

GOVERNMENT OF INDIA  
MINISTRY OF EDUCATION & SOCIAL WELFARE  
(SHIKSHA AUR SAMAJ KALYAN MANTRALAYA)

No. F.7-4 / 74.T.3

New Delhi, the 15<sup>th</sup> April, 1975

To

The Director,  
Board of Apprenticeship Training,  
Southern Region,  
776, Triplicane High Road,  
Madras - 600 005

Subject:- Boards of Apprenticeship Training, Framing  
of staff service Rules - regarding the -

.....

Sir,

I am directed to say that the question of framing the staff service rules for the employees of the Boards have had been under consideration of the Ministry for sometime past. A copy of the rules as approved by the Ministry is enclosed. These rules will take effect from the date of issue except rule 5 relating to Retirement Benefit Scheme. I am, further to say that action to make necessary provision in the Memorandum of Association regarding staff service Rules may now be taken by the Board

Kindly acknowledge receipt

Yours faithfully,

(Sd/-)  
(R. L. KHERA)  
ASSISTANT EDUCATIONAL ADVISER (TECH)

# **BOARD OF APPRENTICESHIP TRAINING SOUTHERN REGION**

## **Staff Service Rules**

**STAFF SERVICE RULES OF THE  
BOARDS OF APPRENTICESHIP TRAINING  
LOCATED AT KANPUR, CALCUTTA, BOMBAY AND MADRAS**

**APPOINTMENTS:**

**1.1. NOTIFICATION OF VACANCY:**

The vacancy of all posts to which appointment is to be made by direct recruitment shall be advertised in selected newspapers and or notified to the concerned Employment Exchange as the case may be, and the selection shall be made in the manner as specified below. All the posts except that of Director of Training and Training Officer shall ordinarily be filled through the Employment Exchange. These posts shall be advertised only when 'no objection certificate' is furnished by the Employment Exchange. The advertisement notification shall invariably include the required qualification, age etc. prescribed for the post. In issuing the notification, due care should be taken to ensure representation of the Scheduled Caste / Scheduled Tribe Candidates in the service of the Board.

**1.2 SELECTION:**

The Selection Committee shall be composed as under and the same, once constituted, shall remain valid for two years unless reconstituted earlier at the discretion of the Board:

**i) For the post of Director of Training:**

- 1) Chairman of the Board Chairman
- 2) A representative of the Ministry of Education & Social Welfare on the Board.
- 3) Two expert Members to be selected by the Board at a Meeting.
- 4) A member of the Board to be nominated by the Chairman of the Board. Atleast four members of which the Chairman will be one shall form the Quorum of the above Committee

ii) **For the post of Training Officers and/or other posts carrying a minimum pay of Rs.500/- or more:**

- 1) **Chairman of the Board or his nominee  
Chairman**
- 2) **A representative of the Ministry of Education & Social Welfare on the Board.**
- 3) **One Expert-Member to be nominated by the Chairman of the  
Board.**
- 4) **Director of Training**  
**At least three members of which the expert member will  
be one shall form the Quorum of the above  
Committee.**

iii) **For other Posts:**

- 1) **Director of Training  
Chairman**
- 2) **A representative of the Ministry of Education & Social Welfare on the Board.**
- 3) **A member of the Board to be nominated by the Chairman of the Board.**  
**At least 2 members of which Chairman will be one shall form Quorum of the above Committee.**

**1.3: APPOINTING AUTHORITY:**

- a) The Chairman of the Board shall be the Appointing Authority in the case of the Director of Training. The Selection Committee will be constituted by the Board and the appointment of Director will be made by the Chairman on the recommendations of the Committee with prior approval of the Government of India.
- b) The Director of Training shall be Appointing Authority in respect of all other posts.

#### **1.4**

#### **PROCEDURE FOR SELECTION:**

- a) The following procedure shall be followed in the case of direct Recruitment.
  - i) The Office of the Board shall prepare a statement separately for each category of posts in which the summary of particulars of each eligible candidate applying for the post shall be furnished. The Appointing authority shall send these statements to the members of the concerned Selection Committee who may recommend the Candidates to be called for interview. The Chairman of the Committee, after taking into consideration, the recommendations of the members, shall finalize the list of candidates to be called for interview.
  - ii) The Selection Committee may interview any or all the candidates as it thinks fit and shall make its recommendations to the Appointing Authority concerned.
  - iii) The Selection Committee shall normally submit three names in order of merit for appointment to each category of posts. The offer of appointment shall be made in order of preference in the list. In case no suitable candidate is available for any particular category of post, the Chairman of the appropriate Selection Committee shall have the power to negotiate with qualified and suitable candidates who may be invited to appear before the Selection Committee for final Selection. The list prepared by the Committee shall remain valid for 6 months.
- b) The following procedure shall be followed for the purpose of filling the posts by promotion
  - i) The Board shall maintain a list of Seniority for each category of posts and review the said lists after 30<sup>th</sup> June, every year. The list of seniority shall be circulated amongst the concerned employees and the mistakes therein, if any, pointed out by any employee shall be rectified. In case, the Appointing Authority considers that the suggestion made by the concerned employee is not acceptable, he shall refer the matter to the concerned Selection Committee for ratification of the list. The decision of the Selection Committee shall be final.

- ii) For the purpose of promotion of an employee on Seniority –cum-Fitness basis, the seniority list mentioned in sub-clause 1,4(b)(i) shall form the basis. In case of promotion on selection basis the relevant particulars of each eligible candidate shall be furnished to the concerned Selection Committee which will prepare the list for each category of posts separately in order of preference and that list shall form the basis for promotion. These lists shall remain valid for one year.
- c) i) The appointment of the staff shall be reported for confirmation at the next meeting of the Board.
- ii) The appointing authority may in exceptional circumstances appoint an employee of the Central, State Government and autonomous organization on deputation with the approval of the Board on such terms and conditions as are prescribed by the Central Government for its own employees from time to time.

### **1.5.Application fee and T.A. to candidates:**

- a) A registration fee of Rs.7.50 in the form of postal order shall be levied on each application for posts with a minimum salary of Rs.400/- or more per month. However, such fees to be levied against application from S.C./S.T candidates shall be to the extent of Rs.2.50 only. The levy of Registration fee will apply only in the case of posts which are advertised. No fees shall be levied from candidates for other categories of posts.
- b) Candidates called for interview for the posts shall not be paid any T.A/D.A for appearing for the interview.

## **2. TERMS AND CONDITIONS OF SERVICE:**

### **2.1. MEDICAL FITNESS:**

Every appointment shall be subject to the conditions that the appointee is certified as being in sound health and physically fit for service in India by -

- a) A medical Officer not below the rank of a Civil Surgeon or equivalent in the case of posts carrying a minimum salary of Rs.500/- or more; and
- b) A registered Medical Officer not below the rank of M.B.B.S. or equivalent in case of other posts.

## **2.2. GENERAL CONDITIONS:**

2.2.1 All appointments shall take effect from the date on which the appointee reports himself for duty at the Office of the Board.

2.2.2 All appointments against the regular posts excepting the appointments made for a fixed period and/or on contract basis shall ordinarily be made on probation for a period of one year, which period may be extended by the Appointing Authority from time to time at its discretion, without assigning any reason. On the expiry of the period of probation as indicated above, the appointee, if confirmed against a regular posts, may continue to hold office under the Board till he attains the age of 58 years, subject, however, to the conditions mentioned in sub-clauses below. In exceptional cases, the Board may extend the period of appointment beyond 58 years on year to year basis upto the age of 60 years subject to the conditions mentioned in sub-clauses below. It shall also be permissible for the appointing Authority to terminate the services of any employee without notice and/or without assigning any reason during the period of probation.

2.2.3 The Appointing Authority may terminate the services of any employee by three months" notice (or three months" pay in lieu thereof) if on medical grounds the retention of such employee in service is considered undesirable.

2.2.4 The Appointing Authority may terminate the services of any confirmed employee on the ground of retrenchment, economy or any other reasons not necessarily to be intimated to the employee concerned by giving six months notice in writing or effecting payment of six months pay in lieu thereof.

**2.2.5 A confirmed employee of the Board may also terminate his employment with the Board by giving to the Appointing Authority six months notice in writing. However, in exceptional cases, the Appointing Authority may use his discretionary powers and can release an employee who serves the notice of resignation before the expiry of notice period of six months.**

**2.2.6 The pay of the employees of the Board shall be in accordance with the pay scales approved by the Central Govt. The employee of the Board shall also receive such allowance as are admissible to the Central Government employees with similar scale of pay posted at the Station of Board.**

**2.2.7 Every employee of the Board shall devote his whole time to the services of the Board and shall not except with the previous sanction of the Appointing Authority, engage directly or indirectly in any trade or business or undertake any employment, or any other work which may interfere with the proper discharge of his duties.**

**However, an employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer, but he shall not undertake or he shall discontinue such work if so directed by the Appointing Authority.**

**The prohibition herein contained shall not apply to the work undertaken in connection with the examination of Universities, Institutes or Public Service Commissions or Consultancy practice undertaken in accordance with the rules to be laid down by the Board from time to time.**

**2.2.8 Every employee of the Board shall at all times maintain absolute integrity and devotion to duty. Till such time, the Board does not prescribe the conduct rules of its own, the provision of the Conduct Rules as applicable to the Central Govt. employee shall also apply to the employees of Board.**

### **3. OFFICIATING AND ACTING APPOINTMENTS:**

**3.1 An employee of the Board appointed to officiate to higher post may receive remuneration, at the discretion of the Board, in accordance with Central Government rules.**

**3.2 Adhoc acting allowances may be sanctioned in exceptional cases with the approval of the Board.**



#### **4. PENALTIES AND APPEALS:**

**4.1 The following penalties may, for good and sufficient reasons, be imposed on an employee of the Board by the Appointing Authority (who will act as the Disciplinary Authority for this purpose) concerned:**

- I. Censure**
- II. Fine**
- III. Withholding of annual increments**
- IV. Reduction in rank**
- V. Compulsory retirement**
- VI. Removal from service.**

**Provided that the penalties other than those mentioned under Items (1) above shall not be imposed without framing regular charge-sheets and without being properly investigated into by the Appointing Authority himself or by any other person or persons appointed by him. In doing so, reasonable opportunity should be given to the concerned employee to submit his explanation etc., and also to defend his case properly.**

**4.2 The Disciplinary Authority, for reasons which it may consider adequate, may suspend an employee pending an enquiry into the allegations made against him and / or before or after the charges are framed against him. Provided further that no such enquiry as aforesaid shall be necessary if reduction in rank or dismissal is proposed on the ground of conviction by a Criminal Court.**

**4.3 An employee aggrieved by an order mentioned in Sub-Clauses 4.1 and 4.2 above passed by the Disciplinary Authority shall be entitled to prefer an appeal to the authority specified below against the said order and the decision of the Appellate Authority shall be treated as final..**

- i) In case of order passed by the Director of training in his capacity as the Disciplinary Authority, the Chairman of the Board shall be the Appellate Authority.**
- ii) In case of order passed by the Chairman of the Board in his capacity as the Disciplinary Authority, the Board shall be appellate Authority. The Board shall consider the appeal at a meeting and take a decision.**

**5. RETIREMENT BENEFIT SCHEME:**

Such Scheme / Schemes as is / are approved by the Central Government will apply.

**6. TRAVELLING AND HALTING ALLOWANCE:**

For their journeys on official business, each employee will be entitled to traveling and halting allowance according to the scales fixed from time to time for Central Government employee of the like category.

**7. LEAVE:**

- I. All members of the staff under the Board shall be governed by the leave rules prescribed by the Central Government for its own employees as amended from time to time unless the Board under special circumstances empowers the Director to grant special leave to any office employee.
- II. The Director shall have power to sanction leave such as Casual leave, Earned leave, Sick leave, Compensatory leave, Leave without pay to all members of the staff of the Board. In the case of Director, the Chairman of the Board shall exercise the same powers.
- iii. Leave cannot be claimed as a matter of right. The service of any employee who remains absent from duty without leave or fails to return to duty at the expiry of the sanctioned leave is liable to be terminated by the Board of the Chairman, as the case may be without reference to the person concerned as from the date on which he should have rejoined duty.

**8. DEPUTATION:**

The rules for deputation for the employees of the Board shall be the same as prescribed by the Central Govt. for its own employees from time to time.

**9. HOUSE RENT ALLOWANCE:**

All employees of the Board shall be entitled to house rent allowance at the rates admissible to the Central Government employees of the like category..

**10. MEDICAL FACILITIES:**

Every member of the staff of the Board shall be entitled to medical facilities and reimbursement as are laid down in the Central Government Rules.

**11. SENIORITY LIST:**

Seniority list of the staff separately for each cadre may be drawn up in the manner to be decided by the Board.

**12. OTHER MATTERS;**

In respect of matters not specifically covered by these service Rules, the relevant rules prescribed by the Central Government in those behalf, for the time being in force, shall apply, as the case may be, to the employees of the Board.

-----