

BIHAR HEALTH FIELD CLERICAL CADRE RULES, 2014

4/122-os/ltBiNNT- 348 (3) * av*r Government of Bihar Health Department Notification O 20 1 h. Patna, Dated-----:--- exercise of powers conferred by proviso to Article 309 of the Constitution of India, the Governor of Bihar is pleased to make following Rules to determine appointment and service conditions in the Field Clerical Cadre under the Health Department.- 2. 2. 2 Short title, extent & commencement.-- (i) These Rules may be called as the "Bihar Health Field Clerical Cadre Rules, 2014". (ii) It will extend to the whole State of Bihar. (iii) It will come into force at once, Definitions.-- In these Rules, unless the subject or context otherwise requires:- (i) (ii) (iii) (iv) (v) Government' means Bihar State Government; 'Department' means Health Department; 'Commission' means Bihar Staff Selection Commission; 'Cadre' means Bihar Health Field Clerical Cadre; 'Sub-Cadre' means two sub-cadres of Bihar Health Field clerical cadre, namely District level sub-cadre and Medical College Hospital level sub-cadre; (vi) 'Appointing Authority' means Civil Surgeon-cum- Chief Medical Officer of the concerned district with respect to district level sub-cadre and Superintendant of concerned Medical College Hospital with respect to Medical College Hospital level sub-cadre; (vi) 'Member' means a person appointed in sub-cadres and all persons appointed in sub-cadres from before coming into effect of these Rules are included in this ; (3) (viii) 'Recruitment year' means financial year i.e. 1st April to 31st March. 3, Constitution of Cadre,-- (i) The Bihar Health Field Clerical Cadre shall be constituted from sub- cadres of District level and concerned Medical College Hospital level. Under the District level sub-cadre, posts under all types of offices/Programmes/all types of Hospitals of the Health Department of the cornered district, mentioned in rule-4, shall be deemed to be included. Under the Medical College Hospital level sub-cadre, posts under the concerned Medical College as well as Medical College Hospital, mentioned in rule-4, shall be deemed to be included . (ii) In each sub-cadre of this cadre, number of posts in each Category and total number of posts in the cadre shall be as many as may be sanctioned by the government, from time to time

4. Structure of sub-cadres:- The structure of each sub-cadre will be according to the following :-
Sl.No. (a) (b) Name of post Lower Division clerk Upper Division clerk Level/Category Basic Category First Promotion level Head Clerk Assistant Administrative Officer Second Promotion level Third Promotion level (d) Note:- (i) The present hierarchy of Lower Division Clerk, Upper Division Clerk, Head Clerk and Office Superintendant will continue till further orders. (ii) The pay- scales of all aforesaid grades/levels will be revisable by the Government, from time to time

5. Recruitment.-- (i) The appointment in both the sub-cadres will be made on the basic grade (Lower Division Clerk) posts. Out of the post- strength of Lower Division Clerk 85% posts shall be filled by direct recruitment, on the basis of recommendation of the Commission and 15% shall be filled by appointment by promotion according to seniority, of the eligible matriculate/ 10th pass Group 'D' employees. (ii) Out of 85% posts earmarked for direct recruitment , 10% posts shall be reserved for appointment on compassionate ground

6. Qualifications,-- (i) For appointment by direct recruitment to the basic Category post of both the sub-cadres, minimum educational qualification shall be

7. Intermediate/ 10+2 pass or equivalent along with knowledge of computer operation and computer typino 5 (ii) For direct recruitment in both the sub-cadres, minimum age limit shall be 21 years and maximum age limit shall be the same as may be determined reservation categorywise, from time to time, by the Government. (iii) 1st August of the concerned year shall be deemed to be the cut off date for determination of age. Calculation and determination of vacancy.-- (i) The Appointing Authority, after calculating vacancy on the basis of position as on 1st April of the year shall determine vacancies in the basic grade to be filled by direct recruitment and promotion and get roster cleared for direct recruitment as well as promotion. 8, Procedure of Direct Recruitment.- (i) After getting roster cleared for direct recruitment, reservation categorywise requisition shall be sent to the Commission by 30th April. (ii) In light of requisition, the Commission shall invite applications after advertising vacancies and shall prepare merit list of candidates on the basis of Inter/10+2 level examination according to the provisions of Bihar Staff Selection Commission Conduct of Examination Rules, 2010. (iii) After preparation of merit list, preliminary scrutiny of certificates and medical check up shall be conducted by the Commission with the

cooperation of Appointing Authority, and thereafter, reservation 6 categorywise final rect ation, in accordance with the requisitioned vacancies, shall be sent to the Appointing Authority. At the level of the Appointing Authority also, antecedents of candidates shall be caused to be verified after scrutiny of certificates. (iv) After receipt of recommendation of the Commission, it shall be necessary to comply instructions issued by the Government, from time to time, with respect to procedure of appointment

9. Appointment by promotion in the Basic grade.-(i) The Appointing Authority shall prepare seniority list of Matric / 10th pass Group 'D' employees. (ii) According to roster clearance reservation categorywise vacancies shall be placed before the Departmental Promotion Committee. Appointment by promotion may be made according to seniority, on the basis of recommendation of the Departmental Promotion Committee

10. Probation Period.-- After appointment by direct recruitment, the candidates will be on probation. Probation period will be of two years. In case, will be extended for one year. If the service is not found satisfactory in extended period also, then the Appointing Authority may terminate service of such Lower Division Clerk. 7 11. Training.-- During probation period, the probationer Lower Division Clerk shall have to undergo such training as may be determined by the Department

12. Departmental Examination.-- (i) On completion of probation period the Lower Division Clerk shall have to pass the departmental examination. Departmental Examination will be conducted by the Board of Revenue. (ii) There shall be two papers in the departmental examination and it will be necessary to obtain 40% marks for passing each paper:- Paper-I: Service Rules- Bihar Service Code, Pension Rules, Law of Seniority and Promotion, Noting and Drafting. Paper-2: Financial Rules- Treasury Code, Financial Rules, Practice and Procedure, Board Miscellaneous Rules, Provident Fund Rules, T.A. Rules, Insurance Rules. (3) Provisions of Bihar computer competency Rules, 2011 shall apply on this 13, Confirmation.-- On satisfactory Completion of probation period, successful completion of training and passing of Computer Competency Test as well as departmental examination, a ower Division Clerk may be confirmed in the service. 11

14. Seniority.-- The inter-se seniority of Lower Division Clerk appointed by direct recommitment shall be determined according to the merit list prepared by the Commission: Provided that the inter-se seniority determined before coming into effect of these Rules, shall remain unchanged; Provided also that persons appointed on compassionate ground shall be junior to such persons who have been appointed on the basis of competitive examination in the concerned recruitment year; Provided further that persons appointed by promotion in a recruitment year shall be senior to persons appointed through competitive examination in the concerned recruitment year

15. Promotion.-- (i) Subject to availability of the vacancies promotion from basic grade to higher grade may be considered subject to instructions issued by the General Administration Department, from time to time, regarding to 6 KALAWADHI and on the basis of recommendation of the Departmental Promotion Committee. (ii) The Departmental Promotion Committee will be constituted as under :- (i) District level sub-cadre- (a) Civil Surgeon-cum-Chief Medical Officer of the concerned district -- Chairman 9 (b) Additional Chief Medical Officer of the concerned district-- Member-Secretary (c) An officer belonging to Scheduled caste/Scheduled Tribe as determined by the Chairman- (ii) Medical College Hospital level sub-cadre- (a) Superintendent, concerned Medical College Hospital- Member Chairman (b) Deputy Superintendant, concerned Medical College Hospital-Member Secretary (c) An officer belonging to Scheduled Caste /Scheduled Tribe as determined by the Chairman. Member 16. Control of Sub-cadres,- From the District level sub-cadre, transfer/postings may be made on the clerical posts in all offices/ Programmes/ all types of hospitals of the Health Department in the concerned district. But the Director-in Chief , Health Services, Bihar shall have overall control over both the sub-cadres and in case of exigencies or necessities like shortage of clerks in a District/Medical College Hospital, the Director-in-Chief, Health Services, Bihar shall have powers to transfer an employee of a District sub-cadre or a Medical College Hospital sub- cadre to other District sub-cadre/Medical College Hospital sub-cadre maintaining his seniority on the basis of his entry Into the service. 17, Reservation.-- It shall be necessary to comply the Reservation Act of the Government and reservation roster for direct recruitment and promotion, issued by the Government, from time to time. 18, The personnels appointed/promoted and working on the posts of this cadre mentioned in rule-4, from before coming into force of these Rules, shall be deemed to be

automatically included in this Cadre. 19, Residue Matters,-- For the subjects which have not been provided in these Rules, the provisions of concerned Codes/Rules/Resolutions/Instructions of the Government shall apply

20. Interpretation.-- If any doubt arises with respect to interpretation of any provision of these Rules, it shall be determined by the Department in consultation with the Law Department and in this respect decision of the Department shall be final

21. Removal of difficulties,-- If any difficulty arises in implementation of provisions of these Rules, the Department may remove such difficulty by such general or special order which is not inconsistent with the provisions of these Rules

22. Repeal & Savings.-- (i) The Rules and all Resolutions, Instructions, Orders, etc. issued earlier, are hereby repealed. (ii) Notwithstanding such repeal, any thing done or any action taken under said Rules, Resolutions, Orders, Instructions etc shall be deemed to be done or taken under these Rules, as if these Rules were in force on the date on which such thing was done or such an action was taken. By order of the Governor of Bihar, (Suresh Chandra Prasad, Joint Secretary to Government) _ 106/ 1. 2. (i) 2014" (ii) I (iii) I (i) (ii) (ili) (iv) (v) (vii) 3. 4. 4 (viii) 1 31 (ii) (ii) (ii) Q-TIT [3] g-å 10+2 I (ii) 21 (iii) 1 a-e I 7. 8. to 6 04 9. 30 I (ii) Ata-IT 2010 *7111 (iii) 3TRa-TUT (iv) \$1 10. 11. 12. 13. 14. (ii) 31-ra-TUT \$1 q@ctra-IT qtt (ii) IÄ—I: (iii) 2011 5 q-tr&TT GIRT I (ii) (24) 16. 17. 6 18. 19. — 20. 21. — 22. -q-rå I GIRT qTaa•fr, 1?8R 309 GINT 1.) æta-rf 2025" 2. 3. 4. (ii) 'fin-TPT' V&Tr, (iii) 'OTTüuT' (V) 'GAVf t (vi) Rffä I (ii) q-a-Tf 2 3 fäfüaj (iii) Tr GINT, I (iv) (v) filfiFq Nia7f I (i) 85% 15% (ii) qéf I OlfÄUTiFIT 31TZ1br Zb 5. 1—0) 7b fig «@Äre/10+2 I (2) 18 Trg-#ff (3) Qi, fä#1Pi, aiftö (4) Itr 30 Q, I eik -O I \$1 vii qfä 3m? frFrT gg I 6. 37fil— fhgfifi Zb 01 qti fäg Wt I ufQ 8. gErarl- qtrer 0117, 10. (i) (ii) xå (iii) 491 GINT I (iv) fib-€1 fhT I a-TMN 11. (i) gg, (ii) GTT, qq, (iii) 12. 13. 1— via-If 14. i, 3fif&nüq 15. 1— 16. 75T 17. I — (1) &i-91-q Ni@7f 2014 (2) aft, fäfÄ 2TT I yR1tfi—eNoão yrfiTEFR i, 348 (3) 3tffTfrT ZTq-(Government of Bihar Health Department NOTIFICATION No. 02-05/2014...../ 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 appointment, promotion and service conditions in the Bihar Clerical Cadre under the Health Department:- 1. Short title, extent & commencement.- (I) These Rules may be called as the "Bihar Health Clerk Cadre Rules, 2025". (2) It shall extend to the whole State of Bihar. (3) It shall come into force from the date of publication in the official Gazette

2. Definitions.- In these Rules, unless the subject or context otherwise require:- (i) 'Government' means the Government of Bihar; (ii) 'Department' means the Health Department; (iii) 'Commission' means Bihar Staff Selection Commission Patna; (iv) 'Appointing Authority' means the Director-in-Chief, Health Services, Bihar, Patna; and (v) 'Cadre' means the Bihar Health Clerk Cadre and, (vi) 'Appointed date' means the date on which these rules come into force

3. Constitution of cadre.-(i) The cadre of Bihar Health Clerk shall be State level. (ii) The composition of the cadre shall be as follows:- Sl. No. Designation Lower Division Clerk Category Basic grade Status Non Gazetted 3

4. U Division Clerk Head Clerk Assistant Administrative Officer First Promotion Level Ste Second Promotion Level Ste Third Promotion Level Step Non Gazetted Non Gazetted Non Gazetted (iii) The Sanctioned Strength 01' each category of posts and the total number of posts of the shall be such as the Government may sanction from time to time.(iv) The Pay/Band grade pay/pay level or all the above categories shall be the same as prescribed by the Government as may be determined by the Government from time to time. (v) The employees appointed and working on the above posts before coming into force of these rules shall automatically be deemed to be working on posts of equivalent level in this cadre

4. Recruitment.- (i) In this cadre 85% of the posts of basic category of Lower Division Clerk shall be filled by recruitment and 15% of the posts shall be filled by recruitment of Office Attendant/Attendant (Special) cadre. Those who are eligible for appointment to the post of Lower Division Clerk. The post will be filled by promotion on the basis of seniority-cum-merit without any examination. (ii) Dependents of Government servants who died while in service may be considered for appointment on compassionate grounds against vacancies available for direct recruitment, subject to fulfilling the requisite criteria, for which recommendation of the Commission will not be required. Provided that after appointment of

dependents of Government servants who died during service, requisition for the remaining vacancies of each calendar year shall be sent to the Commission by the month of December of that calendar year

5. Appointment by Direct Recruitment.- (1) The minimum educational qualification for direct recruitment to the post of Lower Division Clerk of Basic Category shall be Intermediate/ 10+2 pass or equivalent with knowledge of computer operation and computer typing. (2) The minimum age limit for direct recruitment shall be 18 years and the maximum age limit shall be as determined by the Government, from time to time, reservation category-wise. (3) The 1st August of the respective requisition year shall be considered as the cut-off date for determination of age. (4) The appointing authority shall, after calculating the vacancies as on 1st April of the year and after getting the roster cleared, send the requisition for reservation category wise to the commission by 30th April of the year. (5) In the light of the requisition, the commission shall advertise the vacancies and invite applications and prepare the merit list of candidates on the basis of Intermediate/ 10+2 level written competitive examination in accordance with the provisions of Bihar Staff Selection Commission Examination Conducting Rules. (6) The Commission shall send reservation category wise recommendation to the Department on the basis of merit list in accordance with the requisitioned vacancies. The Appointing Authority shall make appointment after checking the health test certificates of the candidates and character and antecedents verification etc. following the appointment related guidelines issued by the Government (General Administration Department) from time to time

6. Probation Period.- All appointees, Lower division clerks will remain on probation period for 01 year. The probation period may be extended for one more year, if the service is not satisfactory during the probation period. If the service is not found satisfactory during the extended period also, then the Appointing Authority may remove such lower division clerk from the service

7. Training.- During the probation period, the newly appointed lower division clerk will have to successfully complete the induction training as prescribed by the government. If any examination is taken during the training period, then he will have to pass that also

8. Departmental Examination.- The newly appointed lower division clerk will have to pass all the papers of the departmental examination as prescribed. The subjects, syllabus and procedure of the departmental examination will be determined by the Central Examination Committee, Revenue Board, Bihar. Also, the official language one will also have to pass the Hindi noting and drafting examination as prescribed by the Directorate, cabinet Secretariate Department

9. Confirmation.- The service of the newly appointed lower division clerk can be confirmed after his service being satisfactory during the probation period, he completes the prescribed induction training, he passes all the papers of the prescribed departmental examination and he passes the Hindi noting and drafting examination

10. Seniority.- (i) The seniority among the members of the cadre shall be at the State level and the seniority among the members of the service shall be determined in accordance with the principles and procedures laid down by the General Administration Department, Bihar, Patna. (ii) The department shall publish a consolidated seniority list after re-determining the mutual seniority of the members of the cadre as determined before these rules come into force. (iii) The seniority of the personnel appointed by direct recruitment on the basis of competitive examination shall be determined in accordance with the criteria decided by the General Administration Department. (iv) The seniority of the employees automatically included in any hierarchy of the cadre on the appointed date will be determined on the basis of their date of promotion to the respective hierarchy. If the date of promotion is same, then the seniority will be determined on the basis of their date of first appointment in the cadre and if the date of first appointment is also same, then the seniority will be determined on the basis of their age on the appointed date

11. Promotion.- (i) Promotion to higher cadre posts may be given to the members of the cadre on the basis of seniority-cum-merit Subject to availability of vacancies on the basis of recommendation of Departmental Promotion Committee. (ii) For considering promotion, it will be necessary to comply with the guidelines and instructions regarding KALA WADI-11, issued by the General Administration Department from time to time. (iii) Departmental Promotion Committee may be constituted by the Department by separate orders

12. Reservation.- In appointment and promotion in this cadre, the Government from time to time makes the reservation roster as prescribed will be followed

13. Residue matters.- In respect of subjects in respect of which specific provision could not be made in these regulations, the provisions applicable to employees of equivalent level in the Government in those subjects will also be applicable in this cadre

14. Power to relax.- Where the Government is of the opinion that it is necessary or expedient to do so, any of the provisions of these rules may be relaxed for reasons to be recorded in writing

15. Removal of doubts.- If there is any doubt arises in the interpretation of any provision of these Rules, the matter shall be referred to the Department and the decision of the Department, after consultation of the Law Department shall be final

16. Removal of difficulties.- If any difficulty arises in the implementation of any provision of these Rules, the Department may, in consultation with the Law Department, may remove such difficulty by making an order which is not inconsistent with the provisions of these Rules

17. Repeal & inversion- (1) Bihar Health Regional Clerk Cadre Rules formerly in force in respect of this cadre, 2014 and other resolutions, orders, instructions etc. issued by the Department from time to time in the past are hereby repealed. (2) Notwithstanding such repeal, any work done any action taken under the said Resolutions, orders, instruction etc and the said Rules, shall be deemed to be done or taken under these Rules, as if these Rules were in force on date on which such work was done or such action was taken. By the order of the Governor of Bihar, Sd/- (Shambhu Sharan) Additional Secretary of Government

