

Government of Bihar
Department Of Industries
Directorate Of Handloom & Sericulture

Notification

Patna, Dated 20/7/2015

No. 2959..... in exercise of the powers conferred under provision to Article- 309 of the Constitution of India, the Governor of Bihar is pleased to make the following Rules to regulate the recruitment and conditions of service of the clerical cadre of the Directorate of Handloom & Sericulture, Department of Industries :-

Bihar, Department of Industries (Directorate Of Handloom & Sericulture)
Regional Clerical Cadre (recruitment and conditions of service) Rules- 2015.

1. Short title extent and commencement - (1) These Rules may be called as the Bihar Department Of Industries (Handloom and Sericulture) Regional Clerical Cadre (Recruitment and conditions of service) Rules – 2015

(2) It shall extend to whole of the State of Bihar

(3) It shall come into force at once.

2. Definitions – In these Rules, unless the context otherwise requires -

(i) " Government " means Bihar Government ;

(ii) " Department " means Department of Industries;

(iii) " Directorate " means Director of Handloom & Sericulture, Bihar;

(iv) " Cadre " means the regional clerical Cadre under the Department Of Industries (Directorate of Handloom & Sericulture);

(v) " Commission " means the Bihar Staff Selection Commission;

(vi) " Appointing Authority " means the Director of Handloom & Sericulture, Bihar, Patna;

(vii) " Appointed day " means the date of commencement of these Rules;

(viii) " Member " means a person already appointed in the cadres and includes all the persons appointed in the cadre before commencement of these Rules, and

(ix) " Appointment on compassionate ground " means appointment on compassionate ground of anyone of the family member of any Government employee of the cadre dying in harness, as per relevant circulars/instructions.

3. Cadre Structure - Cadre structure of the clerical cadre shall be as follows-

Sl. No.	Name of category	Level
(A)	Lower Division Clerk	- Basic category
(B)	Upper Division Clerk	- First Promotion Level
(C)	Head Clerk	- Second Promotion Level

Note - The persons already appointed and working before the commencement of these Rules, to the posts of Clerk Cum Cashier, Typist Cum Clerk, Accountant Cum Store Keeper, Accountant Cum Clerk having pay scale of Rs. 4000-6000 (unrevised) and revised pay scale of Rs. 5200-20200, grade pay 2400/- shall be known as Upper Division Clerk, after the commencement of these Rules.

4. Cadre Strength - The cadre strength shall be such as it will be sanctioned strength in the clerical cadre for the regional offices, under the Directorate of Handloom and Sericulture.

5. Recruitment - (1) 85% of posts of LDC shall be filled up through direct recruitment and 15% posts shall be filled up from amongst the eligible Group- "D" employees. 10% of the 85% posts for direct recruitment shall be reserved for the appointment on compassionate ground.

(2) All recruitments shall be made in the category of Lower Division Clerk on the recommendation of the Commission.

(3) The appointing authority shall calculate the vacancies on the basis of 1st April every year and shall send the requisition to the Commission by the 30th April.

(4) The Commission shall advertise the vacancies and after selection of successful candidates on the basis of Competitive Examination shall recommend the names of the candidates in order of merit to the Appointing Authorities concerned. The validity of the merit-list shall be for one year from the date of receipt of recommendation in the Department.

(5) The appointing authority after due scrutiny shall appoint the candidate on probation for two years.

6. Qualification - (1) The minimum educational qualification shall be Intermediate pass or equivalent with knowledge of computer operation and computer typing.

(2) Minimum age for recruitment shall be eighteen years and maximum age shall be the same as it may be determined by the State Government (General Administration Department) from time to time.

7. Reservation - In recruitment and promotion, compliance of reservation/roaster notified by the State Government, from time to time, shall be necessary.

8. Recruitment by promotion - (1) The appointing authority shall prepare the seniority list of Group- "D" employees having minimum qualification for L:D.C.

(2) The promotion shall be made according to seniority on the recommendation of the Departmental Promotion Committee.

9. Probation - Each recruitment shall be on probation for two years and it may be extended for one year in special circumstances by the appointing authority, if the probation period is not satisfactory. Such extension shall be made only if the appointing authority is of the opinion that the probationer has a chance to improve. If the service is not found satisfactory in the extended period also, the person concerned shall be removed from the service.

10. Departmental examination - (1) Departmental Examination shall be conducted by the Board of Revenue.

(2) There shall be two papers in the Departmental Examination and it shall be necessary to obtain 40% marks for passing the examination in each paper.

Paper – I -

Service rules - Bihar Service Code, Pension Rules, laws of seniority and promotion, Noting and Drafting.

Paper – II -

Financial Rules - Treasury Code, Financial Rules, Practice and Procedure. Board Miscellaneous Rules, G.P.F Rules, T.A Rules, Insurance Rules.

11. Confirmation - A probationer shall be confirmed after completion of satisfactory probation period and passing in the Departmental Examination and also computer eligibility test.

12. Seniority -

Inter-se-seniority of the member of the cadre shall be according to their merit position determined by the Commission but the inter se seniority decided before notification of these Rules shall remain unchanged.

Provided that the person appointed on the basis of compassionate ground shall be junior to such persons who have been appointed on the basis of Competitive Examination in the concerned recruitment year.

Provided further that the person appointed by promotion in a recruitment year shall be senior to the persons appointed by Competitive Examination in the concerned recruitment year.

13. Promotion - (1) Promotion from basic category to the higher category may be given on completion of KALAWADHI as determined by the General Administration Department, from time to time and on the recommendation of Departmental Promotion Committee.

(2) The Departmental Promotion Committee shall be constituted consisting the following -

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| (A) | Joint Director of Industry,
Handloom Directorate, Bihar, Patna | - | Chairman |
| (B) | Joint Director of Industry (Tech)
Director of Handloom and Sericulture, Bihar, Patna | - | Member |
| (C) | Deputy Director of Industry
Director of Handloom and Sericulture, Bihar, Patna | - | Member |
| (D) | An Officer belonging to SC/ST category to be
nominated by General Administration Department | - | Member |

14. Level of cadre - The cadre shall be State Level and Director Handloom and Sericulture, Bihar, Patna shall have power to transfer the service of any employee of the cadre from one regional Office to another, maintaining his seniority.

15. Residuary Matters - With regard to matters which are not specifically covered by those rules, the members of the cadres shall be governed by the Rules, Regulations or orders applicable to the Officers/employees of appropriate level of the State Government .

16. Removal of difficulties - The Government (Department of Industries) may remove the difficulty coming in the implementation of any of the provisions of these rules by general or special order which is not in consistent with the provisions of these Rules.

17. Interpretation - Where any doubt arises of the provisions of these Rules the matter shall be decided by the Directorate of Handloom & Sericulture, Bihar, Patna in consultation with the Law Department whose decision shall be final.

