

**STAFF SERVICE RULES
&
RECRUITMENT RULES
of
Board of Practical Training
(Eastern Region)
Kolkata**



Board of Practical Training

**An Autonomous Organisation
Under MHRD, Govt. of India**

Block - EA, Sector - I, Salt Lake City,
(Opposite Labony Estate)
Kolkata - 700 064
www.bopter.com

**STAFF SERVICE RULES
&
RECRUITMENT RULES
of
Board of Practical Training
(Eastern Region)
Kolkata**

**An Autonomous Organisation
Under MHRD, Govt. of India**

Block - EA, Sector - I, Salt Lake City,
(Opposite Labony Estate)
Kolkata - 700 064
www.bopter.com

GOVERNMENT OF INDIA
MINISTRY OF EDUCATION & SOCIAL WELFARE
(SHIKSHA AUR SAMAJ KALYAN MANTRALAYA)

No.F.7-4/74.T.3

New Delhi the 15th April, 1975

The Director
Board of Practical Training
Eastern Region
8C, Alipore Road
Calcutta-27

Subject : Boards of Apprenticeship Training,
Framing of Staff Service Rules-
Regarding the -

Sir,

I am directed to say that the question of framing the staff service rules for the employees of the Boards have had been under consideration of the Ministry of sometime past. A copy of the rules as approved by the except Rule 5 relating to Retirement Benefit Scheme. I am further to say that action to make necessary provision in the Memorandum of Association regarding Staff Service Rules may now be taken by the Board.

Kindly acknowledge receipt.

Yours faithfully,
Sd/- R.L. Khera
Assistant Educational Adviser (T)

Staff Service Rules of the Boards of Apprenticeship Training located at Bombay, Calcutta, Kanpur, & Madras

APPOINTMENTS :

1.1. NOTIFICATION OF VACANCY :

The vacancy of all posts to which appointment is to be made by direct recruitment shall be advertised in selected newspapers and/or notified to the concerned Employment Exchange as the case may be, and the selection shall be made in the manner as specified below. All the posts except that of Director of Training & Training Officer shall ordinarily be filled through the Employment Exchange. These posts shall be advertised only when “no objection certification” furnished by the employment exchange. The advertisement notification shall invariably include the required qualification, age, etc. prescribed for the post. In issuing the notification, due care should be taken to ensure representation of the Scheduled Caste/Scheduled Tribe candidates in the service of the Board.

1.2. SELECTION :

The selection committee shall be composed as under the same, once constituted, shall remain valid for two years unless reconstituted earlier at the discretion of the board :

i) For the post of Director of Training :

1. Chairman of the Board — Chairman.
2. A representative of the Ministry of Education & Social Welfare on the Board.
3. Two expert members to be selected by the Board at a meeting.
4. A member of the board to be nominated by the chairman of the Board. At least four members of which the chairman will be one shall form the Quorum of the above committee.

ii) For the post of Training Officers and/or other posts carrying a minimum pay of Rs. 500.00 or more.

1. Chairman of the Board or his Nominee Chairman — Chairman.
2. A representative of the Ministry of Education & Social Welfare on the Board.
3. One Expert - Member to be nominated by the Chairman of the Board.

4. Director of Training :
At least three members of which the expert member will be one shall form the Quorum of the above committee.

iii) For other Post :

1. Director of Training — Chairman.
2. A representative of the Ministry of Education & Social Welfare on the Board.
3. A member of the Board to be nominated by the chairman of the Board.
At least two members of which Chairman will be one shall form Quorum of the above committee.

1.3. APPOINTING AUTHORITY :

- (a) The Chairman of the Board shall be the Appointing Authority in the case of Director of Training. The Selection Committee will be constituted by the Board and the appointment of Director will be made by the Chairman on the recommendations of the committee with prior approval of the Government of India;
- (b) The Director of Training shall be the Appointing Authority in respect of all other posts.

1.4. PROCEDURE FOR SELECTION :

- (a) The following procedure shall be followed in the case of direct recruitment :
 - (i) The office of the Board shall prepare a statement separately for each category of post in which the summary of particulars of each eligible candidate applying for the post shall be furnished. The Appointing Authority shall send these statements to the members of the concerned selection committee who may recommend the candidates to be called for interview. The chairman of the committee, after taking into consideration, the recommendations of the members, shall finalise the list of candidates to be called for interview;
 - (ii) The Selection Committee may interview any or all the candidates as it thinks fit and shall make its recommendations to the appointing Authority concerned.
 - (iii) The Selection Committee shall normally submit three names in order of merit for appointment to each category of posts. The offer of appointment shall be made in order of preference in the list. In case no suitable candidate is available for any particular category

of post, the chairman of the appropriate Selection Committee shall have the power to negotiate with qualified and suitable candidates who may be invited to appear before the Selection Committee for final selection. The list prepared by the committee shall remain valid for six months.

- (b) The following procedure shall be followed for the purpose of filling the posts of promotion.
 - (i) The Board shall maintain a list of seniority for each category of posts and review the said lists after 30th June, every year. The list of seniority shall be circulated amongst the concerned employees and the mistakes therein, if any, pointed out by any employee shall be rectified. In case, the Appointing Authority considers that the suggestion made by the concerned employee is not acceptable, he shall refer the matter to the concerned Selection Committee for ratification of the list. The decision of the Selection Committee shall be final;
 - (ii) For the purpose of promotion of an employee on Seniority-cum-Fitness basis, the seniority list mentioned in sub-clause 1.4 (b)(i) shall form the basis, in case of promotion on selection basis the relevant particulars of each eligible candidate shall be furnished to the concerned Selection Committee which will prepare the list for each category of posts separately in order of preference and that list shall form the basis for promotion. These lists shall remain valid for one year.
- (b) (i) The appointment of the staff shall be reported for confirmation at the next meeting of the Board;
- (ii) The appointing authority may in exceptional circumstances appoint, an employee of the Central/State Govt. and Autonomous Organizations on deputation with the approval of the Board on such terms and conditions as are prescribed by the Central Government for its own employees from time to time.

1.5. APPLICATION FEE AND T.A. TO CANDIDATES :

- (a) A registration fee of ₹ 7.50 in the form of postal order shall be levied on each application for posts with a minimum salary of ₹ 400.00 or more per month. However, such fees to be levied against application from S.C./S.T. candidates shall be to the extent of ₹ 2.50 only. The levy of Registration fee will apply only in the case of posts which are advertised. No fees shall be levied from candidates for other categories of posts;

(b) Candidates called for interview for the posts shall not be paid any T.A. / D.A. for appearing for the interview.

2. TERMS & CONDITIONS OF SERVICE :

2.1. MEDICAL FITNESS :

Every appointment shall be subject to the condition that he appointee is certified as being in sound health and physically fit for service in India by —

- (a) A medical Officer not below the rank of a civil surgeon or equivalent in the case of posts carrying a minimum salary of ₹ 500.00 or more; and
- (b) A registered Medical Officer not below the rank of M.B. B. S. or equivalent in case of other posts.

2.2. GENERAL CONDITIONS :

- 2.2.1.** All appointments shall take effect from the date on which the appointee reports himself for duty at the office of the board.
- 2.2.2.** All appointments against the regular post excepting the appointments made for a fixed period and/or on contract basis shall ordinarily be made on probation for a period of one year, which period may be extended by the Appointing Authority from time to time at its discretion, without assigning any reason. On the expiry of the period of probation as indicated above, the appointee, if confirmed against a regular post, may continue to hold office under the Board till he retains the age of 58 years, subject however to the conditions mentioned in sub-clauses below. In exceptional cases the Board may extend the period of appointment beyond 58 years on year to year basis up to age of 60 years subject to the conditions mentioned in sub-clauses below. It shall also be permissible for the Appointing Authority to terminate the services of any employee without notice and/or without assigning any reason during the period of probation.
- 2.2.3.** The Appointing Authority may terminate the services of any employee by three months' notice (or three months' pay in lieu thereof) if the medical grounds the retention of such employee in service is considered undesirable.
- 2.2.4.** The Appointing Authority may terminate the services of any confirmed employee on the ground of retrenchment, economy or any other reasons not necessarily to be intimated to the employee concerned, by giving six month's notice in writing or effecting payment of six months' pay in lieu thereof.
- 2.2.5.** A confirmed employee of the Board may also terminate his employment

with the Board by giving to the Appointing Authority six month's notice in writing. However, in exceptional cases, the Appointing Authority may use his discretionary powers and can release an employee who serves the notice of resignation before the expiry of notice period of six months.

- 2.2.6.** The pay of the employees of the Board shall be in accordance with the pay scales approved by the Central Govt. The employees of the Board shall also receive such allowances as are admissible to the Central Govt. employees with similar scale of pay posted at the station of the Board.
- 2.2.7.** Every employee of the Board shall devote his whole time to the services of the Board and shall not, except with the previous sanction of the Appointing Authority, engage directly or indirectly in any trade or business or under take any employment, or any other work which may interfere with the proper discharge of his duties.

However an employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer, but he shall not undertake or he shall discontinue such work if so directed by the Appointing Authority.

The prohibition herein contained shall not apply to the work undertaken in connection with the examination of Universities, Institutes or Public-service Commission or Consultancy practice undertaken in accordance with the rules to be laid down by the Board from time to time.

- 2.2.8.** Every employee of the board shall at all times maintain absolute integrity and devotion to duty. Till such time, the Board does not prescribe the Conduct Rules of its own, the provision of the Conduct Rules as applicable to the Central Government employees shall also apply to the employees of Board.

3. OFFICIATING AND ACTING APPOINTMENTS :

- 3.1.** An employee of the Board appointed to officiate to higher post may receive remuneration, at the discretion of the Board, in accordance with Central Government Rules.
- 3.2.** Ad-hoc acting allowances may be sanctioned in exceptional cases with the approval of the Board.

4. PENALTIES AND APPEALS :

- 4.1.** The following penalties may, for good and sufficient reasons, be imposed

on an employee of the Board by the Appointing Authority (who will act as the Disciplinary Authority for his purpose) concerned :

- (i) Censure.
- (ii) Fine.
- (iii) Withholding of annual increments.
- (iv) Reduction in rank.
- (v) Compulsory retirement.
- (vi) Removal from service.

Provided that the penalties other than those mentioned under items (i) above shall not be imposed without framing regular charge sheets and without being properly investigated into by the Appointing Authority himself or by any other person or persons appointed by him. In doing so, reasonable opportunity should be given to the concerned employee to submit his explanation etc. and also to defend his case properly.

4.2. The Disciplinary Authority, for reasons which it may consider adequate, may suspend an employee pending an enquiry into the allegations made against him and/or before or after the charges are framed against him. Provided further that no such enquiry as aforesaid shall be necessary if reduction in rank or dismissal is proposed on the ground of conviction of a Criminal Court.

4.3. An employee aggrieved by an order mentioned in sub clauses 4.1 and 4.2 above passed by the Disciplinary Authority shall be entitled to prefer an appeal to the authority specified below against the said order and the decision of the Appellate Authority shall be treated as final.

- (i) In case of order passed by the Director of Training in his capacity as the Disciplinary Authority, the Chairman of the Board shall be Appellate Authority.
- (ii) In case of the order passed by the Chairman of the Board in his capacity as the Disciplinary Authority, the Board shall be appellate authority. The Board shall consider the appeal at a meeting and take a decision.

5. RETIREMENT BENEFIT SCHEME :

Such Scheme/Schemes as is/are approved by the Central Government will apply.

6. TRAVELLING AND HALTING ALLOWANCE :

For their journey on official business, each employee will be entitled to travelling and halting allowance according to the scales fixed from time to

time for Central Government employees of the like category.

7. LEAVE :

- (i) All members of the staff under the Board shall be governed by the leave rules prescribed by the Central Government for its own employees as amended from time to time unless the Board under special circumstances empowers the Director to grant special leave to any office employee;
- (ii) The Director shall have power to sanction leave such as casual leave, earned leave, sick leave, compensatory leave, leave without pay to all members of the staff of the Board. In the case of Director, Chairman of the Board shall exercise the same power;
- (iii) Leave cannot be claimed as a matter of right. The service of an employee who remains absent from duty without leave or fails to return to duty at the expiry of the sanctioned leave is liable to be terminated by the Board or the Chairman, as the case may be without reference to the person concerned, as from the date on which he should have rejoined duty.

8. DEPUTATION :

The rules for deputation for the employees of the Board shall be the same as prescribed by the Central Government for its own employees from time to time.

9. HOUSE RENT ALLOWANCE :

All employees of the Board shall be entitled to house rent allowance at the rate admissible to the Central Government employees of the like category.

10. MEDICAL FACILITIES :

Every member of the staff of the Board shall be entitled to medical facilities and reimbursement as are laid down in the Central Government Rules.

11. SENIORITY LIST :

Seniority list of the staff separately for each cadre may be drawn up in the manner to be decided by the Board.

OTHER MATTERS :

In respect of matters not specifically covered by there Service Rules, the relevant rules prescribed by the Central Government in those behalf, for the time being in force, shall apply, as the case may be, to the employees of the Board.

EXISTING
/COPY/

No.F.7-4/74.T.3
GOVERNMENT OF INDIA
Ministry of Education & Social Welfare
Shiksha Aur Samaj Kalyan Mantralaya

New Delhi the 8th July, 1975

To,
The Director
Board of Practical Training
Eastern Region
8C, Alipore Road
Calcutta-27

Subject : Boards of Apprenticeship Training,
Framing of Recruitment Rules-for the Staff

Sir,

I am directed to say that the question of framing the draft Recruitment rules for the employees of the Boards have had been under consideration of the Ministry of sometime past. A copy of the rules as approved by the Ministry is enclosed. These rules will take effect from the date of issue. I am further, to say that action to make necessary provisions in the Memorandum of Association regarding Recruitment Rules may now be taken by the Board.

Kindly acknowledge receipt.

Yours faithfully,

Sd/-

(M.N. Baliga)
Assistant Educational
Adviser (T)

Recruitment Rules of Board of Apprenticeship/Practical Training

1. **Short Title :**

These Rules are to be called the “Board of Apprenticeship / Practical Training, Recruitment Rules”.

2. **Application :**

They shall apply to the posts, in the Boards of Apprenticeship/Practical Training, with their office at Kanpur/Bombay/Madras/Calcutta specified in col.2 of the schedule of the Rules.

3. **Method of Recruitment, Age limit & other Qualification :**

The method of recruitment to the said posts, the age limit and qualifications for recruitment and other matters connected therewith shall be as specified in the schedule attached to these Rules. Recruitment to the posts shall be made after giving due regard to the Schedule Castes/Schedule Tribes as per directives of the Central Government issued from time to time.

4. **The Rules and the terms and conditions for recruitment to teh various posts should be as follows :**

- (a) The post of Director will be advertised in all leading newspapers of India. The Selection Committee will be constituted by the Board. The appointment of Director will be made by the Chairman on the recommendations of the Committee with prior approval of the Government of India.
- (b) The posts of Training Officers will be advertised in selected Newspapers. The selection Committee will be constituted by the Board and the appointment will be made by the Director on the recommendations of the committee with the prior approval of the Chairman of the Board.
- (c) Class III and Class IV posts, excepts the post of S.A.S. accountant and those specified in the Schedule will be filled up from the candidates provided by the employment exchange. In case the employment exchange is unable to provide the candidates who fulfill the required qualifications and experience the posts will be advertised. The Selection

Committee will be constituted by the Board and the appointment will be made by the Director on the recommendations of the Committee. The post of S.A.S. Accountant will be filled on deputation basis from the Accountant General’s Offices.

- (d) The departmental candidates, Technical as well as Secretariat staff will be considered along with the candidates provided by the Employment Exchange and those apply against the advertisement. However, in case of departmental candidates, the period of experience required for the post and the age limit can be relaxed by the Director in case of class III and IV posts and by the Chairman for Class I and Class II posts.
- (e) A candidate for direct recruitment to a post must possess the educational, professional and other qualification and experience as specified in Schedule to these Rules in respect of that post.
- (f) A candidate for direct recruitment to a post should be within the age limit specified in Schedule appended to these Rules in respect of that post.

Note :

The upper age limit may in exceptional circumstances and in the case of candidates belonging to Schedule Castes and Schedule Tribes or any other class of persons be relaxed to the extent and in the manner as may, be specified by the Board on the basis of the Directions issued by the Central Government from time to time.

- (g) A candidate must specify the appointing authority that his character and antecedents are such as to make him suitable for appointment to the service of the Board.
- (h) In all other matters the recruitment will be governed by the Rules and Regulations of the Board as may be enforced from time to time.
- (i) Where the Board is of the opinion that it is necessary or expedient to do so, it may relax any of the provisions of these rules with respect to any Class or category of persons / or posts.
- (j) The appointment will be made on probation for a period of one year as shown in the Schedule which may be extended, if deemed necessary.
- (k) The staff shall be required to perform the duties as detailed in the Annexure attached to the Rules.

Annexure to the Recruitment Rules of the Board of Apprenticeship Training located at Kanpur, Bombay, Madras and Calcutta

Statement of Duties to be performed by the employees of the Board

1. Director of Training :

- A. As the Chief Executive and Secretary to the Board of Apprenticeship Training, he is responsible for proper administration of its function and is answerable for overall performance of the Secretariat.
- B. The implement all field functions assigned under the Apprentices (Amendment) Act, 1973 relating to the training of Graduate / Technician apprentices in all the Establishments in their respective Regions. Some of these important functions are given as under :
1. To conduct survey for assessing the training facilities for the training of Graduate/Technician apprentices;
 2. To register and terminate contracts of Apprenticeship Training;
 3. To approve the applications for novation and other changes in the contract Apprenticeship as prescribed;
 4. To determine the number of Graduate / Technician apprentices to be engaged by an establishment;
 5. To issue notices in writing to the employers requiring them to engage the prescribed number of Graduate / Technician apprentices;
 6. To approve the programme of Apprenticeship Training arranged by the employer;
 7. To visit apprentices with a view of testing their work and ascertain

- the Apprenticeship training is being imparted in accordance with the approved programme;
8. To enter, inspect and examine any registers, records or other documents maintained by the establishment in accordance with the Act to ascertain whether the Act and Rules are being observed in the establishment;
 9. To approve the working of overtime by apprentice if it is in the interest of apprentice or in public interest;
 10. To ensure timely submission of the prescribed records and returns by the establishment;
 11. to consider and if deemed fit to revise period or remuneration mentioned in the contract of apprenticeship wherein there is a condition that after the completion of apprenticeship the apprentice is bound to serve the Employer for such period and on such remuneration;
 12. to verify that the employer has reserved training places for the Schedule Castes and Schedule Tribes;
 13. To specify the period for release from apprenticeship training to receive related instructions in the case of graduate or technician apprentice during the course in a technical institution;
 14. To decide any dispute between an employer and any apprentice arising out of the contract of apprenticeship;
 15. To make recommendations to the Central Apprenticeship Advisor regarding the extension of training period beyond one year upto a maximum of two years;
 16. To obtain approval of Central Apprenticeship Advisor regarding the period of practical training in the case of Sandwich Courses;
 17. To prescribe the proforma for a record of work during apprenticeship training;
 18. To make reimbursement to the employer of share of stipend paid to the apprentices;

19. To decide continuance of payment of stipend or otherwise in the case of apprentices whose training is reported to be unsatisfactory.

C. To maintain liaison with the Directors of Technical Education, Heads of Technical Institutions and Industries in the Region for the development of Apprenticeship Training Programme of Graduate / technician apprentices.

2. TRAINING OFFICER :

A. To assist the Director, Board of Apprenticeship Training in performing the following duties;

I. To secure facilities for training in different establishments, both private sector and public sector for short-term and long-term training in Industries;

II. To make out programme of training for the trainees in consultation with them and the Industry and other agencies concerned;

III. To supervise the training so arranged;

IV. To undertake documentation of Literature on various aspects of Practical Training;

V. To arrange for dissemination of information in various aspects of practical training through lectures, films and other media of communications;

VI. To print and publish pamphlets, magazine and periodicals or issue advertisements that may be desirable for the promotion of the objective the society;

VII. To exercise supervision and control on the preparation of stipendiary bills, and maintenance of related accounts including refunds, recovery etc. under the Govt. of India Practical Training Stipend Scheme;

VIII. To periodically review the progress reports submitted by the establishment for the trainees placed with them;

B. To visit establishments periodically to assess the programme and quality of training imparted by the establishments to the trainees.

C. To perform such other functions as may be assigned by the Director under the Apprentices (Amendment) Act, 1973.

3. TECHNICAL ASSISTANTS :

Their duties are to assist the Director of Training/Training Officers in :

(a) Obtaining out-turn figures from institutions, despatching blank application forms, reviewing completed forms, classifying and preserving them, issuing calls for interview etc., and keeping proper records of them in registers and in Statistical forms;

(b) Maintaining upto-date records on procurement/availability of training seats; advising the establishments and getting confirmation from them and placing trainees against confirmed vacancies;

(c) Issuance of awards of training receiving and recording joining reports;

(d) Preparation of all statistical data and returns in regard to applicants, selection, placement, drop out etc. of trainees;

They are also to perform other duties to be assigned by the Director from time to time.

4. OFFICE SUPERINTENDENT :

A. His duties are to assist the Director of Training in:-

(a) Overall Supervision of work of all Secretarial staff of the secretariat of the Board, through even distribution of work amongst staff, proper assistance and guidance to them;

(b) Ensuring prompt disposal of Secretarial work through timely replies to correspondences, processing of cases, preparation of Statements, returns, etc;

(c) Preparing all papers, returns etc., connected with Board meetings and periodical returns to the Ministry and its Regional Office;

B. His other duties are:-

(a) To co-ordinate work of all assistants and dealing hands;

- (b) To ensure maintenance of all correspondences in classified files and consultation of them before disposing cases;
- (c) To ensure proper maintenance of all Diaries, Registers, Secret and Confidential Reports, and papers, personal files of officers and staff, office orders etc;
- (d) To ensure maintenance of discipline and order in the office;
- (e) To keep the office neat and tidy;

5. S.A.S. ACCOUNTANT :

His duties are:-

- (a) To prepare budget estimates on account of stipend fund;
- (b) To supervise preparation and submission of stipend bills, and to prepare quarterly statement of expenditure;
- (c) To supervise maintenance of proper accounts of stipend fund by maintaining proper ledgers and registers;
- (d) To ensure collection of Pay Rolls, Statement of Accounts, and undisbursed stipend, and to maintain proper records and ledgers in respect of outstanding accounts and pay rolls;
- (e) To prepare statistical records on matters relating to administration of stipend funds;
- (f) To prepare budget estimates of establishment funds, to supervise maintenance of ledgers, etc. in connection with the fund, and to get the accounts books audited by the auditors appointed by the Board;
- (g) To supervise any other work in connection with accounts work of the Boards;

6. JUNIOR ACCOUNTANT :

His duties are to assist the S.A.S. Account (and in his absence independently) in

- (a) Preparation of Budget estimate on stipend and establishment funds;
- (b) Maintenance of all records, checking of cash and other ledgers, etc. in connection with establishment funds and producing them for auditing;

- (c) Maintenance of records on outstanding statement of accounts and pay rolls, and corresponding with establishment for settlement of accounts;
- (d) Preparation of statistical data and returns on stipend and establishment funds.

7. UPPER DIVISION CLERKS :

The duties of U.D.C. s are under several heads, but are mainly as below:-

A. To assist S.A.S. and Jr. Accountant in.

- (a) Drawing up stipend bills, including checking of Joining Reports Registers, keeping of upto date stipend ledgers (by noting receipt of Progress Reports, receipt of statement of Accounts and Pay Rolls, Drop out of trainees, stipend billed for and cheque/Draft forwarded etc. trainee wise), computing stipend amount trainee wise etc;
- (b) Receipt of cheques / drafts from Regional office of Ministry of Education & s.w. forwarding them to establishments, answering to enquiries on stipend fund from trainees, establishments and Regional office of Ministry of Education & Social Welfare;
- (c) Maintaining all registers showing consolidate figure billed amount, refunds from establishments, net expenditure on stipend fund etc. quarterly, half yearly and annually;
- (d) Any other work pertaining to billing and accounting, allotted by S.A.S. Accountant;

B. To assist the officers of the Secretariat and the office superintendent in-

- (a) Prompt disposal of cases by examined files and reference and putting up proper notes to the superiors concerned;
- (b) Preparation of all statistical data, records and returns in proper form and ensuring despatching them timely;
- (c) Timely despatch of correspondence originating from the secretariat by putting up notes, drafts and reference as per schedule framed by the officers;
- (d) Handling of cash, maintaining Cash Ledgers, Vouchers etc;

8. STENOGRAPHER :

Their duties are:-

- (a) Taking dictation from officers in shorthand and transcribing them in best possible manner;
- (b) Maintaining in good order correspondence, reports etc. to be retained by officers and ensuring matters to be dealt by officers are done promptly and in orderly manner;
- (c) Destroying by burning of Stenographic record of confidential or Secret letters, and ensuring that no matter of confidential/ secret nature dealt by him is leaked out through him;
- (d) Assisting the officers in such manner as they may direct;

9. LOWER DIVISION CLERKS :

Lower Division Clerks including typists are required to carry out the work of routine nature e.g. registration of papers, maintenance of registers, indexing recording, proof correction, preparation of arrear statement, typing, comparing, submission of routine and simple drafts.

10. DUPLICATING MACHINE OPERATOR :

His duties are:-

- (a) To operate the duplicating machine and to make out the required number of copies of the concerned matter;
- (b) To make himself acquainted broadly with the mechanism of the duplicating machine;
- (c) To maintain the register incorporating the Stencil No. and the number of copies duplicating against each;
- (d) To keep the stencil papers neatly and in order so that they may be used at a later date, if necessary;
- (e) To carry out such other duties as may be given to him by the office superintendent;

10. DRIVER :

His duties are:-

- (a) To drive the Board's Car as per direction of the officer concerned and to maintain a Log Book to be duly signed by the person who uses the car for official purposes;
- (b) To keep himself broadly acquainted with the Mechanism of the car;
- (c) To report to the Director of Training immediately after accident, if any, and
- (d) To keep the car duly cleaned, tidy and in order.

12. PEONS :

Their is duties are:-

- (a) Carrying out office records from place as per direction of the officer/ staff concerned;
- (b) Carrying out other official work as per direction of the Office Superintendent.

13. CHOWKIDAR :

He is required to open and close the office premises and to ensure the security of the office records, furniture etc. he is also required to perform such other office duties as may be directed by the Office Superintendent.

APROVED BY BOG VIDE MINUTES ITEM NO.113.09

The Modified Service Rule adopted by the Board and to be followed henceforth as Service rule for MTS (Group 'C') Staff

As per DOP & T O.M. No.AB-14017/6/2009-Estt(RR) dated 30.04.2010 (ANNEX-II)

DESIGNATION AND INDICATIVE LIST OF DUTIES

(Erstwhile Group 'D' post of peon, Daftary, Jamadar, junior Gestetner / Duplicating operator, Sweeper-cum-Farash, Chowkidar, Safaiwala, Mali etc.)

New designation : MULTI-TASKING STAFF

The duties would broadly include:

- a) Physical maintenance of records of the section.
- b) general cleanliness & upkeep of the Section / unit.
- c) carrying of files & other papers within the building.
- d) Photocopying, sending of FAX etc.
- e) Other non-clerical work in the Section / unit.
- f) Assisting in routine office work like diary, dispatch etc. including on computer.
- g) Book binding / spiral binding, cutting & pasting duties.
- h) Delivering of dak (outside the building).
- i) Watch & ward duties.
- j) Opening & closing of rooms.
- k) Water Pump / Electric room / Stand-by Generator Set operation duties.
- l) Cleaning of rooms.
- m) Messenger duties.
- n) Dusting of furniture etc.
- o) Tea maker / cook duties.
- p) Cleaning of Building, fixture etc.
- q) Work related to his ITI qualification, if it exists.
- r) care taking of office building and premises.
- s) Driving of vehicles, if in possession of valid driving licence.

- t) Record keeping and daftary duties.
- u) Upkeep of parks, lawns, potted plants etc.
- v) Any other work assigned by the superior authority.

NOTE: The above list of duties is only illustrative and not exhausted. Ministries / Departments may add to the list, duties of similar nature ordinary performed by official at this level.

SCHEDULE

Sl. No.	Name of Post	Scale of Pay	Classification of Post	Percentage of post to be filled by		
				Direct recruitment	Seniority cum fitness	Selection
1	2	3	4	5	6	7
1.	Director of Training	Rs. 78800-209200/- (as per 7th CPC)	Class- I	100%	-	-

SCHEDULE

For direct recruitment only		Period of probation	For promotion/transfer only		Composition of selection committee	Remarks
Age limit	Educational and other qualification		Whether age educational qualification prescribed for recruitment will apply in case of promotion/transfer	Grade source from which promotion is to be made		
8	9	10	11	12	13	14
45 yrs. (Max).	Essential : A 1st or 2 nd class degree in Engineering/Technology or equivalent or a post Graduate Degree in Engineering/technology; with at least 10 years field experience. Desirable: i) Experience of Supervising and/or arranging practical training in Industry; ii) should be fully conversant with computer application packages such as MS office, knowledge of LAN etc.	1 year	-	-	As per staff service Rules	-

SCHEDULE

1	2	3	4	5	6	7
2.	Deputy Director	Rs. 67700 - 208700/- p.m. (as per 7th CPC)	Class - I	100%	-	-
3.	Training officer	Rs. 56100 - 177500/- (as per 7th CPC)	Class- I	100%	-	-

SCHEDULE

8	9	10	11	12	13	14
45 yrs (Max)	ESSENTIAL: A first class or 2 nd class degree in Engg./ Tech. or equivalent or a post graduate Degree in Engg. / Tech with at least seven years Experience which include field/ administration etc. Desirable: Experience of supervising and/or arranging Practical Training in Industry.	1 Year	-	-	As per staff service Rules	(inducted by BOG approved by Ministry) (approved by 37th BOG dt. 19.10.82)
45 yrs (Max)	Essential: at least 2 nd class degree in Engg./ Technology from a recognized university or equivalent with a min. of 5 yrs. field experience. Desirable: i) Experience of supervising and/ or arranging practical Training in Industry. ii) Knowledge in computerized working environment especially in LAN, ACCESS and VISUAL BASIC	1year	-	-	As per staff service Rules	-

SCHEDULE

1	2	3	4	5	6	7
4.	Administrative cum Account Officer.	Rs. 56100-177500 (as per 7th CPC)	Class- 1	100%	-	-

SCHEDULE

8	9	10	11	12	13	14
45 yrs Max	1. At least a second class Bachelor's Degree in Arts, Science or Commerce. 2. A pass in CA, ICWA or SAS Exam. of the Indian Audit & Accounts Department. 3. At least 5 years experience in responsible supervisory position in a Govt. Deptt./ Autonomus organisation. Desirable 1. Knowledge of Central Govt. Rules & Regulations relating to Accounts, Budgetting, Staff matters etc.	1 year	Maximum age limit does not apply to candidates on deputation from Central/ State Govt. Departments/ Autonomus organisations and Departmental candidates.	-	As per staff service rules	The post of Administrative-cum Accounts Officer or Accounts Officer on Administrative Officer as the case may be, would be operated depending upon the requirement of the concerned Board. (approved by 36th BOG dt. 29.04.82) Sanctioned vide Ministry's Letter no. 22-6/94-TS III/ T.S. IV dt. 16.12.98

SCHEDULE

1	2	3	4	5	6	7
5.	S.A.S. Accountant	Rs. 500- 20-700-EB- 25-900-	Class - III	100%	-	-
6.	Office Superinten- dent	Rs. 35400- 112400/- (as per 7th CPC)	Class- III	-	-	Selection 100%

SCHEDULE

8	9	10	11	12	13	14
Does not arise	S.A.S. Accountant on deputation from A.G. Office	-	-	-	-	The post has been curtailed as per SIU's recomend- ation by Ministry
40 yrs (Max)	Essential: A good degree of recognized university. Knowledge of Govt. rules and regulation, knowledge of hindi Experience at least 10 years in Govt. office/ autonomous organization. Preference will be given to those who have sufficient experience of supervisory capacity. <u>Desirable:</u> Knowledge in computerized working environment especially in LAN, ACCESS and VISUAL BASIC	1 year	Shall not apply in the case of employee, who have been confirmed in their respective posts and are eligible for promotion	From junior Acco- untant who have rende- red at least three years service in the grade failing which from upper Divn Clerks who have rende- red at least 5 years service in the grade.	As per staff service Rules	If no suitable candidate is available the post shall be filled up by direct recruitment

SCHEDULE

1	2	3	4	5	6	7
7.	Junior Accountant	Rs. 35400-112400/- (as per 7th CPC)	Class-III	-	-	100%
8.	Technical Assistant	Rs. 425-15- 500-EB- 15-560- 20-700/-	Class- III	100%	-	-
9.	Senior Steno/ Stenographer Grade - II	Rs. 35400-112400/- (as per 7th CPC)	Class - III	-	-	100%

SCHEDULE

8	9	10	11	12	13	14
35 yrs	Degree of recognized university. Should have at least 3 years experience as a clerk in any Govt. Office/ Autonomous body etc. <u>Desirable:</u> (Experience) Preference will be given to those, who have proficiency in Accounting procedure.	1 year	Shall not apply in the case of employees who have been confirmed to their respective posts and are eligible for promotion.	From UDC who have rendered at least 3 years service in the grade	As per staff service Rules	If no suitable departmental candidate is available the post shall be filled up by direct recruitment
30 yrs (Max)	<u>Essential:</u> at least 2 nd class bachelor's degree in Engg./ Technology or equivalent or atleast a 2 nd class Masters Degree in Basic science subject.	1 year	-	-	As per staff service Rules	The post has been curtailed as per SIU's recommendation by Ministry
35 yrs	Matriculate or equivalent Typing Speed 40 wpm and Shorthand speed 100 wpm.	1 year	Shall not apply in the case of employees who have been confirmed in their respective posts and are eligible for promotion	From Stenographers who have rendered at least 5 years service as Stenographer in the Board.	-	If no suitable candidate is available, the post will be filled by Direct Recruitment. (approved by 35th BOG dt. 21.12.81)

SCHEDULE

1	2	3	4	5	6	7
10.	Assistant (Hindi)	Rs.29200- 92300/- (as per 7th CPC)	Class III	-	-	100%
11.	General Assistant	Rs. 29200- 92300/- (as per 7th CPC)	Class- III	100%	-	-

SCHEDULE

8	9	10	11	12	13	14
35 yrs	i) Graduate of a recognised University with Hindi as one of the subjects. ii) Capability of translating independently Hindi into English and viceversa. iii) Five years working experience.	1 year	Maximum age limit does not apply to departmental candidate/ candidate on deputation from central/ State Govt. departments / autonomous organisations.	Prefe- rably from Upper Divi- sion clearks who have rende- red at least 5 years of service.	As per staff Service Rules.	(approved by 57th BOG dt. 19-03-91) Sanction- ed vide Ministry's Letter no. 22-6-/ 94- T.S. III / T.S. IV dt. 16.12.98
35 yrs (Max)	1. At least a Second Class Bachelor's Degree in Arts, Science or Commerce. 2. At least eight years experience in Technical Education Administration/ compiling of data on technical personnel in a Govt. Department/ autonomous organisation	1 year	Maximum age limit does not apply to departmental candidates/ candidates on deputation from Central State Govt. departments/ autonomous organisations	-	As per Staff Service Rules	(approved by 36th BOG dt. 29.04.82) Sanction- ed vide Ministry's Letter no. 22-6/94- T.S. III/ TS. IV dt. 16.12.98

SCHEDULE

1	2	3	4	5	6	7
12.	Analyst	Rs. 29200-92300/- (as per 7th CPC)	Class III	100%	-	-
13.	Stenographer	Rs. 25500-81100/- (as per 7th CPC)	Class- III	100%	-	-
14.	Upper Division Clerk	Rs. 25500-81100/- (as per 7th CPC)	Class- III	50%	50%	-

SCHEDULE

8	9	10	11	12	13	14
35 yrs (Max)	<u>Essential:</u> 1. At least a Second Class Bachelor's Degree in Arts, Science or Commerce/ Engineering. 2. At least eight years experience in Technical Education Administration/ compiling of data on technical personnel in a Govt. Department/ autonomous organisation	1 year	Maximum age limit does not apply to departmental candidate/ candidate on deputation from central/ State Govt. departments / autonomous organisations.	-	As per staff Service Rules.	(approved by 35th BOG dt. 21-12-81) Sanctioned vide Ministry's Letter no. 22-6-/ 94-T.S. III / T.S. IV dt. 16.12.98
30 yrs	Matriculation or equivalent. Typing speed of 40 w.p.m. and short hand speed of 100 w.p.m	1 year	Does not arise	-	Do	-
32 years max	<u>Essential:</u> graduate workig knowledge in hindi <u>Desirable:</u> Knowledge of typing 5 years experience in Govt. or Non-Govtoffice	1 year	Age bar prescribed shall not apply	From L.D.C who have rendered at least 3 year of service in the grade.	DO	-

SCHEDULE

1	2	3	4	5	6	7
15.	L.D.C.	Rs. 19900-63200/- (as per 7th CPC)	Class III	100%	-	-
16.	Driver	Rs. 19900-63200/- (as per 7th CPC)	Class- III	100%	-	-
17.	Duplicating operator	Rs. 210-4-250-EB-5-270/-	Class- IV	100%	-	-

SCHEDULE

8	9	10	11	12	13	14
30 yrs	Matricula- tion or equivalent knowledge of typing with a minimum speed of 30 w.p.m.	1 year	-	Class IV employees having requisite qualification will also be considered for Appointment to the L.D.C. grade and their cases may be considered for direct appointment along with other andidates. For such candidates the age bar will be fixed by the Director.	DO	-
35 yrs	Should have read up to middle class. Should have licence for driving for driving light & heavy vehicles. Exserviceman will be preferred	1 year	DO	-	DO	
30 years	Middle Class passed or equivalent Working knowledge of operating Duplicating Machine.	1 year	Does not arise	-	As per Staff Service Rules	Amendment as per 6th CPC vide BOG meeting Item No.113.09 dated 23.07.2011 dated 23.07.2011

SCHEDULE

1	2	3	4	5	6	7
	Daftry	Rs. 200-3-206-04-234-EB-4-250	Class IV	100%	-	-
19.	Peon	Rs. 196-3-220-EB-3-232/-	Class- IV	100%	-	-
20.	Sweeper-cum- Farash	Rs. 196-3-220-EB- 3-232/-	Class- IV	100%	-	-
21.	Chowkidar	Rs. 196-3-220-EB- 3-232/-	Class- IV	100%		-

SCHEDULE

8	9	10	11	12	13	14
does not arise	Passed Middle Class or equivalent	1 year	From Peon who have rendered at least 5 years service as peon in the Board	As per staff Service Rules	DO	Amendment as per 6th CPC vide BOG meeting Item No.113.09 dated 23.07.2011
25 yrs Max	Passed Middle class or equivalent	1 year	Does not arise	-	As per staff service rules	Amendment as per 6th CPC vide BOG meeting Item No.113.09 dated 23.07.2011
25 yrs Max	Passed Middle class or equivalent	1 year	Does not arise	-	As per staff service rules	Amendment as per 6th CPC vide BOG meeting Item No.113.09 dated 23.07.2011
30 year Max (for exservice man 45 years Max.)	Experience as Chowkidar, Ex-serviceman will be preferred	1 year	DO	-	DO	Amendment as per 6th CPC vide BOG meeting Item No.113.09 dated 23.07.2011

APPROVED BY BOG VIDE MINUTE ITEM NO. 113.09

The Modified Service Rule adopted by the Board and to be followed henceforth as Service rule for MTS (Group 'C') Staff

As per DOP & T O.M. No.AB-14017/6/2009-Estt(RR) dated 30.04.2010 (ANNEX-II)

Model Recruitment Rules for the posts which were in Group 'D' Scales prior to Sixth Pay Commission and which have been placed in Group 'C'- Pay Band-1 (Rs. 5200-20200) + Grade Pay Rs.1800/-

Sl No.	Name of post	Pay Band & Grade Pay	Classification on of Post	Percentage of post to be filled by		
				Direct recruitment	Seniority cum fitness	Selection
1	2	3	4	5	6	7
1	Multi Tasking Staff	Rs.18000-56900/- (as per 7th CPC)	Group 'C'	100%	-	Does not aries

For direct recruitment only		Period of probation	For promotion/ transfer only		composition of selection committee	Remarks
Age limit	Educational and other qualification		Whether age & educational qualification prescribed for recruitment will apply in case of promotion/ transfer	Grade source from which promotion is to be made		
8	9	10	11	12	13	14
25 years	Matriculator or equivalent pass or ITI pass* may be adopted as per special requirement of the post, if any	02 years	-	-	As per recruitment rules	