

**MADHYA PRADESH PANCHAYAT AND SOCIAL WELFARE CLASS - III
(MINISTERIAL) SERVICE RECRUITMENT RULES, 1998**

CLASS-III (MINISTERIAL) ... RECR. RULES, 1998 (PR)499 MADHYA PRADESH PANCHAYAT AND SOCIAL WELFARE CLASS-III (MINISTERIAL) SERVICE 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20

21. RECRUITMENT RULES, 1998 CONTENTS Short titles and Commencement. Definitions. Scope and Application. Constitution of service. Classification pay-scales etc. Method of Recruitment. Appointment to the Service. Conditions of Eligibility for Direct Recruitment. Disqualification. Appointing authority's about the eligibility of candidates. Direct recruitment by competitive examination. List of candidates recommended by the selection committee. Appointment by promotion. Conditions relating to eligibility for promotion/ transfer. Preparation of list of suitable candidates. -Select List. Appointment to the service from the select list. Probation. Interpretation. Relaxation. Repeal and Saving. MADHYA PRADESH PANCHAYAT AND SOCIAL WELFARE CLASS-III (MINISTERIAL) SERVICE — RECRUITMENT RULES, 1998 [No. F-1-78-26-1-86. dt. 16-3-1998 pub. in M.P. Gaz. Ext, dt. 16-3-1999, p. As amended subsequently by the following. Notns.- I.No. F. 1-78-86-XXVI-I. dated 30-3-1999; 2. Dt. 30-5-03, pub. in M.P. Gaz. (Ext.), dt. 31-5-03, p. 604 (6-10); & 3. Dt. 23-5-09, pub. in M.P. Gaz. (Ext.), dt. 23-5-09, p.386 (31). 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 for Madhya Pradesh Panchayat and Social Welfare Class III (Ministerial) Service, namely:- 1. Short titles and Commencement.-(1) These rules may be called the Madhya Pradesh Panchayat and social welfare class-III (Ministerial) Service Recruitment Rules, 1998. (2) They shall come into force with effect from the date of their publication in the Madhya Pradesh Gazette

2. Definitions.- In these rules unless the context otherwise requires,— 1 11 CLASS-III (MINISTERIAL) ... RECR. RULES, 1998 (PR)500 (a) "Appointing Authority" in respect of the service or a post means the Appointing authority specified in Schedule-I; (b) "Examination" means the competitive examination for the recruitment under rules-11; (c) "Government" means the Government of Madhya Pradesh; (d) "Governor" means the Governor of Madhya Pradesh; (e) "Schedule" means the Schedules appended to these rules; (f) "Scheduled Castes" means any caste, race or tribe or part of group within a caste, race or tribe specified as Scheduled castes with respect to the State of Madhya Pradesh under Article 341 of the Constitution of India; (g) "Scheduled Tribes" means any tribe, or tribal community or part of* or group within a Tribe or tribal community specified as Scheduled Tribes with respect to the State of Madhya Pradesh under Article 342 of the Constitution of India; (h) "other Backward Classes" means the other backward classes of citizens as specified by the State Government vide Notification No. F. 8-50001-4-84, dated 26th December, 1984 as amended from time to time; (i) "Service" Means the Madhya Pradesh Panchayat and Social Welfare class-III (Ministerial) Service; (j) "State" 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 Conditions 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 Commencement of these rules are holding substantively on the posts specified in the 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 pay-scales etc.-The classification of 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 permanent or temporary basis

6. Method of Recruitment.-(1) Recruitment to the Service after the enforcement of these rules shall be made by the following methods, namely:— (a) by direct recruitment by competitive examination; (b) by promotion as shown in column-2 of Schedule-IV; (c) by transfer of persons who hold 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 I 1 1 (PR)501 CLASS-III (MINISTERIAL) ... RECR. RULES, 1998 (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 appointing authority in consultation with the Government. (4) Notwithstanding anything contained in sub-rule (i), if in the opinion of the Appointing Authority the exigencies of 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-rules, as it may, by order issued in this behalf prescribe

7. Appointment to the Service.- All appointments to the service after the commencement of these rule shall be made by the appointing authority and no such appointment shall be made except after selection by any one method 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 commencement of the selection. (b) The upper age limit shall be relaxable upto a maximum of 5 years if a candidate belongs a Scheduled castes or Scheduled tribes; (c) The upper age limit shall be relaxable upto a maximum of ten years to a women candidate in accordance with the provisions of rule 4 of the Madhya Pradesh Civil Services, (special provisions for appointment of women) Rules, 1997. (d) The upper age limit shall also be relaxable in respect of candidates, who are of have been employees of the Madhya Pradesh Government -to-the extent and subject conditions specified below:— (i) A candidate, who is a permanent Government should not be more than 38 years of age. (ii) A candidate holding a post temporarily and applying for another post should not be more than 38 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 persons, who was in temporary Government Service of this State or of any of the constituent units for a (PR)502 CLASS-III (MINISTERIAL) ... RECR. RULES, 1998 continuous period of not less than six months and who was discharged because of reductions in establishment not more than three year prior to the date of his registration at the employment exchange or of application made otherwise for employment in Government Service. (iv) 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-service man" 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 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:— [2] 13) (4) (5) (6) (7) (3) Ex-serviceman released under mustering out concessions; Ex-serviceman enrolled for the second time and discharged; (a) Completion of short term engagement. (b) Fulfilling the conditions of enrollment. Ex-personal of Madras Civil Units; Officers Military and Civil discharged on completion of their contract including short service regular Commissioned Officers; Officers discharged after working for more than six months continuously against leave vacancies; Ex-serviceman invalid 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 count of gun-shot wounds etc. (y) Persons recruited from 1-1-1963 onwards as whole cadets instructors in the N.C.C. shall on release from the N.C.C. on the expiry of their initial/extended tenure be regarded as retrenched Government employees for purpose of employment in civil posts under the State Government and may be followed to deduct from their actual age and period of service rendered by them in the N.C.C. and If the resultant age does not exceed the prescribed upper age limit of a particular post by more than 3 year, they will be

deemed to be •satisfying the conditions for appointment to that post in respect of the -maximum age provided they•posses necessary certificate as per instruction contained in G.A.D,Memo No. 1134-CR 88 liii) (66) dated 27-5-1966. The general upper age limit shall be relaxable upto five years in respect of widow, destitute or divorced woman candidates; (PR)503 CLASS-III (MINISTERIAL) ... RECR. RULES, 1998 (f) The upper age limit shall be relaxable upto 2 years in respect or green cards 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 interecaste marriage incentive programme of the tribal, scheduled caste and backward classes Welfare Department; (h) The Upper age limit, shall be relaxed upto 5 years in respect of the "Vikram Award" holder candidates; (i) The upper age limit shall be relaxable upto a maximum of 38 years of age in respect of candidates who are employees of Madhya Pradesh State Corporation/ 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 8 years but in no case their age should exceed 38 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 con- tinue to be eligible if they are retrenched from the service or post after submitting the applications. Note:- (2) In no other case will these age limits be relaxed, Departmen- tal candidates must obtain previous permission of -their appointing authority to appear for the selection. (2) Educational gualification.- The candidate must possess the educational qualifications prescribed for the service as shown in the scheduled III provided that:— (a) In exceptional cases the committee may on the recommenda- tion of the Appointing Authority, treat as qualified any candidate who though not possessing any of the qualifications prescribed in this clause, has passed examinations conducted by other institutions by such a standard, which in the opinion of the committee, justifiesffe 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 examination/selection at the discretion of the committee. (3) Fees.- The candidate must pay the fees prescribed by the Appoint- ing Authority

9. Disqualification.- Any attempt on the part of a candidate to obtain support for his candidature by any means may be held by the appointing authority to disqualifr him for examination selection

10. Appointing authority's decision about the eligibility of can- didates.- The decision of the appointing authority as to the eligibility or othenvise of a candidatefor admission to examination/selection shall be final and no candidate .to whom a certificate of admission has not been issued by the Appointing Authority shall be admitted to the examina- tion/interview. CLASS-III (MINISTERIAL) ... RECR. RULES, 1998 (PR)504 R. 11 11. Direct recruitment by competitive examination.-(1) The com- petitive examination for recruitment to the service shall be held at such intervals as the appointing authority from time to time determine. (2) The examination shall be held by the selection committee in accordance with the orders issued by the Government from time to time. (3) There shall be reserved posts for the persons belonging to the Scheduled caste, Scheduled tribes and other Backward classes at the Stages of direct recruitment in accordance with the provisions contained in the Madhya Pradesh Lok Seva (Anusuchit Jatiyon, Anusuchit Jan Jatiyon aur Anya Pichda Vargon Ke Liye Arakshan) Adhiniyam, 1994 (No. 21 of 1994). (4) At the time of filling the vacancies so reserved candidates who are member of the Scheduled Castes, Scheduled Tribes and Other Backward Classes shall be considered for appointment in the order in which their names appear n the list referred to in Rule- 12, irrespective of their relative rank as compared with other candidates. (5) Candidates belonging to the Scheduled Castes, Scheduled tribes and other Backward Classes declared by the committee to be suitable for appointment to the service with due regard to the maintains of efficiency of administration may be appointed to the vacancies reserved for the candidates of the Scheduled Castes, Scheduled Tribes and other Back- ward Classes as the case may be. (6) The post shall be reserved for women candidates in accordance with provisions of Madhya Pradesh Civil Service (Special Provision for the appointment of women) Rules, 1997. (7) In such cases, whereas experience of some period has been prescribed as an essential condition for the posts to be filled in by direct recruitment and it is found in the opinion of the competent authority that there is a possibility the candidates belonging to the Scheduled Castes, Scheduled Tribes and other Backward Classes, may not be

available in sufficient number the competent authority may relax the condition of experience to the candidates of Scheduled castes/Scheduled Tribes and Other Backward Classes

12. List of candidates recommended by the selection committee.- (1) The appointing authority shall prepare a list arranged in order of Merit of the candidates who have qualified by such standards as the appointing authority may determine and the list of candidates belonging to the Schedule Caste, Scheduled Tribes and Other Backward Classes, who though not qualified by that standard but are declared by the Committee to be suitable for appointment to the service with due regard to the maintenance of efficiency in administration the list shall also be published for General information. (2) Subject to the provision of these rules and the Madhya Pradesh Civil Service (General conditions of service) Rules, 1961 candidates will be considered for appointment to the available vacancies in the order in which their names appear in the list. (3) The inclusion of a candidate's name in the list, confers no right to appointment unless the appointing authority is satisfied after such enquiry, as it may be considered necessary, that the candidate is suitable in all respect for appointment to the service. R. 15 CLASS-III (MINISTERIAL) ... RECR. RULES, 1998 (PR)505 (4) The list shall be valid for a period of one year from the date of its issue by the appointing authority

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, if there is no any member who represents Scheduled Caste/Scheduled Tribes Classes in the committee other than the chairman in such case an officer shall be included in the committee as a member of committee and the membership of committee shall be extended to the extent. Subject to the provision of rules made by General Administration Department from time to time relating to the promotion. (2) The meeting of the committee shall be held generally at least once in a year. (3) Reservation in promotion and limit on the extent of zone of consideration shall be made in accordance with the provisions of Madhya Pradesh Civil Services (Reservation in promotion and limit on the extent of zone of consideration) Rules, 1997

14. Conditions relating to eligibility for promotion/transfer.- (1) Subject to the provisions of sub-rule (2) the committee shall consider the cases of all persons, who on the 1st January of that year has completed such number of years of service (Whether officiating or substantive) on 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). (2) For the Zone of consideration for promotion the provisions of the Madhya Pradesh Civil Services (Reservation in promotion and limit on the extent of Zone of consideration) Rules, 1997 shall apply

15. Preparation of list of suitable candidates.-(1) The committee shall prepare a list of such persons who fulfill the conditions prescribed in rule- 14 and to whom the committee considers to be suitable for promotion to the service. This list shall be sufficient to cover the anticipated vacancies on account of retirement and promotion during the course of one year from the date of preparation of select list. (2) For preparing the select list of persons for promotion from the post of class IV to Class III and class III to Class II the criterion shall be seniority subject to fitness. (3) The name of persons included in the list shall be arranged in order of seniority in the service in post as specified in col. 2 of schedule IV at the time of preparation of each select list: Provided that any such junior officer, Who in the opinion of the Committee of exceptional merit and suitability may be assigned a higher place than a person senior to him. Explanation-A person, whose name is included in the selection list, but not promoted during the validity of the list, shall have no claim to seniority over those considered in a subsequent selection, merely by the facts 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, it is proposed to supersede any member of the service, the committee shall record its reasons in writing for the proposed supersession. (PR)506 CLASS-III (MINISTERIAL) ... RECR. RULES, 1998 R. 16 16. Select List.- (1) The appointing Authority shall consider the list prepared by the committee alongwith other documents received from the 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 received from the committee, he shall inform the committee of the change proposed and after taking into account the comments, if any, of the committee may approve the list finally with such modification if any, as may in the opinion be just and proper. (3) The list as finally

Assistant Grade-II Assistant Grade-III Steno Typist Number of duty posts (3) 2 1 1 3 9 1 1 1 1 1 1 2 61
 .4 Percentage of the number of posts to be filled by direct recruitment (4) 500/0 75% 100% by promotion from the number of the service (5) 100% 100% 50% by promotion from the Steno- typist having requisite qualifications. The direct recruitment may be made on non availability of Departmental candidates. 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 25% By promotion from Class employees having requisite qualifications Sch. CLASS-III (MINISTERIAL) ... RECR. RULES, 1998 (PR)509 Name of the Deptt. Name of Service (2) Number of duty posts (3) 7 38 41 109 265 7
 Percentage of the number of posts to be filled Part-II District Level (Ministerial) : by direct recruitment (4) 75% 1000/0 Name of Department (1) 1. 2. 3. 4. 5

6. Name of Services 2) Head Clerk (Distt.) Head Clerk-cum- Accountant Accountant/Office Assistant Grade-I Asstt. Grade-II/ Store keeper Assistant Grade-III Steno Typist SCHEDULE-III (See Rule 8) Mini- mum age limit (3) Maxi- mum age limit (4) Requisite educational qualifications (5) by promotion from the number of the service (5) 100% 1000/0 100% 25% By promotion from Class employees having requisite qualifications Renuu•ks (6) Head of the Department and District Pancha- vat and Social Justice 1. Steno- grapher Grade-III 35 Compulsory. 18 years 1. Must have passed the Higher Secondary Examination of old pattern from the Board of Secondary Education Madhya Pradesh or from any recognised institution or High School Examination under 10+2 Education pattern

2. Must have passed Hindi Shorthand and Typing examination with the speed of 100 words per minute from Madhya Pradesh Shorthand and Typing Board

3. Knowledge of Computer is essential. Desirable 1. Knowledge of Hindi and English (PR)510 Name of Department (1) 2

3. Note.- Graduate Pradesh. CLASS-III (MINISTERIAL) ... RECR. RULES, 1998 Name of Services (2) Steno typist Assistant Grade-III Mini- mum age limit (3) 18 years 18 years Maxi- mum age limit (4) 35 years 35 years Requisite educational qualifications (5) Compulsory 1. Must have passed the Higher Secondary Examination of old pattern from the Board of Secondary Education Madhya Pradesh or from any recognised institution or High School Examination under 10 + 2 Education pattern

2. Must have passed Hindi Typing Examination from Madhya Pradesh Shorthand and Typing Board

3. Minimum. 60 words per minute in Hindi Shorthand

4. Knowledge of Computer is essential. Desirable 1. Sufficient knowledge of Hindi and English. Compulsory 1. Must have passed the Higher Secondary Examination of old pattern from the Board of Secondary Education Madhya Pradesh or from any recognised institution or High School Examination under 10+2 Education pattern

2. Must have passed Hindi Typing examination from Madhya Pradesh Shorthand and Typing Board or from any Institution recognised by the State Government

3. Knowledge of Computer is essential. Sch. Remarks (6) The candidate must examination from . the have passed the Higher Secondary or School or College situated in Madhya Pradesh Sch. Name of the Department (1) Panchayat & Social Justice. (B) (D) (E) CLASS-III (MINISTERIAL) ... RECR. RULES, 1998 SCHEDULE-IV (See Rule 13 & 14) Name of the Service or post from which promotion is to made (2) State Cadre (A) Assistant Superintendent

1. Assistant Grade-I 2. Head Clerk (District) 1. Senior Auditor 2. Senior Accountant 3. Junior Accountant 4. Accountant (T.v.) 5. Cashier 6. Upper Division Clerk Grade -I 1. Junior Auditor 2. Assistant Grade-II 3. Store Keeper 1 Assistant Grade-III 2. Assistant Grade-III cum Typist Name of the Services or post on which promotion is to made (3) Superintendent Assistant Superintendent Assistant Grade-I 1. Senior Auditor 2. Senior Accountant 3. Junior Accountant 4. Accountant 5. Cashier 6. Upper Division Clerk Grade-I 1. Junior Auditor 2. Assistant Grade-II 3. Store Keeper Experience required for promotion (4) 5 years 5 years 5 years 5 years 5 years Members of the Departmental Promotion Committee (5) 1. Additional Director -Chairman 2. Joint Director (Administration) -Member 3. Joint Director (Finance) -Member 4. One representative of Scheduled Castes/Scheduled Tribes—Member. -do -do -do -do -do (PR)511 Remark (6) (PR)512 Name of the Department (1) (F) (G) (H) (I) (K) CLASS-III (MINISTERIAL) ... RECR. RULES, 1998 Name of the Service or post from which promotion to made (2) Steno Typist Stenographer Grade-III Peon 1. Head Clerk cum Accountant 2. Accountant 3. Assistant

Grade-II cum Ac- countant 1. Assistant Grade-III 2. Assistant Grade-III cum Store Keeper 3. Assistant Grade-III cum Peon Name of the Services or post on which promotion is to made (3) Stenographer Grade-III Stenographer Grade-I (Senior Personal Assis- tan t) Assistant Grade-III Head Clerk (District) Assistant Grade-II Assistant Grade-III Expe- rience re- quired- for promo- tion (4) 5 years 5 years 5 years 5 years 5 years 5 years Members of the Departmental Promotion Com- mittee (5) -do- -do- -do- -do- 1. Collector Chairman

2. Joint Direc- tor/Dy. Director. Divisional Manage+ of the District. -Member 3. Member nominated by Col- lector who is of- ficer from Reserved Category and is not less than District level Office in Rank. - Member -do- Remark (6) Remarks.-Employees of Regional Offices may be promoted to the Senior Posts in Regional Offices only their Seniority shall be counted from the date of joining the cadre. Note.- Vide Order number dated 2nd February 1998 and number F-1-13-B-96-XXV1-2-217, dated 2nd February 1998 of Social Welfare Department, the posts which have been transferred to District Panchayats and declared as dying cadre, the Departmental Promotion shall be given on higher post out of the feeding cadre of the available transferred staff till the employees of the such feeding cadre are fully covered/over.l

