



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

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No. 495 Dispur, Friday, 11th July, 2025, 20th Ashadha, 1947 (S. E.)

GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
ASSAM LEGISLATIVE ASSEMBLY SECRETARIAT

NOTIFICATION

The 11th July, 2025

No. LAE 29/23/Pt-I/3399.- In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India and in supersession of the Assam Legislative Assembly Secretariat (Recruitment and Conditions of Service) Rules, 1986, except as respects things done or omitted to be done before such supersession, the Governor of Assam, after consultation with the Speaker, Assam Legislative Assembly, hereby makes the following Rules regulating the recruitment and conditions of service of persons appointed to the Secretarial staff of the Assam Legislative Assembly, namely:-

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| Short Title and commencement. | 1. | (1) These Rules may be called “The Assam Legislative Assembly Secretariat (Recruitment and Conditions of Service) Rules, 2025”.
(2) They shall come into force on the date of their publication in the Assam Gazette. |
| Definitions. | 2. | In these Rules, unless the context otherwise requires:-
(a) “Appointing Authority” means the Appointing Authority specified in Rule 7.
(b) “Assembly” means the Assam Legislative Assembly.
(c) “Assembly Secretariat” means the Assam Legislative Assembly Secretariat. |

- (d) “Deputy Speaker” means the Deputy Speaker of the Assam Legislative Assembly.
- (e) “Disciplinary Authority” means the Disciplinary Authority specified in Rule 34.
- (f) “Government” means the Government of the State of Assam.
- (g) “Governor” means the Governor of the State of Assam.
- (h) “Leader of the House” means the Chief Minister or any other member of the Assam Legislative Assembly elected as such by the Ruling Party and recognized by the Speaker.
- (i) “member” means member of the Assam Assembly Service or Assam Assembly Secretariat Subordinate Service, as the case may be.
- (j) “Officer” means a person or persons appointed to or borne on the cadre of the service holding any Class I or Class II post.
- (k) “post” means a Class I, Class II, Class III or Class IV post specified in Schedule I to these Rules.
- (l) “Principal Secretary” means the Principal Secretary to the Assembly and the Assembly Secretariat.
- (m) “recognized university” means a university established by an Act of the Central or a State Legislature and includes any other University recognized by the Central Government or a State Government, as the case may be, subject to such limitations or conditions as may be deemed necessary.
- (n) “Rules” means the Assam Legislative Assembly Secretariat (Recruitment and Conditions of Service) Rules, 2025.
- (o) “Secretary” means the Secretary of the Assembly Secretariat.
- (p) “Selection Board” means the Assam Legislative Assembly Secretariat Selection Board constituted under Rule 12.
- (q) “Selection Committee” means the Assam Legislative Assembly Secretariat Selection Committee constituted under Rule 13.
- (r) “Service” means the Assam Assembly Service.
- (s) “Speaker” means the Speaker of the Assam Legislative Assembly.
- (t) “State Secretariat” means the Secretariat of the Government.

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| Constitution of the Services and its strength. | 3. | <p>(1) There shall be constituted the following Services to be known as-</p> <p>(a) the "Assam Assembly Service" consisting of the cadres and posts of Joint Secretary and above or equivalent thereto; and</p> <p>(b) the "Assam Assembly Secretariat Subordinate Service" consisting of cadres and posts other than the Joint Secretary and above or equivalent thereto,</p> <p>as specified in the Schedule to these Rules.</p> <p>(2) The Speaker may, from time to time, leave unfilled or hold in abeyance any post or increase the cadre by creation of additional permanent or temporary posts, as may be found necessary.</p> |
| Absorption of existing members of the Service. | 4. | The existing members of the Service shall be deemed to have been absorbed in their respective posts from the date of their appointment/promotion as if they were appointed/promoted under these Rules. |
| Method of recruitment to the Service. | 5. | <p>Recruitment to a post or class of posts in the Service shall be made by any one of the following methods, namely:-</p> <p>(a) by promotion;</p> <p>(b) by transfer or deputation of a person serving outside the Assembly Secretariat in connection with the affairs of the Union or of the Assam State Government;</p> <p>(c) by direct recruitment; and</p> <p>(d) by contract.</p> |
| Officers/Staff may be assigned any work | 6. | Notwithstanding anything contained in these Rules, the Speaker may, for the efficient functioning of the Assembly Secretariat, if it appears to the Speaker necessary to do so, assign a member to attend to functions and duties attached to a particular post or service, other than the post or the service to which such member has been recruited, for such period as the Speaker may deem necessary. |
| Appointing Authority. | 7. | For appointment to all the Class-I and Class-II posts, the Speaker shall be the appointing authority and for all the Class-III and Class-IV posts, the Principal Secretary or, in her/his absence, the Secretary shall be the appointing authority. |
| Qualification for recruitment. | 8. | Subject to the provisions of Rule 9, the educational qualification and age for recruitment to any post or class of posts shall be those prescribed for the corresponding posts in the State Secretariat, subject to such adaptations and modifications, as the Speaker may, from time to time, by order, specify. |

Promotion.

- 9.** (1) Recruitment to a post or posts in the Service by promotion shall be made from the Select List prepared for the purpose by the Selection Board or the Selection Committee, as the case may be, strictly on the basis of merit with due regard to seniority.
- (2) For the purpose of selection under sub-rule (1), merit in relation to a member shall include -
- (i) her/his performance at a test, whether oral or written or both, if such test is ordered by the Appointing Authority to be held for the purpose of such selection;
 - (ii) last 3 years' Annual Confidential Reports of her/his work and conduct recorded by her/his superior officers in the prescribed Form;
 - (iii) the enthusiasm shown by her/him in various activities of the Assembly Secretariat;
 - (iv) her/his previous experience of the particular type of work which she/he will be required to perform, if selected;
 - (v) any other requirement which the Appointing Authority may fix for eligibility for such promotion.
- (3) All members eligible for promotion to a particular Grade shall be considered together and not in the order shown in the Schedule.

**Direct
Recruitment.****10. A. Gazetted Posts:**

- (1) Recruitment to a gazetted post by direct recruitment shall be made by selection from amongst persons who possess the requisite qualification and satisfy the conditions prescribed under these Rules on the basis of a test conducted by the Selection Board.
- (2) The Speaker shall determine whether the test to be held under sub-rule (1) shall be written, oral or both.

B. Non-gazetted Posts:

- (1) Selection of candidates for filling up the vacancies in any cadre of non-gazetted posts shall be made by the Selection Committee in any of the following methods:
- (a) By promotion on the basis of merit cum seniority;
 - (b) By deputation from any office of the Assam State Government;
 - (c) By direct recruitment.

- (2) The proportion of vacancies to be filled up in a year under Clauses (a), (b) and (c), unless the Speaker otherwise directs, shall be 60 percent, 20 percent and 20 percent, respectively.

**Appointment
to a post in a
cadre.**

- 11.** Appointment to a post in a cadre shall be made by the following method :-

(1) Principal Secretary

By promotion from the post of Secretary possessing degree of Bachelor of Law from any recognized university having sound knowledge of Constitutional Law and experience in parliamentary practices and procedures with minimum 3 years of service in the post of Secretary in the Assembly Secretariat:

Provided that in case of non-availability of a suitable and qualified candidate by promotion, the Speaker may, in consultation with the Leader of the House, appoint any person-

- (i) On deputation from amongst officers of Grade-I of the Assam Judicial Service who has rendered minimum 7 years of service as Grade-I in the Judicial Service.
- (ii) On contract from amongst the retired High Court Judges or retired District and Sessions Judges of Assam Judicial Service who has rendered minimum 7 years of service as Grade-I in the Judicial Service.

(2) Secretary

By promotion from the post of senior most Additional Secretary, provided she/he has rendered not less than five years of service as Additional Secretary or six years of combined service to the posts of Additional Secretary and Joint Secretary possessing degree of Bachelor of Law from any recognized university having sound knowledge of Constitutional Law and experience in parliamentary practices and procedures:

Provided that in case of non-availability of a suitable candidate by promotion to the post of Secretary, the post may be filled up by deputation of an officer of Grade-I of the Assam Judicial Service who has rendered minimum five years of service as Grade-I in the Judicial Service.

(3) Additional Secretary

By promotion from the post of Joint Secretary, who has rendered not less than five years of service as Joint Secretary or ten years of combined service to the posts of Joint Secretary and Deputy Secretary possessing degree of Bachelor of Law from any recognized university having sound knowledge of Constitutional Law and experience in parliamentary practices and procedures:

Provided that in case of non-availability of a suitable candidate by promotion to the post of Additional Secretary, the post may be filled up by deputation of an officer of Grade-I of the Assam Judicial Service who has rendered minimum three years of service as Grade-I in the Judicial Service or as decided by the Selection Board.

(4) Joint Secretary/OSD (in the rank of Joint Secretary)

- (a) By promotion from the post of Deputy Secretary, who has rendered not less than five years of service as Deputy Secretary or twelve years of combined service to the posts of Deputy Secretary and Under Secretary possessing degree of Bachelor of Law from any recognized university having sound knowledge of Constitutional Law and experience in parliamentary practices and procedures.
- (b) By deputation of an officer of Grade-II of the Assam Judicial Service or an officer of Grade-III of the Assam Legal Service or as decided by the Selection Board.
- (c) By direct recruitment.

(5) Deputy Secretary

By promotion from the post of Under Secretary, who has rendered not less than five years of service as Under Secretary or fifteen years of combined service in the Assembly Secretariat possessing degree of Bachelor of Law from any recognized university having sound knowledge of Constitutional Law and experience in parliamentary practices and procedures:

Provided that in case of non-availability of a suitable candidate by promotion to the post of Deputy Secretary, the post may be filled up by deputation of an officer of Grade-III of the Assam Judicial Service or an officer of Grade-IV of the Assam Legal Service or as decided by the Selection Board.

(6) Sr. Financial Adviser

By deputation/transfer from the Assam Finance Service.

(7) Under Secretary/Estate Officer/Protocol Officer/Special Officer/OSD (in the rank of Under Secretary)

By promotion from amongst the officers holding the post of Committee Officer/ Superintendent/ Superintendent Members' Hostel who has rendered not less than five years of service in the respective post. Besides, a person possessing degree of Bachelor of Law from any recognized university shall be given preference:

Provided that in case of non-availability of a suitable candidate, the post may be filled up in a manner as decided by the Selection Board.

(8) Secretary to the Speaker

By promotion from the post of Committee Officer/ Superintendent/ Superintendent Members' Hostel who has rendered not less than five years of service in the respective posts.

Besides, a person possessing degree of Bachelor of Law from any recognized university shall be given preference:

Provided that the Speaker may also fill up the post from any other source and the tenure of the Office of the person so recruited shall be co-terminus with the office of the Speaker:

Provided further that the last pay drawn by a person who has held or is in the service of the Central or a State Government shall be protected on his appointment as Secretary to the Speaker.

(9) Senior Research Officer

By promotion from amongst the Assistant Research Officers or by transfer/ deputation from the Assam Economics and Statistics Service or as decided by the Selection Board.

(10) Marshal

By deputation from the Assam Police Service (Senior Grade-I).

(11) Librarian

(a) By promotion from the post of Senior Assistant Librarian who has rendered not less than seven years of continuous service as Senior Assistant Librarian:

Provided that in case of non-availability of a suitable candidate by promotion, the post may be filled up as decided by the Selection Board.

(12) Committee Officer/Superintendent/ Superintendent of Members' Hostel

By promotion from the select list prepared for the purpose by the Selection Board from amongst Sub-Editor of Debates, Cashier, Accountant, Nazir, Upper Division Assistant, Senior Translator, Receptionist of the Members' Hostel, Receptionist of Assembly Secretariat and any other posts equivalent to the above mentioned posts of this Service who have rendered not less than five years of continuous service in the respective posts.

(13) Language Officer

By promotion from the post of Assistant Language Officer who has rendered at least five years of continuous service as Assistant Language Officer:

Provided that in case of non-availability of a suitable candidate by promotion, the post may be filled up as decided by the Selection Board.

(14) Assistant Language Officer

By direct recruitment on the basis of a competitive examination conducted by the Selection Board.

(15) Assistant Research Officer

By direct recruitment on the basis of a competitive examination conducted by the Selection Board.

(16) Sr. Deputy Marshal

By promotion of a person who has rendered not less than eight years of service as Deputy Marshal.

(17) Cameraman:

By direct recruitment on the basis of a competitive examination conducted by the Selection Committee.

(18) Deputy Marshal

By direct recruitment on the basis of a competitive examination conducted by the Selection Committee.

(19) Assistant Employment Officer

By transfer or deputation from the Assam Economics and Statistics Service or as decided by the Selection Board.

(20) Store Officer

By direct recruitment on the basis of a competitive examination conducted by the Selection Committee.

(21) Sub-Editor of Debates/ Cashier/ Accountant/ Nazir

By promotion from amongst the Upper Division Assistants (to be redesignated as Senior Legislative Assistant) as decided by the Selection Committee.

(22) Upper Division Assistant/ Receptionist of Members' Hostel and Office, Senior Translator and WWO (in the rank of Upper Division Assistant – (to be redesignated as Senior Legislative Assistant))

By promotion from the Select List prepared by the Selection Committee from amongst the Lower Division Assistant/ Lower Division Assistant cum Proof Reader/ Lower Division Assistant cum Typist/ Translator/ WWO (in the rank of Lower Division Assistant) of the Assembly Secretariat who have rendered not less than five years of continuous service in the respective posts and have passed such examinations as may be prescribed by the Selection Committee.

(23) Senior Assistant Librarian

By promotion from the post of Assistant Librarian who has rendered not less than five years of service in the post of Assistant Librarian:

Provided that in case of non-availability of a suitable candidate by promotion, the post may be filled up as decided by the Selection Committee.

(24) Lower Division Assistant (to be redesignated as Junior Legislative Assistant)

- (i) By direct recruitment on the basis of a competitive examination conducted by the Selection Committee.
- (ii) By selection from amongst the Typist Selection Grade/ Typist/ Telephone Operators/ Counter Assistant/ Senior

Care Taker/ Care Taker of the Assembly Secretariat possessing Bachelor's Degree in any discipline from any recognized university and have rendered not less than eight years of continuous service in the respective cadre.

- (iii) By selection from amongst the Grade-IV Staff, Roneo Operators and Library attendants of the Assembly Secretariat possessing Bachelor's Degree in any discipline from any recognized university and have rendered not less than ten years of continuous service in the respective post.

Note: The proportion of vacancies to be filled up in any year under paragraphs (i), (ii) and (iii) above shall be 80 percent, 10 percent and 10 percent, respectively. In the event of sufficient qualified or suitable persons not being available under paragraph (iii) above, the balance would be filled up from category (ii) above i.e. by selection from eligible Typist/ Telephone Operator/ Counter Assistant and Care Taker of the Assembly Secretariat. Here vacancies include both permanent and temporary vacancies and Typist means both Selection Grade and ordinary Grade Typists.

(25) Translator (in the rank of Junior Legislative Assistant)

By direct recruitment on the basis of a competitive examination as decided by the Selection Committee.

(26) Assistant Librarian

By promotion from the post of Library Assistant who has rendered not less than eight years of service as Library Assistant possessing a Bachelor's Degree in any discipline from any recognized university. Preference will be given to the person with Diploma or Degree in Library Science:

Provided that in case of non-availability of suitable candidates by promotion, the post may be filled as decided by the Selection Committee.

(27) Library Assistant

By direct recruitment on the basis of a competitive examination as decided by the Selection Committee.

(28) Watch and Ward Officer (in the rank of Junior Legislative Assistant)

By direct recruitment on the basis of a competitive examination as decided by the Selection Committee.

(29) Typist (Selection Grade) – to be redesignated as Computer Operator (Selection Grade)

Promotion to the post of Typist (Selection Grade) shall be made by selection on the basis of seniority-cum-merit from amongst the Typists (Ordinary Grade) who have rendered not less than four years of service as Typists in the Assembly Secretariat. Appointment will be made from the Select List prepared by the Selection Committee.

(30) Typist (Ordinary Grade) – to be redesignated as Computer Operator (Ordinary Grade)

Appointment to the post Typist (Ordinary Grade) shall be made:-

- (i) By direct recruitment on the basis of a competitive examination conducted by the Selection Committee.
- (ii) By selection from amongst the Grade-IV Staff, Roneo Operator and Library Attendant of the Assembly Secretariat possessing Bachelor's Degree in any discipline from any recognized university with knowledge of working of computer and have rendered not less than six years of service in Grade-IV including Roneo Operator or Library Attendant of the Assembly Secretariat:

Provided that the recruitment under paragraph (ii) above shall not exceed five percent of the cadre strength of the typists (both Selection Grade and Ordinary Grade).

(31) Senior Care Taker

By promotion from the post of Care Taker who has rendered not less than seven years of service as Care Taker or as decided by the Selection Committee.

(32) Sub-Inspector of Statistics

By deputation from the Directorate of Economics and Statistics or as decided by the Selection Committee.

(33) Care Taker

By promotion from the posts of Counter Assistant/ Telephone Operator who has rendered not less than five years of service as Counter Assistant/Telephone Operator or as decided by the Selection Committee.

(34) Computer

By deputation from the Directorate of Economics and Statistics or as decided by the Selection Committee.

(35) Counter Assistant/Telephone Operator:-

By promotion from the Grade-IV posts who have rendered not less than ten years of service in Grade-IV in the Assembly Secretariat.

(36) Tape Recordist

By direct recruitment on the basis of a competitive examination as decided by the Selection Committee.

(37) Library Attendant

By direct recruitment on the basis of a competitive examination as decided by the Selection Committee.

(38) Roneo Machine Operator/Record Arranger:-

By promotion from Grade-IV posts who have rendered not less than ten years of service in Grade-IV.

(39) Generator Machine Operator

By direct recruitment on the basis of a competitive examination as decided by the Selection Committee.

(40) Special Attendant/Driver

By direct recruitment on the basis of a competitive examination as decided by the Selection Committee.

(41) Jamadar/ Orderly/ Duftry/ Head Sweeper

By promotion from other Grade-IV posts (lower grade pay) who have rendered not less than ten years of service in the respective Grade-IV posts.

(42) Peon/ Sweeper/ Mali and all other Grade-IV posts

By direct recruitment on the basis of a competitive examination as decided by the Selection Committee.

**Appointment to
Reporters/
Stenographers
Service.**

(43) Chief Reporter cum Editor of Debates and Ex-Officio Joint Secretary - to be redesignated as Chief Reporter cum Joint Secretary (Reporting)

By promotion from the post of Senior Reporter and Ex-Officio Deputy Secretary [to be redesignated as Deputy Secretary (Reporting)] who has rendered not less than five years of service as Deputy Secretary (Reporting) or as decided by the Selection Board.

(44) Senior Reporter and Ex-Officio Deputy Secretary - to be redesignated as Deputy Secretary (Reporting)

By promotion from the post of Senior Reporter and Ex-Officio Under Secretary [to be redesignated as Under Secretary (Reporting)] who has rendered not less than five years of service as Under Secretary (Reporting) or as decided by the Selection Board.

(45) Senior Reporter & Ex-Officio Under Secretary - to be redesignated as Under Secretary (Reporting)

By promotion from the post of Reporter/Stenographer Grade-I who has rendered not less than five years of continuous service as Reporter/Stenographer Grade-I or as decided by the Selection Board.

(46) Reporter Grade-I/ Stenographer Grade-I

By direct recruitment on the basis of a speed test in Stenography in English with 150 (one hundred and fifty) words per minute and 120 (one hundred and twenty) words per minute in Assamese/Bengali possessing a Bachelor's Degree in any discipline from any recognized university. The Speed Test will be conducted by the Selection Board with the help of an expert as decided by the Selection Board.

(47) Reporter Grade-II/ Stenographer Grade-II

By direct recruitment on the basis of a Speed Test in Stenography in English with 120 (one hundred and twenty) words per minute and 100 (one hundred) words per minute in Assamese/Bengali and possessing a Bachelor's Degree in any discipline from any recognized university. The Speed Test will be conducted by the Selection Committee with the help of an expert as decided by the Selection Committee.

(48) Stenographer Grade-III

By direct recruitment on the basis of a speed test in Stenography in English with 80 (eighty) words per minute and must have passed Higher Secondary or its equivalent examination. The speed test will be conducted by the Selection Committee with the help of an expert as decided by the Selection Committee.

**Appointment to
services under
Bodo Cell.**

(49) Deputy Secretary (Bodo Cell)

- (a) By promotion from the post of Under Secretary from Bodo Cell possessing a Master's Degree in Bodo Language and PG Diploma/degree in Translation Studies from any recognized university and who has rendered not less than five years of service as Under Secretary in the Bodo Cell dealing with matters pertaining to the Committees of Legislature, Questions, Legislation, etc. Preference shall be given to a person possessing degree of Bachelor of Law from any recognized University and training in parliamentary practices and procedures and Constitutional Law.
- (b) By direct recruitment of candidates having the following qualifications:
- (i) not less than 8 years of working experience in the Bodo Language in translation, editing and composing in Government offices under the Education Department or Assembly Secretariat.
 - (ii) not less than 5 Publications (Book/ Magazine /Journal / Paper).
 - (iii) experience of attending workshops/ Training in translation/ editing/ composing.
 - (iv) computer/digital knowledge.

Provided that the Deputy Secretary (Bodo Cell) may be considered for promotion to the post of Joint Secretary / OSD (in the rank of Joint Secretary) on completion of 10 years of continuous service as Deputy Secretary (Bodo Cell), if she/he possesses the same qualification and experience as are laid down under para 11(4)(a) for the promotion to the post of Joint Secretary.

(50) Under Secretary (Bodo Cell)

By promotion from the post of Assistant Language Officer from Bodo Cell who has rendered not less than five years of service in the respective post.

Provided that in case of non-availability of suitable and qualified candidate for promotion to the post of Under Secretary, the post may be filled up by direct recruitment on the basis of a competitive examination or as decided by the Selection Board.

(51) Assistant Language Officer (Bodo Cell)

By promotion from the post of Senior Administrative Assistant (to be redesignated as Senior Legislative Assistant [Bodo Cell]) who has rendered not less than five years of service in the respective post.

Provided that in case of non-availability of suitable and qualified candidate for promotion to the post of Assistant Language Officer (Bodo Cell), the post may be filled up by direct recruitment on the basis of a competitive examination or as decided by the Selection Board.

(52) Senior Administrative Assistant (Bodo Cell)

By promotion from the post of Translator (Bodo Cell) who has rendered not less than five years of service in the respective post.

Provided that in case of non-availability of suitable and qualified candidate for promotion to the post of Senior Administrative Assistant (to be redesignated as Senior Legislative Assistant [Bodo Cell]), the post may be filled up by direct recruitment on the basis of a competitive examination or as decided by the Selection Committee.

(53) Translator (Bodo Cell)

By promotion from the post of Computer Operator (Bodo Cell) who has rendered not less than five years of service in the respective post.

Provided that in case of non-availability of suitable and qualified candidate for promotion to the post of Translator (Bodo Cell), the post may be filled up by direct recruitment on

the basis of a competitive examination or as decided by the Selection Committee.

(54) Computer Operator (Bodo Cell)

By direct recruitment on the basis of a competitive examination or as decided by the Selection Committee.

(55) Interpreter (Bodo Cell)

By direct recruitment on the basis of a competitive examination or as decided by the Selection Committee.

Selection Board.

- 12.** (1) For recruitment to a gazetted post or class of posts other than the post of the Principal Secretary (either by promotion/ selection/ direct recruitment), there shall be a Board, namely, the Assam Legislative Assembly Secretariat Selection Board consisting of the following members for recommending to the Appointing Authority the names of the suitable candidates for appointment/ promotion to a gazetted post :-

- i. Deputy Speaker - Chairperson
- ii. Principal Secretary, Secretary and Senior most Additional Secretary - Members
- iii. Joint Secretary - Member Secretary dealing with administrative matters.

The Selection Board may, if considers necessary, include a representative of the Personnel Department of the Government of Assam not below the rank of Joint Secretary, as a Special invitee Member.

- (2) The conditions and modalities for appointment (either by promotion/ selection/ direct recruitment) shall be finalized by the Selection Board.

Selection Committee.

- 13.** (1) For recruitment to a non-gazetted post or class of posts (either by promotion/ selection/ direct recruitment), there shall be a Committee, namely, the Assam Legislative Assembly Secretariat Selection Committee consisting of the following members for recommending to the Appointing Authority the names of suitable candidates for appointment/promotion to a non-gazetted post :-

- i. Principal Secretary - Chairperson
- ii. Secretary, Additional Secretaries, Senior most Joint Secretary - Members
- iii. Deputy Secretary - Member Secretary dealing with administrative matters.

or

as constituted by the Speaker for the purpose

(2) The conditions and modalities for appointment (either by promotion/ selection/ direct recruitment) shall be finalized by the Selection Committee.

Recruitment to service.

- 14.** (1) A competitive examination for recruitment to a post or a class of posts in the service shall be held at such intervals as the Appointing Authority may, from time to time determine.
- (2) The examination shall be conducted by the Selection Board or the Selection Committee, as the case may be, in accordance with such rules and procedures, as the Appointing Authority may from time to time prescribe.
- (3) The conditions and modalities for appointment (either by promotion/ selection/ direct recruitment) shall be finalized by the Selection Board or the Selection Committee, as the case may be.

Joining time.

- 15.** A person shall join within 15 days from the date of receipt of order of appointment or of promotion, failing which the appointment shall be cancelled unless the Appointing Authority extends the period, which shall not, in any case exceed three months.

Application for permission to appear in the competitive examination.

- 16.** (1) Applications for permission to sit in the competitive examination for direct recruitment shall be invited by the Principal Secretary/ Secretary through advertisement by publication in the Assam Gazette and such other newspapers as the Principal Secretary/ Secretary may consider appropriate.
- (2) Applications shall be made in Standard Form as prescribed in Part-IX of the Assam Gazette.
- (3) No candidate shall be admitted to the Examination unless she/he holds a certificate of admission duly signed by the Principal Secretary/ Secretary or any other officer duly authorized by the Principal Secretary/ Secretary on her/his behalf.

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| Syllabus. | 17. | The syllabus for competitive examination for filling up the vacancies shall be such as may be decided by the Selection Board or the Selection Committee, as the case may be. |
| Fees. | 18. | A candidate for direct recruitment shall pay at the time of submitting the application such application fee, as may be mentioned in the advertisement. |
| Reservation of vacancies. | 19. | In case of recruitment (either by promotion/ selection/ direct recruitment), the reservation policy of the Government of Assam shall be applied. |
| Disqualification for appointment. | 20. | <p>No person shall be qualified for appointment to the service -</p> <ol style="list-style-type: none"> (1) unless she/he is a citizen of India and possesses a good character; (2) unless she/he is of sound health and free from any bodily defect or infirmity which may render her/him unfit for appointment; (3) if she/he has more than one living spouse: <p style="margin-left: 40px;">Provided that the Appointing Authority, if satisfied that there are special grounds for a person to have more than one living spouse, may exempt that person from being disqualified under this clause; and</p> (4) if she/he attempts to enlist the support of her/his candidature directly or indirectly by any recommendation, either written or oral or by any other means. |
| Seniority. | 21. | <ol style="list-style-type: none"> (1) Seniority of a member in a cadre appointed by direct recruitment or by promotion shall be determined according to the order of merit in the respective Select List if she/he joins the post within 15 days from the date of receipt of the order of promotion/ appointment or within the extended period as may be granted by the Appointing Authority. (2) If a member fails to join within the initial 15 days of receipt of the order of promotion or within the extended period, her/his seniority shall be determined in accordance with the date of joining. (3) A member appointed to a cadre by promotion in a year shall be senior to a member appointed by direct recruitment in that year: |

Provided that the Officers and staff brought from other services of the State Government of Assam by transfer shall always be junior to the members of the Service.

- Probation.** **22.** (1) Every person appointed to a post shall be on probation for a period of two years:

Provided that the Appointing Authority may for good and sufficient reasons either reduce or extend the period of probation in individual cases by a period not exceeding one year at a time:

Provided further that in the case of a person appointed to a temporary post and cannot be placed on probation for want of a permanent vacancy, any period for which she/he officiates in the temporary post, may, having regard to her/his performance in such post, be counted towards the period of probation.

- (2) During the period of probation, every person shall be required to undergo such training and pass such Departmental Examination as may be prescribed by the Appointing Authority from time to time.

- Confirmation.** **23.** At the end of the prescribed period of probation or of the reduced/extended period of probation, as the case may be, the Appointing Authority may decide for confirmation of the probationer to the post.

- Discharge of a probationer.** **24.** A probationer shall be liable to be discharged from the service -
- (a) if she/he fails to make sufficient use of the opportunities given during any training or fails to give satisfactory performance at the end of the period of probation;
 - (b) if she/he fails to pass the Departmental examination unless the Appointing Authority permits her/him to sit for re-examination in the subject or subjects in which she/he fails;
 - (c) if on any information received relating to his/ her nationality, age, health, character or antecedents, the Appointing Authority is satisfied that the probationer is ineligible or otherwise unfit for being a member of the Service; or
 - (d) if she/he fails to comply with any of the provisions of the Rules.

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| Gradation List. | 25. | There shall be a Cadre-wise Gradation List prepared and published every year containing the names of all the members of the service in order of seniority with such particulars as date of birth, date of appointment, date of superannuation, etc. |
| Pay. | 26. | All appointments in the service shall be made in the scale of pay as may be prescribed by the Appointing Authority from time to time. The scale of pay of the posts in the cadres of the service, on the date of coming into force of these Rules, shall be as shown in the Schedule. |
| Sessional/
Casual Staff. | 27. | The Principal Secretary may appoint persons to fill sessional/casual vacancies in connection with the session of the Assembly or otherwise as and when felt necessary. |
| Power of the
Speaker to
dispense with
or relax any
Rule. | 28. | Where the Speaker is satisfied that the operation of any of the Rules in the matter of promotion/ appointment to the post of Joint Secretary and above for efficient functioning of the Assembly Secretariat or in the matter of conditions of service of an Officer or any person serving in the Assembly Secretariat causes undue hardship in any particular case, the Speaker may, by order, dispense with, modify or relax the requirement of that Rule to such extent and subject to such conditions as she/he may consider necessary for such appointment/ promotion/ dealing with the case in a just and equitable manner. |
| Age of
Superannuation. | 29. | <p>(1) The Principal Secretary and the Secretary shall superannuate from the Service on the afternoon of the last day of the month in which she/he attains the age of sixty years:</p> <p style="padding-left: 40px;">Provided that the Speaker may, if she/he considers it necessary so to do in the interest of the efficient working of the Assembly Secretariat, grant extension of service to the Principal Secretary and the Secretary beyond the age of superannuation for a period not exceeding two years.</p> <p>(2) In respect of all other members of the Service for whom no provision has been made in the Rules, they shall be governed by such Rules as are applicable to the Officers and Staff of the</p> |

corresponding rank in the Assam State Government subject to such modifications/variations or exceptions, if any, as the Speaker, may, from time to time, by order, specify.

Conditions of service of officers and staff on deputation/contract to Assembly Secretariat.

30. Subject to such conditions and to such extent, as may be determined by the Appointing Authority, after consultation with the Government, any person while on deputation/contract to the Assembly Secretariat may be permitted to retain any terms and conditions of service to which she/he was entitled to immediately before her/his deputation to the Assembly Secretariat.

Conditions of service of officers and staff of Assembly Secretariat.

31. The provisions of the Assam Civil Service (Conduct) Rules, 1965 shall apply to officers and staff of the Assembly Secretariat subject to such modifications, alterations or exceptions, as may be made by the Speaker.

Administration and control of the Assembly Secretariat.

32. (1) Subject to the supervision and control of the Speaker, the Principal Secretary or, in his absence, the Secretary shall administer the Assembly Secretariat and shall exercise control over the officers and staff of the Assembly Secretariat and shall be responsible for the smooth and efficient working of the Secretariat.
- (2) The Speaker may delegate to the Principal Secretary such of her/his powers as she/he may, by order, specify in this behalf.
- (3) Subject to the provisions of these Rules, the Principal Secretary for the purpose of administration of the Assembly Secretariat shall exercise all powers of a Commissioner and Secretary to the Government including financial, administrative and such other powers as may have been or may hereinafter be delegated by the Speaker under sub-Rule (2).

Penalty.

33. The Disciplinary Authority may for good and sufficient reasons impose such penalty as specified in the Assam Services (Discipline and Appeal) Rules, 1964, as amended from time to time with such modifications, as she/he may consider appropriate, to an officer or staff of the Assembly Secretariat.

- Disciplinary Authority.** 34. Subject to provisions of the Article 311 of the Constitution of India, the Speaker shall have the power to impose any of the penalties on any officer or staff serving in the Assembly Secretariat on recommendation of an Inquiry Committee to be constituted by the Principal Secretary, or, in her/his absence, by the Secretary:
- Provided that the Speaker may, by general or special order, delegate to the Principal Secretary or any other officer the power to impose any of the penalties on any officer.
- Procedure for punishment.** 35. The punishment procedure for an officer or staff serving in the Assembly Secretariat shall be governed by the existing rules of the Government of Assam, as amended from time to time:
- Provided that no order imposing any penalty under Rule 32 shall be imposed on an officer or staff serving in the Assembly Secretariat except after an inquiry held in accordance with the manner being followed by the Assam Government.
- Special procedure in certain cases.** 36. Notwithstanding anything contained in Rule 35, the Disciplinary Authority may consider the circumstances of a particular case and pass such order as she/he deems fit in the following circumstances:-
- (1) where a penalty is imposed on an officer or staff on the ground of conduct which has led to her/his conviction on a criminal charge; or
 - (2) where the Disciplinary Authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to follow the inquiry procedure under the proviso to Rule 35.
- Suspension during Disciplinary Inquiry.** 37. (1) If, having regard to the nature of the charges and the circumstances in any case, the Disciplinary Authority is satisfied that it is necessary or desirable to place under suspension an officer or staff against whom such proceeding is contemplated or pending or against whom a case in respect of any criminal offence is under investigation or trial, the Disciplinary Authority may, -
- (a) if the officer or staff is serving in the Assembly Secretariat, pass an order placing her/him under suspension; or
 - (b) if the officer or staff on deputation is serving the Assembly Secretariat, requests the Borrowing Authority to place her/him under suspension, pending conclusion of inquiry and passing of the final order in the case.

- (2) If an officer or staff employed in the Assembly Secretariat is detained in custody, whether on a criminal charge or otherwise, for a period exceeding 48 (forty-eight) hours, she/he shall be deemed to have been suspended under these Rules with effect from the date of such detention, by an order of the Disciplinary Authority and shall remain under suspension until further orders.
- (3) Where a penalty of dismissal or removal or compulsory retirement from service imposed upon an officer or staff under suspension is set aside in an appeal or on review under these Rules and the case is admitted for further inquiry or with any other direction, the order of suspension shall be deemed to have continued in force from the date of original order of dismissal or removal or compulsory retirement and shall remain in force until further orders.

Appeal.

- 38.** (1) Every officer and staff shall have the right to appeal to the Speaker against any order passed against her/him on the recommendation of the Inquiry Committee.
- (2) No appeal shall lie against the orders of the Speaker:
Provided that the Speaker may on her/his own or on an application revise or rescind any order passed by her/him under this Rule.
- (3) Appeal against other orders: An officer or staff may appeal to the Speaker against an order -
- (a) which denies or varies to her/his disadvantages, her/his pay, allowances, pension or other conditions of service as regulated by any Rules or agreement;
 - (b) which interprets to her/his disadvantages, the provision of any such Rule or agreement;
 - (c) reverting her/him to a lower grade or post while officiating in a higher grade or post otherwise than as a penalty or as a result of termination of officiating arrangement in leave vacancy;
 - (d) reducing or withholding the pension or denying the maximum pension under these Rules;

(e) determining the pay and allowances during the period of suspension to be paid to her/him on her/his retirement or determining whether or not such period shall be treated as a period spent on duty for any purpose.

Explanation -

In this Rule, 'pension' includes pension, gratuity and any other retirement benefit.

Period of limitation of appeal.	39.	No appeal under Rule 37 shall be entertained unless it is submitted within a period of 60 (sixty) days from the date of order.
Speaker's power to review.	40.	Notwithstanding anything contained in these Rules, the Speaker may on her/his own or otherwise call for the records of the case in a disciplinary proceeding, review any order passed in such a case and pass such orders as she/he may deem fit as if, the officer had preferred an appeal against such order: Provided that no action under this Rule shall be initiated after 6 (six) months from the date of the order under review.
Residuary powers.	41.	All matters not specifically provided for in these Rules, whether incidental or ancillary to the provisions of these Rules or otherwise, shall be regulated in accordance with such orders as the Governor after consultation with the Speaker may from time to time make.
Interpretation.	42.	Subject to the provisions of these Rules, all questions relating to the interpretation of the Rules shall be referred to the Speaker whose decision shall be final.
Removal of difficulties.	43.	Where any difficulty arises in giving effect to any of the provisions of these Rules, the Governor may, after consultation with the Speaker, do what appears to the Governor to be necessary for the purpose of removing that difficulty.
Repeal and saving.	44.	The Assam Legislative Assembly Secretariat (Recruitment & Conditions of Service) Rules, 1986 published <i>vide</i> Notification No. LLE.19/1/1985/30109 dated the 28 th October, 1986 and all other Rules corresponding to these Rules and in force immediately before the commencement of these Rules are hereby repealed:

Provided that any order made or action taken under the Rules so repealed or under any general orders ancillary thereto shall be deemed to have been made or taken under the corresponding provisions of these Rules.

**Validation
of past
actions.**

- 45.** All orders made or action taken prior to the coming into force of these Rules in respect of matters for which there was no specific provision in the Rules so repealed under Rule 43 shall be deemed to have been validly made or taken.

By order and in the name of the Governor of Assam.

Date: 11th July, 2025
Place: Dispur

DULAL PEGU,
Secretary,
Assam Legislative Assembly.

SCHEDULE

Sl.	Category	Designation of the post	Pay Band	Scale of Pay and Grade pay	Grade pay	Permanent	Temporary	Total	Remarks
1	2	3	4	5	6	7	8	9	10
1	Class I (Senior Grade-I)	Principal Secretary	-	Fixed 130000	-	1	-	1	
2		Secretary	PB-5	65000-120000	18500	1	-	1	
3	Class I (Senior Grade-II)	Additional Secretary	PB-4	30000-110000	17500	2	-	2	
4		Joint Secretary	PB-4	30000-110000	16900	3	-	3	
5		Officer on Special Duty (in the rank of Joint Secretary)	PB-4	30000-110000	16900	1	-	1	
6		Chief Reporter cum Editor of Debates & Ex-Officio Joint Secretary to be redesignated as Joint Secretary(Reporting)	PB-4	30000-110000	16900	1	-	1	
7	Class I (Junior)	Deputy Secretary	PB-4	30000-110000	15700	4	-	4	
8		Senior Reporter & Ex- Officio Deputy Secretary to be redesignated as Deputy Secretary(Reporting)	PB-4	30000-110000	15700	1	-	1	
9		Deputy Secretary (Bodo Cell)	PB-4	30000-110000	15700	1	-	1	
10		Sr. Financial Adviser (On deputation)	PB-4	30000-110000	15700/-	1	-	1	
11		Under Secretary	PB-4	30000-110000	14500	9	-	9	

12	2	3	4	5	6	7	8	9	10	
1										
13		Secretary to Speaker	PB-4	30000-110000	14500	1	-	1		
14		Protocol Officer	PB-4	30000-110000	14500	1	-	1		
15		Estate Officer	PB-4	30000-110000	14500	1	-	1		
16		Special Officer (in the rank of Under Secretary)	PB-4	30000-110000	14500	1	-	1		
17		Officer on Special Duty (in the rank of Under Secretary)	PB-4	30000-110000	14500	1	-	1		
18		Under Secretary (Bodo Cell)	PB-4	30000-110000	14500	1	-	1		
19		Marshal (on deputation)	PB-4	30000-110000	14500	1	-	1		
20		Senior Research Officer (on deputation)	PB-4	30000-110000	14500	2	-	2		
21		Senior Reporter & Ex- Officio Under Secretary to be redesignated as Under Secretary(Reporting)	PB-4	30000-110000	14500	3	-	3		
22		Private Secretary to Speaker	PB-4	30000-110000	13300	1	-	1		
23	Class I	Private Secretary to Deputy Speaker	PB-4	30000-110000	13300	1	-	1		
24		Bengali Reporter Gr.-I	PB-4	30000-110000	13300	1	-	1		

25		Stenographer Gr.-I (L)	PB-4	30000-110000	13300	1	-	1		
1	2	3	4	5	6	7	8	9	10	
26		Language Reporter Gr.-I	PB-4	30000-110000	13300	4	-	4		
27		English Reporter Gr.-I	PB-4	30000-110000	13300	3	-	3		
28		Stenographer Gr.-I (E)	PB-4	30000-110000	13300	3	-	3		
29		Librarian	PB-4	30000-110000	13300	1	-	1		
30		Language Officer	PB-4	30000-110000	12700	1	-	1		
31	Class II	Assistant Research Officer	PB-3	22000-97000	11800	3	-	3		
32		Assistant Language Officer	PB-3	22000-97000	11800	3	-	3		
33		Assistant Language Officer (Bodo Language Cell)	PB-3	22000-97000	11800	1	-	1		
34		Committee Officer	PB-3	22000-97000	11500	10	-	10		
35		Superintendent	PB-3	22000-97000	11500	3	-	3		
36		Superintendent Members' Hostel	PB-3	22000-97000	11500	1	-	1		
37		Store Officer	PB-3	22000-97000	11500	1	-	1		
38		Senior Deputy Marshal	PB-3	22000-97000	11500	1	-	1		
39		Cameraman	PB-3	22000-97000	11500	1	-	1		
40		Deputy Marshal	PB-3	22000-97000	9700	2	-	2		
41		Assistant Employment Officer (on deputation)	PB-3	22000-97000	9400	1	-	1		
42		Sub-Editor of Debates	PB-3	22000-97000	9400	1	-	1		

43		Accountant	PB-3	22000-97000	9400	1	-	1		
1	2	3	4	5	6	7	8	9	10	
44		Cashier	PB-3	22000-97000	9400	1	-	1		
45		Nazir	PB-3	22000-97000	9400	1	-	1		
46		Upper Division Assistant to be redesignated as Senior Legislative Assistant	PB-3	22000-97000	9400	18	-	18		
47		Receptionist to be redesignated as Senior Legislative Assistant	PB-3	22000-97000	9400	3	-	3		
48		Senior Translator to be redesignated as Senior Legislative Assistant	PB-3	22000-97000	9400	1	-	1		
49		W/O to be redesignated as Senior Legislative Assistant	PB-3	22000-97000	9400	1	-	1		
50		Sr. Administrative Assistant (Bodo Cell)	PB-3	22000-97000	9400	1	-	1		
51		Stenographer Gr.-II (E)	PB-3	22000-97000	9400	6	-	6		
52		Language Reporter, Gr.-II	PB-3	22000-97000	9400	13	-	13		
53		English Reporter Gr.-II	PB-3	22000-97000	9400	8	-	8		
54		Bengali Reporter Gr.-II	PB-3	22000-97000	9400	1	-	1		

55		Senior Assistant Librarian	PB-3	22000-97000	9400	1	-	1		
1	2	3	4	5	6	7	8	9	10	
56	Class III	Assistant Librarian	PB-2	14000-70000	8700	1	-	1		
57		Translator to be redesignated as Junior Legislative Assistant	PB-2	14000-70000	8700	3	-	3		
58		Translator (Bodo Language Cell)	PB-2	14000-70000	8700	1	-	1		
59		Translator (Bodo Cell),	PB-2	14000-70000	8700	2	-	2		
60		Lower Division Assistant to be renamed as Junior Legislative Assistant	PB-2	14000-70000	8700	35	-	35		
61		Lower Division Assistant cum Proof Reader to be redesignated as Junior Legislative Assistant cum Proof Reader	PB-2	14000-70000	8700	4	-	4		
62		Lower Division Assistant cum Typist to be redesignated as Junior Legislative Assistant cum Computer Operator	PB-2	14000-70000	8700	1	-	1		
63		WFO to be redesignated as Junior Legislative Assistant	PB-2	14000-70000	8700	1	-	1		
64		Library Assistant	PB-2	14000-70000	8700	1	-	1		

65	Stenographer Gr.-III (E)	PB-2	14000-70000	8700	6	-	6		
66	Senior Care Taker	PB-2	14000-70000	8000	1	-	1		
67	Sub-Inspector of Statistics (on deputation)	PB-2	14000-70000	7400	1	-	1		
1	3	4	5	6	7	8	9	10	
	Typist (Selection Grade) to be redesignated as Computer Operator (Selection Grade)	PB-2	14000-70000	7400	1	-	1		
68									
69	Tape Recordist	PB-2	14000-70000	6200	1	-	1		
70	Care Taker	PB-2	14000-70000	6200	3	-	3		
71	Typist (English) to be redesignated as Computer Operator English (Ordinary Grade)	PB-2	14000-70000	6200	17	-	17		
72	Typist (Assamese) to be redesignated as Computer Operator Assamese (Ordinary Grade)	PB-2	14000-70000	6200	4	-	4		
73	Computer Operator (BLC)	PB-2	14000-70000	6200	1	-	1		
74	Computer (On deputation)	PB-2	14000-70000	6200	2	-	2		
75	Telephone Operator	PB-2	14000-70000	5600	10	-	10		
76	Counter Assistant	PB-2	14000-70000	5600	10	-	10		
77	Generator Machine Operator	PB-2	14000-70000	5200	1	-	1		
78	Interpreter (Bodo Cell)	PB-2	14000-70000	5200	2	-	2		

79		Library Attendant	PB-2	14000-70000	5200	2	-	2		
80		Record Arranger	PB-2	14000-70000	5200	1	-	1		
81		Special Attendant	PB-2	14000-70000	5200	4	-	4		
1	2	3	4	5	6	7	8	9	10	
82		Driver	PB-2	14000-70000	5200	8	-	8		
83		Roneo Machine Operator	PB-2	14000-70000	5200	2	-	2		
84	Class IV	Duftry	PB-1	12000-52000	4400	3	-	3		
85		Jamadar Orderly	PB-1	12000-52000	4400	3	-	3		
86		Head Sweeper	PB-1	12000-52000	4400	1	-	1		
87		Peon	PB-1	12000-52000	3900	38	-	38		
88		Grade-IV	PB-1	12000-52000	3900	30	-	30		
89		Chowkidar	PB-1	12000-52000	3900	10	-	10		
90		Gateman	PB-1	12000-52000	3900	8	-	8		
91		Mali	PB-1	12000-52000	3900	8	-	8		
92		Farash	PB-1	12000-52000	3900	4	-	4		
93		Members Orderly	PB-1	12000-52000	3900	9	-	9		
94		Mali cum Chowkidar	PB-1	12000-52000	3900	1	-	1		
95		Liftman	PB-1	12000-52000	3900	3	-	3		
96		Paniwala	PB-1	12000-52000	3900	1	-	1		

97	Telephone Attendant	PB-1	12000-52000	3900	2	-	2		
98	Chowkidar cum Gatekeeper	PB-1	12000-52000	3900	2	-	2		
99	Night Chowkidar	PB-1	12000-52000	3900	1	-	1		
1	3	4	5	6	7	8	9	10	
100	Sweeper	PB-1	12000-52000	3900	22	-	22		
101	Confidential Assistant (co-terminus)	Consolidated pay	Fixed 9000/-		1	-	1		
102	House Keeper (co-terminus)	Consolidated pay	Fixed 9000/-		1	-	1		
103	Mali (co-terminus)	Consolidated pay	Fixed 9000/-		2	-	2		
104	Bungalow Peon (co-terminus)	Consolidated pay	Fixed 9000/-		8	-	8		