

**MADHYA PRADESH PANCHAYAT RAJ SANCHALNALAYA CLASS-III (EXECUTIVE)
SERVICE RECRUITMENT RULES, 2013**

PAN. SANCHALNALAYA CL.-III (EXE.) ... RULES, 2013 (PR)111 MADHYA PRADESH PANCHAYAT RAJ SANCHAL- NALAYA CLASS-III SERVICE 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23

24. RECRUITMENT RULES, 2013 CONTENTS Short title and commencement. Definitions. Scope and application. Constitution of Service. Classification, Scale of Pay etc. Method of Recruitment. Appointment to Service. Conditions of Eligibility for Direct Recruitment. Disqualification. Direct Recruitment by written test or by interview or by both. Inviting Application for Direct Recruitment. Disqualifications for appointment to Panchayat Raj Sanchal- nalaya Service. Appointment by Promotion. Eligibility for Promotion. Preparation of list of suitable candidates. Waiting list. Approval of Select list. Appointment to service from the select list. Probation and Regularization. Gradation list. Interpretation. Relaxation. Savings. Repeal. Schedules MADHYA PRADESH PANCHAYAT RAJ SANCHALNALAYA CLASS-III (EXECUTIVE) SERVICE RECRUITMENT RULES, 2013 Noffn. No. F-1-4-2013-XX11-P.1, dated 12-12-2013, Pub. in M.P. Raj- patra (Asadharan), dated 12-12-2013, p. 1104(10).-In exercise of the powers conferred by the proviso-to Article 309 of the constitution of India, the Governor of Madhya Pradesh hereby makes the following rules relating to the recruitment to the post of the Panchayat Raj Sanchalnalaya Class- III (Executive) Service, namely;- 1. Short title and commencement.-(1) These rules may be called the Madhya Pradesh Panchayat Raj Sanchalnalaya Class-III (Executive) Service Recruitment Rules, 2013. (2) They shall come into force from the date of their publication in the Madhya Pradesh Gazette

2. Definitions.-In these rules unless the context otherwise requires;- (PR)112 PAN. SANCHALNALAYA CL.-III (EXE.) ... RULES, 2013 (a) "Appointing Authority" means Commissioner/ Director Panchayat Raj Sanchalnalaya, Madhya Pradesh; (b) "Board" means the Professional Examination Board Madhya Pradesh to conduct examination for recruitment to the service; (c) "Commissioner" means the Commissioner Panchayat Raj Sanchal- nalaya, Madhya Pradesh; (d) "Committee" means the Departmental Promotion Committee; (e) "Director" means the Director Panchayat Raj Sanchalnalaya, Mad- hya Pradesh; (f) "Examination" means Competitive examination to be conducted for recruitment to the Service; (g) "Governor" means Governor of Madhya Pradesh; (h) "Government" means Government of Madhya Pradesh; (i) "Other Backward Classes" means Other Backward classes of citizen as specified by the State Government vide Notification No. F-8-5/XXV-4- 84 dated the 26th December 1984 as amended from time to time; (j) "Schedule" means Schedules appended to these rules; (k) "Scheduled Castes" means any caste, race, or tribe or part of or group within a caste, race or tribe specified as such in relation to the State of Madhya Pradesh under Article 341 of the Constitution of India; (l) "Scheduled Tribe" means any tribe or tribal community or part of or group within a tribe or tribal community specified as such in relation of the State of Madhya Pradesh under Article 342 of the Constitution of India; (m) "Service" means Panchayat Raj Sanchalnalaya class-III (Executive) Service; (n) "State" means the State of Madhya Pradesh

3. Scope and application.-Without prejudice to the generality of the provisions contained of the Madhya Pradesh Civil Service (General condi- tions of Service) Rules, 1961, these rules shall apply to every member of the service

4. Constitution of Service.-The Service shall consist of the following persons, namely:- (a) Persons who at the time of-commenceäment of these rules are holding any post substantively or officiating capacity specified in Schedule-I; (b) Persons recruited to the service before the commencement of these rules; and (c) Persons recruited to the service in accordance with the provisions of these rules

5. Classification, Scale of Pay etc.-The classification of the service, the number of posts included in the service and the scale of pay attached thereto shall be in accordance with the provisions contained in Schedule-I: Provided that the Government may, from time to time, add or reduce the number of posts included in the service, either on a permanent or temporary basis

6. Method of Recruitment.-(1) Recruitment to service after commen- cement of these rules, shall be made by the following methods, namely:- (a) By direct recruitment by competitive examination and inter- view;

or by selection; 3 It a 1- te of a; e) li- of re in se ed -1: ce or PAN. SANCHALNALAYA CL.-III (EXE.) ... RULES, 2013 (PR)113 (b) By promotion as shown in column (2) of Schedule-IV; (c) By transfer of persons who held in a substantive capacity such posts in such services as specified in this behalf; (2) The number of persons recruited under clause (b) or clause (c) of sub-rule (1) shall not at any time, exceed the percentage as shown in schedule-II of the number of posts as specified in Schedule-I. (3) Subject to the provisions of these rules, the method or methods of recruitment to be adopted for the purpose of filling any particular vacancy or vacancies in the service as may be required to be filled during any particular period of recruitment and the number of persons to be recruited by each method, shall be determined on each occasion by the Government. (4) Notwithstanding anything contained in sub-rule (1), if in the opinion of the appointing authority the of the service so require, he may after approval of the Government in the General Administration Department adopt such methods of recruitment to the service other than those specified in the said sub-rule, as it may, by order issued in this behalf prescribe

7. Appointment to Service.-All appointments to the service after 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 specified in Rule- 6

8. Conditions of Eligibility for Direct Recruitment.-In order to be eligible for selection, a- candidate must satisfy the -following conditions, namely:- (1) Age.-(a) He must have attained the age specified in column (3) of Schedule-III and not attained the age specified in column (4) of the said schedule on the first day of January next following the date of commence- ment of the selection. (b) The upper age limit shall be relaxable upto a maximum of 5 years if a candidate belongs to a Scheduled Castes or Scheduled Tribes. (c) The upper age limit shall also be relaxable in respect of candidates who are or have been employees of the Madhya Pradesh Government to the extent and subject to the conditions specified below:- (i) (ii) (iii) A candidate who is a permanent Government Servant should not be more than 45 years of age. A candidate holding a post temporarily and applying for another post should not be more than 45 years of age. This concession shall also be admissible to the contingency paid employees, work charged employees and employees working in the project implementing committees; A candidate, SVho Is 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 or 7 years even-if it represents more than one spell provided that the resultant age does not exceed the upper age limit by more than five years. Explanation.-The 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 six months and who was discharged because of (PR)114 PAN. SANCHALNALAYA CL.-III (EXE.) ... RULES, 2013 reduction in establishment not more than three years prior to the date of his registration at the employment exchange or of application made otherwise' for employment in government service. (iv) A candidat.e who is an ex-serviceman 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 three 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 six months and who was retrenched or declared surplus as a result of the recommendation of the economy unit or due to normal reduction in establishment not more than three years before the date of his registration at any employment exchange or of application made otherwise for employment in Government Service:- (1) (2) (3) (4) (5) (6) (7) (8) Ex-Serviceman released under mustering out of conces- sions; Ex-serviceman enrolled for the second time and discharged on.- (a) Completion of short term engagement; and (b) Fulfilling the conditions of enrolment; Ex personal of madras Civil Units; Officer (Military and Civil) Discharged on completion of their contract including Short Service Regular Commissioned Of- ficer; Officers/ Employees discharged after working for more than six months continuously against leave vacancies; Ex-serviceman invalidated out of service; Ex-serviceman discharged on the ground that they are un- likely to become efficient soldiers; Ex-serviceman who are medically boarded out on account of gun shot, wounds etc. (d) The general upper age limit shall be relaxable upto 5 years in respect of widow woman candidates. This relaxation shall be in addition to the other relaxation relating to age. (e) The upper age limit shall be relaxable upto 2 years in respect of Green-Card holder candidates under the Family Welfare Programme; (f) The general upper age limit shall be relaxable upto five years in respect of awarded superior caste partner of a couple under the Inter-caste —marriage ihéentive programme of the

Tribal, Scheduled Castes and Back-ward Classes Welfare Department; (g) The upper age limit shall be relaxed upto five years in respect of the "Vikram Award" holder candidates; (h) The upper age limit shall be relaxable upto a maximum of 45 years of age in respect of candidates who are employees of Madhya Pradesh State/ Corporations/ Boards; (i) The upper age limit shall be relaxed in the case of Voluntary Home Guards and Non-Commissioned Officers-of Home Guards for the period of 10 years or 10% of the service rendered so far as they are subject to the limit of 5 years but in no case their age should exceed 45 years. Note.-(1) Candidates, who are found eligible for selection, under the age concessions mentioned in sub-clause (i) and (ii) of clause (c) above will not be eligible for appointment if after submitting the application they resign from service either before or after the selection. They will however continue to be eligible if they are retrenched from the service or post after submitting the applications. Note.-(2) The total relaxed period for every category shall be such which shall not exceed the upper age limit of 45 years. The maximum age shall be calculated in accordance with the circular No. C-3-11-12-1/3 dated the 3rd November 2012 and 20th November 2012. Note.-(3) In no other case will these age limits be relaxed the Departmental candidates must obtain previous permission of their Appointing Authority to appear for the selection. (2) Educational qualifications.-The Candidate must possess the educational qualifications prescribed for the service as shown in Schedule-III provided that- (a) in exceptional cases the Professional Examination Board may on the recommendation of the Appointing Authority treat as qualified any candidate who though not possessing any of the qualifications prescribed in this clause has passed examination conducted by other institutions by such a standard which in the opinion-of the-Professional Examination Board is to the consideration of the candidate for selection; and (b) Candidates who are otherwise qualified but have taken degrees from foreign Universities being University not specifically recognised by the Government may also be considered for appearing in the examinations/ selection at the discretion of the Professional Examination Board. (3) Fees.-The candidate must pay the fees prescribed by the Professional Examination Board

9. Disqualification.-(1) Any attempt on the part of candidate to-obtain support for his candidature by any means may be held by the Professional Examination Board to disqualify him for appearing in the examination selection. (2) No candidate shall be eligible for appointment to a service or post, who has married before the minimum age fixed for marriage. A candidate shall not be eligible for any service or post if he has more than two living children one of whom is born on or after 26th January 2001: that no candidate shall be disqualified for appointment to a service or post who has already one living child and next delivery takes place on or after 26th January 2001 in which two or more than two -children are born. (4) No candidate shall be eligible for the appointment to any service or post who has been convicted for an offence against the women: •Provided that where such case is pending in a court against the candidate, his case of appointment shall be kept pending till the final decision of the criminal case. (PR)116 PAN. SANCHALNALAYA CL.-III (EXE.) ... RULES, 2013 R. 10 IO. Direct Recruitment by written' test or by interview or by both.-(1) Direct recruitment shall be made by holding written test or by interview or by both at such intervals, as the appointing authority may, from time to time, determine in consultation with General Administration Department. (2) After scrutiny of the applications received, a list of eligible candidates for each category shall be prepared in descending order of the marks obtained in the qualifying examination prescribed for the post. (3) The number of candidates allowed to appear in written test or called for interview, shall not exceed ten times of the vacancies in each category. The candidates shall be considered for written test or interview in the order in which their names appear in the list prepared in accordance with the provisions of above sub-rule (2). (4) If the Selection Committee decides to make recruitment through written examination and interview both the number of candidates allowed to appear in the test shall be the same as in sub-rule (3) but the selection committee shall interview such candidates, not exceeding three times of the number of vacancies in each category as may qualify in the written examination according to the standard laid down by the Selection Committee. (5) When direct recruitment is made, by holding written test alongwith interview, the marks allotted for interview shall not exceed ten percent of the maximum marks. (6) When direct recruitment is made by holding interview only, the marks allotted for oral test shall not exceed ten percent of the maximum marks. The remaining marks shall be awarded on the basis of academic qualification, experience, participation in activities of NCC/NSS, Scouts Guides, participation in the games and extra curricular activities of not below the level

of State, etc. The distribution of marks for such various activities and other norms shall be decided by Selection Committee. (7) In interview, the suitability of the candidate shall be assessed by oral test having regard to their personality, general proficiency, professional knowledge, communication skills in local dialect, knowledge of local environment, general knowledge, general aptitude etc. (8) The written test shall be held by the Commissioner/ Director Panchayat Raj from time to time on fixed date under the direction and supervision of the Selection Committee

11. Inviting Application for Direct Recruitment.-(1) Appointment by direct recruitment shall be made by inviting applications through advertisement in a daily news paper widely circulated in the area. The advertisement shall also specifying the name of the post, qualification required to be possessed by the candidate, number of vacancies to be filled in, number of vacancies reserved for Scheduled Castes, Scheduled Tribes and Other Backward Classes. (2) A copy of such advertisement shall be affixed on the notice board of the Panchayat Raj Sanchalnalaya. (3) Such vacancies shall also be intimated to the Director Employment Exchange

12. Disqualifications for appointment to Panchayat Raj Sanchalnalaya Service.-No person shall be appointed by direct recruitment to any post.- R. 14 PAN. SANCHALNALAYA CL.-111 (EXE.) ... RULES, 2013 (PR)117 (1) unless he is a citizen of India or a subject of Nepal or Bhutan and permanent original resident of Madhya Pradesh. (2) If he has been dismissed for misconduct from service of Central Government, State Government Zila or Janpada Panchayat or Gram Panchayat or any other local authority or a Co-operative Society or an Public Sector Undertaking under the control of Central Government or State Government. (3) If he has been convicted of an offence which involves moral turpitude; (4) If he has been convicted of an offence against women torture: Provided that where such case is in pending in a court against candidate, his case of appointment shall be kept pending till the final decision of the Criminal Case; (5) If he has more than one wife living, and in case of a female candidate, if she has married to a person having a wife living already; (6) If he does not possess minimum prescribed qualification for the post; or (7) If he is an employee of the Central Government or of the State Government or of any local authority or of Central Government, or State Government undertaking or of any Government aided body, unless he obtains no objection certificate of his employer and submits it alongwith 13. Appointment by Promotion.(1) There shall be constituted-a Committee, consisting of the members mentioned in Schedule-IV for making a preliminary selection for promotion of eligible candidates: Provided that, for the purpose of constitution of the committee under this sub-rule, the provisions of Section 8 of the Madhya Pradesh Lok Seva (Anusuchit Jatiyan, Anusuchit Janjatiyan Aur Anya Pichhda Vargaon ke Liye Arakshan) Adhiniyam, 1994 (No. 21 of 1994), shall also be adhered to. (2) The Committee shall meet at such intervals as think fit but ordinarily not exceeding one year. (3b Reservation in promotion and limits on the extent Of Zone of consideration shall be made in accordance with the provisions of the Madhya Pradesh Civil Services (Reservation in Promotion and limits of extent of zone of consideration) Rules, 1997 and instructions issued by the Government in General Administration Department from time to time

14. Eligibility for Promotion.-(1) The Committee referred to in sub- rule (1) of rule 13, shall consider the cases of all persons, who on the day of 1st January of that year, had completed such number of years of service (whether officiating or substantive) on the posts from which promotion is to be made on any other post or posts declared equivalent thereto by the State Government as specified in column (3) of the Schedule-IV and are within the zone of consideration in accordance with the provisions of sub- rule (3) Of 13: Provided that the service of the released officers of the emergency commission and short service commission after their appointments in the service shall be counted from the date from which they have been deemed to have been appointed in the service in accordance with General Administration Department's Circular No.2266/ 1967/1/3/ 67, Dated 21st I (PR)118 SANCHALNALAYA CL.-III (EXE.) ... RULES, 2013 October, 1967: R. 15 Provided further that no junior person shall be considered for selection for selection grade/ promotion in preference to the persons senior to him, only on the basis of completing the prescribed period of service

15. Preparation of list of suitable candidates.-(1) The Departmental Promotion Committee shall prepare a list of such persons, who satisfy the conditions prescribed in rule- 14 above and are held by the Committee to be suitable for promotion to the service. The list shall be sufficient to cover the anticipated vacancies on account of retirements and promotion during the course of one year from the date of

preparation of the select list. A reserve list of the 25% of the number of persons included in the said list shall also be prepared to meet the unforeseen vacancies occurring, during the course of the aforesaid period. (2) The selection for inclusion in such list shall be based on merit and suitability in all respects with due regard to seniority. (3) The names of the Employees/Officers included in the list shall be arranged in order of seniority in the service on posts as specified in column (2) of schedule IV at the time of preparation of such select list: Explanation.-A person, whose name is included in a select list but who is not promoted during the validity of the list, shall have no claim to seniority over those considered in a subsequent selection merely by the fact of his earlier selection. (4) The list so prepared shall be reviewed and revised every year. (5) If in the process of selection, review or revision, as the case may be, it is proposed to supersede any member of Service, the Committee shall record its reasons for the proposed supersession

16. Waiting list.-There shall be a waiting list, in addition to a selection list of persons prepared by the committee for fulfilling the vacancy containing the names 25% of the selected persons of the vacancy. This waiting list shall be valid for one year

17. Approval of Select list.-(1) The Appointing Authority shall consider the list prepared by the said Committee and unless it considers any change necessary, approved the list. (2) If the Appointing Authority considers it necessary to make any change in the list shall approve the list finally with such modifications, if any, narrating reasons thereof in writing. (3) The list as finally approved by the Appointing Authority shall form the select list for promotion of the members of service from the posts mentioned in Column (2) of Schedule IV to the posts mentioned in Column (3) of the said Schedule. (4) The select list shall ordinarily be in force until it is reviewed and revised in accordance with sub-rule (4) of rule 15 but its validity shall not be extended beyond a total period of 18 months from the date of its preparation: Provided that in the event of a grave lapse in the conduct or performance of duty on the part of any persons included in the select list, a special review of the select list may be made at the instance of Appointing Authority and the said Committee may, if it thinks fit, remove the names of such persons from the select list. PAN. SANCHALNALAYA CL.-III (EXE.) ... RULES, 2013 (PR)119 R. 24 18. Appointment to service from the select list.-(1) Appointment to the service from the select list to posts on the cadre of the service shall be made in accordance with the roster prescribed with the roster prescribed by the State Government under the Madhya Pradesh Lok Seva (Annusuchit Jatiyon, Annusuchit Jan Jatiyon Aur Anya Pichhada Vargon ke liye Arakashan) Adhiniyam, 1994 (No. 21 of 1994) and maintained by the Panchayat Raj Sanchalnalaya irrespective of their relative rank as compared with other employee in the select list: Provided that where administrative exigencies so require, a person whose name is not included in the select list may be appointed to the service if the appointing authority is satisfied that the vacancy is not likely to last for more than three months. (2) It shall not ordinarily be necessary to consult the said committee before appointment of a person whose name is included in the select list to the service unless during the period intervening between the inclusion of his name in the select list and the date of his proposed appointment, there occurs any deterioration in his work, which in the opinion of the Appointing Authority is such as to render him unsuitable for appointment to the Panchayat Raj Sanchalnalaya's Service

19. Probation and Regularization.-(1) Every person directly recruited to the service shall be appointed on probation for a period of two years. (2) The person appointed on any post of the Panchayat Raj Service shall not be regularised until the probation period is completed satisfactorily by him or he has not passed the Departmental Examination, if any, or he has not undergone training for the post, if any, as laid down by the Government or Panchayat Raj Sanchalnalaya for holding such post

20. Gradation list.-A gradation list of employees of every category of the Panchayat Raj Sanchalnalaya shall be prepared according to the post specified in Schedule-I, In such list names of employees shall be shown according to category-wise seniority in the service. The prepared gradation list shall be published every year in the Madhya Pradesh Gazette

21. Interpretation.-If any question arises relating to the interpretation of these rules, it shall be referred to the Government whose decision thereon shall be final

22. Relaxation.-Nothing in these rules shall be construed to limit or abridge the powers of the Governor to deal with the case of any person to whom, these rules apply in such manner as may appear to him to be just

and equitable: Provided that the case shall not be dealt within any manner less favourable to him than that provided in the" rules

23. Savings.-Nothing in these rules reservation and other conditions required to be provided for the Scheduled Castes, Scheduled Tribes and Other Backward Classes in the orders issued by the State Government from time to time in this regard

24. Repeal.-All rules corresponding to these rules and in force immediately before their commencement of these rules are hereby repealed in respect of matters covered by these rules: (PR)120 PAN. SANCHALNALAYA CL.-III (EXE.) ... RULES, 2013 Sch. Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules. SCHEDULE - 1 (See Rule-5) Classification of Service, Scale of Pay and posts included in the Service s. No. (1) 1. 2. 3. 4. s. No. I 2 Name of Posts included in the Service (2) Block Panchayat Officer Faculty Member (Block Panchayat Officer) Panchayat Coordination Officer Graduate (Non Dying Cadre) Panchayat Coordination Officer Non-Graduate (Dying Cadre) Number of Posts (3) 313 21 2000 1325 Classification (4) Class-III (Executive) -do- -do- -do- Pay Scale + Grade Pay (5) 9300-34800+3200 9300-34800+3200 5200-20200+2400 5200-20200+2100 SCHEDULE - 11 (See Rule-6) Method of Recruitment Name of the Post included in the Service (2) Block Panchayat Officer Faculty Member (Block Panchayat Officer) Total Number of Posts t3Y 21 Percentage of the Number of Posts to be filled in By Direct recruitment [See rule 000/0 By Promotion of the Member of Service [See rule (5) By temporary transfer of persons of other services [See rule (6) Remarks (7) Selection by Professional Examination Board. Selection by Professional Examination Board. PAN. SANCHALNALAYA CL.-III (EXE.) ... RULES, 2013 (PR)121 o Sch. 3 4 s. (1) 1. 2

3. Panchayat Co-ordination Officer Graduate (Non Dying Cadre) State Level Cadre Panchayat Co-ordination Officer Non-Graduate (Dying Cadre) District Level Cadre.Name of Post (2) Block Panchayat Officer Faculty Member Panchayat Coordination Officer Graduate (Non Dying Cadre) 2000 1325 SCHEDULE - 111 (See Rule-8) Minimum age limit (3) 21 years 21 years 21 years Maximum age limit (4) 40 years 40 years 40 years Prescribed educational qualifications (5) Graduate (in any faculty) Diploma in Computer Compulsory. Graduate (in any faculty) Diploma in Computer Compulsory. Graduate (in any faculty) Diploma in Computer Compulsory. (a) Selection by Professional Examination Board. (b) 20% per cent posts shall be filled by Departmental Examination from Graduate Panchayat Secretaries. Being a dying cadre, after retirement' of the candidates having the posts, the posts shall be deemed to be Automatically abolished. Remarks (6) Selection by Professional Examination Board or Departmental Examination. Selection by Professional Examination Board or Departmental Examination. Selection by Professional Examination Board or Departmental Examination. (PR)122 PAN SANCHALNALAYA CL.-IV SERVICE ... SCHEDULE - IV (See Rule- 13) RULES, 2013 s. No. (1) 1 Name of the post from which promotion is to be made (2) Panchayat Co-ordination Officer (Graduate) Name of the post to which promotion is to be made (3) Block Panchayat Officer/ Faculty Member Number of years of service on the post shown in column (2) for promotion to the post shown in column (3) minimum period of qualifying service (4) 5 years Members of Departmental Promotion Committee (5) I-Director/Additional Director- Chairman 2-Joint Director (Administration)- Member 3-One nominated from officer Scheduled Caste/ Scheduled Tribe category who is equivalent to the rank of Deputy Director-Member Method of Selection (6) Merit- cum- Seniority MADHYA PRADESH PANCHAYAT RAJ SANCHALNALAYA CLASS-IV SERVICE AND 2. 3. 4. 5. 6. 7

8. GENERAL CONDITIONS OF SERVICE RECRUITMENT RULES, 2013 CONTENTS
Short title and Definitions. Scope of application. Constitution of Service. Classification, Scale of Pay etc. Method of Recruitment. Appointment to Service. Conditions of Eligibility for Direct Recruitment.