

**GUWAHATI METROPOLITAN DEVELOPMENT AUTHORITY  
(EMPLOYEES) SERVICE BYE-LAWS - 2014**

**NOTIFICATION**

No. GMDA/GEN/28/2013/89

Dated: 3<sup>rd</sup> March 2014

In exercise of the power conferred by Section 123 (1) (ix) of the Guwahati Metropolitan Development Authority Act, 1985 the Guwahati Metropolitan Development Authority is pleased to make the following Rules regulating recruitment and conditions of service of persons appointed in the Guwahati Metropolitan Development Authority.

Sd/-  
[Dr. M. Angamuthu, IAS]  
Chief Executive Officer  
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Bhangagarh, Guwahati-781005

**Title and Commencement:**

1. (1) These byelaws shall be called the Guwahati Metropolitan Development Authority Service Bye-laws, 2014.
- (2) They shall come into force on the date of their notification.

**Definition:**

2. In this rule, unless there is anything repugnant in the subject or context:-
  - a) 'Appointing Authority' means the Chief Executive Officer, Guwahati Metropolitan Development Authority.
  - b) 'Authority' means the Guwahati Metropolitan Development Authority.
  - c) 'Board' means the Selection Board constituted under **Rule 13**.
  - d) 'Government' means the Government of Assam.
  - e) 'Governor' means the Governor of Assam.
  - f) 'Member' means a notified member of the Guwahati Metropolitan Development Authority, constituted under GMDA Act.
  - g) 'Select list' means as referred to in **clause (d) of Rule 6(c) of Rule 13**.
  - h) 'Service' means the service of persons appointed in the Guwahati Metropolitan Development Authority.
  - i) 'Year' means the Calendar year i.e. from January to December.

**Class and Cadre:**

3. (1) The service shall consist of the following classes and Cadres:-
  - (i) Any post equivalent to a post in any of the cadres mentioned in sub-rule (1) ; and

(ii) Any cadre or post laid down by Authority to be included in a cadre of the service.

(2) The posts equivalent to the posts in the cadres of the service as on the date of commencement of these rules are mentioned in **Schedule-I**.

#### **Strength of Service**

4. a) The strength of each cadre in a class of the service shall be such as determined by the Authority from time to time. The strength of the cadres of the service on the date commencement of these rules shall be as shown in **Schedule-II**.

Provided that the Authority may hold in abeyance any post as and when considered necessary.

b) Notwithstanding anything contained in Sub-Rule (b), the authority may create a post of Class-I service carrying a scale of pay as admissible under extraordinary circumstances. The post so created will be treated as personal post. The post will cease to exist after departure of the officer from GMDA.

#### **Method of Recruitment:**

5. Recruitment to the service shall be made in the manner prescribed hereinafter:

- 1) Recruitment to the cadres of posts as mentioned in **Schedule-III** shall be made by direct recruitment only.
- 2) Recruitment to the cadres of posts as mentioned in **Schedule-IV** shall be made by promotion only.
- 3) Recruitment to all other cadres of the service as mentioned in **Schedule-V** shall be made -
  - a) By direct recruitment against **70% (Seventy Percent)** of the strength of the cadre. In accordance with Rule 6 ; and
  - b) By promotion in accordance with Rules 11 to 14 against **30% (Thirty percent)** of the strength of the cadre.
  - c) Notwithstanding anything contained in this Rule the Authority may create a post of class-I service carrying a scale of pay as admissible under extra ordinary circumstances. The post so created will be treated as personal post. The post will cease to exist after departure of the officer from GMDA.

#### **Direct Recruitment:**

6. (1) Subject to sub Rule (3) of Rule 11, direct recruitment shall be made on the basis of recommendations made by the Board in accordance with the procedure hereinafter provided :-

a) Before the end of each year (i.e. in the month of December) the Appointing Authority shall make assessment regarding the likely

number of vacancies to be filled by direct recruitment during the next year and shall notify with details about reservation for candidates belonging to Scheduled Caste, Scheduled Tribes or any other category as laid down by the Government as provided under Rule 16 and about carry forward of such reservation.

- b) The Appointing Authority shall simultaneously intimate the Board to recommend a list of candidates for direct recruitment, in order of preference ;
- c) The Selection Board shall prepare a list of all candidates who qualify in order of merit in accordance with the aggregate marks obtained by each candidates in the Test /Interview. If two or more candidates obtain equal marks the Board shall arrange them in order of their relevant merit which shall be determined in accordance with the general suitability of the candidates to the service. The list shall be forwarded to the Appointing Authority.
- d) The Board shall furnish to the Appointing Authority a list of candidates recommended by it in order of preference, found suitable for direct recruitment showing the marks obtain in examination/ written test and interview. The number of candidates in such a list shall be equal to the number of vacancies notified.
- e) In this regard the Board shall simultaneously publish the list in such a manner as the Board may consider proper.

(2) The list mentioned in Clause (d) and (e) of sub-rule (1) of this Rule shall remain valid for 12 calendar months from the date recommendation.

(3) In the event of the Board 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 herein before under sub-rule (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.

#### Age for direct

- 7. A candidate for direct recruitment to the service shall be within the age of **38 years** on the first January of the year of recruitment, with relaxation incase of candidates belonging to special categories like Scheduled Castes, Schedule Tribes and any other category as laid down by Govt. in accordance with the orders of the Govt. in force for the time being.

#### Academic Qualification:

- 8. The academic qualification of a candidate for direct recruitment shall be prescribed by the Appointing Authority from time to time. The

qualifications and experience prescribed, as on the date of commencement of these rules, are given in **Scheduled - III**.

**Physical Fitness:**

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

**Character:**

10. A candidate for direct recruitment shall produce to the Authority/ Board certificates of good character from:
- a) The Principal / Academic Officer of the University or college or such educational institutions in which he studies last and
  - b) Two respectable persons, who are well acquainted with (but not related to) the candidate.

**Recruitment by promotion:**

11. Appointment by promotion in the cadre shall be made in the manner provided hereafter.
- (1) Before the end of each year the appointing authority shall make an assessment of number of vacancies occurred or likely to occur or for filling up by promotion in the next year in each cadre.
  - (2) Subject to suitability as may be decided by the Board and by the Appointing Authority an officer belonging to the cadre of posts mentioned in **Schedule-III** of these Rules and possessing the qualification as set forth herein below shall be promoted to the cadre of posts as mentioned in **Schedule-IV** in the manner provided in rule 13 and 14.
  - (3) A member of the cadre of posts mentioned in **Schedule-I** shall be eligible for promotion to the higher cadre subject to the following conditions:
    - a) He has fulfilled the education qualification detailed in **Schedule-III** of these Rules;
    - b) He has rendered service as (minimum years in the feeder cadre) or in an equivalent post in the service as mentioned herein before, for a minimum period as mentioned in **Annexure-IV** from the date of taking over charge of the post of Feeder cadre on the first day of the year in which selection is made;
    - c) He has successfully undergone the training and passed departmental examination wherever required, as may be prescribed for the purpose.

### Promotion:

12. (1) Vacancies in the cadres of posts as mentioned in **Schedule-III** to the extent as specified in sub-rules(2) and (3)(b) of Rule 15 shall be filled up by promotion in the manner prescribed herein below :
- Provided that the Authority may for good and sufficient reasons fill any of the posts for specialized investigation, design, research work temporarily or on tenure by deputation for a specific period as decided by Authority from outside the service if it satisfied that is no suitable officer in the service available for filling the vacancy.
- (2) In case of specialization of a member of the service posted in connection with the specialized subject, shall be retained in the same specialized work, on his promotion in the normal course by creation of higher post in the cadre to which he is so promoted, keeping the lower post in abeyance, if the Authority considers that such an Officer cannot be withdrawn from the specialized work due to non-availability of any other officer of the lower or equivalent cadre in the service to perform the specialized work.
- (3) Subject to suitability as may be decided by the Board and by the Appointing Authority as set forth in Rule 13 and also subject to possessing qualifications and experience as prescribed hereinafter, an Officer shall be eligible for promotion from one cadre to another of the service.
- (4) Subject to suitability, an officer shall be eligible for promotion if he possess the qualification and experience as set forth in **Schedule-IV & V** below:
- a) Executive Engineer/ Project Engineer,
  - b) Assistant Executive Engineer,
  - c) Assistant Town Planner,
  - d) Assistant Engineer,
  - e) Town Planning Assistant,
  - f) Administrative Officer,
  - g) Accounts Officer,
  - h) Assistant Accounts Officer,
  - i) Superintendent,
  - j) Senior Assistant,
  - k) Supervisory Kanango.

### General Procedure of Promotion:

13. (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 is eligible for promotion:
- a) Information about the number of vacancies,
  - b) List of officers in order of seniority, eligible for promotion (separate list for promotion to different cadres shall be furnished) indicating the cadre to which the case of promotion is to be connected;

- c) Character rolls and personal files of the officer listed,
  - d) details about Reservation in case of promotion to the service under Rule 11, and about carry forward of vacancies as provided under sub-Rule (3) of Rule 11, and
  - e) Any other documents and information as may be considered necessary by the Appointing Authority or 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 in order of preference, in respect of promotion to each of the cadre in which recruitment is to be made by promotion.
- (4) The selection shall be made on the basis of seniority with due regard to merit in case of promotions stated herein before under sub-rule (2) of Rule 12 and in Rule 11.
- (5) The Board, after examination of the documents and information furnished by the Appointing Authority shall recommend to the Appointing Authority a list of officers against the 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) Consider the list prepared by the Board along with character rolls and personal files of the employees and approve the list unless it considers any change necessary. If the Appointing Authority considers it necessary to make any change in the list received from the Board, he shall inform the Board of the changes proposed and after taking into account the comments, if any, of the Board may approve the list finally with such modifications if any, as may, in his opinion, be just and proper.
  - b) Forward the lists for the post in the cadres of posts as mentioned in **Schedule-IV & V** together with the information on the documents as referred to in sub-rule (2) of rule 13(a) request to approve the list.
  - c) The Authority shall consider the list recommended by the Board together with the information as may be required by the Authority. The Authority shall finally approve the list with such modification as it considers just and proper.
- (7) The inclusion of the candidate's name in a select list shall confer no right to promotion unless the Appointing Authority is satisfied after such enquiry as may considered necessary that a candidate is suitable for promotion.
- (8) The list finally approved by the Appointing Authority shall be published within 15 days from the date of final approval.
- (9) The selected lists shall remain valid for 12 calendar months from the date of approval by the Authority.

(10) The promotions shall be in accordance with lists finally approved.

**Selection Board:**

14. The Board, as referred to in Rules 11, 12 and 13 shall consist of the following:

a) For Class-I & II.

- 1) Vice Chairman, GMDA
- 2) C.E.O.
- 3) 1 member to be nominated by the Authority.
- 4) 1 member to be nominated by the Govt. not below the rank of Joint Secretary.
- 5) 1 specialist in the relevant field.

b) For Class-III & IV

- 1) Chief Executive Officer,
- 2) Secretary
- 3) Chief Engineer,
- 4) Town Planner,
- 5) Chief Accounts Officer,
- 6) Deputy Secretary, Guwahati Development Department.

**Disqualification:**

15. (1) No person shall be eligible for appointment to the Service :-

- (a) Unless he is a citizen of India ; and
- (b) If he has more than one wife living or in case of a female candidate who has married a person who has wife living :  
Provided that the Governor may, if he is satisfied that there is a 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 or by any other means, shall be appointed to the service.

**Reservation:**

16. In all cases of appointment by direct recruitment as well as by promotion there shall be reservation in case of candidates belonging to the member of Scheduled Castes, Scheduled Tribes as per the provision of the Assam Scheduled Castes and Scheduled Tribes (Reservation of vacancies in services and posts) Act, 1978 and rules framed there under. There shall be also reservation for candidates belonging to other backward classes as per Govt. instructions contained in OM.NO.TAD/OBC/1/2004/55 dated 31.05.2005 for direct recruitment only. Reservation in favour of women as per the Assam Women (Reservation of Vacancies in Service and Post) Act,

2005 and Person with Disabilities (Equal opportunities, Protection of Right & Full Participation) Act, 1995 shall also be followed in direct recruitment.

**Appointment:**

17. (1) Subject to the provision of Sub-Rule (2) of this Rule, appointment under Rule 6 shall be made by the Appointing Authority in accordance with the order of preference determined in the list referred to in Clause (d) of Sub-Rule (1) of Rule 6.
- (2) The inclusion of a candidate's name in the list mentioned in Clause (d) of Sub-Rule (1) of Rule 6 shall confer no right to appointment unless the Appointing 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 appointment to the service.

**Joining Time:**

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

**Training:**

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

**Discharged or Reversion:**

20. A temporary or officiating member shall be liable to be discharged or reverted to the lower cadre of the service or to his original services, if
- (1) he fails to make sufficient use of the opportunities given during any training as may be prescribed by the Authority from time to time, fails to render satisfactory service during his tenure service in the cadre ; and/or
- (2) It is found on a subsequent verification that he was initially not qualified for the appointment or that he had furnished any incorrect information with regard to his appointment.

**Seniority:**

21. (1) The seniority of a member in a cadre appointed by direct recruitment or by promotion shall be determined according to the order of preference in the respective list recommended by the Board under Rule 6 and also in the respective list finally approved by the Appointing Authority under sub-rule (6)(a) of Rule 13, if he joins the appointment



within 15 days from the date of receipt of the order or within the extended period as mentioned in Rule 18.

- (2) if a member fails to join the appointment within the initial 15 days of receipt of the order or within the extended period, as mentioned in Rule 18, but joins later, his seniority shall be determined in accordance with the date of joining.
- (3) A member appointed by promotion in a year shall be senior to a member of that cadre appointed by direct recruitment in that year.

**Probation & Confirmation:**

22. (1) Subject to availability of a permanent vacancy in the respective cadre, a member shall be placed, accordingly to seniority on probation against the permanent vacancy for a period of two years before he is confirmed against the permanent post.

Provided that the period of probation may for good and sufficient reasons be extended by the Appointing Authority for any special period, not exceeding a period of two years :

- (2) A member of the service placed on probation under sub-rule (1) shall be confirmed against the permanent post subject to the following conditions:
  - a) He has completed the period of probation to the satisfaction of Appointing Authority in accordance with sub-rule (1):
  - b) He has successfully undergone the training and passed the departmental examination, if any, prescribed by Authority under Rule 19.
- (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 junior as might be confirmed earlier than him. His seniority shall, however, be restored on his confirmation subsequently.

**Gradation List:**

23. Gradation list shall be prepared and published every year containing the name of all members of the service cadre-wise in order of seniority and such other particulars as date of birth, date of appointment etc.

**Pay:**

24. All appointment in the service shall be made in the time scale of pay in accordance with provision of Assured Career Progression Scheme (ACPS) as prescribed by the Govt. from time to time. The scale of pay of the posts in the cadres of the service, on the date of commencement of these rules are as shown in **Scheduled-II** (strength of service).

**Mode of Employment:**

25. (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 in any department of the Authority, if so required in the interest of Public Service and in such case the member shall not have any option against such posting.

**Other Conditions of Service:**

26. (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 or orders of the 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 the Government, of the corresponding status and having similar functions.

**Relaxation:**

27. Where the Authority is satisfied that the operation of any of these rules, causes under hardship in any particular case, it may, dispense with or relax the recruitment of that rule to such extent and subject to such conditions as it may consider necessary 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 provided in these rules.

**Interpretation:**

28. If any question arises relating to the interpretation of these rules the decision of the Authority shall be final.

**Repeal and Savings:**

29. The rules corresponding to these rules and in force immediately before commencement of these rules are hereby repealed:

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

Chief Executive Officer  
Guwahati Metropolitan Dev. Authority  
Bhangagarh, Guwahati-781005

**SCHEDULE-I**  
**(Rule: 3(3))**

List of posts equivalent to and included in the Cadres of the Service

Sl No	Name of Cadres	Name of posts equivalent to and included in the cadre	Remarks
1	2	3	4
1	Executive Engineer	Project Engineer	
2	Assistant Executive Engineer		
3	Assistant Town Planner		
4	Assistant Engineer		
5	Assistant Architect		
6	Town Planning Assistant		
7	Accounts Officer		
8	Assistant Accounts Officer		
9	Administrative Officer		
10	Jr. Engineer		
11	Jr. Engineer (Architecture)		
12	Superintendent		
13	Sr. Assistant		
14	Jr. Assistant		
15	Accounts Supervisor	Jr. Assistant (Accounts)	1 post
16	Stenographer Grade-III		
17	Supervisor Kanango		
18	Mandal		
19	Sectional Assistant		
20	Driver		
21	Draftory		
22	Grade-IV		

**SCHEDULE-II**  
**(Rule: 4 & 24)**

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

Sl. No	Categories of posts	Time scale of pay	Number of post		
			Present	Proposed	Total
1	Executive Engineer/Project Engineer	12000-40000 GP-6300		3	3
2	Assistant Town Planner	12000-40000 GP-5900		2	2
3	Assistant Executive Engineer	12000-40000 GP-5900		6	6
4	Accounts Officer	8000-35000 GP-4600		1	1
5	Assistant Accounts Officer	5200-20200 GP-2800		1	1
6	Administrative Officer	8000-35000 GP-4900		1	1
7	Assistant Engineer	12000 - 40000 GP - 5400	7	11	18
8	Assistant Architect	12000 - 40000 GP - 5400		2	2
9	Town Planning Assistant	12000 - 40000 GP - 5400		3	3
10	Jr. Engineer	5200 - 20200 GP - 2800	1	14	15
11	Jr. Engineer (Architecture)	5200 - 20200 GP - 2800	3 post	0	3
12	Superintendent	8000 - 35000 GP - 4600	Vacant		
13	Sr. Assistant	5200 - 20200 GP - 2600	1	5	6
14	Jr. Assistant	5200 - 20200 GP - 2400	5	20	25
15	Accounts Supervisor	5200 - 20200 GP - 2400	1		1
16	Stenographer Grade-III	5200 - 20200 GP - 2400	1	1	2
17	Supervisor Kanango	5200-20200 GP-2300		1	1
18	Mandal	5200 - 20200 GP - 2000	1	4	5
19	Sectional Assistant	5200 - 20200 GP - 2000	2	3	5
20	Driver	5200 - 20200 GP - 1900	8	1	9
21	Draftory	4560 - 15000 GP - 1600	1		1
22	Grade-IV	4560 -15000 GP - 1300	58	2	60

### SCHEDULE-III

(Rule : 8)

Qualification and experience prescribed for direct recruitment

Sl. No.	Name of post	Required Qualification	Required experience
1	Assistant Engineer	B.E.	
2	Assistant Architect	B. Arch.	
3	Jr. Engineer	Three Yrs Diploma in Engineering	
4	Jr. Engineer (Architecture)	Three Yrs Diploma in Architectural Assistantship	
5	Jr. Assistant	HSSLC passed and Diploma in Computer Application	
6	Jr. Assistant (Accounts)	HSSLC passed preferably in Commerce with computer diploma/ certificate.	
7	Stenographer Grade-III	Diploma / Certificate in Stenography from recognized institution	
8	Mandal	HSLC and Recorders Certificate Class Course passed from Assam Survey and Settlement Training Centre.	
9	Sectional Assistant	HSLC passed. Those with S.A.T.C. training will be eligible for promotion to Subordinate Engineer.	
10	Driver	Read up to Class-VIII with valid Driving Licence	
11	Grade-IV	Read up to Class-VIII with certificate from a recognized school.	

**SCHEDULE-IV**  
**(Rule: 5(2))**

Sl. No.	Name of post	Qualification
1	Executive Engineer/ Project Engineer	5 years continuous experience as Assistant Executive Engineer with good service record preferably having Bachelor Degree in Engineering.
2	Assistant Executive Engineer	7 years continuous experience as Asst. Engineer with good service record.
3	Assistant Engineer	7 years continuous experience as Jr. Engineer with good service record.
4	Town Planning Assistant	7 years continuous experience as Jr. Engineer (Architecture) with good service record.
5	Assistant Town Planner	5 years continuous experience as Assistant Engineer / Asst. Architect with Post Graduate Degree / Diploma in Town Planning.
6	Administrative Officer	10 years continuous experience with good service record as Sr. Assistant with Bachelors Degree.
7	Accounts Officer	5 years continuous experience as Asstt. Accounts Officer with good service record with Bachelor Degree in Commerce
8	Asstt. Accounts Officer	5 years continuous experience as Jr. Asstt. Accounts with good service record preferably with Bachelor Degree.
9	Superintendent	5years continuous experience as Sr. Assistant with good service record.
10	Sr. Assistant	5 years continuous experience as Jr. Assistant with good service record.
11	Supervisory Kanango	5 years continuous experience as Mandal with good service record.

**SCHEDULE-V**  
**(Rule : 5)**

Sl. No.	Name of post	Required Qualification	Required experience
1	Assistant Engineer	Diploma / Degree in Engineering	7 years continuous experience as Jr. Engineer with good service record.

Sd/-  
[Dr. M. Angamuthu, IAS]  
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