

BIHAR HEALTH FIELD STENOGRAPHER CADRE RULES, 2015

25/2/2015 Q, gINT, (3) a-TIAT GOVERNMENT OF BIHAR HEALTH DEPARTMENT NOTIFICATION Patna, Dated 2015 2.14/ In exercise of powers conferred under provision to No .. Article 309 of the Constitution of India, the Governor of Bihar is pleased to make the following Rules to regulate appointment, and service conditions in the Field of Stenographer Cadre under the Health Department. - (1) These Rules may be called as the 1. Short title, extent & commencement. - Bihar Health Field Stenographer Cadre Rules, 2015." 2. (2) It will extend to the whole of State of Bihar. (3) It will come into force at once. Definitions. - In these Rules, unless otherwise required in the context : 1 (iii) (iv) (v) (vi) (vii) 'Government' means State Government of Bihar; 'Department' means Health Department ; 'Commission' means Bihar Staff Selection Commission; 'Cadre' means Bihar Health Field Stenographer Cadre; 'Sub-Cadre' means two sub cadres of Bihar Health Field Stenographer Cadre, namely the concerned District level Sub-Cadre and the concerned Medical College Hospital level sub-cadre; 'Appointing Authority' means District in Chief, Health Services, Bihar; 'Member' means a person appointed in sub-cadres and all the persons already appointed in sub-cadres before coming into force of these Rules are included in this; and (viii) 'Director-in-Chief' means Director-in-Chief, Health Services, Bihar. (1) The Bihar Health Field Stenographer Cadre shall 3. Constitution of cadre. - be constituted consisting of both the sub-cadres of District level and concerned Medical College Hospital level sub-cadres. Health Departmental posts of all offices, programs, all types of Hospitals of the concerned district, mentioned in rule - 4, shall be deemed to be included Under the District level sub-cadre. The posts under concerned Medical college and Medical college Hospital, mentioned in rule - 4, shall be deemed to be included in the concerned Medical college Hospital level sub-cadre: Provided that the post of regional/divisional level offices shall be included in the District level Sub-Cadre in which district the regional/divisional level offices are located: Provided further that the posts created under National Malaria Eradication Programme, Patna shall be deemed to be included in the Patna District level Sub- Cadre. (2) The number of Stenographers of of different grades shall be such as may be determined by the Government, from time to time. 2 (3) The persons, who are presently appointed and working on the posts of Stenotypist/stenographers in all types of offices/programmes/all types of hospitals of the Department under the concerned District, will be automatically absorbed in the concerned grade of the concerned District level sub-cadre. The personnel's, who are presently appointed and working on the posts of stenotypists/stenographers in the concerned Medical College and Medical College Hospital, will be automatically absorbed in the concerned grade of the concerned Medical College Hospital level sub-cadre

4. Structure of cadre.- The hierarchy of Bihar Health Field Stenographer cadre shall be prescribed as under - Sl. No. 1. 2. 3

4. Category Basic Category First ladder Second ladder Third ladder Name of Post Stenographer Senior Stenographer Personal Assistant Senior Personal Assistant Note :- The grade-pay of all aforesaid categories will be the same as may be determined by the Government, from time to time

5. Recruitment.- The appointment in both the sub-cadres will be made to the basic category post (Stenographer), by direct recruitment on the recommendation of the Commission. 6, Qualifications. - (1) For appointment to the basic categories posts of both the sub-cadres by direct recruitment, minimum educational qualification shall be Intermediate (10 + 2) pass or equivalent. In addition to this, competency in short hand writing, typing and computer shall be essential qualifications. (2) 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, by the Government from time to time. (3) 1st August of the concerned year shall be deemed to be the cut off date for determination of age. 218?) 3 (1) The appointing authority shall 7. Procedure of Direct Recruitment, - determine vacancies to be filled by direct recruitment in the basic category after calculating vacancy on the basis of position as on 1st April of the year and shall send reservation categorywise requisition to the Commission 30th April after getting roster cleared. (2) The Commission shall prepare a merit list on the basis of minimum qualifying marks obtained by candidates in the Written Competitive Examination and practical competency test. The Written Competitive Examination will be Intermediate (10 + 2) pass level according to the provisions of the Bihar Staff Selection Commission conduct of Examination Rules 2010. The qualifying level of shorthand writing

test will be 80 words per minute and typing and computer competency will be 30 words per minute. For being successful, more than 10 percent errors in shorthand speed and 1.5 percent errors in typing will not be admissible. (3) After preparation of merit list, preliminary scrutiny of the certificates and medical check up shall be conducted by the Commission with the co-operation of the Appointing Authority, and thereafter, reservation categorywise final recommendation, 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. (4) 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

8. Probation period.- The recruitment will be on the basis of probation and the probation period will be of two years. If the service and conduct of an appointed personnel during the probation period is not found satisfactory, the probation period will be extended for one year. If the service and conduct of the appointed personnel is not found satisfactory during the extended period also, then the service of such personnel shall be terminated. No notice is required to be given for that purpose. Termination order of any kind will however be given to him in writing. 218C4) 252 4

9. Training.- In probation period, the personnel shall have to participate in the training programme of modern office practice of BIPARD or any other institute recommended by the Government

10. Departmental Examination.- (1) The appointed personnel shall have to pass the Departmental Examination conducted by the Central Examination Committee of Board of Revenue. Such Departmental Examination will be conducted each year. (2) Provisions of Bihar Computer Competency Rules, 2011 shall apply to this cadre. (3) The Departmental Examination will be conducted for the test of short-hand writing, typing and computer competency, in which the speed of shorthand writing and typing/computer will be 80 and 30 words respectively. In case of failure in the Departmental Examination, further increment after the first increment shall be stopped till passing of the Departmental Examination

11. Confirmation.- After satisfactory completion of probation period, training and passing of departmental examination, the stenographers may be confirmed in the cadre, The inter-se seniority of stenographers shall be determined 12. Seniority. - according to the merit list determined by the Commission but the inter-se seniority determined before coming into force of these Rules shall remain unchangeable. (1) Subject to the availability of the vacancies, confirmed 13. Promotion. - stenographers may be promoted to the post of the chain of posts for promotion mentioned in rule - 4, according to competency and seniority. (2) Promotions may be given on the basis of recommendations of the Departmental promotion committee. The Departmental promotion committee shall be constituted by the department. (3) For promotion from one category to another category it shall be necessary to comply instructions related to KALAWADHI and promotion issued by the Government, from time to time. 2189 5 (4) As the posts of Senior Stenographer and Personal Assistant are in the same grade pay, the posts of Personal Assistant may be filled by the posting of senior stenographers, following the procedures of promotion, according to competency and seniority

14. Reservation.- It shall be necessary to comply the Rules of Reservation of the Government and reservation roster in recruitment and promotion

15. Cadre of Control.- (1) From the District level sub-cadre, transfer/postings may be made to the posts of stenographer cadre in all offices/programmer/ all types of Hospitals of the Department located in the concerned District. (2) The Director-in-chief shall have over all control over both the sub-cadres and in case of exigencies like shortage of holders of the posts of stenographer or its higher posts in a District or Medical College Hospital, the Director in-chief shall have power to transfer a personnel 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. (3) The Civil Surgeon of the concerned District shall have operational control on the personnel of District level Sub-Cadre and the Superintendent of the concerned Medical College Hospital shall have operational control on the personnel of the Medical College Hospital level Sub-cadre. - For the subjects which have not been provided in these 16. Residue matters. Rules, provisions of concerned Codes/Rules/Resolutions/Instructions of the Government shall apply

17. Interpretation. If any doubt arises in 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

18. Removal of difficulties.— If any difficulty arises in implementation of provisions of these Rules, the may remove such difficulty by general or special order which is not inconsistent with the provisional of these Rules after consultation of the Law Department. 218C4 6 (1) The Rules, Resolutions, Instructions, Orders etc. •9. Repeal and Savings. - issued earlier, are hereby repealed . (2) Notwithstanding such repeal, any thing done or any action taken under the said Rules, resolutions, orders, instructions etc shall be deemed to be done or taken under these Rules, as of that 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, Jo• t Secretary to o e nment 25/2/2015 7 [81 248 Q') EPAPT, I N:æQT—. 4.11..Of.rg.é. r..l.8..•r 309 2015 (ii) (iii) (iv) (v) (vi) (vii) N:a-rq-2Z1 a-HRI RÉrrf, -Q f*-q--qtT (viii) I 3. — (1) a-H-q 31TQJfäfiT vrfä< frP-TH—4 I -cm-ufreq-u 1 oiavf-fl qq 09T I q-q f?1fü5NT 2. 4. f*-Eft (10 + 2) (2) 21 GINT, I f?fötl 30 I 1 *zifrdT 2010 10 + 2 1 80 2 30 10 1.5 I (3) ft-gfäfT (4) g-fhT 8. — uföra-1T fäg I qfttra--TT qfttra--1T 3ßfÄ I 9. AT a-Fu 81, I 10. — (1) -\$1 (2) 2011 I 80 30 qta--1T 11. I — qtra-TT I 12. — \$1 Rig 3Trq-€r 13. l— (1) qa--RTT — 4 hfä 3 *-1TT I (4) atra ft-ft 14. — 15. — (1) — fr--éTT u-r SAT, -afif--qä o-T\$ra--T?F I 16. l— 17. — 8bTT I 18. — l?fä 19. g-å — (1) LI %C4D 4 -\$1 2-tT I -41.31..(3 - _ 5 [61 251212010 ua--qr ftntGT b 251212010 // 2014..... a-Mra a-IQ R%-TFT, fr6R, I b

