

MADHYA PRADESH PANCHAYAT RAJ SANCHALNALAYA CLASS-IV SERVICE AND GENERAL CONDITIONS OF SERVICE RECRUITMENT RULES, 2013

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19. Appointing Authority's Decision About the Eligibility of the Candidates shall be Final. Direct Recruitment by written test or by interview or by both. Select List. Waiting List. Appointment to the service from the select list. Probation and Regularization. Interpretation. Relaxation. Savings. Repeal. i Schedules MADHYA PRADESH PANCHAYAT RAJ SANCHALNALAYA CLASS-IV SERVICE AND GENERAL CONDITIONS OF SERVICE RECRUITMENT RULES, 2013 Noefn. No. F-1-3-2013->ØC11-P1, dated 12-12-2013, Pub. in M.P. Rqjpatra (Asadharan), dated 12-12-2013, p. 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 Raj Sanchalnalaya Class-IV Service, hamely:- 1. Short title and commencement.-(l) These rules may be called the Madhya Pradesh Panchayat Raj Sanchalnalaya Class-IV Service and General Conditions of Service Recruitment Rules, 2013. (2) They shall come into force with effect from the date of their publication in the Madhya Pradesh Gazette

2. Definitions.-In these ru-es unless the context otherwise requires:- (a) "Appointing Authority" means the Commissioner/ Director Panchayat Raj Sanchalnalaya, Madhya Pradesh; (b) "Commissioner" means zhe Commissioner Panchayat Raj Sanchal- nalaya, Madhya Pradesh; (c) "Committee" means Departmental Promotion Committee; (d) "Director" mearfs the Director Panchayat Raj Sanchalnalaya, Mad- hya Pradesh; (e) "Examination" means Competitive examination to be conducted for recruitment to the Service; (f) "Governor" means Governor of Madhya Pradesh; (g) "Government" means Gcvernment of Madhya Pradesh; (h) "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; (i) "Schedule" means Schedule appended to these rules; (j) "Scheduled Caste" means any caste, race, or tribe or part Ofor 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; (PR)124 PAN. SANCHALNALAYA CL.-IVSERVICE ... RULES, 2013 R. 3 (k) "Scheduled Tribe" means any tribe or tribal community or part of or group within a tribe or tribal community specified as such in relation to the State of Madhya Pradesh under Article 342 of the Constitution of India; (l) "Service" means Panchayat Raj Sanchalnalaya Class-IV Service; (m) "State" means the State of Madhya Pradesh, 3. Scope and application.-Without prejudice to the generality of the provisions contained in 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:- (1) Persons who at the time of commencement of these rules are holding any post substantively officiating capacity specified in Schedule-I; (2) Persons recruited to the service before the commencement of these rules; and (3) 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.-(l) 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; (b) By promotion of the member of Service, as specified in column (2) of Schedule-IV; (c) B} transfer of persons who holds in a substantive capacity such posts in such services as may be specified in this behalf by the Government. (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 specified 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 in consultation with the Professional Examination Board; (4) Notwithstanding anything contained in sub-rule (1) if in the opinion of the Appointing Authority the exigencies 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. 1 e d It n If PAN. SANCHALNALAYA CL.-IV SERVICE ... RULES, 2013 (PR)125 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 specified in column (4) of the said schedule on the first day of January next following the date of commencement of the selection; (b) The upper age limit shall be relaxable upto a maximum of 5 years if a candidate belongs to a Scheduled Caste or Scheduled Tribe and Other Backward classes. (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) A candidate who is a permanent Government Servant should not be more than 45 years of age; (ii) 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 charge employees and employees working in the project Implementing Committees; (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 it represents more than one spell provided that the resultant age does not exceed the upper age limit by more than Three 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 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. (d) A candidate 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-serviceman " denotes a person who belongs to any of the following categories and who was employed under the Government 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 application made otherwise for employment in Government Service:- (PR)126 PAN. SANCHALNALAYA CL.-IV SERVICE ... RULES, 2013 R. 8 (1) (2) (3) (4) (5) (6) (7) (8) Ex-Serviceman released under mustering out concessions; Ex-serviceman enrolled for the second time and discharged on:- (a) Completion of short term engagement, (b) Fulfilling the conditions of enrollment; Ex personal of Madras Civil Units; Officer (Military and Civil) Discharged on completion of their contract including Short Service Regular Commissioned Officers; 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 unlikely to become efficient soldiers; Ex-serviceman who are medically boarded out on account of gun shot, wounds etc. (e) The general upper age limit shall be relaxable upto 5 years in respect of widow destitute and divorced woman candidates; The upper age limit shall be relaxable upto 2 years in respect of Green-Card holder candidates under the Family Welfare Programme; (g) 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 incentive programme of the Tribal, Scheduled Castes and Backward Classes Welfare Department. (h) -The upper age limit shall be relaxed upto five years in respect of the "Vikram Award" holder candidates; (i) 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; (j) 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 service rendered so by them subject to the limit of 3 years but in no case their age should exceed 45 years. Note.-(l) 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. (2) The total relaxed period for every category shall be such which shall not exceed the upper age limit of 45 years. The maximum -limit of age shall be calculated in accordance with the General Administrative Department circular No. C-3- 11/ 12/ 1/3 dated 03rd November 2012 and 20th November 2012. (3) Departmental candidates must obtain previous permission of their Appointing Authority to appear for the selection. R. 11 PAN. SANCHALNALAYA CL.-IV SERVICE ... RULES, 2013 (PR)127 (2) Educational qualifications.-The Candidate must possess the educational qualifications prescribed for the service as shown in Schedule-III provided that in exceptional cases the Appointing Authority may, on the recommendation of the Government treat as qualified any candidate who though not possessing any of the qualifications prescribed in this clause but has passed examination conducted by other institutions by such a standard which in the opinion of the Government Justifies the consideration of the candidate for selection. (3) Fees.-The candidate must pay the fees prescribed by the Appoint- ing Authority

9. Disqualification.-(1) Any attempt on the part of candidate to obtain support for his candidature by any means may be held by the Appointing Authority. to disqualify him for appearing in the examina- tion/ selection. (2) No candidate shall be eligible for appointment to a service or post, who has married before the minimum age fixed for marriage. (3) 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: Provided 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 living children are born. (4) No candidate shall be eligible-foy Che appointment to any Sérvieé or post who h'as 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

10. Appointing Authority's Decision About the Eligibility of the Candidates shall be Final.-The decision of the Appointing Authority as to the eligibility of a candidate for examination shall be final and candidate to whom a certificate of admission has not been issued by the Appointing Authority shall not be allowedto appear inthe examination

11. 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 determine from time to time 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 a/pear in written test or called for interview, shall not exceed ten ümes of the vacancies in each category. The candidates shall be considered for written test or interview in order in which their names appear in the list prepared in accordance with the provisions of above sub-rule (1). (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 (2) but the Selection Committee shall interview such candidates, not exceeding three times of I I (PR)128 PAN. SANCHALNALAYA CL.-IV SERVICE ... RULES, 2013 R. 12 the number of vacancies in each catgory as may qualify in the written examination according to the standard laid down by the Selection Committee. (5) When direct recruitment is to be made, by holding written test alongwith interview, the marks allotted for- interview shall not exceed ten percent of the maximum marks. (6) In interview, the suitability of the candidate shall be assessed by oral test having regard to their personality, general proficiency, profes- sional knowledge, communication skills in local dialect, knowledge of local environment, general knowledge, general aptitude etc. (7) 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

12. Select List.-(1) The Appointing Authority shall consider list prepared by the Committee alongwith other documents received from the committee and unless it consider any change necessary, approved the list. (2) If the Appointing Authority considers it necessary to make any change in the list received from the

Committee, he shall inform the committee of the changes proposed and after taking into account the comments, if any, of the committee and approve the list finally with such modification if any, as may in the opinion be just and proper. (3) The list as finally approved by the Appointing Authority will be the List for promotion of the members for 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 for one year or until it is reviewed 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 duties on the part of any person included in the select list, a special review of the select list may be made at the instance of the Appointing Authority and the Departmental Promotion Committee may, if it thinks fit, remove the name of such person from the select list

13. 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 of 25% of the selected persons of the vacancy. This waiting list shall be valid for one year

14. Appointment to the service from the select list.-(1) Appointment to the service from the select list to posts borne on the cadre of the service shall be made in accordance with the roster prescribed by the State Government Aarakshan) 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. (2) Appointment of the Class-IV employees included in the select list to posts borne on the cadre of the service shall follow the order in which the names of such employees appear in the select list. (3) 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 Sch. PAN. SANCHALNALAYA CL.-IV SERVICE ... RULES, 2013 (PR)129 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 Service

15. 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 Sanchalnalaya Service shall not be regularised until the probation period is not completed satisfactory 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

16. 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

17. 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 with in any manner less favourable to him than that provided in these rules

18. Savings.-Nothing in these rules shall affect 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 the-s regard

19. Repeal.-All rules corresponding to these rules and in force immediately before the commencement of these rules are hereby repealed in respect of matters covered by these rules: 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 I s. No. (1) 1

2. Name of Posts in the Service Peon Choukidar Number of Posts (3) 12 02- Classification (4) Class-IV Pay Scale + Grade Remarks Pay (5) 4440-7440+1300 4440-7440+1300 (6) (PR)130 PAN.SANCHALNALAYA CL.-IV SERVICE ... RULES, 2013 SCHEDULE - 11 (See Rule-6) Method of Recruitment s. No. (1) 1. 2. s, No. (1) 1

2. Name of the Post included in the Service (2) Peon Choukidar Total number of posts (3) 12 02 Percentage of the Number of Posts to be filled in By direct recruitment [See rule (4) 100% 100% By promotion of the members of service [See rule (5) By temporary transfer of persons of other

services [See rule (6) Sch. marks (7) SCHEDULE - 111 (See Rule-8) Age and Qualifications of Persons Recruited Directly Name or post (2) Peon Choukidar Mini: mum age limit (3) 18 18 Maxv- mum age limit (4) 40 40 Prescribed educational qualifications (5) Passed VIIIth Class Com- pulsory. Passed VIIIth Class Com- pulsory. Remarks (6) 1. Additional Director-Chair- man 2. Joint Director (Administra- tion)- Member Secretary

3. One Class-I Officer-from Scheduled Castes/ Scheduled Tribes category to be nominated-u the Commis- sioner-Member 1. Additional man 2. Joint Director (Administra- tion)-Member Secretary

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