

बिहार सरकार  
आपदा प्रबंधन विभाग

अधिसूचना

पटना, दिनांक 13 अक्टूबर, 2017  
संख्या एम0/सी0डी0-130/2016 आ0प्र0 3106/अधिसूचना संख्या 3153  
..... दिनांक 13/10/17 के तहत निर्गत "बिहार नागरिक सुरक्षा क्षेत्रीय  
लिपिकीय संवर्ग नियमावली, 2017" का संलग्न अंग्रेजी अनुवाद बिहार राज्यपाल के  
प्राधिकार से एतद् द्वारा प्रकाशित किया जाता है, जिसे भारत संविधान के अनुच्छेद  
348 के खंड (3) के अधीन उक्त नियमावली का अंग्रेजी भाषा में प्राधिकृत पाठ  
समझा जायेगा।

बिहार राज्यपाल के आदेश से,

(प्रत्यय अमृत)

प्रधान सचिव  
आपदा प्रबंधन विभाग  
बिहार, पटना।

GOVERNMENT OF BIHAR  
DISASTER MANAGEMENT DEPARTMENT

NOTIFICATION

No. M/CD-130/2016/ आ0प्र0 3105 Patna. Dated 13.10.2017

In exercise of powers conferred by proviso to Article-309 of the Constitution of India, the Governor of Bihar is pleased to make the following Rules for regulating the recruitment of the Clerical Cadre of the Regional Civil Defence Offices under the Disaster Management Department:-

- 1. Short title, extent and commencement.-** (1) These Rules may be called as "The Bihar Civil Defence Regional Clerical Cadre Rules, 2017"  
(2) It shall extend to the whole of the state of Bihar.  
(3) It shall come into force at once.
- 2. Definitions.-** Unless otherwise required in the subject or context, in these Rules:-

- (i) 'Government' means The Government of Bihar;
  - (ii) 'Department' means Disaster Management Department;
  - (iii) 'Commission' means Bihar Staff Selection Commission;
  - (iv) 'Appointing Authority' means Director General-Cum-Commissioner, Civil Defence, Bihar;
  - (v) 'Cadre' means Civil Defence Regional Clerical Cadre;
  - (vi) 'Appendix' means appendix appended to these Rules;
  - (vii) 'Directorate' means Civil Defence Directorate.
3. **Constitution of Cadre.**- The Bihar Civil Defence Regional Clerical Cadre shall be a state level Cadre. In this Cadre, the number of categorywise posts shall be as many as are sanctioned by the government, from time to time.
4. **Chain of Post of the Cadre.**- Different categories and chain of posts in this cadre shall be according to Appendix-1. The personnel already appointed/promoted and working on the posts of this cadre, mentioned in Appendix-1, before coming into force of these Rules, shall be deemed to be automatically included in this cadre.
5. **Recruitment.**- (1) 85% of the Lower Division Clerk shall be filled up by direct recruitment and 15% posts shall be filled up from amongst the eligible Group "D" employees having the eligibility of Lower Division Clerk posts without any examination, according to merit list. Out of 85% posts for direct recruitment, 10% shall be reserved for the appointment on compassionate ground. In case of candidates of Compassionate ground more than 10%, the power of relaxation of this limit, will be vested in the Appointing Authority.
- (2) Excluding 10% Posts out of the 85% Posts of sanctioned strength of basic category (Lower Division Clerk) of this cadre appointment to the remaining posts will be made on the recommendation of the Commission on by direct recruitment.
6. **Qualifications.**- (i) The minimum educational qualification for the appointment to the Posts of Lower Division Clerk by direct recruitment

shall be Intermediate (10+2) or equivalent, with knowledge of computer operation and computer typing.

(2) Minimum age for direct recruitment in the Civil Defence Regional Clerical Cadre will be 18 years and maximum age- limit shall be the same as may be determined reservation categorywise by the Government, from time to time.

(3) 1<sup>st</sup> August of the advertisement year shall be deemed to be the cut off date for determination of age.

- 7. Procedure of Recruitment:-** (1) The appointing authority, after calculating vacancies of direct recruitment of basic category post, on the basis of position as on 1<sup>st</sup> April of the year, will determine the vacancies to be filled up by direct recruitment and getting roster cleared, shall send reservation categorywise requisition to the Commission latest by 30<sup>th</sup> April.
- (2) In light of requisition, the Commission shall invite applications after advertising the vacancies and shall select candidates on the basis of Bihar Staff Selection Commission Intermediate (10+2) level examination.
- (3) After preparation of merit list on the basis of sub-rule (2) preliminary scrutiny of the certificates and medical check up shall be conducted by the Commission and thereafter the final recommendation of reservation categorywise, in accordance with the requisitioned vacancies shall be sent to the Appointing Authority. At the level of Appointing Authority also, antecedents of candidates shall be caused to be verified after scrutiny of certificates.
- (4) After recommendation of the Commission, Compliance of instructions issued by the Government, from time to time, with respect to procedure of appointment, shall be necessary.
- (5) Joining shall be accepted after issuance of the order of appointment by the Appointing Authority.

8. **Probation Period.**- Newly appointed candidate will be on probation. Probation period will be of two years. In case, the service during probation period is not found satisfactory, the probation period will be extended for one year. If the service is not found satisfactory in extended period also, then the Appointing Authority may terminate from service such Lower Division Clerk without any notice.
9. **Training.**- The probationer Lower Division Clerk shall have to complete such training successfully which may be determined by the Department/Directorate.
10. **Departmental Examination.**- (1) Departmental Examination shall be conducted by the Board of Revenue.
- (2) There shall be two papers in the Departmental Examination and it shall be necessary to obtain 40% marks for passing the examination in each paper.
- Paper-I. Service Rules: Bihar Service Code, Pension Rules, Laws of seniority and promotion, Noting and Drafting.
- Paper-2. Financial Rules: Treasury Code, Financial Rules, Practice and Procedure, Board miscellaneous Rules, GPF Rules, T. A. Rules Insurance Rules.
- (3) Subject matter of Departmental Examination determined in sub rule (2) may be amended by the Board of Revenue from time to time.
- (4) The Provisions of Bihar Government Servents (Computer Competency for recruitment and Confirmation) Rules, 2011 shall apply to this cadre.
11. **Confirmation.**- On satisfactory completion of probation period, successful completion of training and after passing of The Departmental Examination, a Lower Division Clerk may be confirmed in the service.
12. **Seniority.**-The inter-se seniority of the Lower Division Clerks shall be determined according to the merit- list determined by the Commission.
13. **Chains of promotion.**- (1) Subject to availability of vacancies, confirmed Lower Division Clerk in the service may be considered to be promoted to

the promotional posts of the posts mentioned in Appendix-1, according to merit-cum-seniority.

(2) For Promotion, it shall be necessary to comply instructions with respect to "KALAWADHI" issued by the Government, from time to time.

(3) Compliance of instructions with respect to the promotion and character Roll or P.A.R, allegation/departmental proceedings/ criminal proceedings etc. issued by the Government, from time to time shall be required at the time of consideration of promotion.

**14. Departmental Promotion Committee.-** Promotions will be given on the basis of recommendations of the Departmental Promotion Committee.

**15. Reservation.-** It shall be necessary to comply the Reservation Act of the Government and reservation roaster for direct recruitment and promotion, issued by the Government, from time to time.

**16.** The chain of posts mentioned in Appendix-1 shall be effective only after approval of the Government. If, in course of consideration of approval, any change or amendment is made by the Government in the chain of posts mentioned in Appendix-1, the Appendix-1 shall be deemed to the changed or amended accordingly and such changed/amended chain of posts shall be deemed to be the part of these Rules.

**17. Miscellaneous Subject.-** In cases not covered under this rule, the members of this service, in this context, shall be governed by relevant codes/Rules/Resolution/Instruction applicable to the employees of appropriate level of the state government.

**18. Interpretation.-** If any doubt arises with respect to interpretation of any provision of these Rules, it shall be referred to the Department and in this respect decision of the Department shall be final, after consultation with the Law Department.

**19. Power to make Regulation-** The state government may make regulations for carrying out the provisions prescribed in these Rules.

20. **Repeal & Savings.**- (1) The Resolutions ,Rules/ Orders etc. already issued by the Department, from time to time with respect to this service/cadre are hereby repealed.

(2) Notwithstanding such repeal, anything done or any action taken under said Resolutions/Rules/ Orders etc shall be deemed to be done or taken under these Rules, as if these Rules, were inforce on the date on which such thing was done or such action was taken.

**Appendix-1**

[See Rule 2(VI), 4, 13, 16]

**CHAIN OF POSTS OF BIHAR CIVIL DEFENCE REGIONAL CLERICAL CADRE**

Sr. No.	Category	Name of Posts	Direct recruitment or Promotion	Remarks
1	2	3	4	5
1	Basic Category	Lower Division clerk	Direct Recruitment	
2	Post for First Promotion	Upper Division clerk	By Promotion from Lower Division clerk	
3	Post for Second Promotion	Head clerk	By Promotion from Upper Division clerk	
4	Post for Third Promotion	Assistant Administrative Officer	By Promotion from Head clerk Post	

Note- The Pay Band and Grade Pay of all aforesaid Categories shall be the same as may be determined by the Government, from time to time.

By Order of The Governor of Bihar

sg./-  
(Pratyaya Amrit)  
Principal Secretary

Memo No M/CD-130/2016 / आगम.....

Patna. Dated .....Oct., 2017

Copy- Forwarded to the Supritendent, Government Press, Gulzarbagh, Patna-7 with request to Publish this notification in extraordinary iss ue of the Bihar Gazette and send its five hundred copies to this department.

sg./-  
Principal Secretary

ज्ञापांक: एम0/सी0डी0-130/2016 आ0प्र0 3105 पटना, दिनांक 12 अक्टूबर, 2017

**प्रतिलिपि:**— महालेखाकार, बिहार, पटना को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

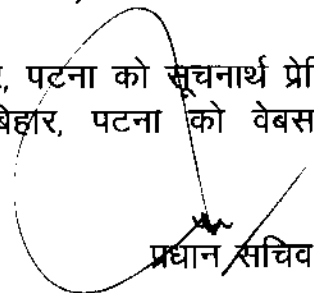
**प्रतिलिपि:**— मुख्यमंत्री के प्रधान सचिव/मंत्री, आपदा प्रबंधन विभाग, बिहार, पटना के आप्त सचिव/प्रधान सचिव, आपदा प्रबंधन विभाग, बिहार, पटना के आप्त सचिव/महानिदेशक-सह-आयुक्त, नागरिक सुरक्षा, बिहार, पटना के आप्त सचिव को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

**प्रतिलिपि:**— सभी जिलाधिकारी, बिहार को सूचनार्थ प्रेषित।

**प्रतिलिपि:**— सचिव, बिहार कर्मचारी चयन आयोग को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

**प्रतिलिपि:**— विशेष सचिव, मंत्रिमंडल सचिवालय विभाग, बिहार, पटना को सूचनार्थ प्रेषित।

**प्रतिलिपि:**— आई0 टी0 मैनेजर, आपदा प्रबंधन विभाग, बिहार, पटना को वेबसाईट पर प्रकाशित करने हेतु प्रेषित।

  
प्रधान सचिव