth conduct of the examination under these Rules to Board and orders of the Board in this aspect shall be final The District Superintendent/Superintendent shall ensure safe custody and dispatch of all confidential matters relating to the examination from the strong room to the examination centre vice-versa answer sheet (IO) The District Superintendent/Superintendent shall ensure dispatch of the Answer sheet soon after completion of the examination with proper security If any difficulty arises the Centre Supervisor shall deposit the sealed packet of Answer sheet to the District Superintendent and they shall keep it in safe custody and dispatch the same on the next day with proper security. (11) Setting of question paper and evaluation of the answer sheet shall be done by the Board. (12) The District Superintendent/Superintendent shall seek adequate police security from the Superintendent of Police for smooth conduct of examination

12. Physical Test and Trade Test : The Board shall conduct physical efficiency test and trade test of the posts where such test is prescribed in the recruitment rule or mandatory for selection of candidates against a particular post The test will be done as per the predetermined standards exist in the recruitment rule or the rule notified by the department in respect of such categories of post(s) With the aids and help of the agencies/department. The Board shall constitute a separate committee

including experts from other Department and representatives of the Department for conduct of such test

13. Penalty: A candidate who is or has been, declared by the Board to be guilty of — (i) Obtaining support of his candidature by any means ; or (ii) Impersonation or (iii) Submitting fabricated documents or documents which have been tampered with ; or (iv) Resorting to any other irregular or Improper means in connection with candidature for exam, natlcn or (v) Making statement which are incorrect or false or suppressing with candidature for the examination or (vi) Adopting unfair means during the examination . or (vii) Writing obscene language or pornographic matter in the scripts , or (viii) Misbehaving with fellow examinee or the invigilators any manner in the examination hall . or (ix) Harassing or causing any bodily harm to the staff employed/engaged by the Board for the conduct of examination hall, premise ; or (x) Violating any of the instructions contained in the admission certificate , or (xi) Attempting to commit or, as the case may be, abetting the Board of all or any of the acts specified in foregoing clauses shall be liable- (a) To be disqualified by Board from the examination for which he is candidate , or (b) To be debarred either permanently or for a specified period- (i) By the Board, from appearing in any examination or selection held by them or (ii) By the State Government. from entering to any employment under them on the basis of the recommendation of the Board (c) If he is already in service under the Government, to disciplinary action under the appropriate rules Provided that no penalty under this rule shall be imposed except (i) Giving the candidate an opportunity of making such representation to the Board or Government, as the case may be, in writing as he may wish to make in that behalf and taking consideration the representation, if any, submitted by the candidate the period in the Board or as case published and printed by Diverdoraie of N 183 The Arunachal Pradesh Gazette, November 30 , 2018 14. Examination Scheme : (1) The Examination Scheme shall conform to the provisions contained in the Common Examination Scheme notified by the Government vide Office Memorandum No. AR-145/2015 dated 29th November, 2017 and the scheme prescribed under the Recruitment Rules of the posts. The Board shall publish the examination scheme along with advertisement of the posts. (2) The Board Direct Recruitment Examination through or offline Competitive Written (3) The existing reservation policy of the state Government as amended from time to time shall be followed by the Board for recommendation/selection of the candidates for appointment to the advertised posts by the concerned Competent Authority of the Government Institution, Organization or Body 15. Selection of candidate : The following guidelines shall be followed in conducting recruitment to various posts and services by the Board, namely - (i) Answer script shall be evaluated centrally by the Board. (ii) If two or more candidates have obtained equal marks in aggregate, the order of merit shall be determined according to their age in seniority and if that is also same, then it will be determined in accordance with the marks secured by the candidates In their respective minimum academic qualification prescribed for the posts as per Recruitment Rule. (iii) any other standards and syllabus prescribed by the Government, If any, for any particular post/service from time to time shall be adopted

16. Select list and validity : (1) **The Board shall prepare a select list of such numbers of successful candidates in order of merit on the basis of the total aggregate marks obtained in the Recruitment Examination: which shall be equal to the number of vacancies for which requisitions have been made.** (2) The select list shall be published [official website of the Board/notice Board and in local dailies] in the form of notification under intimation to the appropriate authority The select list of the candidate forwarded against the requisition to the Appointing Authority shall be as per the merit obtained by the candidate in the recruitment examination and the option exercised by the candidate in their application in the context of combined competitive examination. The Board shall allot the post and the department to the candidate(s) selected with due consideration of merit and option. The allotment is within the power of the Board and cannot be complained against the allotment. (3) The select list of each recruitment examination shall be valid for one year from the date of its publication or till the publication of result of the next recruitment examination whichever is earlier. (4) A Reserved list or Wait list shall be prepared which would contain names of candidates equal to 10% of the total vacancy or 2 names of candidates whichever is higher in order of merit, starting from the first candidate after the last name of the select list. In case, candidate selected do not become available for appointment, within the stipulated time allowed for joining the post or where a candidate joins but resigns or dies within the period of 6 (six) months from date of his joining such vacancy would be filled up from wait list

17. Financial powers Of the Chairman and the Secretary of the Board and operation of the Fund of the Board (2) (3) (4) (5) (6) The Chairman of the Board shall have the administrative and financial powers of the Commission to the Government of Arunachal Pradesh and the Secretary shall have the administrative and financial powers of the Head of Office. Provided, that the Chairman has full powers to the sanction of the expenditure related to the conduct of examination. The other expenditure will be as per the laid down rules and procedures. The Board shall open a Joint Bank Account in the Nationalised Bank in Itanagar in the name of the Chairman and the Secretary of the Board to deposit the normal budget earmarked by the State Government in favour of the Board and operates the account jointly by them. The Board shall prepare Annual Budget and submit to the Finance department and obtain budgetary support in the form of grants-in-aid in the beginning of every financial year. The Chairman shall also open an account in the Nationalised Bank located in Itanagar for depositing the Secret Fund and operate the fund secretly for expenses towards setting and printing of question papers etc. This Secret Fund Bank account shall not be auditable. However: the Chairman can make payment amount upto 2 lac by cash and above 2 Lac shall be paid through cheque or account transfer. He shall maintain account and submit detailed financial statement showing expenditure in prescribed format to the Government by 1st week of the April every year confidentially. The Chairman shall hand over the accounts and balance amount etc to his successor as and when he relinquish the charge. Published and printed by Directorate of Printing, Part - The Arunachal Pradesh Gazette, November 30, 2018 184 18. Submission of Annual Report and Laying of Annual Report : The Board shall prepare an annual report in the form, prescribed in Annexure "A" and submit to the State Government through the Department of Administrative Reforms in the end of each year that shall cause to lay the report before the Legislative Assembly. The report shall contain the details of examination, revenue collection, expenditure, details of staff members etc in format prescribed in Annexure "B"

19. Power to Relax : Where the Government is of the opinion that it is necessary or expedient to do so, it may, by order, for the reasons to be recorded in writing, and in consultation with the Board, relax any provisions of the rules with respect to any class or category of persons or posts \ 20. Power to Amend Rules : The State Government shall have the powers to alter, modify, amend, rescind or supersede these rules from time to time as may be deemed expedient (By order and in the name of Governor of Arunachal Pradesh). YW Ringu Secretary to the Government of Arunachal Pradesh, Itanagar (See Rule 18) Annexure - A Financial Statement showing details of expenditure incurred from the Secret Fund during the financial year. Amount paid on Cheque No and Date Receipt No. and Date Sl each occasion No Date Place Published and of Purpose Signature 185 The Arunachal Pradesh Gazette November 30, 2018 (See Rule 18) Format for Annual report [Part - II] Annexure - B 1 2 3 4. 5 6 7 8 9 10 11 12 13. 14 Date Heading Highlight Brief History and work load over the years Recruitment by examination Departmental Examination. Details of requisition received during the year and status. Candidates sponsored after completion of the process Ongoing recruitment examination to be completed Advertisement published for selection of candidates and the process of selection progress Pending requisition for conduct of recruitment examination. Financial Statement showing receipts and expenditure Non-acceptance of the Board decision and delay in Implementation of the Board's recommendation if any Legal matters, if any Miscellaneous List of Appendix. Place Signature Annexure - C (To be submitted in duplicate) (See Rule 5) PERFORMA FOR SENDING REQUISITION TO ARUNACHAL PRADESH STAFF SELECTION BOARD No. 1 1. 2 3 4 Particulars 3 2 (i) Name of the Organisation/Office (ii) Department to which attached Complete postal address (of the Head Office) of the Organisation Requisition for recruitment to the post of (a) Designation (b) Group (C/MTS) (c) Pay Scale Details of the post (a) Brief description of the job requirement and nature of duties of the post (b) Initial posting to be made HQ/District / Sub-divisions/Circle (indicate the vacancy for each unit office separately) (c) Whether any Involved Published and printed by Directorate of Printing. —864/2018-0+250-11-201b Part- II] 186 5 6 6-A 7. 8 9 10 11 12 13 The Arunachal Pradesh Gazette, November 30, 2018 2 3 How have the vacancy arisen ? By Promotion/Resignation/Death/Retirement New Creation (indicate properly With the support of document) Break-up of the vacancies reserved for - (ii) Ex-Serviceman (iii) PWD (iv) Sports (v) Unreserved Whether the vacancies for the person with disabilities and Ex-serviceman have been worked out with reference to the instructions contained in the Government of Arunachal Pradesh orders Period of Probation Qualification as laid down in the Recruitment Rules including any relaxation notified in the

Gazette of the Arunachal Pradesh (photo copy enclosed). (a) Age-limits as per the Recruitment Rules notified in the Gazette of Arunachal Pradesh (b) Relaxation of upper age available to (i) APST (ii) PwD (iii) Any others by years (please specify details and extend) Any other requirement/conditions not covered by the above columns) Name, address and contact No, of the Departmental representative (not less than the rank of Deputy Secretary) of the indenting office/Department who will be deputed to the APSSB at the interview or any contact. Whether the captioned post(s) has/have any ban or restriction from the Government for filling up the post Letter number and date of the last requisition for the same post (along with category-wise break-up of the number of vacancies) placed with the APSSB by your office It is certified that (b) (c) (d) Place Date vacancies projected in this requisition are regular and all regular vacancies on date which fall within the Direct Recruitment Quota have been in this requisition and also the necessary sanction of the Government for these posts is available. the number of vacancies reserved for APSI and other reserved categories as mentioned in column 6 above in accordance With the reservation quota fixed by the Government for these communities candidates nominated by the APSSB against the vacancies reported in this requisition shall be given appointment by this office within a period three months from the date of nomination Certified that no further vacant post exists in the Department. Signature and official Seal of the Officer Authorised to send this requisition Telephone No. Mobile No. Note : All answers in the Requisition Form should be given in words and not by way of Dashes and Dots. No columns should be left blank Published and printed by Directorate 01 Ponnong, Nangla—B64i20100P-250-11-201B

