

बिहार सरकार
आपदा प्रबंधन विभाग

अधिसूचना

पटना, दिनांक 12 अक्टूबर, 2017

संख्या एम0/सी0डी0-130/2016 आ0प्र0...3107/अधिसूचना संख्या 12/3107
दिनांक 12/10/17 के तहत निर्गत "बिहार नागरिक सुरक्षा क्षेत्रीय आशुलिपिक
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...3107.. Patna. Dated 12..Oct., 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 recruitment of the Stenographer Cadre of Regional Civil Defence Office under the Disaster Management Department:-

1. **Short title, extent and Commencement.-** (1) These Rules may be called as "The Bihar Civil Defence Regional Stenographers 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 State 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 Stenographer Cadre;
 - (vi) 'Appendix' means appendix appended to these Rules;
 - (vii) 'Directorate' means Civil Defence Directorate.
3. **Constitution of Cadre.-** The Bihar Civil Defence Regional Stenographer Cadre shall be a state level cadre. In this Cadre, the number of posts of each category shall be as many as may 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 to 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.-** Appointment to the posts of the basic category (Stenographer) in this cadre shall be by direct recruitment, on the basis of recommendation of the Commission.
6. **Qualifications.-** (1) For the appointment, by direct recruitment, to the posts of Stenographer, minimum educational qualification shall be Intermediate (10+2) pass or equivalent. Besides efficiency in Stenography, Typing and Knowledge of Computer Operation and Computer Typing will be essential qualifications.

(2) For direct recruitment in the Bihar Civil Defence Regional Stenographer Cadre minimum age- limit shall be 21 years and maximum age- limit shall be the same as may be determined reservation categorywise, by the Government, from time to time.

(3) 1st 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 to be filled up by direct recruitment in the basic category post, on the basis of the position as on 1st April of the year and getting roster cleared, shall send reservation categorywise requisition to the Commission latest by 30th April.

(2) In light of requisition, The Commission shall prepare a merit list on the basis of obtained minimum qualifying marks by the candidates in the written competitive examination. Written Competitive Examination will be Inter (10+2) level. Qualifying level of stenography test 80 words per minute and Typewriting and Computer efficiency will be 30 words per minute. To be success more than 10% incorrectness in stenography speed and 1.5% in typewriting will not be permissible.

(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 reservation categorywise final recommendation 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 the instructions issued by the Government, from time to time, with respect to procedure of appointment, shall be necessary.

- (5) Joining shall be accepted after issuing the order of the appointment by the Appointing Authority.
8. **Probation Period.**- Newly appointed the candidates will remain 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 the service of such Stenographer without any notice.
9. **Training:**- During probation period, the probationer Stenographer shall have to complete such basic training successfully in such Training Institutes as may be determined by the Department/Directorate.
10. **Departmental Examination.**- (1) The appointed stenographer shall have to be passed the Departmental Examination, conducted by the Central Examination Committee of Board of Revenue.
- (2) Provisions of "Bihar Government Servents (Computer Competency for recruitment and confirmation Rules, 2011" shall apply to this cadre.
- (3) The Departmental Examination will be conducted for the test of shorthand writing, Computer typing in which the speed of computer typing will be 80 and 30 words per minute respectively. In case of failure in the Departmental Examination, further increment shall be stopped after giving first increment till passing of the Departmental Examination.
11. **Confirmation.**- On satisfactory completion of probation period, successful completion of training and passing of Departmental Examination, a Stenographer may be confirmed in the service.
12. **Seniority.**-The inter-se seniority in cadre of Stenographer shall be determined according to the merit list determined by the Commission but inter- seniority already determined the commencement of these Rules will be unchangeable.

13. **Chains of promotion.**- (1) Subject to availability of vacancy, Stenographer confirmed in the service may be considered to be promoted to the promotional post of the chain of 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 issued by the Government, from time to time, with respect to the promotion and character Roll/P.A.R, allegation/departmental proceedings/ criminal proceedings etc. 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 the matters not covered by orders issued under these Rules, the members of this service shall be governed by relevant codes/Rules/Resolution/Instruction applicable the employees of the appropriate level of the state government in this context.
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 and Savings.**- (1) The Resolutions, Rules and 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 the Rules, Resolutions/Rules/ Orders etc shall be deemed to be done or taken under these Rules, as if these Rules, were in force 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
STENOGRAPHER CADRE**

Sr. No.	Category	Name of Posts	Direct recruitment or Promotion	Remarks
1	2	3	4	5
1	Basic Category	Stenographer	Direct Recruitment	
2	Post For First Promotion	Senior Stenographer	By Promotion from Stenographer Post.	
3	Post For Second Promotion	Personal Assistant	By Promotion from Senior Stenographer Post	
4	Post For Third Promotion	Senior Personal Assistant	By Promotion from Personal Assistant 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

प्रधान सचिव

प्रेषित ।

- प्रतिलिपि:- आई० टी० क्षेत्र, आपदा प्रबंधन विभाग, बिहार, पटना को वेबसाइट पर प्रकाशित करने हेतु
- प्रतिलिपि:- विशेष सचिव, मंत्रिमंडल सचिवालय विभाग, बिहार, पटना को सूचनाएँ प्रेषित ।
- प्रतिलिपि:- सचिव, बिहार कर्मचारी चयन आयोग को सूचनाएँ एवं आवश्यक कार्रवाई हेतु प्रेषित ।
- प्रतिलिपि:- सभी जिलाधिकारी, बिहार को सूचनाएँ प्रेषित ।
- नागरिक सुरक्षा, बिहार, पटना के आप सचिव को सूचनाएँ एवं आवश्यक कार्रवाई हेतु प्रेषित ।
- सचिव, आपदा प्रबंधन विभाग, बिहार, पटना के आप सचिव/महानिदेशक-सह-आयुक्त,
- प्रतिलिपि:- मुख्यमंत्री के प्रधान सचिव/मंत्री, आपदा प्रबंधन विभाग, बिहार, पटना के आप सचिव/प्रधान
- प्रतिलिपि:- महालेखाकार, बिहार, पटना को सूचनाएँ एवं आवश्यक कार्रवाई हेतु प्रेषित ।

ज्ञापक: एम०/सी०डी-130/2016 आ०प्र० 3102 पटना, दिनांक 12 अक्टूबर, 2017

Principal Secretary
sg./-

Memo No -M/CD-130/2016/अ०प्र०.....
Patna. DatedOct., 2017
Copy- Forwarded to the Superintendent, Government Press, Guizarbagh, Patna-7
with request to Publish this notification in extraordinary issue of the Bihar Gazette
and send its five hundred copies to this department.