

# **ASSAM INFORMATION AND PUBLIC RELATIONS SERVICE RULES, 1986\***

## **1. Title and commencement.**

- (1) These rules shall be called the Assam Information and Public Relations Service Rules, 1986.
- (2) They shall take effect from the date of the notification.

## **2. Definitions.**

In these rules, unless there is anything repugnant in the subject of context-

- (a) **'Appointing Authority'** means the Governor of Assam in respect of Class I, Class II and Class III cadres of the service;
- (b) **'Board'** means the Selection Board constituted under R.13;
- (c) **'Commission'** means the Assam Public Service Commission;
- (d) **'Constitution'** means the Constitution of India ;
- (e) **'Government'** means the State Government of Assam.

- (f) **'Governor'** means the Governor of Assam;
- (g) **'Member'** means member of the Assam Information and Public Relation Service;
- (h) **'Select list'** means the list as referred to in Cls. (d) and (e) of R. 6(1) and the lists finally approved under sub-R. (6) (b) of R. 12;
- (i) **'Service'** means the Assam Information and Public Relations Service;
- (j) **'Year'** means calendar year.

**3. Class, cadres, status.**

- (1) The service shall consist of the following classes and cadres:
  - (a) **Class I.** (Senior Grade). It shall consist of the cadre of -
    - (i) Director of Information and public Relations/ Chief Information Officer;
    - (ii) Additional Director of Information and Public Relations.

- (b) **Class I.** It shall consist of the cadres of –
- (i) Joint Director of Information and Public Relations.
  - (ii) Deputy Director, which shall include Deputy Director of Information and Public Relations and Research Officer.
- (c) **Class II.** It shall consist of the cadres of Senior Information Officer, which shall include Editor, District Information and Public Relations Officer, Liaison Officer and Office-in-charge, Information Centre, Guwahati;
- (d) **Class III.** It shall consist of the cadre of Junior Information Officer, which shall include Assistant Editor of publications, Assistant Publicity Officer, Press Research Officer, Manager of Publications, Script Writer, Publication Assistant, Sub-Divisional Information and Public Relations Officer.

- (2) The service may also include-
- (a) any post equivalent to a post in any of the cadres mentioned in sub-R. (1); and
  - (b) any cadre or post laid down by Government to be included in a cadre of the service.

**4. Strength of service.**

The strength of each cadre in a class of the service shall be such as may be determined by the Governor from time to time. The strength of the cadres of the service on the date of commencement of these rules shall be as shown in Schedule I:

Provided that the Governor may hold in absence any post or posts and when considered necessary in the public interest.

**5. Method of recruitment.**

Recruitment to the service shall be made in the manner prescribed hereinafter-

- (1) Recruitment to the cadre of Information and Public Relations and Chief Information Officer shall be made by selection through the Public Service Commission; provided that the Government may also fill up the post

by deputation from outside in public interest. Recruitment to the cadres of Additional Director, Joint Director and Deputy Director shall be made by promotion in accordance with Rr.11, 12, and 13 against 100 percent of the cadre strength;

(2) Recruitment to the cadres of Senior Information Officer in Class II and Junior Information Officer in class III shall be made by-

(a) promotion in accordance with Rr. 11,12 and 13 against 50% of the strength of each cadre; and

(b) direct recruitment in accordance with Rr. 6 and 16 against the remaining 50% of the strength of each cadre.

**6. Direct recruitment.**

(1) Direct recruitment to the service shall be made on the basis of recommendations made by the Commission in respect of the cadres of Senior Officer and Junior Information Officer in accordance with the procedure hereinafter provided:

(a) Before the end of each year, the Appointing Authority shall make an assessment regarding the likely number of vacancies to be filled by direct recruitment during the next year and

shall intimate the same to the Commission together with the details about reservations for candidates belonging to Scheduled Castes, Scheduled Tribes or any other category as laid down by the Government as provided under R. 15 and about carry forward of such reservations.

- (b) The Appointing Authority shall simultaneously request the Commission to recommend a list of candidates for direct recruitment in order of preference.
- (c) The Commission shall make a selection in accordance with the scheme of selection made by the Government. In cases where the Commission is to make the recommendation under R. 6 (1) such scheme shall be prescribed in consultation with the commission. The Commission may hold tests or interview and undertake scrutiny of thesis or articles, if any, published by the candidate and other certificates and documents as may be considered necessary.
- (d) The Commission shall furnish to the Appointment Authority a list of candidates recommended by it in order of preference, found suitable for direct recruitment. The number of candidates in such a list may be approximately double the number of vacancies.

- (e) The Commission shall simultaneously publish in the Assam Gazette and/or at such other place, as the Commission may consider proper.
- (2) The list mentioned in Cls. (d) and (e) of sub-R.(1) of this rule shall remain valid for 12 calendar months from the date of recommendation.
- (3) In the event of the Commission being unable to recommend sufficient number of candidates to fill all the vacancies in a year, it shall, in consultation with the Appointing Authority, repeat the procedure as mentioned hereinbefore under sub-R (1) of this rule, for recommending a subsequent list in the year:

Provided that the Appointing Authority shall not make appointment of any candidate from the subsequent list until all the candidates of the earlier list of the same year eligible for appointment have been offered the appointment.

### **Qualification for direct recruitment**

#### **7. Age.**

A candidate for direct recruitment to the service shall be between the age limit of 21 years and 30 years on the 1<sup>st</sup> day of January of the year of advertisement with relaxation in case of candidates belonging to special categories like

Scheduled Castes, Scheduled Tribes and any other category as laid down by Government in accordance with the orders of the Government in force for the time being. In case of department candidates maximum age limit for direct recruitment shall be 35 years. Candidate for the post of the Director of Information and Public Relations/Chief Information Officer must be above 40 years of age but should not be over 52 years on the 1<sup>st</sup> January of the year of advertisement of the post.

**8. Academic qualification.**

The academic qualification of a candidate for direct recruitment shall be as prescribed by the Government from time to time. The qualification and experience prescribed as on the date of commencement of these rules are given in Schedule II.

**9. Physical fitness.**

A candidate for direct recruitment shall be (1) of sound health, both mentally and physically and free from organic defect or bodily infirmity likely to interfere with the efficient performance of his duties; and (2) required to undergo medical examination before appointment to the service.



**10. Character.**

A candidate for direct recruitment shall be required to produce to the Commission certificates of good character from-

- (a) the Principal Academic Officer of the University or College in which he studied last; and
- (b) two respectable persons, who are well acquainted with (but not related to) the candidate.

**11. Promotion.**

- (1) Vacancies in the cadres of Additional Director, Joint Director, Deputy Director in Class I and Information Officer in Class II of the service, to the extent as specified in sub-Rr. (1) and (2) (a) of R. 5 shall be filled by promotion in the manner prescribed herein below.
- (2) Subject to suitability as may be decided by the Commission, as set forth in R. 12 and also subject to possessing qualification and experience as prescribed hereinafter, an officer shall be eligible for promotion from one cadre to another of the service in the manner provided below:
  - (i) From Joint Director to Additional Director;

- (ii) From Deputy Director/ Research Officer to Joint Director;
  - (iii) From Senior Information Officer to Deputy Director/ Research Officer;
  - (iv) From Joint Information Officer and Sub-Divisional Information and Public Relations Officer to Senior Information Officer;
  - (v) From Journalist, Sub-Editor-Cum-Proof Reader and Librarian to Junior Information Officer.
- (3) Subject to suitability, an officer shall be eligible for promotion if he possesses the qualifications and experience as set forth below:
- (a) He has rendered continuous service on the first January of the year of promotion, for a period of-
    - (i) 3 years in the cadre of Joint Director for promotion to the cadre of Additional Director;
    - (ii) 3 years in the cadre of the Deputy Director for promotion to the cadre of Joint Director;

- (iii) 5 years in the cadre of Senior Information Officer for promotion to the cadre of Deputy Director;
  - (iv) 5 years in the cadre of Junior Information Officer/ Sub-Divisional Information and Public Relations Officer for promotion to the cadre of Senior Information Officer.
- (c) He has successfully undergone such training and passed such departmental examination as may be prescribed by Government for the purpose.

**12. General procedure of promotion.**

- (1) Before the end of each year the Appointing Authority shall make an assessment of the likely number of vacancies to be filled by promotion in the next year in each cadre.
- (2) The Appointing Authority shall then furnish to the Board the following documents and information with regard to as many officers in order of seniority as are eligible for promotion:
  - (a) Information about the number of vacancies and number of reserved vacancies to be filled by promotion from members of Scheduled Castes,

Scheduled Tribes (Plain) and Scheduled Tribes (Hills) as per S. 5 of Assam Schedule Castes and Schedule Tribes (Reservation of Vacancies in Service and posts) Act, 1978.

- (b) List of Officers in order of seniority, eligible for promotion (separate lists for promotion to different cadres shall be furnished) indicating the cadre to which the case of promotion is to be considered;
  - (c) Character rolls and personal files of the officers listed; and
  - (d) Any other documents and information as may be considered necessary by the Appointing Authority required by the Board.
- (3) The Appointing Authority shall simultaneously request the Board to recommend within one month a list of officers found suitable for promotion on order of preference in respect of promotion to each of the cadres in which recruitment is to be made by promotion.
- (4) The selection shall be made on the basis of seniority-cum-merit in case of promotion stated herein before.

- (5) The Board, after examination of the documents and information furnished by the Appointing Authority, shall recommended to the Appointing Authority a list of officers about double the probable number of vacancies, in order of preference, found suitable for promotion.
- (6) The Appointing Authority, on receipt of the lists recommended by the Board, shall-
  - (a) forward the lists to the Commission together with the information and documents as referred to in sub-R. (2) of R. 12 with a request to approve the list;
  - (b) the commission shall consider the list recommended by the Board together with the information and documents and such other documents and information as may be required by the Commission and obtained from the Appointing Authority. The Commission shall finally approve the list with such modification as it may consider just and proper.
- (7) The lists finally approved by the Commission shall be published by the Appointing Authority in the Assam Gazette within 15 days from the date of final approval.

- (8) The selected lists shall remain valid for 12 calendar months from the date of approval by the Commission.
- (9) The promotion shall be in accordance with the lists finally approved by the Commission.

### **13. Selection Board.**

The Board, as referred to in Rr. 12 and 13 shall consist of the following:

- (1) for considering promotion to the cadre of Additional Director-
  - (i) Chief Secretary-Chairman.
  - (ii) One Commissioner of Divisions nominated by the Chief Secretary- Member.
  - (iii) Secretary, Home (Publicity)-Members-Secretary.
- (2) for considering promotion to the cadres of Joint Director, Deputy Director, Research Officer, Senior Information Officer, Junior Information Officer-
  - (a) (i) Secretary, Home-Chairman.
  - (ii) Secretary, Personnel or a representative of Personnel Department not below the rank

of Deputy Secretary, nominated by Secretary, Personnel-Member.

(iii) Director of Information and Public Relations, Assam-Member.

(b) The Joint/ Deputy Secretary, Home (Publicity) will act as Secretary of the Board.

#### **14. Disqualification.**

(1) No person shall be eligible for appointment to the service-

(a) if he is not a citizen of India; and

(b) if he has more than one wife living or on case of a female candidate who has married a person who has one wife living; Provided that the Governor may if he is satisfied that there are special grounds for doing so, exempt any person from the operation of this clause.

(2) No person who attempts to enlist support for his candidature directly or indirectly by any recommendation, either written or oral by any other means, shall be appointed to the service.

**15. Reservation.**

In the case of direct recruitment to the service there shall be reservation in favour of candidates belonging to Scheduled Castes, Scheduled Tribes (Plain) and Scheduled Tribes (Hills) as per S. 5 of Assam Schedule Castes and Schedule Tribes (Reservation of Vacancies in Service and posts) Act, 1978.

**16. Appointment.**

- (1) Subject to the provisions of R. 15 and sub R. (2) of this rule, appointment under R.6 shall be made by the Appointment Authority in accordance with the order of preference determined in the list referred in Cl. (d) of sub-R 6.
- (2) The inclusion of a candidate's name in the list mentioned in Cl. (d) of sub- R. (1) of R.6 shall confer no right to appointment unless the Appointment Authority is satisfied after such enquiry as prescribed by the Government from time to time and also as may be considered necessary, that a candidate is suitable in all respects for appointments to the service.

**17. Joining time.**

A person shall join within 15 days from the date of receipt of the order of appointment failing which the appointment shall



be cancelled unless the Appointment Authority extends the period which shall not in all, exceeds three months.

**18. Training.**

A member of the service shall be required to undergo such training and pass such departmental examination as Government may prescribe from time to time.

**19. Discharge or reversion.**

A temporary or officiating member shall be liable to be discharged or reverted to the lower cadre of the service or to be original service, if-

- (1) he fails to make sufficient use of the opportunities given during any training as may be prescribed by Government from time to time or fails to render satisfactory service during his tenure of service in the cadre; and /or;
- (2) it is found on a subsequent verification that he was initially not qualified for the appointment.

**20. Seniority.**

- (1) In case of appointment as per select list on the recommendation of the Commission the seniority of a member in a cadre shall be in the order prescribed in

the respective merit list recommended by the Commission; provided he joins within 15 days of receipt of the order or within the extended period mentioned in R.17.

- (2) If two persons are appointed on the recommendation of the Commission in two different batches, the person who was recommended in the earlier batch should be considered senior to the person recommended in the later batch.
- (3) In case names of two or more persons are bracketed in the select list of the Commission, the seniority is to be determined according to the date of birth.
- (4) The seniority *inter se* of the promoted officers in the higher posts shall be determined in the order of preference approved by the Commission for the purpose of appointment to the grade or post. Confirmation in the higher posts shall be made strictly in order of preference as above; provided work and conduct of the incumbent are found satisfactory. Cases which have been previously decided shall not be re-opened.
- (5) A member appointed by promotion in a year be senior to a member appointed by direct recruitment in that year.

**21. Probation and confirmation.**

- (1) Subject to availability of a permanent vacancy in the respective cadre, a member shall be placed, according to the seniority on probation against the permanent vacancy for a period of two years before he is confirmed against the permanent vacancy: provided that the period of probation may good and sufficient reasons be extended by the Appointing Authority for any specified period not exceeding a period of two years;

Provided further that the period of probation may be curtailed or dispensed with in any case for good and sufficient reasons by the Appointing Authority.

- (2) A member of the service placed on probation under sub-R. (1) shall be confirmed against the permanent vacancy to the following conditions if –
- (a) he has completed the period of probation to the satisfaction of the Appointing Authority in accordance with sub-R.(1);
  - (b) he has successfully undergone the training and passed the Departmental Examination if any prescribed by Government under R. 18.

- (3) If confirmation of a member is delayed on account of his failure to qualify for such confirmation, he shall lose his position in order of seniority *vis-à-vis* such of his juniors as might be confirmed earlier than he. His seniority shall, however, be restored on his confirmation subsequently.

**22. Gradation List.**

There shall be prepared and published every year a gradation list containing the names of all members of the service cadre-wise in order of seniority and such particulars as date of birth, date of appointment, etc.

- 23.** All appointment in the service shall be made in the time scale of pay as may be prescribed by Government from time to time. The scales of pay of the posts in the cadres of the service are shown in Schedule I.

**24. Mode of employment.**

- (1) Members of the service shall be employed in such manner as the Appointing Authority may decide.
- (2) A member of the service shall be liable to be posted anywhere within the State of Assam or outside Assam, or to any other department of the Government, a body corporate in the affairs of which Government may be substantially interested, or an autonomous district

council, if so required in the interest of public service and in such case the member shall not any option against such posting or transfer.

**25. Other conditions of service.**

- (1) Except as provided in these rules, all matters relating to pay and allowances, leave, pension, discipline and other conditions of service shall be regulated by the general rules and/ or orders of Government for the time being in force.
- (2) The conditions of service of the members in respect of matters for which no provision has been made in these rules, shall be the same as are for the time being applicable to other officers of Government of the corresponding status and having similar functions.

**26. Relaxation.**

Where the Government is satisfied that the operation of any of these causes undue hardship in any particular case, it may be dispense with or relax the requirement of the rule to such extent and subject to such conditions, as it may consider necessary for delaying with the case in a just and equitable manner;

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

**27. Interpretation and savings.**

If any question arises relating to the interpretation of any provision of these rules the decision of Government shall be final. All actions taken before in relation to service matters provided for in these rules shall be deemed to have been validly taken.

\* published in the Assam Gazette, Part- II-A ,dated 19-8-1987,  
vide Notification No. HMB 313/84/246, dated 3-3-1987

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## SCHEDULE I

### [Rules 4 and 23]

#### Strength of each of the service and time scale of pay

Categories of posts (1)	Time scale of pay (2)	Number of Posts		
		Permanent	Temporary	Total
1. Director of Information & Public Relation	Rs. 2000-75-2300-EB-75-2600 p.m	1	-	1
2. chief Information Officer	Rs. 1675-60-1975-EB-65-2300 p.m	- (Now kept in abeyance)	1	1
3. Additional Director on Information & Public Relations	Rs. 1675-60-1975-EB-65-2300 p.m	2	1	3
4. Joint Director of Information & Public Relations	Rs. 1500-60-1800-EB-60-1980-65-2175	1	1	2
5. Deputy Director of Information & Public Relations	*Rs. 2275-4450	2	3	5
6. Research Officer	Do	1	-	1
7. Exhibition Officer	Do	1	-	1
8. editor	Rs. 800-35-975-EB-1175-EB-40-1295-45-1700 p.m	1	-	1
9. District	Do	7	3	10

Information & Public Relation Officer				
10. Liaison Officer	Do	11	-	11
11. Officer-in-Charge Information Centre, Guwahati	Do	1	-	1
12. Assistant Editor, Publication	Rs.570-35-845-EB-35-1000-EB-40-1500 p.m	1	-	1
13. Assistant Publicity Officer	Do	1	-	1
14. Press Research Officer	Do	1	-	1
15. Manager of publication	Do	1	-	1
16. Script Writer	Do	1	-	1
17. Publication Assistant	Do	1	-	1

\* Substituted vide Notification No. HMB. 363/87/Pt. I/75, dates 29<sup>th</sup> March, 1995 [AG-II, dated 19<sup>th</sup> May, 1995 pp. 799-800].



## **SCHEDULE II**

### **[Rules 8]**

#### **Qualification for direct recruitment**

Academic and other qualification for direct recruitment to the cadre of Director of Information and Public Relations/ Chief Information Officer, Senior Information Officer, Junior Information Officer and Publication Assistant shall be as prescribed below against each of the cadres:

**1. Director of Information and Public Relations and Chief Information Officer.**

A candidate for the post of Director of Information and public Relations/ Chief Information Officer must possess-

- (a) A degree of a recognised University in Arts, Science or Commerce.

**Other qualifications- Essential.**

- (a) Practical experience in Journalism in Publicity or Public Relations work,
- (b) at least 10 years administrative experience in a responsible position,

- (c) marked literary ability,
- (d) capacity for directing publicity and propaganda.

**Desirable-**

- (a) Interest and aptitude in current India and world affairs;
- (b) Good command over English language;
- (c) Knowledge of Assamese or Bengali or Hindi or any other language prevalent in the State;
- (d) He shall be a person of good and amiable disposition and shall be able to command confidence and respect from other officers and staff of the Department and shall be able adequately to represent Government in All India Conference when publicity and public relations matters are discussed.

**2. Senior Information Officer:**

A candidate for direct recruitment to this cadre must possess-

- (a) a degree of recognised University in Arts, Science or Commerce;

- (b) a degree / diploma in Journalism or Mass communication or at least five years' experience in Journalism in a responsible capacity in a newspaper/ news/ public relations organisation/ Government Public Relations Department;
- (c) a good command over English;
- (d) knowledge of Assamese or any regional language or local language of the State.

**3. Junior Information Officer:**

A candidate for direct recruitment to these cadres must possess-

- (a) a degree of any recognised University in Arts, Science or Commerce;
- (b) a degree/diploma in Journalism or Mass communication or at least three years' experience in Journalism in a responsible capacity/ Public Relations Organisation/Government Public Relations Department;
- (c) a good command over English;
- (d) knowledge of Assamese or any regional language or local language of the State.

