



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

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GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

PUBLIC WORKS ROADS DEPARTMENT :: ESTABLISHMENT-B BRANCH

## NOTIFICATION

The 19th July, 2021

**No. RBEB 290/2017/256.-** In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam is pleased to make the following rules regulating the recruitment to and the conditions of service appointed to the Assam Ministerial Staff District Establishment (Public Works Roads Department Office) Service:-

**Short title and  
Commencement**

1. (a) These rules shall be called the 'Assam Ministerial Staff District Establishment (Public Works Roads Department Office) Service Rules, 2021.
- (b) They shall come into force with effect from the date of publication of this notification in the Official Gazette.

**Definition**

2. In these rules, unless there is anything repugnant in the subject or context:-
  - (1) "Appointing Authority" means the Head of the Office of respective Divisions/Circles.
  - (2) "Board" means the Selection Board constituted under rule 6.
  - (3) "Constitution" means the Constitution of India.
  - (4) "Government" means the Government of Assam.
  - (5) "Governor" means the Governor of Assam.
  - (6) "Member" means a member of the Assam Ministerial Staff District Establishment (Public Works Roads Department Office) Service.

- (7) "PWRD" means the 'Public Works Roads Department' of the Govt. of Assam
- (8) "Select List" means the list as referred to in sub-rule (5) and (6) of rule 7 and clause (b), (c) and (d) sub-rule 3 of rule 13 .
- (9) "Service" means the Assam Ministerial Staff District Establishment (Public Works Roads Department Office) Service, comprising all the District and sub-district Level Offices under Public Works Roads Department (Divisional, Sub-Divisional and Circle Offices).
- (10) "Year" means a Calendar Year.

**Cadre**

3. (1) The Service shall consist of the following classes and cadres:-
- (a) Head Assistant.
  - (b) Senior Assistant.
  - (c) Junior Assistant.
- (2) The Service may also include:-
- (a) any post equivalent to a post in any of the Cadres mentioned in sub rule(1) and
  - (b) any Cadre or Post laid down by Government to be included in a cadre of the service.
- (3) The status of the members shall be that of non-gazetted Class-III service under the Government.

**Strength**

4. The strength of each cadre in the service shall be such as determined by the Governor from time to time. The strength of the cadres of the service on the date of commencement of these rules shall be as shown in Schedule-I provided that the Governor may hold in abeyance any post as and when considered necessary.

**Mode of Recruitment**

5. Recruitment to the cadres of Service shall be made in the following manner:-
- (1) Head Assistant: Appointment shall be made by the Appointing Authority by promotion on the basis of seniority cum merit from amongst of the members of the service holding the post of the Senior Assistants of the concerned Circle / Division (including sub-Division) Offices. A member of the cadre of Senior Assistant shall be eligible for promotion to the cadre of Head Assistant, if she/he has rendered minimum four (4) years of continuous service in the cadre of Senior Assistant on the First January of the year of promotion.
  - (2) Senior Assistant: Appointment shall be made by the Appointing Authority by promotion on the basis of seniority cum merit from amongst the Junior Assistants of the concerned Circle/Division

(including sub-Division) Offices. Vacancies in the cadre of Senior Assistant in the respective office shall be filled up by promotion on the basis of seniority cum merit, if she/he has rendered minimum five (5) years of continuous service in the cadre of Junior Assistant on the First January of the year of promotion.

(3) Junior Assistant:

(a) 90 percent of the vacancies occurring in a year shall be filled up by direct recruitment in accordance with the procedure in rule 7. The Direct Recruitment shall be made through a consolidated State level selection process as and when the Department feel it necessary for filling up of the vacancies.

(b) 10 percent of the vacancies in the cadre of Junior Assistant in the respective establishment of the Divisional Office / Circles in a year shall be filled up by promotion subject to availability of suitable candidate(s), provided that any shortfall of this reservation due to non-availability of adequate number of suitable candidates in a particular year shall not be carried forward to the subsequent year(s).

(c) A member of the Grade-IV service shall be eligible for promotion as Junior Assistant under this rule, subject to the following conditions:

(i) She/ He passed the Bachelor of Degree or an equivalent examination of a University recognized by the Government, and

(ii) She/ He has rendered service as Grade-IV employee of the Government for a minimum continuous period of seven (7) years on the First January of the year of promotion.

(iii) She/ He must be capable of typing in computer and shall have sufficient working knowledge of computer.

**Selection Board  
for Direct  
Recruitment**

6. There shall be a Selection Board for filling-up the vacancies of 'Junior Assistants' against the sanctioned posts through direct recruitment, that may arise in the District Establishments of the PWRD viz. Circle /Division (including sub-Division) Offices. The Selection Board shall consist of the following members:-

- |       |                                                                                               |            |
|-------|-----------------------------------------------------------------------------------------------|------------|
| (i)   | Commissioner and Special Secretary to the Government of Assam, Public Works Roads Department  | : Chairman |
| (ii)  | Chief Engineer, Public Works Roads Department                                                 | : Member   |
| (iii) | Chief Engineer, Public Works Roads Department                                                 | : Member   |
| (iv)  | Chief Engineer, Public Works Roads Department                                                 | : Member   |
| (v)   | Additional Chief Engineer (Planning), PWRD or any Officer as may be appointed by the Chairman | : Member   |

(vi) Deputy Secretary (Establishment), Public Works : Member  
Roads Department Secretary

**Direct  
Recruitment to  
the cadre of  
Junior Assistant**

7. Direct recruitment to the cadre of Junior Assistant shall be made by the Appointing Authority (ies) in accordance with the procedure herein after provided, namely:-
- (1) Every year in the month of November, the appointing authority(ies) shall make an assessment regarding the likely number of vacancies to be filled up by direct recruitment during the next year together with the details about the reservation for Scheduled Tribes, Schedule Caste or any other category as laid down under rule 14 and about carry forward of such reservation and shall intimate the Selection Board accordingly within the month of November.
  - (2) Board shall, compile the vacancies of the Junior Assistant in a year for all the Divisions and Circles under PWRD and intimate/appraise the Divisions and Circles wise total vacancies to the Selection Board accordingly. The Board shall examine the proposal and take a decision for recruitment of the Junior Assistants.
  - (3) It shall then invite applications through advertisements in the widely circulated local news papers (preferably in regional language of the State and in English language) as well as from the list of candidates from the local District Employment Exchange in accordance with the existing /prevailing rules in force. Board shall also arrange to upload the advertisement in Departmental website and invite application from the intending candidates.
  - (4) The applications received in response to the advertisement within the fixed time frame (either online or manual), shall be scrutinised for acceptance by the Board. Thereafter, the Board shall fix a date for holding a written test followed by computer skill test. The syllabus for written test and the computer skill test shall be as specified in Schedule-IV.
  - (5) The candidates, who qualify in the written test shall be shortlisted, for three (3) times of the number vacancies shall be called for appearing computer skill test and verification of documents. On completion of the same, the Selection Board shall prepare Select List, of candidates found suitable for appointment to the post of Junior Assistant in order of merit, along with their place of posting and shall publish the same at such places as it may consider proper . The Select List prepared for Direct Recruitment to the vacant sanctioned post shall contain names equal to the number of vacant posts notified at the time of calling for application for filling up of the post(s). The select list shall remain valid for one year with effect from the date of its publication.

- (6) The Board shall forward the Select List of successful candidates, along with the place of posting, to the respective Appointing Authorities, i.e. the Executive Engineers/Superintending Engineers for execution of appointment letter(s). The Appointing authority shall make all appointments during the year from such Select List.
- (7) If the Board is unable to enlist sufficient number of candidates to fill up the vacancies in a year, the Board shall repeat the procedure, for preparing a subsequent list in the year.
- (8) After appointment by the appointing authority, the entire service matter of the incumbent shall be maintained by the concerned Appointing Authority.

**Qualification for Direct Recruitment to the cadre of Junior Assistant:-**

- Age** 8. A candidate for direct recruitment shall not be less than 18 years and more than 40 years of age on the First January of the year of recruitment, with relaxation in case of candidates belonging to special categories like SC, ST or any other category as laid down by the Government and in force.
- Academic Qualification** 9. The academic qualifications of a candidate for direct recruitment to the post of Junior Assistant shall be as prescribed in Schedule-III.  
Other Qualification: He/ She must have adequate knowledge of typewriting in English as well as any of the local language of the State and working knowledge of computer.
- Physical fitness** 10. A candidate for direct recruitment shall be:-  
(a) of sound health, both mentally and physically and free from organic defect or bodily infirmity likely to interfere with the efficient performance of his / her duties and  
(b) required to undergo medical examination before appointment to the service.
- Disqualification** 11. No person shall be appointed to the service,-  
(a) unless he/she is a citizen of India,  
(b) if he/she has more than two living children,  
(c) if he/she has more than one living wife and in case of female if she marries a man having a living wife.
- Character** 12. A candidate for direct recruitment shall produce to the appointing authority, certificate of good character from:-  
(i) the Principal academic officer of the institution in which he studied last; and

(ii) two responsible persons, who are well acquainted with (but not related to) the candidate.

**General  
Procedure for  
promotion**

13. (1) Every year in the month of November, the concerned Appointing Authority shall make an assessment of the likely number of vacancies in establishment of the respective office to be filled up by promotion in the next year in each cadre of Junior Assistant, Senior Assistant and Head Assistant.
- (2) The Appointing Authority shall furnish the following documents and information with regard to as many employees in order of seniority as four (4) times the number of vacancies as assessed under sub-rule (1), to the Board along with recommendation(s) within the month of November, every year –
- (a) information about the number of cadre wise vacancies.
  - (b) list of employees in order of seniority, who are eligible for promotion, indicating the cadre to which the case of promotion is to be considered.
  - (c) last three (3) years Annual Confidential Report (ACR) of the employees listed.
  - (d) details about reservation and about carry forward of vacancies as per rule-14, and
  - (e) any other documents and information as may be considered necessary by the Appointing Authority or required by the Government in Public Works(Road) Department.
- (3) (a) The selection for promotion shall be made on the basis of seniority cum merit in case of promotion to the cadre of the Head Assistant from the cadre of Senior Assistant and from Junior Assistant to the cadre of Senior Assistant and from Grade IV to Junior Assistant.
- (b) The Board, after examination of the documents and information furnished by the Appointing Authority shall recommend to the Appointing Authority a Select List of employees equal to the number of vacancies, in order of preference, found suitable for promotion.
  - (c) The inclusion of an employee's name in a select list shall confer no right to promotion unless the Appointing Authority is satisfied after such enquiry as may be considered necessary that a candidate is suitable for promotion.
  - (d) The Select List shall remain valid for twelve (12) months from the date of approval by the Board, as the case may be.

- Reservation** 14. In case of direct recruitment to the service, there shall be reservation in favour of candidates belonging to SC, ST, OBC and any other category, including the employees of PwD ( Persons with Disabilities) and EWS (Economically Weaker Section), as determined by the Government from time to time. In case of promotion, reservation (including Post Based Roaster is to be followed as per prevailing guideline of reservation), and carry forward of reservation shall be as per applicable Government policies and norms.
- Appointment** 15. (1) Subject to provision of appointment under rule 7, Appointment for direct recruitment of Junior Assistants shall be made by the Appointing Authority in accordance with the order of preference determined in the Select List referred to in sub-Rule 5 of rule 7.
- (2) The inclusion of a candidate's name in the list in rule 7 shall confer no right to appointment unless the Appointing Authority is satisfied after such inquiry as prescribed by the Government from time to time and also as may be considered necessary, that a candidate is suitable in all respects for appointment to the service.
- Joining time** 16. A person shall join within fifteen (15) days from the date of receipt of the order of appointment or of promotion, failing which the Order for appointment/promotion shall be cancelled unless the Appointing Authority extends the period, which shall not, in all, exceed three (3) months. However, in extraordinary circumstances, the Government may extend the jointing time period beyond three (3) months.
- Discharge or Reversion** 17. A temporary officiating member of the service shall be liable to be discharged or reverted to the lower cadre of service or to his original service if :-
- (1) He /She fails to render satisfactory service during his/ her tenure of service in the cadre, and/ or
- (2) It is found in a subsequent verification that he/she was initially not qualified for the appointment/promotion or he/she had furnished any incorrect information or documents with regard to his/ her appointment or promotion.
- Seniority** 18. (1) The seniority of a member in a cadre, appointed by direct recruitment or by promotion shall be determined according to the order of merit, in the respective Select list mentioned under sub-rule (5) and (6) of rule-7 and sub rule (3) of rule 13, provided she/ he joins the appointment within 15 days from the date of receipt of the order or within the extended period as mentioned in rule-16.

(2) If a member fails to join the post to which he/she is appointed within the initial fifteen (15) days of receipt of the order or within the extended period as mentioned in rule-16, but joins later, his/her seniority shall be determined in accordance with the date of joining.

(3) A member appointed by promotion against a vacancy occurring in a year shall be senior to a member appointed by direct recruitment of that year.

**Confirmation**

19. (1) Subject to availability of a permanent vacancy in the cadre, every member of the service shall be confirmed in the cadre to which he/she is appointed if :-

(a) He/ She has completed at least three (3) years of service to the satisfaction of the Appointing Authority,

(b) He/ She is otherwise considered fit for confirmation by the Appointing Authority.

(2) Subject to the aforesaid conditions, confirmation shall be made on the basis of seniority as determined under rule 18.

**Gradation list**

20. Each Appointing Authority shall prepare a Gradation List of the cadre wise employees in the concerned office every year and publish in the respective Office Notice Board, after obtaining approval of the Government in Public Works Road Department. The Gradation List shall consist of the names of all the members of the service in the respective office under the Appointing Authority, cadre-wise in order of seniority and other particulars such as date of birth, date of appointment, date of retirement, category etc. However, in case of any unresolved dispute or objections to the published Gradation List by the Appointing Authority, the decision of the Selection Board or the Government with respect to seniority of an employee shall be final and binding.

**Pay**

21. All appointment in the service shall be made in time scale of pay as may be prescribed by the Government from time to time. The scales of pay of the posts in the cadre of the service, on the date of commencement of these rules, are as shown in Schedule-II.

**Mode of employment**

22. (1) A member of the service shall be liable to be posted anywhere within the state of Assam and to any Office of the Public Works Roads Department (PWRD) of the same status /level (District Level) or any other District level Office of the PWRD within the jurisdiction of any autonomous council, if so required in the interest of public service, and in such case, the member shall not have any option against such posting or transfer.

(2) In special/extraordinary cases, request by a member for transfer to other Appointing Authority, the concerned Appointing Authority



shall submit proposal to the Government in the PWRD for transfer of the services with required NOC and Accommodation Clearance from both the appointing authorities, where the employee/member is to be transferred & from where to be transferred. The necessary order in this respect shall be issued by the Appointing Authority only after obtaining clearance of the Government in PWRD. In case of transfer of the members of service from one Authority to another Authority the concerned Appointing Authority shall forward the service Book of the related employee to the Appointing Authority where the employee is posted or transferred.

- Other condition of service** 23. Except as provided in these rules all matters relating to pay and allowances, leave, pension, discipline, and other conditions of service shall be regulated by the General Rules and or Orders of the Government for the time being in force.
- Relaxation** 24. Where the Government is satisfied that the operation of any of these rules causes undue hardship in any particular case, it may dispense with or relax the requirement of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner:
- Provided that the case of any person/ employee shall not be dealt with in any manner less favourable to him/ her than that provided in these rules.
- Interpretation** 25. If any question arises relating to the interpretation of these rules, the decision of the Government shall be final.
- Repeal and savings** 26. Any rules corresponding to these rules and in force immediately before commencement of these rules, are hereby repealed:
- Provided that all order made or action taken under rules so repealed or under any General orders ancillary thereto shall be deemed to have been validity made or taken under the corresponding provisions of these rules.

**RAJESH KEMPRAI,**

Commissioner & Spl. Secretary to the Govt. of Assam,  
Public Works Roads Department, Dispur.

**Schedule-I****(Rule-4)****Strength of the Service**

Serial No.	Name of posts	Permanent	Temporary	Total
(1)	(2)	(3)	(4)	(5)
1.	Head Assistant	82	-	82
2.	Senior Assistant	644	-	644
3.	Junior Assistant	1039	-	1039

**Schedule-II****(Rule-18)****[Based on Assam Service (Revision of Pay) Rules,2017].**

Serial No.	Name of posts	Scale of Pay (Rs.)
(1)	(2)	(3)
1.	Head Assistant	PB-II, Rs.14,000-49,000/-+ 8,000/-(Grade Pay)
2.	Senior Assistant	PB-II, Rs.14,000-49,000/-+ 7,400/-(Grade Pay)
3.	Junior Assistant	PB-II, Rs.14,000-49,000/-+ 5,600/-(Grade Pay)

**Schedule-III****Rule-9****Minimum qualifications prescribed for direct recruitment**

A candidate for direct recruitment to the cadre of Junior Assistant shall have the minimum qualifications as prescribed below:-

1. He must have passed the Bachelor Degree from a recognized university.
2. He must be capable of typing at the minimum speed 40 (forty) words per minute in English as well as any of the local language of the State and he must possess a minimum 6 (six) month Diploma/Certificate in Computer proficiency from a recognized institute.

**Schedule-IV****Rule-7(4)****Syllabus:-**

The syllabus for the written test for recruitment of Junior Assistant shall comprise of One (1) paper containing of the following subject:-

- |      |                                                            |          |
|------|------------------------------------------------------------|----------|
| i)   | General studies & numerical aptitude(MCQ type):            | 40 marks |
| ii)  | Basics of Computer (MCQ):                                  | 20 marks |
| iii) | Precis /paragraph writing in MIL (Assamese/Bodo/ Bengali): | 20 marks |
| iv)  | General English & Drafting:                                | 20 marks |

The written test will be followed by a set of Computer test among the qualified candidates, which will be of qualifying in nature that includes knowledge on MS Office (MS word, MS excel, MS power point, database etc.). Marks allotted for the Computer Test will be 50 marks, out of which the minimum marks to be obtained for qualifying the test will be 20.