

Naya Raipur, the 20th May 2017

NOTIFICATION

No. F-1-20/2017/stablishment/4. — In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Chhattisgarh, hereby, makes the following rules relating to recruitment to the Directorate Treasury, Accounts and Pension, Chhattisgarh Non Gazetted Class-III (Ministerial and Non-Ministerial) Service, namely :-

RULES

1. **Short title and commencement.**- (1) These rules may be called the Directorate Treasury, Accounts and Pension, Chhattisgarh Non Gazetted Class-III (Ministerial and Non-Ministerial) Service Recruitment Rules, 2017.
(2) These rules shall come into force from the date of its publication in the Official Gazette.
2. **Definitions.**- In these rules, unless the context otherwise requires,-
 - (a) "Appointing Authority" in respect of the service means the Commissioner/Director, Directorate, Treasury, Accounts & Pension; Divisional Joint Director, Treasury, Accounts & Pension, Treasury Officer and Principal, Accounts Training School;
 - (b) "Examination" means the competitive examination held for recruitment to the service conducted under rule 11 of these rules;
 - (c) "Government" means the Government of Chhattisgarh;
 - (d) "Governor" means the Governor of Chhattisgarh;
 - (e) "Other Backward Classes" means the Other Backward Classes of citizens as specified by the State Government, vide Notification No. F-8-5 XXV-4-84, dated 26th December, 1984 and as amended from time to time;
 - (f) "Selection Committee" means a Selection Committee, constituted by the Appointing Authority for recruitment or promotion under these rules;
 - (g) "Schedule" means a Schedule appended to these rules;

- (h) "Scheduled Castes" means the Scheduled Castes as specified in relation to this State under Article 341 of the Constitution of India;
- (i) "Scheduled Tribes" means the Scheduled Tribes as specified in relation to this State under Article 342 of the Constitution of India;
- (j) "Service" means the Directorate Treasury, Accounts and Pension, Chhattisgarh Non Gazetted Class-III (Ministerial and Non-Ministerial) Service;
- (k) "State" means the State of Chhattisgarh.
3. **Scope and Application.**- Without prejudice to the generality of the provisions contained in the Chhattisgarh Civil Services (General Conditions of Service) Rules, 1961, these rules shall apply to every member of the service.
4. **Constitution of the Service.**- The service shall consist of the following persons, namely:-
- (1) Persons, who at the time of commencement of these rules are holding in substantively or officiating capacity the posts specified in Schedule-I;
 - (2) Persons, recruited to the Service before the commencement of these rules; and
 - (3) Persons, recruited to the Service in accordance with the provisions of these rules.
5. **Classification, scale of pay etc.**- The classification of the service, the number of posts included in the service and the scale of pay attached thereto shall be in accordance with the provisions contained in Schedule-I :

Provided that the Government may, from time to time, add or reduce the number of posts and pay scale included in the service, either on a permanent or temporary basis.

6. **Method of recruitment.**- (1) Recruitment to the Service, after the commencement of these rules, shall be made by the following methods, namely:-
- (a) By direct recruitment, through competitive examination or selection on the basis of merit;
 - (b) By promotion of members of the service as specified in Schedule-IV;
 - (c) By transfer/deputation of persons, who hold in a substantive/officiating capacity such posts in such Services as may be specified in this behalf.

- (2) The number of persons recruited under clause (a), (b) and (c) of sub-rule (1) shall not at any time exceed the percentage shown in Schedule-II of the number of duty posts as specified in Schedule-I.
- (3) Subject to the provision of these rules, the method or methods of recruitment to be adopted for the purpose of filling any particular vacancy or vacancies in the service, as may be required to be filled during any particular period of recruitment, and the number of persons to be recruited by each method, shall be determined on each occasion by the Appointing Authority in consultation with the Government.
- (4) Notwithstanding anything contained in sub-rule (1), if in the opinion of the Appointing Authority, the exigencies of the service so require, then he may, with the prior approval of the General Administration Department of the Government, adopt such methods of recruitment to the service other than those specified in the said sub-rule, as it may, by order issued in this behalf, prescribes.
- (5) For the posts to be filled up by direct recruitment on the merit basis, the criteria shall be prescribed by the Government. However, it shall be mandatory for Appointing Authority to constitute a Selection Committee for this purpose, which may adopt any other appropriate criteria other than these criteria with the consent of the Government.
- (6) At the time of recruitment to the service, the provision of the Chhattisgarh Lok Seva (Anusuchit Jatiyon, Anusuchit Jan Jatiyon Aur Anya Pichhade Vargon Ke liye Arakshan) Adhinyam, 1994 (No. 21 of 1994) and the directions (as amended) issued by the General Administration Department of the Government, from time to time, shall apply.
7. **Appointment in Service.-** All Appointments to the Service, after commencement of these rules, shall be made by the Appointing Authority and no such appointment shall be made except after selection by one of the methods of recruitment specified in rule 6.
8. **Conditions of eligibility for direct recruitment.-** In order to be eligible to compete at the competitive examination/selection, a candidate must satisfy the following conditions, namely:-
- (I) **Age-** (a) The candidate must have attained the age as specified in column (3) of Schedule-III, and must not have attained the age specified in column (4) of said schedule on the first day of January of the year in which the advertisement for the post is published;

- (b) The upper age limit shall be relaxable up to maximum of 5 (five) years, if a candidate belongs to Scheduled Castes, Scheduled Tribes or Other Backward Classes (Non-creamy-layer);
- (c) The upper age limit shall be relaxable up to a maximum of 10 (ten) years for a woman candidate in accordance with the provisions of the Chhattisgarh Civil Services (Special Provision for Appointment of Women) Rules, 1997;
- (d) The upper age limit shall also be relaxable in respect of candidates, who are or have been employees of the Government of Chhattisgarh, to the extent and subject to the conditions specified below:-
- (i) A candidate, who is a permanent or temporary Government servant should not be more than 38 years of age;
- (ii) A candidate, holding a post temporarily and applying for another post should not be more than 38 years of age. This concession shall also be admissible to the contingency paid employees, work charged employees and employees working in the Project Implementing Committee;
- (iii) A candidate, who is a "retrenched Government servant" shall be allowed to deduct from his age the period of all temporary service previously rendered by him up to a maximum of 7 (seven) years even if it represents more than one spell, provided that the resultant age does not exceed the upper age limit by more than three years.

Explanation- The term "retrenched Government servant" denotes a person who was in temporary Government Service of this State or of any of the constituent units for a continuous period of not less than six months and who was discharged because of reduction in establishment not more than three years prior to the date of his registration at the Employment Exchange or of application made otherwise for employment in Government Service.

(e) A candidate, who is an ex-serviceman shall be allowed to deduct from his age the period of all defense service previously rendered by him provided that resultant age does not exceed the upper age limit by more than three years.

Explanation- The term "Ex-Serviceman" denotes a person who belongs to any of the following categories and who was employed under the

Government of India for a continuous period of not less than six months and who was retrenched or declared surplus as a result of the recommendation of the Economy Unit or due to normal reduction in establishment not more than three years before the date of his registration at Employment Exchange or of application made otherwise for employment in Government Service:-

- (i) Ex- Servicemen released under mustering out concessions;
- (ii) Ex- Servicemen enrolled for the second time and discharged on-
 - (a) Completion of short term engagement;
 - (b) Fulfilling the conditions of enrolment;
- (iii) Ex- personnel of Madras Civil Units;
- (iv) Ex-Servicemen (Military and Civil) who are discharged on completion of their contract (including short service Regular Commissioned Officers);
- (v) Ex-Servicemen discharged after working for more than six months continuously against leave vacancies;
- (vi) Ex- Servicemen invalidated out of service;
- (vii) Ex- Servicemen discharged on the ground that they are unlikely to become efficient soldiers;

(viii) Ex- Servicemen who are medically boarded out on account of gun-shot, wounds etc.

(f) The upper age limit shall be relaxable up to 5 (five) years in respect of awarded superior caste partner of a couple under the Inter-caste Marriage Promotional Scheme under the Untouchability Eradication Rules, 1984;

(g) The upper age limit shall also be relaxable up to a maximum of 5 (five) years in respect of the Shahid Rajiv Pandey Award, Gundadhar Awaraj Maharaja Pravirchand Bhanjdeo Award holder candidates and National Youth Award holder young Candidates;

(h) The upper age limit shall be relaxed up to a maximum of 38 years age in respect of the candidates, who are employees of the Chhattisgarh State Corporations/ Boards;

(i) The upper age limit shall be relaxed in case of voluntary Home guards and Non-Commissioned Officers of Home Guards for the period of Home Guard service rendered so by them subject to the limit of 8 years but in no case their age should exceed 38 years;

Note- (1) The candidates who are admitted to the examination/selection under the age concessions mentioned in para (i) and (ii) of sub-clause (d) of clause (I) of rule 8 above shall not be eligible for appointment, if after submitting the application, they resign from service either before or after taking the examination/selection. They shall, however, continue to be eligible if they are retrenched from the service of post after submitting the application.

(2) In no other case these age limits shall be relaxed. The departmental candidates must obtain previous permission of the Appointing Authority to appear for the Examination/Selection.

(j) Candidates obtaining the benefit of relaxation in maximum age limit on the basis of their category (Scheduled Castes/ Scheduled Tribes/ Women/ Window/ Divorcee etc.) shall be given additional relaxation available in maximum age limit as usual, but in any case the maximum age shall not exceed 45 years irrespective of the relaxation under one or more than one category mentioned above.

(k) Apart from above in respect of age limit, the direction issued by the General Administration Department of the Government, from time to time, shall also be applicable.

(II) **Educational Qualification**—The candidate must possess the educational qualifications prescribed for the service as shown in Schedule-III.

(III) **Fee**— The candidate must pay the fees as prescribed by the Appointing Authority.

9. **Disqualifications.**— (1) Any attempt on the part of a candidate to obtain support for his candidature by any means, directly or indirectly, shall be held by the Appointing Authority to a disqualification for appearing in the examination/selection.

(2) Any male candidate who is having more than one living wife and any female candidate who has married a man, who is already having a living wife, shall not be eligible for appointment in any service or post:

Provided that if the Government is satisfied that there were specific reasons for doing so, then the Government may give relaxation in the enforcement of this rule to such candidates.

- (3) Any candidate shall not be appointed to any service or post until he/ she is declared mentally or physically fit and free from any mental or physical defect which can hinder the fulfilment of duty of any service or post in such medical examination as may be prescribed:

Provided that in exceptional cases a candidate may be given temporary appointment on any service or post before his medical examination under a condition that, if he is found medically unfit, then his services may be terminated immediately.

- (4) Any candidate shall not be eligible on such condition to any service or post, if the Appointing Authority satisfied that, after due enquiry, which is considered necessary, he/she is not fit for such service or post.
- (5) Any candidate who is convicted for any offence relating to moral turpitude shall not be eligible for any service or post:

Provided that if such matter is pending in a court against the candidate, then matter of his appointment shall be kept in abeyance till the criminal matter is finally determined by the court.

- ~~(6) Any candidate, who is married, before the minimum age fixed for marriage shall not be eligible for any service or post.~~

- (7) Any candidate who is having more than two living offspring, out of which is born on 26th January, 2001 or thereafter, shall not be eligible for any service or post:

Provided that any candidate who is already having one living offspring and next delivery takes place on 26th January, 2001 or thereafter in which two or more than two children are born, shall not be disqualified for any service or post.

10. **Appointing Authority's decision about the eligibility of candidates shall be final.**- (1) The decision of the Appointing Authority as to eligibility or otherwise of candidate for examination/selection shall be final and candidate, to whom certificate of admission has not been issued by the Appointing Authority shall not be allowed to appear in the examination.

(2) At any time of selection process or even after submission of selection list to the Government, if it comes to the notice of the Appointing Authority that a candidate has given wrong information or any misinformation is found in the documents submitted by him, then he will be disqualified and his selection/appointment shall be terminated by the Appointing Authority.

11. **Direct Recruitment by competitive examination/selection - (1) Direct recruitment by competitive examination-** (i) Appointing Authority shall constitute a Selection Committee consisting of three members.

(ii) The competitive examination for recruitment to the service shall be held at such intervals as the Appointing Authority may, in consultation with the Government, from time to time, determine.

(iii) The examination shall be held by the Appointing Authority in accordance with orders issued by the Government, from time to time.

(2) **Direct recruitment by selection-** (i) The selection of candidates for recruitment to the service shall be held at such intervals as the Appointing Authority may, from time to time, determine;

(ii) The selection of candidates to the Service shall be made by the Selection Committee;

(iii) The Selection committee shall be constituted by the Appointing Authority, from time to time.

(3) There shall be reserved posts for the candidates belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes (Non-creamy-layer) at the stage of direct recruitment, in accordance with the provision contained in the Chhattisgarh Lok Seva (Anusuchit Jatiyon, Anusuchit Jan Jatiyon Aur Anya Pichhade Vargon Ke Liye Arakshan) Adhinyam, 1994 (No. 21 of 1994) and the directions issued under this act by the General Administration Department of the Government, from time to time.

(4) In filling up the vacancies so reserved, the candidates who are members of the Scheduled Castes, Scheduled Tribes and Other Backward Classes (Non-creamy-layer) shall be considered for appointment in the order in which their names appear in the list referred to in rule 12, irrespective of their relative rank as compared with other candidates.

(5) Candidates belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes (Non-creamy-layer) declared by the Appointing Authority to

be suitable for appointment to the service with due regard to the maintenance of efficiency of administration may be appointed to the vacancies reserved for the candidates of the Scheduled Castes, Scheduled Tribes and Other Backward Classes, as the case may be under sub-rule (3).

- (6) At the stage of direct recruitment, 30 percent posts shall be reserved for women candidates in accordance with the provision of Chhattisgarh Civil Service (Special Provision for Appointment of Women) Rules, 1997.
- (7) In such cases, where certain experience period has been prescribed as an essential condition for the posts to be filled by direct recruitment and it is found in the opinion of the Appointing Authority that the sufficient number of the candidates belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes (Non-creamy-layer), with the requisite experience, is not likely to be available for recruitment on the reserved posts, then the Appointing Authority may relax the condition of experience to the candidates of Scheduled Castes, Scheduled Tribes and Other Backward Classes (Non-creamy-layer).
- (8) In addition to the above, posts for persons with disability, shall be reserved in accordance with the directions issued by the General Administration Department of the Government, from time to time.

12. List of candidates recommended by the selection committee.- (1) The Selection Committee shall prepare and forward a list to the Appointing Authority arranged in order of merit of the candidates who have qualified by such standard as may be determined by the Selection Committee and a list of candidate belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes (Non-creamy-layer), who, though not qualified by such standard, but declared by Selection Committee to be Suitable for appointment to the Service, with due regard to the maintenance of efficiency of administration.

- (2) Lists so prepared under sub-rule (1) shall also be published for information to general public
- (3) Subject to the provision of these rules and the Chhattisgarh Civil Service (General Conditions of Service) Rules, 1961, candidates shall be considered for appointment to the available vacancies in the order in which their names appear in the list.
- (4) The inclusion of a candidate's name in the list confers no right to appointment unless the Appointing Authority is satisfied, after such enquiry as may be

considered necessary that the candidate is suitable in all respect for appointment to the service.

13. Appointment by promotion.- (1) There shall be constituted a Committee consisting of the members mentioned in Schedule-IV, for making preliminary selection for promotion of eligible candidates:

Provided that for the purpose of constitution of the Committee under this sub-rule, the provisions of Section 8 of the Chhattisgarh Lok Seva (Anusuchit Jatiyon, Anusuchit Jan Jatiyon Aur Anya Pichhade Vargon Ke Liye Arakshan) Adhiniyam, 1994 (No. 21 of 1994) shall also be applicable.

- (2) The Committee shall meet at intervals ordinarily not exceeding one year.
- (3) The promotion shall be made in accordance with the provision of Chhattisgarh Public Service (Promotion) Rules, 2003.
- (4) The procedure for making promotion in the reserved vacancies shall be made in accordance with sub-rule (3) and the instructions issued by the General Administration Department of the Government, from time to time.
- (5) Certification by the Appointing Authority - Appointing Authority shall endorse on the promotion order to be issued by him a certificate to the effect that he had complied with the provisions of the Chhattisgarh Lok Seva (Anusuchit Jatiyon, Anusuchit Jan Jatiyon Aur Anya Pichhade Vargon Ke Liye Arakshan) Adhiniyam, 1994 (No. 21 of 1994) and the Chhattisgarh Public Service (Promotion) Rules, 2003 and the instructions issued in the light of the provisions of the said Act and the rules by the Government and that he has taken full cognizance of the provisions of sub-section (1) of Section 6 of the said Act.

14. Conditions of Eligibility for promotion/transfer :- (1) The Committee shall consider the cases of all persons who on the 1st day of January of that year had completed such number of years of the service (whether officiating or substantive) in the posts, from which promotion is to be made or any other post or posts declared equivalent thereto by the Government, as specified in column (4) of Schedule-IV and are within the zone of consideration in accordance with the provisions of sub-rule (2).

Explanation- The method of computation for eligibility for promotion- The calculation of period of qualifying service on 1st January of the relevant year in which Departmental Promotion Committee/Screening Committee is convened shall be counted from the calendar year in which the public servant has joined the feeder

cadre/part of the service/pay scale of the post and not from the date of joining of the cadre/part of the service/pay scale of post.

- (2) The reservation in promotion shall be made in accordance with the provision of Chhattisgarh Public Service (Promotion) Rules, 2003.
- (3) The promotion shall be made in accordance with the order issued by the General Administration Department of the Government, from time to time and as per Model Roster.

15. Preparation of list of suitable candidates:- (1) The Departmental Promotion Committee shall prepare a list of such persons who satisfy the conditions prescribed in rule 14 above and as are held by the Committee to be suitable for promotion to the service. The list shall be sufficient to cover the anticipated vacancies on account of retirements and the promotions during the course of one year from the date of preparation of the Select list;

- (2) The selection of names for inclusion in such list shall be based on seniority subject to fitness (merit and suitability in all respects);
- (3) The names of employees included in the list shall be arranged in order of seniority in the service or posts as specified in column (2) of Schedule-IV at the time of preparation of select list as per Chhattisgarh Civil Services (General Conditions of Service) Rules, 1961.

Explanation- The person whose name is included in a select list but who is not promoted during the validity of the list, shall have no claim to seniority over those persons considered in a subsequent selection merely by the fact of his earlier selection.

16. Select list.- (1) The list as finally approved by the Appointing Authority shall be approved select list for promotion of the member of the service from the post mentioned in column (2) of Schedule-IV to the posts as mentioned in column (3) of said Schedule;

- (2) The Select list shall ordinarily be valid for 31st December of the calendar year from the date of its preparation:

Provided that in the event of a grave lapse in the conduct of performance of duties on the part of any person included in the select list, special review of select list may be made at the instance of Appointing Authority and he may, if thinks fit, remove the name of such person from the select list.

17. **Appointment to the service from the select list.**— (1) Appointment of the persons included in the select list shall be made to the posts borne on the cadre in the order in which their names appear in the list in accordance with the provision of Chhattisgarh Public Service (Promotion) Rules, 2003

(2) It shall not ordinarily be necessary to consult the committee before appointment of a person, whose name is included in the select list unless during the period intervening between the inclusion of his name in the select list and the date of his proposed appointment there occurs any deterioration in his work which, in the opinion of the Appointing Authority is such as to render him unsuitable for appointment to the service.

18. **Probation.**— (1) (a) Every person recruited directly to the service shall be appointed on probation for a period of two years.

(b) If the work is found unsatisfactory, then the period of probation can be extended by the Appointing Authority for a period upto a maximum of one year.

(c) During the period of probation or period extended or at the end of probation period, if the Appointing Authority is of the opinion that any particular candidate is not fit to be an employee, then the services of such probationer can be terminated.

(2) Every person posted by promotion to the service shall be appointed in officiating capacity for a period of two years.

19. **Interpretation.**— If any question arises relating to the interpretation of the rules, it shall be referred to the State Government, whose decision thereon shall be final.

20. **Relaxation.**— Nothing in these rules shall be construed to limit or abridge the powers of the Governor to deal with the case of any person to whom these rules apply, in such manner, as may appear to it to be just and proper:

Provided that the case shall not be dealt with in any manner less favourable to him than that provided in these rules.

21. **Repeal and Saving.**— (1) All rules corresponding to these rules and in force immediately before the commencement of these rules are hereby repealed in respect of matters covered by these rules:

Provided that any order made or any action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

(2) Nothing contained in these rules shall affect reservation, relaxation and other conditions required to be provided for the Scheduled Castes, Scheduled Tribes and Other Backward Classes in accordance with the instructions/orders issued by the State Government, from time to time, in this regard.

By order and in the name of the Governor of Chhattisgarh,
SATISH PANDEY, Joint Secretary.

SCHEDULE-I

(See rule 5)

**DIRECTORATE, TREASURY, ACCOUNTS & PENSION, HEADQUARTERS
ESTABLISHMENT**

S.No.	Name of the posts included in the service	Total number of posts	Classification	Scale of pay and grade pay	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1	Stenographer Grade -II	02	Class-III	9300-34800 + GP 4300	
2	Office Superintendent	01	Class-III	9300-34800 + GP 4300	
3	Assistant Grade- I	16	Class-III	5200-20200 + GP 2800	
4	Stenographer Grade -III	04	Class-III	5200-20200 + GP 2800	
5	Assistant Grade- II	27	Class-III	5200-20200 + GP 2400	
6	Assistant Grade- III	42	Class-III	5200-20200 + GP 1900	

JOINT DIRECTOR, TREASURY, ACCOUNTS AND PENSION DIVISIONAL OFFICE

S.No.	Name of the posts included in the service	Total number of posts	Classification	Scale of pay and grade pay	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1	Office Superintendent	02	Class-III	5200-20200 + GP 2800	
2	Assistant Grade- I	14	Class-III	5200-20200 + GP 2800	
3	Stenographer Grade-III	05	Class-III	5200-20200 + GP 2800	
4	Assistant Grade- II	14	Class-III	5200-20200 + GP 2400	
5	Assistant Grade- III	18	Class-III	5200-20200 + GP 1900	

DISTRICT OFFICE, DISTRICT TREASURY AND ACCOUNTS TRAINING SCHOOL

S.No.	Name of the posts included in the Service	Total Number of posts	Classification	Scale of pay and grade pay	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1	Assistant Grade- I	62	Class-III	5200-20200 + GP 2800	
2	Assistant Grade- II	196	Class-III	5200-20200 + GP 2400	
3	Assistant Grade- III	244	Class-III	5200-20200 + GP 1900	

SCHEDULE-II

(See Rule 6)

S. No.	Name of the posts included in the service	Total number of duty posts	Percentage of number of the duty post to be filled in			Remarks
			by direct recruitment (vide rule 6(1)(a))	by promotion of the substantive member of the service (vide rule 6(1)(b))	by Deputation/ Transfer from Government Departments (vide rule 6(1)(c))	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Stenographer Grade -II	02	-	100 Percent	-	
2	Office Superintendent	03	-	100 Percent	-	
3	Assistant Grade -I	92	-	100 Percent	-	
4	Stenographer Grade -III	09	100 Percent	-	-	
5	Assistant Grade-II	237	-	100 Percent	-	
6	Assistant Grade-III	304	75Percent	25 Percent	-	25 per cent posts shall be filled by such Class-IV employees by promotion who have passed Higher Secondary (10+2) examination from recognized Board and have completed minimum 5 Years period of Service.

SCHEDULE-III

(See Rule 8)

S. No.	Name of the service/post	Minimum age limit	Maximum age limit	Prescribed educational qualification	Appointing authority
(1)	(2)	(3)	(4)	(5)	(6)
1.	Stenographer Grade -III	18 years	35 years	<p>(1) Passed (10+2) Examination from any recognized Board,</p> <p>OR</p> <p>Passed old Higher Secondary Examination with First year examination of Graduation Course from any recognized University.</p> <p>(2) From any recognized Board/ Institute/ Stenography (Shorthand) Typing Council :-</p> <p>(a) For Stenographer (Hindi)- Passed Hindi Stenography (Shorthand) Certificate Examination and 100 words per minute speed in Stenography (Shorthand) (efficiency test for speed shall be taken).</p> <p>(b) For Stenographer (English)- Passed English Stenography (Shorthand) Certificate Examination and 100 words per minute speed in Stenography (Shorthand) (efficiency test for speed shall be taken).</p> <p>(c) For Bilingual Stenographer- Passed Certificate Course of Hindi and English Stenography (Shorthand) as specified in clause (a) and (b) above and 100</p>	Commissioner/ Director, Treasury, Accounts & Pension, Chhattisgarh

				<p>words per minute speed in Stenography (Shorthand) (efficiency test for speed shall be taken).</p> <p>(3) One year Diploma/ Certificate in Data Entry Operator/ Programming from any recognized institute and speed of data entry 10,000 (Key) depression per hour (efficiency test for speed shall be taken).</p>	
2.	Assistant Grade-III	18 years	35 years	<p>(1) Passed (10+2) Examination from any recognized Board,</p> <p style="text-align: center;">OR</p> <p>Passed old Higher Secondary Examination with First year examination of Graduation Course from any recognized University.</p> <p>(2) One year Diploma/ Certificate in Data Entry Operator/ Programming from any recognized institute.</p> <p>(3) In Hindi Computer Typing 5,000 (Key) depression speed per hour (efficiency test for speed shall be taken).</p>	<p>1. For Directorat Establishment Commissioner /Director, Treasury, Accounts & Pension, Chhattisgarh.</p> <p>2. For Div. Joint Director Establishment Div. Joint Director, Treasury, Accounts & Pension.</p> <p>3. For District Treasury Establishment Treasury Officer.</p> <p>4. For Accounts Training School Establishment – Principal, Accounts Training School.</p>

Note:- The upper age limit shall be relaxable for candidates who are bonafide resident of the State of Chhattisgarh, as per the instructions issued by the General Administration Department of the Government, from time to time.

SCHEDULE-IV

(See Rule 6, 14 and 15)

S. No.	Name of service or post from which promotion is to be made	Name of service or post on which promotion is to be made	Minimum experience period of eligibility for promotion	Name of Members of Department Promotion Committee
(1)	(2)	(3)	(4)	(5)
1.	Assistant Grade - II	Assistant Grade - I	5 years	1. Additional Director appointed by Commissioner/Director -Chairman 2. Joint Director (T.C.S.Section) - Member 3. Deputy Director (T.C.S.Section) - Member
2.	Stenographer Grade -III	Stenographer Grade -II	5 years	
3.	Assistant Grade - III	Assistant Grade -II	5 years	A. For Directorate 1. Additional Director appointed by Commissioner/Director -Chairman 2. Joint Director (T.C.S.Section) - Member 3. Deputy Director (T.C.S.Section) - Member
				B. For Divisional Joint Director Office and Offices under its jurisdiction 1. Deputy Director, appointed by Joint Director -Chairman 2. Senior Treasury Officer - Member 3. Assistant Director Establishment - Member
4.	Class-IV	Assistant Grade-III	5 years	A. For Directorate 1. Additional Director appointed by Commissioner/Director -Chairman

				<p>2. Joint Director (T.C.S.Section) - Member</p> <p>3. Deputy Director (T.C.S.Section) - Member</p> <p>B. For Divisional Joint Director Office and Offices under its jurisdiction</p> <p>1. Deputy Director, appointed by Joint Director - Chairman</p> <p>2. Senior Treasury Officer - Member</p> <p>3. Assistant Director Establishment - Member</p>
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Note :

1. The promotion from the post of Assistant Grade -II to Assistant Grade-I shall be base on state level gradation list of Assistant Grade-II.
2. In Directorate Establishment, the promotion from the post of Assistant Grade-III to Assistant Grade-II shall be based on the gradation list of Assistant Grade-III issue by the Headquarter Establishment. In Divisional Establishment, the promotion from the post of Assistant Grade-III to Assistant Grade-II shall be based on the gradatic list of Assistant Grade-III issued by the respective Divisional Joint Directors.
3. In Directorate Establishment, the promotion from the post of Peon to Assistant Grad III shall be based on the gradation list of Peon issued by the Headquart Establishment. In Divisional Establishment, the promotion from the post of Peon Assistant Grade-III shall be based on the gradation list of peon issued by the respective Divisional Joint Directors.
4. In case of transfer of Assistant Grade-III on public interest/administrative basis fro Establishment of one Division to another or in Establishment of Directorate, the seniority of such employees shall be determined in order to year of appointment gradation list of that year.
5. In case of transfer of Assistant Grade-III on his/her own request or on mutual conse basis from Establishment of one Division to another or in the Establishment of Directorate, then the seniority of such employees shall be determined at the end Gradation list of the year of transfer.