

CHHATTISGARH VYAVSAYIK PARIKSHA MANDAL SERVICE RECRUITMENT RULES, 2013

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8. Constitution of the service.- *Ille service shall consist of the following persons, namely:- (1) (2) (3) Persons who at the commencement of these rules are holding substantively the posts specified in Schedule-I; Persons recruited to the service before the commencement of these rules: and Persons recruited to the service in accordance with the provisions of these rules. Classification, scale of pay etc.- "Ille classification of service, Che number of posts included in service and the scale of pay attached thereto shall be in accordance With the Schedule-I: Provided that the Mandal may. from time to time. add to or reduce the number of posts included in the service either on permanent or temporary basis. Method of recruitment.- (I) IRecruitment to the service. after the comntencernent of these rules. shall be made by the following methods. namely (2) (3) (4) . (a) by direct recruitment. through competitive examination or by selection on

the basis of merit and interview; (b) by promotion of members of the service of the Mandal: (c) by transfer/deputation of the persons, who hold in substantive capacity such post in such services. as may be specified in this behalf. The number of persons recruited under clause (a), (b) and (c) of sub-rule shall not at any time exceed the percentage shown in Schedule-II of the number of duty posts as specified in Schedule-I. Notwithstanding anything contained in sub-rule if in the opinion of the Controller the exigencies of the service so require, he may, with the prior permission of the Chairman, adopt such method of recruitment to the service, other than those specified in said sub-rule, as it may prescribe by order issued in this behalf. Officers/employees on deputation may be absorbed as per the prescribed rules of the Government. Appointment in service.- All appointments to the service after the commencement of these rules shall be made by the Appointing Authority and no such appointment shall be made except after selection by one of the methods of recruitment as specified in rule 6. Condition of eligibility for direct recruitment.- In order to be eligible for direct recruitment/ selection, a candidate must satisfy the following conditions, namely:- (1) Age- (a) He must have attained the age as specified in column (4) or Schedule-I and must not have attained the age as specified in column (5) of said Schedule on the first day of January of year in which the advertisement for the post is published: (b) The upper age limit shall be relaxable upto maximum of 5 years, if a candidate belongs to Scheduled Castes or Scheduled Tribes and Other Backward Classes (Non-creamy-layer); 1068 (18) 2013 (c) For women candidates the upper age limit shall be relaxable upto 10 years as per the provision of the Chhattisgarh Civil Services (Special Provision for Appointment of Women) Rules, 1997; (d) The upper age limit shall also be relaxable in respect of candidates who are or who have been employees of the Chhattisgarh Government or Mandal to the extent and subject to the conditions specified below :- (i) A candidate who is a permanent or temporary Government servant should not be more than 38 years of age. (ii) A candidate, holding a post temporarily and applying for any other post should not be more than 38 years of age: concession shall also be admissible to the contingency paid employees, work charged employees and employees working in the Project Implementing Committee; (iii) A candidate, who is a "retrenched Government servant" shall be allowed to deduct from his age the period of all temporary service previously rendered by him upto a maximum limit of 7 years even if represents more than one spell provided that the resultant age does not exceed the upper age limit by more than 3 years. Explanation- term "retrenched Government servant" denotes a person who was in temporary Government service of this State or of any of the constituent units, for a continuous period of not less than 6 months and who was discharged because of reduction in establishment not more than 3 years prior to the date of his registration at any employment exchange or of application made otherwise for employment in the Government service; (e) A candidate who is an ex-servicemen shall be allowed to deduct from his age the period of all Defence Service previously rendered by him, provided that the resultant age does not exceed the upper age limit by more than 3 years. Explanation- The term "Ex-Servicemen" denotes a person who belongs to any of the following categories and who was employed under the Government of India for a continuous period of not less than 6 months and who was retrenched or declared surplus as a result of the reorganisation of the economy unit or due to normal reduction in establishment for not more than 3 years before the date of his registration at any employment exchange or of application made otherwise for employment in the Government service :- (i) Ex-servicemen released under mustering out concession; (ii) Ex-servicemen enrolled for the second time and discharged or:- (a) Completion of short term engagement: (b) On fulfilling the conditions of the enrollment- (iii) Ex-servicemen (Military and Civil) discharged on completion of their contract (including short service regular commissioned officers); (iv) Ex-servicemen/Officers discharged after working for more than 6 months continuously against leave vacancies: (v) Ex-servicemen invalidated out of service; 106K (19) (l) (g) (11) (i) (j) (m) 2013 (vi) Ex-servicemen discharged on the ground that they are unlikely to become efficient soldiers: (vii) Ex-servicemen who are medically boarded out on account of gunshot, wounds, etc. upper age limit shall be relaxable up to two years in respect of Green Card holder candidates under Family Welfare Programme: general upper age limit shall be relaxable upto five years in respect of awarded higher caste partner of a couple under the Inter- caste marriage incentive scheme as per Chhattisgarh Inter-caste Marriage, promotional scheme under Untouchability Eradication Rules, 1984; The upper age limit shall also be relaxable upto 5 years in respect of Shaheed Rajiv Pandey Award, Gundadhar Award, Maharaja Praveerchand Bhanjdeo Award holder candidates National Youth Award holder young candidates; The upper age limit shall be relaxable upto five years in respect of sportsperson

who have been awarded the Vikram Award; The upper age limit shall be relaxable up to fifteen years in respect of widow, estranged or divorced woman candidate on her first appointment to the service: The upper age limit shall be relaxable up to a maximum of 10 years in respect of persons With disability. This relaxation shall be given only on the basis of the certificate provided to the persons with disability by the District Medical Board or by the Rehabilitation Centre of Disabled Entrepreneur established by the Ministry of Labour and Employment, Government of India. After providing relaxation on the basis of any one or more of the above category for entering in Government service the maximum age limit must not exceed 45 years; Apart from above in respect of age limit, the directions issued by the General Administration Department of the Government. from time to time shall also be applicable. (2) Educational qualifications- "The candidate must possess the educational qualifications prescribed for the service as shown in column (6) of Schedule- 111: Provided that - (a) In exceptional cases, the Mandal may treat a candidate as qualified who may be possessir'e; qualifications other than prescribed, which in the opinion of the Mandal meets the requirement of the service. (20) (3) (b) Candidates who are otherwise qualified but have taken degrees from a foreign University being Universities not specifically recognized by the Government. may also be considered for selection by the Mandal in its discretion. Fees- (a) 'The candidate must pay the prescribed fees. (b) 'The candidate who has been required to appear before Medical Board must pay the fees. as may be prescribed by the Government to the Chair-man of the Medical Board

9. Disqualifications.- (I) Any attempt on the part of a candidate to obtain support for (2) (3) (4) (5) (6) (7) his candidature by any means may be held by the Appointing Authority to be disqualified for selection. Any male candidate who is having more than one living wife and any female candidate who has married a man. who is already having a living wife. shall not be eligible for appointment in any service or post: Provided that if the Government is satisfied that there were specific reasons for doing so then the Government may give relaxation in the enforcement of this rule to such candidates. Any candidate shall not be appointed to any service or post until he/ she is declared mentally or physically fit and free from any mental or physical defect which can hinder the fulfillment of duty of any service or post in such medical examination as may be prescribed: Provided that in exceptional cases a candidate may be given temporary appointment on any service or post before his medical examination under a condition that, if he is found medically unfit. then his services may be terminated immediately, Any candidate shall not be eligible on such condition to any service or post. if the Appointing Authority satisfied that. after due enquiry. which is considered necessary. he/she is not fit for such service or post. Any candidate who is convicted for any offence against women shall not be eligible for any service or post: Provided that If such matter is pending in a court against the candidate. then matter of his appointment shall be kept in abeyance till the criminal matter is finally determined by the court. Any candidate. who is married. before the minimum age fixed for marriage shall not be eligible for any service or post. No candidate shall be eligible for appointment to a service or post who has more than two living children one of whom is born on or after the 26th day of January. 2001 : Provided that no candidate shall be ineligible for appointment to a service or post who has already one living child and in case when next delivery is on 26th January. 2001 or thereafter. in which two or more children are born. Mandal's decision about eligibility shall be final.- *The decision of the Mandal as to the eligibility or otherwise of a candidate for selection shall be final. Direct Recruitment by Selection. • (1) Selection for recruitment to the service shall be held such intervals. as the Mandal may determine. in consultation with the Government from time to time. 6 2013 1068 (21) (2) (3) (4) (5) (6) Selection of candidates shall be made by written examination or interview or both such manner, as may be determined. There shall be posts reserved for the persons belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes at the stage of the direct recruitment in accordance with the contained in the Chhattisgarh Lok Seva (Anusuchit Jatiyon, Anusuchit Jan Jatiyon Aur Anya Pichhde Vargon ke Liye Arakshan) Adhiniyam, 1994 (No, 21 Of 1994). At the stage of direct recruitment 30 percent posts shall be reserved for women candidates. in accordance with the provisions of the Chhattisgarh Civil Services (Special Provision for Appointment of women) Rules, 1997. reservation shall be horizontal and compartment-wise. In filling the vacancies so reserved, candidates who are members of the Scheduled Castes or Scheduled Tribes and Other Backward Classes (Non- creamy-layer) shall be considered for appointment in the order in which their names appear in the select list, irrespective of their relative rank as compared with other candidates, In case 30 percent or women's reservation is not filled due to non availability of suitable candidates, the vacant post shall not be carry forwarded to the next year and these

vacant posts shall not be filled by other reserved or unreserved women candidates: Provided that such vacant post shall be filled by the male candidates of the same category for which it is reserved, 12

13. Selection list of the candidates.- (1) As per the provisions of these Rules and the (2) (3) Chhattisgarh Civil Service (General Conditions of Service) Rules, 1961, the candidates shall be considered for appointment to the available vacancies in the order in which their name appears in the list. inclusion of a candidate's name in the list confers no right to appointment unless the Government is satisfied, after such enquiry. as may be considered necessary. that the candidate is suitable in all respects for appointment to the service. select list shall be valid for a period or one year from the date of its issuance. Appointment by Promotion.- (I) A committee consisting of members mentioned in column (5) of Schedule-IV shall be constituted for promotion of eligible candidate and such committee shall consist Of a member belonging to Scheduled Castes/ Scheduled Tribes: Provided that under this sub-rule. for constitution of the Committee, provisions of Section 8 of The Chhattisgarh Lok Seva (Anusuchit Jatiyon, Anusuchit Jan Jatiyon Aur Anya Pichhade Vargon Ke Liye Arakshan) Adhiniyam. 1994 (No. 21 of 1994) shall also be applicable. (2) 'The committee shall meet at such intervals, ordinarily not exceeding one year. (3) Every promotion shall be made in accordance With the provisions of the Chhattisgarh Public Service (Promotion) Rules, 2003 and as per model roster, (4) 'The procedure for making promotion in the reserved vacancies shall be made in accordance with sub-rule (3) and the instructions issued by the General Administration Department of The Government from time to time. (5) Certification by the Appointing Authority - Appointing Authority shall endorse on the promotion order to be issued by him a certificate to the effect that he had complied with the provisions of the Chhattisgarh Lok Seva (Anusuchit Jatiyon, Anusuchit Jan Jatiyon Aur Anya Pichhade Vargon Ke Liye Arakshan) Adhiniyam, 1994 (No. 21 of 1994) and the Chhattisgarh Public Service (Promotion) Rules, 2003 and the instructions issued in the light of the provisions of the said Act and the rules by the State Government and that he has taken full cognizance of the provisions of sub-section (1) of Section 6 of the said Act. Conditions of Eligibility for Promotion.- (I) Subject to the provisions of sub-rule (2), the Committee shall consider the cases . of all persons who on first day of January of that year had completed such number of years of service (whether officiating or substantive) in the posts, from which promotion is to be made or on any other post or posts declared equivalent thereto by the Government as specified in column (4) of Schedule-IV and are within the zone of consideration in accordance with the provisions of sub-rule (2). Explanation- Method of computation for eligibility for promotion- calculation of the period of qualifying service on the January of the relevant year in which Departmental Promotion Committee/Scrutiny Committee is convened. shall be counted from the calendar year in which public servant has joined the feeder cadre/ part of service/ pay scale of the post and not from the date of joining of the cadre/ part of service/ pay scale of the post. (2) (i) In such cases where promotion is to be given on seniority cum fitness basis or on seniority basis leaving unsuitable candidate, there will be no grounds for consideration for all categories. Proposals of such number of public servants shall only be considered as per seniority that shall be sufficient for filling the existing posts in each category and number of expected vacant post due to retirement/ promotion during 1 year. (ii) In such cases where promotion is to be made on merit cum seniority basis. the area [Or consideration shall be four more than two times of the total vacant posts. If the sufficient number of Scheduled Castes and Scheduled Tribes Government Servants are not available for promotion then the area of consideration may extend upto 7 times of the total vacant posts and filling up of reserved post may be made from the persons belonging to reserved category above mentioned area of consideration. Committee shall consider to fill the vacancies existing under each category in said area of consideration and the anticipated vacancies on account of retirement and promotion the course of 1 year. (3) name of public servant in requisite number for each cadre shall be considered for the purpose of inclusion of his name upto 25 percent of number of public servant included in the selection list or to that of two public servant, whichever is more to fill the unexpected vacancies during above said duration apart from expected vacancies under sub-rule (2). (4) Promotion shall be made as per Reservation Roster prescribed by the Government. (5) Other provisions of the Chhattisgarh Public Service (Promotion) Rules. 2003 and the order issued by the General Administration Department from time to time shall be applicable for promotion. Preparation of list Of suitable Employees / Officers.- (I) The Committee shall prepare a list of such persons who satisfy the conditions prescribed in rule 14 and are held by the committee to be suitable for promotion. list shall be sufficient to cover the anticipated vacancies on account of retirement and promotions during the course of

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examination work. By Deputation of a professor or equivalent Officer Who have minimum 3 years experience of examination work. This post shall be filled on deputation from an officer of State Accounts Services. If proper person is not available for promotion then one post will be filled by deputation of an officer who have enough experience of administration. By promotion once from Assistant. Superintendent and another time by promotion from personal assistant (turn by turn). By promotion from Assistant. Grade—I By promotion from Stenographer. If suitable persons are not available then by selection by direct recruitment or by deputation from other Departments. If suitable persons are not available then post filled by deputation.

2013 i 2. Assistant Grade-III 13. Programmer 14. Data Entry Operator 15. Driver 16. Jaliari 17. Peon IS. Choukidar 19. Sweeper 6 4 2 6 75% 100% 100% 100% 100% 100% 100% 25% 100% 1068 (27) 25% post by promotion of the Class-IV employee of the Board who are qualified and have completed five years of continuous service. If suitable person is not available then the post shall be filled by deputation.

1068 (28) Name of Department (1) Chhattisgarh Professional Examination Board Raipur. 2013 SCHEDULE - 111 (See Rule 8) Age limits • Name of service (2) Service of Chhattisgarh Professional Examination Name of posts included in the (3) (1) Programmer (2) Stenographer Minimum (4) 21 years 18 years Maximum (5) 35 years 35 years Prescribed educational Qualification and Experience. (6) First Class M.Sc. (Computer Science/ Physics/ Electronic/Maths/Statistics/ Information Technology), MCA or equivalent Degree from any recognized University. Or B.EJB. Tech. Or equivalent degree in computer science from any recognized University. (i) Minimum 2 years work Experience in Analysis system in software, Data processing, Database, Fox Cobol C++ (ii) Minimum 1 year work Experience in Result processing on OMR Machine will get Preference. (1) Passed (10+2) Examination from any recognized Board, old Higher Secondary Examination with First year examination of Graduation Course from any recognized University. (2) From any recognized Board/ (Shorthand) Institute/Stenography Typing Council (a) For Stenographer (Hindi)- Passed Hindi Stenography (Shorthand) Certificate Examination and 100 words per minute speed in Stenography (Shorthand) (efficiency test for speed shall be taken). (b) For Stenographer (English)- Passed English Stenography (Shorthand) Certificate Examination 100 words per minute speed in Stenography (Shorthand) (efficiency test for speed shall be taken). 6 2013 1068 (29) (3) Data entry (4) Assistant Grade-III (5) Driver 18 years 18 years 18 years 35 years 35 years 35 years (c) For Bilingual Stenographer- Passed Certificate Course of Hindi and English Stenography (Shorthand) as specified in clause (a) and (b) above and 100 words per minute speed in Stenography (Shorthand) (efficiency test for speed shall be taken). (3) One year Diploma/Certificate in Data Entry Operator/ Programming from any recognized institute and speed of data entry 10,000 (Key) depression per hour (efficiency test for speed shall be taken). (1) Passed (10+2) Examination from any recognized Board, Passed old Higher Secondary Examination with First year examination of Graduation Course from any recognized University, Passed 10th Examination and three year diploma from any recognized institute. (2) One year Diploma/ Certificate in Data Entry Operator/ Programming from any recognized institute and speed of data entry 8,000 (Key) depression per hour in Hindi and English (efficiency test for speed shall be taken). (1) Passed (10+2) Examination from any recognized Board, OR Passed old Higher Secondary Examination with First year examination of Graduation Course from any recognized University. (2) One year Diploma/ Certificate in Data Entry Operator/ Programming from any recognized institute. (3) In Hindi Computer Typing 5,000 (Key) depression speed per hour (efficiency test for speed shall be taken). (1) Passed class- VIII examination. (2) Possess a valid license of driving a Light Motor Vehicle and possess two Years experience in this field. (3) Preference will be given to the person who know Vehicle mechanic work.

1068 (30) (6) Peon (7) Watchman (8) Sweeper years years years 6 2013 35 years 35 years 35 years Passed 8 exams and knows the cycle driving. Passed class- V and should be medically fit. Passed class- V. 201.1 SCHEDULE - LY' Rule-6, 13 and 141 1068 (31) of the Department (1) Chhattisgarh Professional Examination Board Raipur Name of the Post from which the Promotion to be made (2) Superintendent Assistant Superintendent; Personal Assistant Stenographer Assistant Grade-I Grade • i 11 Class-I V Peon Name of the Post on which the Promotion is to be made (3) Asstt. Controller Superintendent Personal Assistant Assistant Superintendent Assistant (Grade-I Grade-II Assistant Grade-III Dalian Required Experience of the service for Promotion (4) 5 years 5 years 3 years 5 years 3 years 3 years 5 years Name of the Members of the Departmental Promotion Selection Committee (5) • Three persons will be nominated by the Chairman of the Mandal from which one person shall belong to Scheduled Castes/Scheduled

Tribes. •rhrec persons will bc nominated by lhe Controller of the Mandal frotn one person shall belongs to Scheduled Castes'Scheduled '[ribes. --do-- - 2013.

