

**DIRECTORATE OF MUNICIPAL ADMINISTRATION  
STATISTICAL SERVICE (RECRUITMENT AND CONDITIONS  
OF SERVICE) ORDERS, 1992**

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**DIRECTORATE OF MUNICIPAL ADMINISTRATION  
STATISTICAL SERVICE (RECRUITMENT AND CONDITIONS  
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DIRECTORATE OF MUNICIPAL ADMINISTRATION STATISTICAL  
SERVICE (RECRUITMENT AND CONDITIONS OF SERVICE) ORDERS,  
1992

**1. Short title and Commencement :-**

(i) These orders shall be called "Directorate of Municipal Administration Statistical Service (Recruitment and conditions of Service) Orders, 1992" in the Directorate of Municipal Administration, Assam.

(ii) These orders shall come into force with effect from the date of issue of these orders.

**2. Definition :-**

In these orders, unless there is anything repugnant in the subject or context,

(a) "Appointing Authority" means the Governor in case of Senior Research Officer, Research Officer, Research Officer and Assistant Research Officer and the Director of Municipal Administration,

Assam in case of Research Assistant, Sub-Inspector of Statistics and Computer;

(b) "Commission" means the Assam Public Service Commission;

(c) "Committee" means the Selection Committee constituted under para 6(1) (a) and 6 (2) (a) of these orders;

(d) "Governor" means the Governor of Assam;

(e) "Government" means the Government of Assam;

(f) "Order" means any order of these orders;

(g) "Service" means the Statistical Service of the Directorate of Municipal Administration;

(h) "Select list" means the list prepared under orders 5(1), 5(2), 5(3), 5(4), 5(5), 6(1)(c) and 6(2)(c);

(i) "Years" means calendar year.

### **3. Application and Appointing Authority :-**

These orders shall be applicable to the members of the staff of the statistical cell of the Directorate of Municipal Administration Assam, appointed it herit before or after issue of these orders holding any post in the following cadre

(a) Senior Research Officer;

(b) Research Officer;

(c) Assistant Research Officer;

(d) Research Assistant, (Inspector of Statistics);

(e) Sub-Inspector of Statistics;

(f) Computer.

### **4. Status and Cadre :-**

(1) The service shall include Senior Research Officer, Research Officer, Assistant Research Officer, Research Assistant (Inspector of Statistics), Sub-Inspector of Statistics and Computer. The strength of the services on the date of issue of this Notification is as under

(2) The posts of Senior Research Officer and Research Officer belong to class-I (Gazetted) and the Assistant Research Officer class-II (Gazetted) and the Research Assistant (Inspector of

Statistics), Sub-Inspector of Statistics and Computer for class-III (Non-Gazetted).

#### **5. Method of Recruitment :-**

(1) Recruitment to the post of Computer shall be made directly by open competition through the selection committee from amongst candidates who have passed Higher Secondary or Pre-University Examination having Mathematics or Economics as one of the subjects and who are within the age group of 18 years to 30 years on the first January of the year of advertisement. There shall be relaxation of upper age limit respect of the candidates belonging to S.C./S.T. (P), S.T. (H) as per standing instruction of the Government.

(2) Recruitment to the cadre of Sub-Inspector of Statistics shall be made by promotion from amongst the Computers of the Directorate of Municipal Administration on the basis of merit with due regard to seniority subject to the condition that the person to be considered for promotion must complete at least 5 years of service in the cadre of Computer in the Directorate of Municipal Administration. If suitable departmental candidates are not available, the posts shall be filled-up directly by open Competition from among candidates who are graduates of any recognised Indian University having Economics, Mathematics or Statistics as one of the subjects and who are within the age group of 21 years on the first January of the year of advertisement. There shall be relaxation of upper age limit for the candidates belonging to S.C./S.T. (P), S.T. (H) as per standing instruction of the Government.

(3) Recruitment to the post of Research Assistant shall be made by promotion from amongst Sub-Inspector of statistics of the Directorate of Municipal Administration on the basis of merit with due regard to seniority subject to the condition that the person to be considered for promotion must complete at least five years service in the cadre of Sub-Inspector of Statistics in the Directorate of Municipal Administration.

(4) Recruitment to the cadre of Assistant Research Officer shall be made by promotion from amongst the Research Assistant of the Directorate of Municipal Administration on the basis of merit with due regard to seniority subject to the condition that the person to be considered for promotion must complete at least five years service in the cadre of Research Assistant.

(5) Recruitment to the cadre of Research Officer shall be made by promotion from amongst the Assistant Research Officer of the Directorate of Municipal Administration on the basis of merit with due regard to seniority subject to the condition that the person to be considered for promotion must complete at least five years of service as such on the first January of the year in which the selection for promotion is made.

(6) Recruitment to the post of Senior Research Officer shall be filled-up by Deputations on transfer of service from the cadre of Assam Economics and Statistical Service on demand from the Municipal Administration Department to the Govt. of Assam.

**6. Constitution selection committee :-**

(1)

(a) There shall be a selection Committee consisting of the following Members for selection of candidate for promotion to the cadre of Research Officer and Assistant Research Officer

(i) Commissioner and Secretary, Municipal Administration Department, Assam; Chairman

(ii) Director of Municipal Administration Assam; Member Secretary

(iii) A representative of Personnel Department not below the rank of Deputy Secretary to be nominated by the Secretary Personnel; Member

(b) The Committee, subject to the provisions of order 5(4) and 5(5), after holding such interview or after considering the service records or any other consideration, as it may think proper and just shall recommend the names of persons found suitable for promotion to the cadre of Asstt. Research Officer or Research Officer as the case may be.

(c) The list of candidates recommended by the Selection Committee shall be forwarded to the Commission for approval. Then it shall become the select list and it shall remain valid for one year from the date of approval by the Commission. Consultation with the Assam Public Service Commission is necessary in respect of the cadres referred to in Order 6(1)(a) above.

(2)

(a) The Selection Committee for selection of candidates for

promotion to the cadre of Research Assistant (Inspector of Statistics), Sub-Inspector of Statistics shall consist of the following Members

(i) Director of Municipal Administration, Assam Chairman.

(ii) Senior Research Officer/Research Officer; Member

(iii) Deputy Director of Municipal Administration; Member Secretary.

(b) The Committee, subject to the provisions of orders 5(1), 5(2) and 5(3) after holding such interview or after considering the service returns or any other considerations as it may think proper and just shall recommend the names of persons found suitable for promotion or appointment to the cadre of Research Assistant (Inspector of Statistics). Sub\*Inspector of Statistics or; Computer as the case may be;

(c) The Director of Municipal Administration shall examine the recommendation of the Committee and approve the same as just and proper. The list of candidates for each categories of posts as approved by the Director of Municipal Administration shall form the select list (s) and it shall remain valid for one year from the date of approval by the Director.

## **7. Reservation :-**

(1) In all cases of appointment by the direct recruitment as well as by promotion, there shall be reservation in case of candidates belonging to the members of the S. C./S. T.(P), S.T.(H) as per provision of the Assam Schedule Castes and Scheduled Tribes (Reservation of vacancies in service and posts) Act, 1976 and the Rule framed thereunder.

(2) In case of promotion 4 times of eligible candidates against the number of vacancies shall be taken into consideration.

## **8. Appointment :-**

The seniority of a Member in the service in a cadre shall be determined in accordance with his position in the respective select lists prepared under order 6(1)(c), or 6(2)(c) as the case may be.

## **9. Joining Time :-**

Joining time may be allowed as and where entitled as per provision made with F.R. 105.

**10. Relaxation :-**

Where the Government is satisfied that the operation of any of these orders caused undue hardship in any particular case it may dispense with or relax the requirement of the order to such extent and subject to such conditions as it may consider necessary for dealing 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 any of these orders.

**11. Interpretation :-**

If any question arises relating to the interpretation of any order then the same shall be referred to the Government whose decision shall be final.