1986
Printed at the Assam Govt. Press
Guwahati—21

ASSAM LEGISLATIVE ASSEMBLY SECRETARIAT



The Assam Legislative Assembly Secretariat (Recruitment and Conditions of Service) Rules, 1986

DISPUR

The 28th October, 1986.

GOVERNMENT OF ASSAM

ASSAM LEGISLATIVE ASSEMBLY SECRETARIAT

NOTIFICATION

The 28th October 1986

No.LLE.19/1/1985/30109.—In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, the Governor of Assam after consultation with the Speaker, Assam Legislative Assembly hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Secretarial staff of the Assam Legislative Assembly, namely :—

1. **Short title and commencement** :—(1) These rules may be called "THE ASSAM LEGISLATIVE ASSEMBLY SECRETARIAT (Recruitment and Conditions of Service) RULES, 1986".

(2) They shall come into force from the date of publication in the Assam Gazette.

2. Definitions :—In these rules, unless the context otherwise requires :—

(a) "APPOINTMENT AUTHORITY" means in respect of the posts mentioned in Rule 3 —

(i) The Speaker, in consultation with the Leader of the House and in the event of there being no House on account of dissolution or suspended animation of the Assembly, in consultation with the Governor in respect of the post fo Secretary ;

(ii) The Speaker in respect of all other posts.

Provided that the Speaker may by General or Special order, delegate to the Secretary or any other officer of the Assembly Secretariat his power to make appointment to any post or class of posts other than the post of Secretary.

(b) "ASSEMBLY SECRETARIAT" means the Assam Legislative Assembly Secretariat.

(c) "ASSEMBLY" means the Assam Legislative Assembly.

(d) "GOVERNOR" means the Governor of Assam.

(e) "LEADER OF THE HOUSE" means the Chief Minister, or any other member elected as such by the Ruling Party and recognised by the Speaker.

(f) "SPEAKER" means the Speaker of the Assam Legislative Assembly.

(g) "DEPUTY SPEAKER" means the Deputy Speaker of the Assam Legislative Assembly.

(h) "BOARD" means the Assam Legislative Assembly Secretariat Selection Board constituted under Rule 11 (1).

(i) "COMMITTEE" means the Assam Legislative Assembly Secretariat Selection Committee constituted under Rule 12 (2).

(j) "SCHEDULE" means the Schedule appended to these rules.

(k) "SECRETARY" means the Secretary of the Assam Legislative Assembly Secretariat.

(l) "FINANCE DEPARTMENT" means the Finance Department of the Government of Assam.

(m) "SERVICE" means Assam Legislative Assembly Secretariat Service constituted under Rule 3.

(n) "GOVERNMENT" means the State Government of Assam.

(o) "EXISTING MEMBER" means the member who is holding a post as mentioned in the Schedule 1.

(p) "MEMBER" means a member of the service.

(q) "RULE" means the Assam Legislative Assembly Secretariat (Recruitment and Conditions of Service) Rules, 1986.

(r) "YEAR" means the calender year.

3. **Constitution of the service and its strength.**—(1) There shall be constituted a Service to be known as the Assam Legislative Assembly Secretariat Service consisting of the Carde and posts specified in Schedule I on coming into force of these Rules.

(2) The Speaker may, from time to time leave unfilled or hold in abeyance any post or increase the cadre by creation of additional, permanent or temporary posts as may be found necessary.

4. **Absorbtion of existing members of the Service :—** The existing members of the Service shall be deemed to have been absorbed in their respective posts from the date of their appointment as if they were appointed under these rules.

5. *Method* of recruitment.—Recruitment to a post or class of posts shall be any of the following methods, namely :—

(a) by promotion ;

(b) by transfer or deputation of a person serving outside the Assembly Secretariat in connection with the affairs of the Union or of the State Government.

(c) by direct recruitment.

6. **Promotion.**—(1) Recruitment to a post when made by promotion shall be made from the select list prepared by the Board or Committee as the case may be on the basis of seniority cum merit.

(2) for the purpose of selection under sub-rule (1) of these rules merit in relation to a member shall include:—

(i) his performance at a test whether oral or written or both, if such test is ordered by the Appointing Authority to be held for the purpose of such selection;

(ii) the report on his work and conduct by his superior officer;

(iii) the enthusiasm shown by him on the various activities of the Assembly Secretariat;

(iv) his previous experience of the particular type of work which he will be required to perform if selected;

(v) any other requirement which the Appointing Authority may fix for eligibility for such promotion.

(3) All members eligible for promotion to a particular grade shall be considered together and not in the order shown in the Schedule:

Provided that where the number of officers to be eligible for consideration is large the Appointing Authority may lay down further criteria, e.g. the length of service, in order to reduce the number of officers to be considered to a reasonable figure, the number of vacancy to be filled up as a result of such consideration.

7. *Direct recruitment.*—(1) Recruitment to a gazetted post when made by direct recruitment shall be made by selection on the basis of a test from amongst persons who possess the qualification and satisfy the conditions prescribed under these rules;

(2) the Speaker shall determine whether the test to be held under sub-rule (1) of these Rules, shall be written, oral or both;

(3) subject to the availability of candidates belonging to the Scheduled Castes and Scheduled Tribes possessing qualification prescribed for appointment thereto due regard shall be paid to the rules or Act relating to reservation of posts for members of such Castes or Tribes.

8. **Non-Gazetted post.**—(1) Selection of candidates for filling up the vacancies in any cadre of non-gazetted posts shall be made by the Selection Committee in any of the following methods;

(a) by promotion on the basis of merit-cum-seniority;

(b) by deputation from any other offices of the Government;

(c) by direct recruitment.

(2) The proportion of vacancy to be filled up in a year under clauses (a), (b) and (c) of sub-rule (1) shall be 80 percent, 10 percent and 10 percent respectively.

9. Appointment to a post in a cadre shall be as follows :—

(1) Secretary :—

(a) By promotion from the post of the Joint Secretary possessing degree of Bachelor of Law of any recognised University having sound knowledge in Constitutional Law and experience in Parliamentary Practice and Procedure if considered suitable by the Appointing Authority ;

(b) By transfer or on deputation of an officer of grade I of the Assam Judicial Service or Grade II of the Assam Legal Service :

(c) Direct recruitment from advocates having at least seven years standing practice in the Bar or from officers having ten years experience in the Assam Judicial Service or the Assam Legal Service.

(2) Joint Secretary :—

(a) By promotion from the post of Deputy Secretary or equivalent post possessing degree of Bachelor of Law of a recognised University and who has rendered not less than five years service as Deputy Secretary dealing with matters pertaining to business of the House and possessing sound knowledge of Parliamentary Practice and Procedure including drafting of Bills, Resolutions, Motions etc.

(b) By deputation of an officer from the Grade II of the Assam Judicial Service or the Grade III of the Assam Legal Service.

(c) By direct recruitment.

(3) Deputy Secretary :—

(a) By promotion from the post of Under-Secretary possessing degree of Bachelor of Law of a recognised University and who has rendered not less than 5 years service as Under-Secretary dealing with matters pertaining to Committees of Legislature, Question, Legislation etc.

(b) By deputation of an officer from the Grade III of the Assam Judicial Service or the Grade IV of the Assam Legal Service.

4. Under Secretary :—By promotion from the post of Committee Officer, Chief Reporter-cum-Editor of Debates Superintendent and Librarian and who has rendered a minimum of five years of service in the respective post. Persons possessing degree of Law shall be given preference.

(5) Liaison Officer :—By promotion from the post of Committee Officer, Superintendent possessing a Bachelor Degree of Arts, Science or Commerce of a recognised University, Subject to suitability, the Hostel Superintendent who renders not less than ten years service may also be promoted as Liaison Officer.

(6) **Secretary to the Speaker** :—By promotion from the post of Committee Officer or Superintendent. The person possessing degree of Bachelor of Law of a recognised University may be given preference. The Speaker may also fill up the post from any other source and the tenure of office of the person so recruited shall be co-terminus with the office of the Speaker.

Notwithstanding anything contained in these rules in all cases of promotion merit-cum-seniority will be the criteria of promotion to the higher post.

(7) **Committee Officer/Superinetndent:**— Recruitment to the post of Committee Officer and Superintendent shall be made by promotion from the select list prepared for this purpose, under the rules, from amongst Superintendent Members' Hostel, Sub-Editor of Debates, Cashier, Translator, Upper Division Assistants and Receptionist of the Assembly Secretariat and who have rendered atleast 5 years of service as such.

(8) **Superintendent Members Hostel:**—Recruitment to the post of Superintendent, Members Hostel, shall be made by promotion from amongst the Sub-Editor of Debates, Cashier, Upper Division Assistant/Receptionist and Translator.

(9) **Sub-Editor/Cashier** :—Recruitment to the post of Sub-Editor of Debates and Cashier shall be made from amongst the Upper Division Assistants according to seniority-cum-merit.

(10) **Upper Division Assistant** :—

(i) By promotion from the select list prepared under Rule 16 from among the Lower Division Assistants of the Assembly Secretariat who (a) have rendered not less than 4 years of continuous service on the first day of the year in which Selection is made; (b) have successfully undergone the training mentioned in these rule and have passed such examination as may be prescribed by the Appointing Authority.

(ii) By selection on the basis of merit from among persons of outstanding ability and not exceeding 40 years of age and having at their credit at least 3 years of continuous service as Upper Division Assistant or 7 years of continuous service as Lower Division Assistant in the offices of the Heads of Department, District and Subdivisional offices and other Subordinate offices under the Government.

(iii) By direct recruitment on the results of competitive examination conducted by the Selection Committee.

Note :—The promotion of vacancies to be filled in any year under Paragraph (I), (II) and (III) above shall be as below :—

(a) a minimum of 80 percent of the vacancies in a year from persons to be promoted under subparagraph (I) above;

(b) upto a maximum of 10 percent of the vacancies in a year from persons to be selected, if available, under Paragraph (II) above;

(c) upto a maximum of 10 percent of the vacancies in a year from persons to be directly recruited, if available, under Paragraph (iii) above.

If the vacancies or any part of it cannot be filled up by selection/direct recruitment under Paragraph (ii) and (iii) above within the year in which the vacancies arise the same shall not be carried forward for recruitment in the next year from the same source but shall be filled up by promotion under Paragraph (i) above in addition to 80 percent fixed under (a) above. Here vacancies include both permanent and temporary vacancies.

(II) **Lower Division Assistant** :—

(i) By direct recruitment on the basis of competitive examination.

(ii) By selection from among the Typists, Telephone Operators, Caretaker of the Assembly Secretariat

who have passed the Higher Secondary Examination or have passed the equivalent examination and have rendered at least 4 years of continuous service in the respective post on the first day of the year in which selection is made.

(iii) By selection from among the Grade IV staff and Library Attendant of the Assembly Secretariat who have passed the Matriculation Examination or the High School Leaving Certificate Examination or Higher Secondary or equivalent examination and have rendered at least 7 years of continuous service in the respective post on the first day of the year in which selection is made.

Note :—The proportion of vacancies to be filled in any year under Paragraph (i), (ii) and (iii) above shall be 80 percent , 10 percent, 10 percent respectively This means that recruitment of Lower Division Assistants will be 80 percent by direct recruitment. 10 percent by promotion from eligible Typists, Telephone Operator/Caretaker by selection and 10 percent by selection from amongst Grade IV staff and Library Attendants. In the event of sufficient qualified or suitable person not being available in category (iii) the balance would be made up from category (ii) i.e. by promotion from eligible Typists/Telephone Operator/Caretaker by selection. Here vacancies include both permanent and temporary vacancies and Typists mean both Selection Grade and Ordinary Grade Typists.

(12) **Typists (Selection Grade).**—Appointment to the post of Typist (Selection Grade) shall be made by selection on the basis of seniority-cum-merit from among the Typists (Ordinary Grade) who have rendered a minimum of 4 years of service as Typist in the Assembly Secretariat on the first day of the year in which the selection is made. Appointment will be made from the select list prepared under Rule 16.

(13) **Typists (Ordinary Grade).**—Appointment to the post of Typists (Ordinary Grade) shall be made:—

(i) By direct recruitment on the result of competitive examination conducted by the Committee.

(ii) By selection from among the Grade IV staff and Library Attendants of the Assembly Secretariat who have qualification and knowledge of typing and have attained the typing speed of not less than 20 words per minute and have rendered at last 4 years of service as Grade IV employee of Library Attendant of the Assembly Secretariat on the first day of the year in which selection is made :

Provided that recruitment under Paragraph (ii) shall not exceed 5 per cent of the cadred strength of the typists (Ordinary Grade).

(14) Telephone Operator/ Caretaker/ Library Attendant:

Recruitment to the post of Telephone Operator/Caretaker/Library Attendant shall be made by promotion from amongst the Grade IV employee of the Assembly Secretariat if such employee is considered suitable by the Committee.

In the event of non-availability of suitable candidate from amongst the Grade IV employees, the post/ posts shall be filled up by direct recruitment.

The qualification for this post shall ne Matriculation or High School Leving Certificate.

10. Conditions of eligibility.—In order to be eligible to compete in the examination, a candidate must satisfy the following conditions, namely :—

(1) Age : For the post of Typist or Lower Division Assistant, the candidate shall not be not less than 18 years and more than 30 years of age on the first January of the year in which the examination is held. For the post of Upper Division Assistant, the candidate shall not be less than 21 years and more than 30 years of age on the first January of the year in which the examination is held :

Provided that the upper age limit in any individual case may be relaxed by the Appointing Authority in accordance with any general or special order issued by Government from time to time ;

Provided further that in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes, the upper age limit will be subject to any relaxation made by Government from time to time.

(2) ***Educational Qualification*** :—For the post of Typist the candidate should have passed the Higher Secondary School Leaving Certificate Examination or Pre-University or any other equivalent examination. For the post of Lower Division Assistant and Upper Division Assistant the candidate must possess a Bachelor Degree of any recognised University.

11. (1) ***BOARD*** : There shall be a Selection Board appointed by the Speaker consisting of the Deputy Speaker as the Chairman and the Secretary and Joint Secretary as the members for recommending to the Appointing Authority suitable candidates for appointment, and promotion, to a gazetted post.

(2) ***COMMITTEE*** :—There shall be a Selection Committee consisting of the Secretary, as the Chairman Joint Secretary and the Deputy Secretary dealing with Establishment as members for recommending to the Appointing Authority suitable candidates for appointment and promotion to the non-gazetted posts.

12. APPLICATION FOR PERMISSION TO APPEAR IN THE COMPETITIVE EXAMINATION CONDUCTED BY THE SELECTION BOARD/SELECTION COMMITTEE.

(1) Application for permission to sit for the competitive examination for direct recruitment shall be invited by the Secretary by advertisement in Assam Gazette and such other news papers as the Secretary may consider it proper :

(2) Application shall be made in the Standard Form as prescribed in Part IX of the Assam Gazette.

(3) No candidate shall be admitted to the examination unless he holds a certificate of admission duly signed by the Secretary or any other officer duly authorised by the Secretary on his behalf.

13. **SYLLABUS**:—The syllabus for competitive examination for filling up the vacancies shall be as given in Scedule II:

Provided that the Appointing Authority may modify the syllabus from time to time as and when considered necessary.

14. **Fees** :- A candidate for direct recruitment shall pay at the time of submitting the application such fees as may be mentioned in the advertisement :

Provided that examination fees shall be paid only as and when the candidate is called for written examination.

15. **SELECTION OF CANDIDATES** :- The Board/ Committee shall prepare a list of candidates for direct recruitment as well as for promotion to a post or class of posts under Rule 12 in order of merit on the basis of the aggregate marks secured by such candidate and forward it to the Appointing Authority.

16. **SELECT LIST** :- The list of candidates prepared by the Board/the Committee under Rule 15 shall be treated as select list after duly approved by the Appointing Authority and publish in the Assam Gazette and shall be valid for a period of 12 months from the date of approval of the Appointing Authority:

Provided that the validity of the select list may be extended by the Appointing Authority in appropriate cases for good and sufficient reasons.

17. **SENIORITY** :- (1) Seniority of a member in a cadre, appointed by direct recruitment or by promotion shall be determined according the order of merit in the respective list if he joins the appointment within 15 days from the date of receipt of the order or within the extended period as may be granted by the Appointing Authority.

(2) If a member fails to join the appointment within the initial 15 days of receipt of the order or within the extended period he joins later, seniority shall be determined in accordance with the date of joining.

(3) A member appointed to a cadre by promotion in a year shall be senior to a member appointed by direct recruitment in that year:

Provided that the officers and staff brought from other services of the State Government on promotion or/transfer shall always be junior to the members of the service.

18. **PROBATION AND CONFIRMATION** :- (1) Every person appointed to a post shall be on probation for a period of two years :

Provided that the Appointing Authority may by order reduce or extend the period of probation in case of any person appointed to any post to any period as may be specified in such orders ;

Provided further that in the case of any person appointed to a temporary post who could not be placed on probation for want of permanent vacancy, any period for which he has been appointed to officiate in the post may, having regard to his performance in such posts, be counted towards the period of probation.

(2) During the period of probation every person appointed to any post or class of posts shall be required to undergo such training and pass such Departmental Examination as may be determined by the Speaker from time to time ;

Provided that a Reporter/Stenographer of any grade or Typist need not be required to undergo any training or passing Departmental Examination before confirmation. Such Reporter/Stenographer of any grade or Typist shall be confirmed on the basis of satisfactory performance of their duties.

(3) At the end of the prescribed period of probation or of the reduced/extended period of probation, as the case may be, the Appointing Authority shall as soon as possible pass an order declaring that the person concerned has satisfactorily completed his probation and is fit for confirmation and may then confirm him in the post.

19. **GENERAL QUALIFICATION** :-Every person eligible for appointment under these rules shall-

(i) be a citizen of India;

(ii) be of good character;

(iii) be of sound health and active habit, free from any bodily defect or infirmity which rendered him unfit for appointment.

(iv) not have more than one wife living unless exempted by the Appointing Authority on special ground.

20. **ACADEMIC QUALIFICATION** :-The minimum academic qualification required for candidates for direct recruitment to any post shall be such as specified in the Schedule-III of these rules;

Provided that the existing members who were appointed prior to the date of coming into effect of these rules shall continue in their respective posts even though they may not have the requisite academic qualification as prescribed in these Rules and the Schedule.

21. **CASUAL VACANCY** :-(1) All casual vacancies not exceeding three months shall be filled up by the Appointing Authority from the persons working in the branch in which such vacancies occur according to seniority- cum-merit basis ;

Provided that in case where there is no suitable person in the branch in which the vacancies occur, such vacancies shall be filled up by promotion/transfer of person working in other branches ;

Provided further that in the event of Casual Vacancies of the post of Chief Reporter-Cum-Editor of Debates the vacancy shall be filled up by promotion of persons holding the post of senior Grade English Reporter having the requisite academic qualification.

(2) In case of short term vacancy in the cadre of Secretary due to leave or otherwise the Speaker may appoint the next senior most officer to officiate as Secretary, if found suitable.

(3) **Sessional staff** :- The Secretary shall appoint all persons in connection with the Session of Assembly.

22. RELAXATION IN EXCEPTIONAL CASES

When the Speaker is satisfied that the operation of any rule in the matter of conditions of services of an officer or any person serving in the Assembly Secretariat causes undue hardship in any particular case, the Speaker may, after consultation with Government, by order, dispense with or relax the requirements of the Rule or provision to such extent and subject to such conditions as may be considered necessary for dealing with the case in just and equitable manner.

23. OTHER CONDITIONS OF SERVICES

(i) The age of retirement of the Secretary shall be 58 years;

(ii) In respect of all other matters regulating the conditions of service of officers and all other persons for which no provision has been made in these rules they shall be governed by such rules as are applicable to the officers and other persons of the corresponding rank in the Assam Civil Secretariat subject to such modification, variations or exception, if any, as the Speaker may from time to time specify.

24. CONDITIONS OF SERVICES OF OFFICERS AND STAFF ON DEPUTATION TO ASSEMBLY SECRETARIAT

Subject to such conditions and such extent as may be determined by the Speaker, after consultation with the Government, an officer or any person while on deputation to the Assembly Secretariat may be permitted to retain any terms and conditions of service which he may be entitled immediately before his deputation to the Assembly Secretariat.

25. CONDUCT, DISCIPLINE AND CONTROL

Conduct of officers and staff :- The provision of the Assam Civil Service (Conduct) Rule, 1965 shall apply to officers and staff of the Assembly Secretariat subject to such modification, alteration or exceptions as may be made by the Speaker.

26. ADMINISTRATION AND CONTROL OF THE ASSEMBLY SECRETARIAT

(1) Subject to the supervision and control of the Speaker, the Secretary shall administer the Assembly Secretariat and shall exercise control over the Secretariat officers and staff and shall be responsible for the smooth and efficient working of the Secretariat.

(2) For the purpose of administration of the Assembly Secretariat and subject to the provisions of these rules, the Secretary shall exercise all powers of a Secretary to the Government both financial and administrative, and such other powers as may have been or may hereinafter be delegated by the Speaker.

27. NATURE OF PENALTIES

Notwithstanding anything contained in the "Assam Services (Discipline and Appeal) Rules, 1964" and as amended upto date the following penalties may, for good and sufficient reasons, be imposed on an officer or staff, namely :—

(i) Censure ;
(ii) Withholding of increments or promotion ;
(iii) Recovery from pay the whole or part of any pecuniary loss caused to the State due to negligence or breach of orders ;
(iv) Reduction to a lower post or time scale or to a lower stage in a time scale ;

(v) Compulsory retirement ;

(vi) Removal from service in the Assembly Secretariat which shall not be a disqualification for future employment under the Government ;

(vii) Dismissal from the service in the Assembly Secretariat which shall ordinarily disqualify for future employment under the Government.

EXPLANATION.—(1) The termination of employment of an officer or staff during or at the end of the period of probation does not amount to removal or dismissal within the meaning of these rules ;

(2) The stopage of increment of an officer or staff in the stopage of efficiency bar in the time scale of his pay on the ground of his unfitness to cross the efficiency bar does not amount to withholding the increment or promotion within the meaning of these rules ;

(3) Refusal to promote an officer or staff after due consideration of his case, to a post or grade, to which promotions are made by selection, does not amount to withholding of promotion within the meaning of these rules ;

(4) Reversions to a lower post of an officer or staff who officiated in higher post for administrative reasons (such as the return of the permanent incumbent from leave or deputations, availability of a more suitable officer or person) does not amount to penalty under these rules ;

(5) Voluntary/Compulsory retirement of an officer or staff after completion of 25 years of qualifying service or after the age of 50 years as the case may be does not amount to removal or dismissal from service within the meaning of these rules ;

(6) Termination of service of a temporary officer or staff where the term of appointment provides for the termination of service by either party giving notice for a specific period does not amount to removal or dismissal ;

(7) Termination after the expiry of the term of agreement of the service of a temporary officer or staff employed under an agreement does not amount to removal or dismissal ;

(8) Termination of service of a temporary officer or staff on abolition of the post to which he was appointed does not amount to removal or dismissal from service within the meaning of these rules .

28. DISCIPLINARY AUTHORITY :

Subject to the provisions of the Article 311 of the Constitutions, the Speaker shall have the power to impose any of he penalties specified in Rule 27 on any officer or staff serving in the Assembly Secretariat :

Provided that the Speaker may, by general or special order, delegate to the Secretary or any other officer the power to impose any of the said penalties on any other officer other than the Secretary.

29. **PROCEDURE OF PUNISHMENT :**

Without prejudice to the provision of the Public Servants (Inquiries) Act, 1850, no order imposing on an officer or staff any of the penalties specified in sub-rules (i), (ii), (iii), (iv), (v), (vi) and (vii) of Rule 27 shall be passed except after an inquiry held in the manner specified in Schedule -IV.

30. **SPECIAL PROCEDURE IN CERTAIN CASES :**

Notwithstanding anything contained in Schedule-IV the Punishing Authority may consider the circumstances of particular case and pass such order as it deems fit on the following reasons :—

(1) Where a penalty is imposed on an officer or staff on the ground of conduct which has led to his conviction on a criminal charge ; or

(2) Where the Disciplinary Authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to follow the procedure prescribed in the IV Schedule.

31. **SUSPENSION DURING DISCIPLINARY INQUIRY:**

(1) If having regard to the nature of the charges and the circumstances in any case, the Disciplinary Authority is satisfied that it is necessary or desirable to place under suspension, the officer or staff against who such proceedings is contemplated or pending or against whom a case in respect of any criminal offence is under investigation or trial, the said Authority may—

(a) if the officer or staff is serving in the Assembly Secretariat, Pass an order placing him under suspension ; or

(b) if the officer or staff is serving outside the Assembly Secretariat, requests the Borrowing Authority to place him under suspension, pending conclusion or enquiry and passing of the final order in the case ;

(c) if the officer or the staff employed in the Assembly Secretariat is detained in custody whether on a Criminal charge or otherwise, for a period exceeding 48 (forty-eight) hours, he shall be deemed to have been suspended under these rule with effect from the date of such detention, by an order of the Appointing Authority and shall remain under suspension until further orders.

(2) Where a penalty of dismissal or removal or compulsory retirement from service is imposed upon an officer or staff under suspension is set aside in appeal or on review under the rule and the case is admitted for further inquiry or with any other direction the order of suspension shall be deemed to have continued in force from the date of original order of dismissal or removal or compulsory retirement and shall remain in force until further orders.

32. APPEAL :

(1) Every officer and staff shall have a right to appeal to the Speaker against any order passed by an Disciplinary Authority placing under suspension under Rule 30 or imposing on him, any of the penalties specified in Rule 27.

(2) An officer or a staff may appeal to the Speaker —

(a) against an order of suspension passed by the Disciplinary Authority ;

(b) against an order imposing upon him any of the penalties specified in Rule 27 ;

(3) No appeal shall lie against the orders of the Speaker whether passed originally or on appeal :

Provided that the Speaker may on his own or on an application revise or rescind any order passed by him under this rule ;

(4) Appeals against other orders ;—An officer may appeal to the Speaker against an order—

(a) which denies or varies to his disadvantages, his pay, allowances, pensions or other conditions of service as regulated by any rules or agreement ;

(b) which interpretes to his disadvantages the provision of any such rules or agreement ;

(c) stopping him on the crossing of efficiency bar in the time scale of pay on the ground of unfitness ;

(d) reverting him to a lower grade or post while officiating in a higher grade or post otherwise than as a penalty or as a result of termination of officiating arrangement in leave vacancy ;

(e) reducing or withholding the pension or denying the maximum pension under these rules ;

(f) determining the pay and allowances during the period of suspension to be paid to him on his re-instatement or determining whether or not such period shall be treated as a period spent on duty for any purposes.

EXPLANATION :—In this rule "Pension" includes pension, gratuity and any other retirement benefit.

33. PERIOD OF LIMITATION OF APPEALS:—No appeal under Rule 32 shall be entertained unless it is submitted within a period of 60 days from the date of the order.

34. SPEAKER'S POWERS TO REVIEW :—Notwithstanding anything contained in these rules, the Speaker may on his own or otherwise call for the records of the case in a disciplinary proceedings, review any order passed in such a case and pass such orders as he may deem fit, as if, the officer had preferred an appeal against such order :

Provided that no action under this rule shall be initiated after more than 6 months from the date of the order under review.

35. RESIDUARY POWERS :—All matters not specifically provided for in these rules, whether incidental or ancillary to the provision of these rule or otherwise, shall be regulated in accordance with such orders as the Speaker may from time to time make.

36. INTERPRETATION :—Subject to the provisions of these rules all questions relating to the interpretation of these rules, shall be referred to the Speaker whose decision shall be final.

37. REMOVAL OF DIFFICULTIES :—Where any difficulty arises in giving effect to any of the provision of these rules, the Governor may, after consultation with the Speaker do what appear to the Governor to be necessary for the purpose of removing difficulties.

38. SAVINGS :—All orders made or action taken before these rules come into force shall be deemed to have been made or taken as if these were made or taken under these rules.

By order and in the name of the Governor of Assam.

Dr. P. N. HAZARIKA,
Secretary,
Assam Legislative Assembly.

SCHEDULE I RULE 3 (1) (2)

CLASS AND CADRE OF SERVICE

The Service shall consist of the following Class/Cadre.

(a) Class I (Senior) Grade I Secretary	Gazetted
(b) Class I (Senior) Grade II Joint Secretary	do.
(c) Class I (Junior)	
(i) Deputy Secretary	do.
(ii) Liasion Officer	do.
(iii) Under Secretary	do.
(iv) Secretary to Speaker	do.
(v) Financial Adviser	do.
CLASS—I	
(vi) Senior Research Officer	do.
(vii) Chief Reporter Cum-Editor of Debates	do.
(viii) Librarian	do.
(ix) Private Secretary to Deputy Speaker	do.
(x) Personal Assistant to Speaker	do.
(xi) Personal Assistant to Secretary	do.
(xii) Reporter (Grade I, English)	do.
(xiii) Reporter (Grade I, Assamese)	do.
(xiv) Reporter (Grade I, Hindi)	do.
(xv) Finance and Accounts Officer	do.
(d) Class—II	
(i) Committee Officer I	do.
(ii) Committee Officer II	do.
(iii) Superintendent	do.
(iv) Marshall	do.
(v) Inspector of Statistics	do.

(e) Class—III

(i)	Superintendent Members' Hostal	Non-Gazetted
(ii)	Sub-Editor of Debates	do.
(iii)	Cashier	do.
(iv)	Accountant	do.
(v)	Nazir	do.
(vi)	Upper Division Assistant ..	do,
(vii)	Reporter (Grade II, English)	do.
(viii)	Reporter (Grade II, Assamese)	do.
(ix)	Receiptionist Members' Hostel	do.
(x)	Translator	do.
(xi)	Assistant Librarian	do
(xii)	Lower Division Assistant ..	do,
(xii)	Lower Division Assistant-Cum-Typist	do.
(xiv)	Watch and ward Officer	do.
(xv)	Sub-Inspector of Statistics	do.
(xvi)	Typist (Selection Grade)	do.
(xvii)	Caretaker to Members' Hostel	do.
(xviii)	Computor	do.
(xix)	Tape Recordist	do.
(xx)	Typist (Ordinary)	do.
(xxi)	Telephone Operator	do.
(xxii)	Library Attendant	do.
xxiii)	Special Attendent to Speaker and Deputy Speaker	do.
(xxiv)	Driver	do.

(f) Class—IV

(i)	Jamder orderly to the Speaker, Deputy Speaker and Secretary	do.
(ii)	Duftry	do.
(iii)	Grade IV staff	do,

SCHEDULE I [(Rule 3 (1) (2)]

Sl. No. (1)	Designation of the Post (2)	Scale of Pay (3)	Parmanent (4)	Temporary (5)	Total (6)	Remarks (7)
	Class I (Senior Grade) I					
1	Secretary	Rs. 2200—75—2800 p. m. plus a Special Pay of Rs. 250 p. m.	1	..	1	
	Class I (Senior Grade) II					
2	Joint Secretary	Rs. 2000—75—2300—EB—75—2600 p. m. plus a Special Pay of Rs. 250 p. m.		1	1	
	Class I (Junior)					
3	Deputy Secretary	Rs. 1675—60—1975—EB—65—2300 p.m. plus a Special Pay of Rs. 200 p. m.	2	—	2	
4.	Liaison Officer	Rs. 1500—60—1800 EB—60—1980—EB —65—2175 p. m. plus a Special Pay of Rs. 200 p. m.	1	..	1	
5.	Under Secretay	Rs. 1500—60—1800—EB—60—1980—EB —65—2175 p. m. plus a Special Pay of Rs. 200 p. m.	3	1	4	
6	Secretary to Speaker	Rs. 1500—60—1800—EB—60—1980—EB —65—2175 p. m. plus a Special Pay of Rs. 230 p. m.	—	1	1	
7	Financial Adviser	Rs. 1500—60—1800—EB—60—1980—EB —65—2175 p. m.	...	1	1	

(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Class I					
8	Chief Reporter cum-Editor of Debates.	Rs. 1200—50—1450—EB—60—2050 p.m. plus a Special Pay of Rs. 100 p. m.	1	...	1	
*9	Senior Research Officer	Rs. 1200—50—1450—EB—60—2050 p. m.	...	2	2	*Members drawn from Economics and Statistics Department (on Deputation.)
10	Librarian	Rs. 1125—50—1375—EB—60—1975 p.m.	1	...	1	
11	Private Secretary to Deputy Speaker.	Rs. 1125—50—1375—EB—60—1975 p. m.	1	..	1	
12	Personal Assistant to the Speaker.	Rs. 1125—50—1375—EB—60—1975 p. m.	1	...	1	
13	Personal Assistant to Sectary.	Rs. 1125—50—1375—EB—60—1975 p. m.	...	1	1	
14	Reporter (Grade I English)	Rs. 1125—50—1375—EB—60—1975 p. m.	8	...	8	
15	Reporter (Grade I, Assamese)	Rs. 1125—50—1375—EB—60—1975 p. m.	1	...	1	
16	Reporter (Grade I, Hindi)	Rs. 1125—50—1375—EB—60—1975 p. m.	1	...	1	
*17	Finance & Accounts Officer	Rs. 875—40—1075—EB—40—1275—EB—45—1500—50—1850 p. m.	...	1	1	*Member drawn from Assam Finance Service (on Deputation)
	Class II					
18	Committee Officer-I	Rs. 1075—40—1275—EB—45—1775 p. m. plus a Special pay of Rs. 100 p. m.	1	...	1	
19	Committee Officer-II	Rs. 1075—40—1275—EB—45—1775 p.m.	1	...	1	
20	Committee Officer-III	Rs. 1075—40—1275—EB—45—1775 p.m.	...	1	1	

(1)	(2)	(3)	(4)	(5)	(6)	(7)
21	Superintendent	Rs. 1075—40—1275—EB—45—1775 p.m.	2	..	2	
22	Marshal Class III	Rs. 850—40—1050—EB—40—1250—45—1475—50—1775 p. m.	..	1	1	
23	Reporter (Grade II, English)	Rs. 670—35—845—EB—35—1030—EB—40—1500/-p. m.	2	4	6	
24	Reporter (Grade II, Assamese)	Rs. 670—35—845—EB—35—1030—EB—40—1500/—p. m.	5	1	6	
25	Upper Division Assistant	Rs. 670—35—845—EB—35—1030—EB—40—1500/- p. m.				
26	Sub-Editor of Debates	Rs. 670—35—845—EB—35—1030—EB—40-1500/-p. m. plus a Special pay of Rs. 75/- p. m.				
27	Cashier	Rs. 670—35—845—EB—35—1030—EB—40—1500/- p. m, plus a Special pay of Rs. 75/- p. m.	13	3	16	
28	Accountant	Rs. 670—35—845—EB—35—1030—EB—40—1500/- p. m. plus a Special pay of Rs. 75/- p. m.				
29	Nazir	Rs. 670—35—845—EB—35—1030—EB—40—1500/- p. m. plus a Special pay of Rs. 75/- p. m.				

(1)	(2)	(3)	(4)	(5)	(6)	(7)
30	Receptionist Members Hostel	Rs. 670—35—845—EB—35—1030—EB—40 1500.00 p. m.	1	1	2	
31	Upper Division Assistant attached to Deputy Speaker	Rs. 670—35—845—EB—35—1030—EB—40 —1500.00 p. m.	1	...	1	
*32	Inspector of Statistics ..	Rs. 670—35—845—EB—35—1030—EB—40 —1500.00 p. m.	...	1	1	*Members drawn from Economes and Statistics Department (on Deputation).
33	Superintendent, Members' Hostel.	Rs. 745—35—920—EB—40—1120—EB— 40—1600/- p. m.	1	..	1	
34	Assistant Librarian ...	Rs. 620—25—745—EB—30—895—EB—35 —1315.00 p. m.	1	...	1	
35	Translator	Rs. 725—35—900—EB—40—1360.00 p. m.	1	...	1	
36	Lower Division Assistant	Rs.—580—20—680—EB—25—805—EB—30 —1165.00 p. m.	14	3	17	
37	Lower Division Assistant cum-Typist	Rs. 580—20—689—EB—25—805—EB—30 —1165. p.m. plusa a Spcial pay of Rs. 25.00 p. m.	1	1	2	
38	Watch and Ward Officer ..	Rs. 580—20—680—EB—25—805—EB—30 —1165.00 p. m.	—	2	2	
*39	Sub-Inspector of Statistics	Rs. 580—20—680—EB—25—30—805—EB— 30—1165.00 p. m.	...	1	1	*Members drawn from Economics and Statistics Department (on Deputation).

(1)	(2)	(3)	(4)	(5)	(6)	(7)
40	Selection Grade Typist	Rs. 675—25—800—EB—30—1,100/-p.m.	1	...	1	
*41	Computor	Rs. 500—12—560—EB—15—635—EB—20—870/- p. m.	...	2	2	*Members drawn from Economics and Statistics Department (on Deputation).
42	Tape Recordist	Rs. 500—12—560—EB—15—635—EB—20—875-p. m.	1	...	1	
43	Typist	Rs. 500—12—560—EB—15—636—EB—20—875/-p. m.	4	2	6	
44	Telephone Operator	Rs. 470—12—530—EB—12—590—EB—15—680—20—800/-p. m.	...	10	10	
45	Library Attendant	Rs. 420—13—480—EB—13—550—EB—15—730/-p. m.	2	...	2	
46	Special Attendant to the Speaker and the Deputy Speaker.	Rs. 420—13—480—EB—13—550—EB—15—730/-p. m.	2	...	2	
47	Driver	Rs. 420—13—480—EB—13—550—EB—15—730/-p. m.	1	...	1	
	Class IV					
48	Jamadar Orderly to the Speaker and Deputy Speaker and Secretary.	Rs. 390—9—480—10—620/-p. m.	3	...	3	
49	Duftry	Rs. 390—9—480—10—620/-p. m.	3	...	3	
50	Grade IV Staff	Rs. 370—5—420—7—490/-p. m.	55	34	89	Including Members' Orderlies, Office Peons, Sweepers, Farash, Malies, Chowkidars, etc.

SCHEDULE II

(Rule—13)

The Syllabus for competitive examination for direct recruitment:—

(a) For the gazette posts

SUBJECTS	MARKS
1. English Essay	100
2. General English	100
3. Precis writing and drafting	100
4. General knowledge and current affairs	100
5. Drafting of reports from proceedings	100
6. Interview	100

(b) For the post Upper Division Assistant.

SUBJECT	MARKS
1. General English and Essay writing	100
2. Precis writing and drafting	100
3. General knowledge	100

(c) For the post of Lower Division Assistant.

The written examination for recruitment to the post of Lower Division Assistant shall consist of General knowlebge and Essay writing either in English or in Assamese maximum marks for which shall not exceed 100.

(d) Typists.

1. A competitive test in typewriting in English and Assamese according to the advertisement.

SCHEDULE III (RULE 20)

Name of Posts (1)	Minimum Qualifications Required for Direct Recruitment (2)
1. Joint Secretary ...	1. Bachelor's Degree in law; 2. 7 years standing practice in the Bar ; Or Person qualified to be appointed to Assam Judicial Service Grade-I and Grade-II and the Assam Legal Service Grade-II and Grade-III. Preference will be given to Master's Degree holder in Arts, Commerce or Science.

(1)	(2)
2. Chief Reporter-cum-Editor of Debates	Bachelor's degree with 150 words per minute in English Stenography. Speed test shall be conducted by a board to be nominated by the speaker.
3. Librarian ...	Preferably Master's Degree holder in any discipline and Bachelor's Degree in Library Science.
4. (a) Reporter/Stenographer Grade I (one)	Pre-University or its equivalent Certificate of recognised University or Board with minimum speed of 150 words per minute Speed test shall be conducted by a Board to be nominited by the Speaker. Preference shall be given to a degree holder of any recognised University.
(b) Stenographer Grade-II.	Pre University passed or equivalant examination with a minimum speed of 120 words per minute. Speed test shall be conducted by a Board to be nominited by the Speaker.
(c) Stenographer Grade-III.	Pre-University passed (2 years course) or equivalent examination with a minimum speed of 80 words per minute. Speed test shall be conducted by a Board to be nominated by the Speaker.
5. Upper Division Assistant	Bechelor's Degree in Arts, Science of Commerce with minimum 5 years office experience.
6. Lower Division Assistant	Bechelor's Degree in Arts, Science or Commerce.
7. Assistant Librarian	Bachelor's Degree in Art/Science/Commerce and Bechelor's Degree in Library Science.
8. Typist (a) Assames	P. U. or H. S. S. L. C. with 30 words per minute in type writing.
(b) English	P. U or H. S. S. L. C. with 40 words per minute in type writing
9. Telephone Operator/ Tenoy Operator/Watch and Ward Assistant and Library Attendant	H. S. L. C. Examination passed.
10 Grade-IV staff. (a) Jamadar Orderly, Duftry, Peon and Members Attendant (b) Other Grade-IV staff	Read up to Class VIII.

SCHEDULE-IV (Rule 31)

1. (a) Without prejudice to the provisions of the public Servants (Inquiries) Act, 1850 no order of dismissal, removal or reduction in rank shall be passed on an officer or a person serving in the Secretariat (other than an order based on facts which had led to his coviction in a criminal Court of Martial) unless he has been informed in writing of the grounds on which it is proposed to take action and has been offered an adequate opportunity of defending himself.

(b) The grounds on which it is proposed to take action shall be reduced to the form of definite charge or charges which shall be communicated to the officer or person charged together with a statement of the allegations on which such charges are based on other circumstances which it is proposed to take into consideration in passing orders on him.

(c) The officer or person concerned shall be required within a reasonable time, to put in a writen statement of his defence and to state whether he desires to be heard in person. If he so desires, or where the Speaker or Secretary as the case may be directs, an oral enquiry shall be held by an enquiry officer appointed for the purpose At that enquiry oral evidence shall be heard as to which of the allegations as are not admitted and the officer or person charged shall be entitled to cross examine the witnesses, to give evidence in person and to have such witnesses called, as he may wish. Provided that the person or persons conducting the enquiry, for special or sufficient reason to be recorded in writing may refuse to call a witness.

(d) The proceeding shall contain sufficient record of evidence and statemen of the findings and the grounds thereof.

2. An officer or a person of the Secretariat on whom it is proposed to impose a penalty specified in rule 27 shall be given an adequate opportunity of making any representation, that he may desire to make and such representation if any shall be taken into consideration before an order imposing any of the said penalties is passed.

A.G.P. (Ex.O.G.Sp.)206/86—500—27-11-86.