

BIHAR REGISTRATION CLERK CADRE RULES 2004

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2. In these-rules unless there is anything required otherwise in the (I) - State" means 'he State of Bihak. (2Y'Department" means.of RegistrationDepartmcht. (3) "Inspector-General of -Registrationp means an appointed under section.3 of. RegiSiratiön Act, 1908. '(4) means Registration Aqt,•• 1908, (5) "Cadten means the Cadre orajfférgnt categories of.clerks•in Registration Officers: but it • does Dotinclude the 'Extra Clerks'. 9 (6) 'Appointing Authority • meym!.ctor-GenerdofRegistratori. (7) "Extra Clerks" means a under-Para-26 or the •Instructions•and.ordec- of Bihar Registration Manual VpIumeAwho receiVes• remuneration from the.GOVérnment in lieu or doing the copyipg (8) Commission* means StåffSelection Commission". and strength bfthe Cadre—(a) This Cadie Shan be. underthe.adniinistrative• gontrol of lthe RegistraionDépahment of whieh .the Inspector-General Registratiöh is the headt .ofthe Departmept. IO 2001 7 the inpuctions ißued by.the personnel and Adtnistrntive Rcfirms Department In this reghid. Cbppter-V lironjotion is. The Pmmotional Posts in Ijhai• Registration clerk Cadre shall be a\$fol/ows•.—• (i) nasic I-hut Lower Division Clerk First Promotional Post Upper Divisori Clerk (ii) Second PromotiOnal.Post I lead Clerk/Rccrd Keeper. I O. he Requisite pe' so vice Jor promotion— shall be in accordance with the pay scale based requisite period of service fixed by the Government from time to time

17. The promotion to the 'different posts of the •Cadre shall be given by a Departmental Pronuotion Committee, tuted under the Chairmåship of the Inspector-General of Regi\$tration.'lic Officerin establishment,,a Deputy Inspectpr-General of Registration- and an. officer of Scheduled Caste/SchedLled. Tribe category ndminated by the P.crsommel and Adlnistrative Reforms Department.shall be the other members in the Departmental PromoGon Committee. This promotion shall be given accprding to reservation roster and on the basis of seniority, Merit-cum-efficiency. implcmementation of provosions of the Act, Rules, Instructions] Resolution relating to reservation in promotion shall bé essential

18. Foq promotion passing.of Departmental Aceounts and Hindi Noting and Drafting examinations shall be essential. Chapter-VI Miscellaneous 19. Probation Period— The probation period shall. be from the date of appöintment on the post of Lower Diyision Clerk, 2b. Confirmation or Service— After the-satisfictnry completion of the probation period, the service of the Lo-wer Division Clerk of Lhe.Cadre may be Confirmed by the Inspector-General of Registration: Provided ghit period to Confitrnagon• of ser+ice, it shall be essential for the clerk to the Deparu:mental ceounts Examination-•and Handi Noting and Dr4fting-E.kåminåtiön. The service Of the probationary clerks may be teminated ifthe service duripg the probationary period is potfound satisfactory

21. Increment ofPay—Incrément.of shall be-admissible only after passing in the Hindi. Noting and Drafting. Examinaton. By order of the• Governor of Bihar, (Sd.Y111legible, Secretary to Cavernmenr. • qqz (armqrw0, IO 2001 provided that in case of appointment to the post of Lower Diiision Clerk from extra clerk the age may be condoned by the Inspector General:of Registrationt 10. Minimutp Educational Qualification— The minmum educational qualification' for appointmment shall' be. the saine as Shall be• rlrriidt•tf the Oovernment for appöintmerit or Clerk in the' field officers. or Government. I I. Communicaiion reservation category wise total yacancies available• for direct upto 30th June each year shall be

communicated to the Commission by the Inspector General of Registration. (b) ne Subject, full marks, and procedure of the competitive examination shall be decided by the Commission. (c) holding of examination, procedure of application, examination fee, format etc. shall be in accordance with the instructions issued by the Commission from time to time for this purpose. _ . • 12. Recommendations of candidates by the Commission—The Commission shall prepare a reservation category wise merit list on the basis of marks obtained in the written examination. From • , the list so prepared the commission shall recommend to the Inspector General of Registration; such number of candidates to the extent of number of vacancies reported

13. Seniority.—The inter-se seniority Of. the clerks appointed by the direct recruitment shall : • be decided on -the basis of Serial number of the merit list prepared by-the Commission. Provided that in case of appointment from extra clerk to the post Of Lower Division Clerk, The inter-se. seniority will decide on the basis pf on the post of Lowpr Pivision Clerk. Chapter-IV Direct Recruitment by Limited .Competitive Examination

4. I a. The (fifty percent) vacanciesof:Lower Division Clerk of" Bihar Registration Cadre in each year shall be filled up in the-following manner—— (a) Only those class IV Government servants shall be entitled to the limited- Competitive Examination who has Completed minimum 5 (five) years •of service and who possess the minimum-qualification fixed by the Government for direct recr.utment. (b) ofthk this appointmēti the maximuhl age limit of a- candidate Shall. be same as may bc decided frorp time td time.fār diierrecruitment.by the personnel and" Administrative Reforms Department. (c) The reservation• category wise vacancies to bē filled yp the Limited Comptitive Examination shall te Communiéated to the Commission. by thtInspector-General ot registraticin• each year by the dātefixed for it by the Coinmission. (d) The roster.ofreservation fixed-by the Governmeot shall apply .to the- made on the basis of Lmited Competitive Examination. Provided that fostei clérânçe sháll be made-by the Secreury, Rééistratori Department (e) Determin?tion Of. inter-se seniority or the clearks afipointed •py Limited Competitive Exa%lmñhtion shall be detemiined• on thé basis or Serial numbēt: of the meit list.: prepared by the Commission. provided that in any one year the inter seniorty. of t*ié clerks appoitcrd by direct recruitment• and appointed on the basis of limited competitive ekamination may be decided in accordance widi- IO 2104 The or thu cf class 3 in the category 01 Government (b) separate numEezs 01 or the dJIrereot tar,kas and the numbers of clerks tn the shau sanctioned by the Government 'he num:tets sanctioned posts Ot cletk.s of MENIS 4. Ercrpū in be in the ta With these R ukS. (b) By Examination in with provisions chaprt-4 01 ia 'hall bc in catcpy ot OivUioa 3. ct Ot 01 to up Sy 30 Ot exh ycat by of IS: by O) than the Secretary. Renstratíoo by recruitment y.) among ot tot the direct ' Ot Of Rules •te ot by Getrcal ot (b) direct recruitment on that t'e or Registntioa by commiuoa fcr 9. toe the tame which may be dec&d by Government time to time. föiiqa tfro&o-40 1 3TTfÄ7T 1936 (QTO) Gio 782) 7i-,rra-arc..23 2014 (fi-üFT) 1b 2014 Go IV,aur. 2004" 2. g7t q-r-v*I! — (1) 2014" 2004 Äa+4@), Äuq—14 Fq-zT: 85% 15% 85% 10% Zb (11) l" 2004 R-qg—10 RifftVIT. — 20 2014 2 (10+2) rrfä 30 fiFTZ atux,fi trft 40 wut 3Tfrerrzf ihuH-15 uue (iii) (iv) qrgrn: — • (iv) — Rig. 18 2014 Rio IVAQU. . 348 . 0) 3tJHI I Rig. The 18th September 2014 No. exercise of the power confened by proviso of Article 309 or the constitution of India, the Governor of Bihar is pleased io make the following Rules to amend to The Bihar Registration clerk grade Rules, 2004: - 2

3. Short title, extent and These Rules shall be called, "Bihar Registration of clerk grade (Amendment) Rules, 2014" (2) It shall extend to the whole State Of Bihar.(3) It shall come into force at once. Rule-4(b), Rule-8 except its proviso and Rule-14 of the said Rules, 2004 shall be substituted by following respectively:- (I) 85% posts, of lower Division clerk shall be filled Gp by direct recruitment and 15% posts, shall be filled up by promotion from among the eligible employees of group "D" (working in the field Registration offices) having qualifications for the appointment to the post of Lower Division clerk on the basis of seniority. Promotion of group "D" employees shall be considered by the Departmental Promotion Committee, constituted under The Chairmanship of The Inspector General of Registration. posts out of 85% posts of direct recruitment shall remain reserved for the appointment on the Compassionate ground, from among the total 85% post of direct appointment. (11) . All direct appointment, will be made in the category, of the lower Division clerk on the recommendation of the Commission. Rule-10 of said Rules 2004 shall be substituted by following:- minimum educational qualification for appointment shall be Intermediate (IW2) passed or equivalent with knowledge Of computer operation, computer operation, 23 2014 3 typing in which 30 words per minute in Hindi

typing and 40 words per minute in English typing speed shall be compulsory." The following clause (iv) shall be added after clause (iii) of Rule 15 of the Rules, "(iv) Third promotional post-Office Superintendent." By order of the Governor of Bihar, SANJAY KUMAR SINGH, Secretary to Government. 33fia-@i, q-GIT 782-571+500-ãöâßrol Website: <http://egazette.bih.nic.in>

