

## Bhopal, the 18th February 1972.

No. 460-643-XXXIV.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the Governor of Madhya Pradesh is pleased to make the following rules relating to the recruitment to the Madhya Pradesh Non-Gazetted Service in Town and Country Planning Department, namely:—

- 1. Short title and commencement.—These rules may be called the Madhya Pradesh Town and Country Planning (Class III Ministerial and non-ministerial) Service Recruitment Rules, 1972. These rules shall come into force with effect from the date of notification in "Madhya Pradesh Gazette".
  - 2. Definitions.—In these rules, unless the context otherwise requires:
- (a) 'Appointing Authority' in respect of the Services means the Director
  Town and Country Planning, Madhya Pradesh;
  - (b) 'Committee' means the Departmental Selection/Promotion Committee as mentioned in Schedules III and IV;
  - (c) 'Government' means the Government of Madhya Pradesh;
  - (d) 'Governer' means the Governer of Madhya Pradesh;
  - (e) 'Schedule' means a Schedule appended to these Rules;
  - (f) 'Scheduled Castes and Scheduled Tribes' shall have the same meanings as are assigned to them by clauses (24) and (25) respectively of Article 366 of the Constitution and mean such Castes and Tribes as are notified as such by the Government from time to time;
  - (g) 'Service' means the Madhya Pradesh Town and Country Planning (Class III Ministerial Non-Ministerial) service;
  - (h) 'State' means the State of Madhya Pradesh.
- 3. Scope and applications.—Without prejudice to the generality of the provisions contained in the Madhya Pradesh Civil Service (General conditions of Service) Rules, 1961, these rules shall apply to every member of the Service.
- 4. Constitution of the service.—The Service shall consist of the following persons, namely:—
  - (1) Persons, who at the commencement of these Rules, are holding substantively the posts specified in Schedule I;
  - (2) Persons recruited to the service before the commencement of these rules; and
  - (3) Persons recruited to the cervice in accordance with the provisions of these rules.
- 5. Classification, Scale of Pay etc.—The classification of the service, the scale of pay attached thereto and the number of posts included in the service shall be in accordance with the provisions contained in Schedule I hereto annexed:

Provided that the Government may, from time to time, add to or reduce the number of posts included in the service either in a permanent or temporary basis.

- 6. Method of recruitment.—(1) Recruitment to the Service, after the commencement of these rules, shall be by the following methods, viz:—
  - (a) by direct recruitment,
  - (b) by promotion of members of the Service [as in Col. (2) of Schedule IV].
  - (c) by transfer of persons, who hold in a substantive capacity such posts in such service as may be specified in this behalf.
- (2) The number of persons recruited under clause (b) or clause (c) of sub-rule (1) shall not at any time exceed the percentage shown in Schedule II of the number of duty posts (as specified in Schedule I).
- recruitment to be adopted for the purpose of filling any particular vacancy or vacancies in the Service as may be required to be filled during any particular period of recruitment, and the number of persons to be recruited by each method, shall be determined on each occasion by the appointing authority in consultation with the Committee.
- (4) Notwithstanding anything contained in sub-rule (1), if in the opinion of the appointing authority, the exigencies of the Service so require, the appointing authority may, after consulting the Government, adopt such methods of recruitment to the Service other than those specified in the said sub-rule, as he may, by order issued in this behalf, prescribe.
- 7. Appointment to the Service.—All appointments to the Service after the commencement of these rules shall be made by the appointing authority and no such appointment shall be made except after selection by one of the methods of recruitment specified in rule 6.
- 8. Conditions of eligibility of direct recruits.—In order to be eligible to be selected, a candidate must satisfy the following conditions, viz:—
  - (i) Age.—(a) He must have attained the age of 18 years/20 years and not attained the age of 28 years on the first day of January next following the date of commencement of Examination/Selection [as shown in columns (3) and (4) of Schedule III];
  - (b) The upper age limit shall be relaxable up to 30 years of age if a candidate belongs to a Scheduled Caste or Scheduled Tribe;
  - (c) The upper age limit will also be relaxable in respect of candidates, who are or have been employees of the Madhya Pradesh Government to the extent and subject to the condition specified below:
    - (i) A candidate, who is a permanent Government servant, should not be more than 30 years of age.
    - (ii) A candidate holding a post temporarily and applying for another post should not be more than 35 years of age. This concession will also be admissible to work charged staff, contingency paid staff and persons employed in Project Implementing Committee.
    - (iii) A candidate, who is a retrenched Government servant, will be allowed to deduct from his age the period of all temporary service previously tendered by him up to a maximum limit of 7 years even if it represents more than one spell provided that the resultant age does not exceed the upper age limit by more than 3 years.

- Explanation:—The term "retrenched Government Servant" denotes a person, who was in temporary Government Service of this State or of any of the constituent units, for a continuous period of not less than six months and who was discharged because of reduction in establishment not more than three years period to the date of his registration at the employment exchange or of application made otherwise for employment in Government Service.
- (iv) A candidate who is an Ex-Serviceman will be allowed to deduct from his age, the period of all defence Service previously rendered by him provided that the resultant age does not exceed the upper age limit by more than three years.
- Explanation:—The term "Ex-Serviceman" denotes a person who belonged to any of the following categories and who was employed under the Government of India for a continuous period of not less than six months and who was retrenched or declared surplus as a result of the recommendation of the Economy Unit or due to normal reduction in establishment not more than three years before the date of his registration at any employment exchange or of application made otherwise for employment in Government Service:—
  - (1) Ex-Servicemen released under mustering out concessions;
  - (2) Ex-Servicemen enrolled for the second time and discharged on (a) completion of short term engagement. (b) fulfilling the conditions of curolment;
  - (3) Ex-personnel of Madras Civil Unit;
  - (4) Officers (Military and Civil) discharged on completion of their contract (including Short Service Regular Commissioned Officers);
  - (5) Officers discharged after working for more than six months continuously against leave vacancies:
  - (6) Ex-Servicemen invalidated out of Service;
  - (7) Ex-Servicemen discharged on the ground that they are unlikely to become efficient soldiers;
- (8) Ex-Servicemen, who are medically boarded out on access in the shot, wounds, etc:
- (v) The upper age limit will also be relaxable to 35 years in the case of bonafide displaced goldsmiths, i.e., those who are in possession of identification certificates in accordance with the Labour Department Memorandum No. 3345-4003-NVI, dated the 6th May 1963.
- N.B.—Candidates who are admitted to the examination/selection under the age concessions mentioned in paragraphs S(c) and (i) and (ii) above will not be eligible for appointment if after submitting the application, they resign from Service either before or after taking being admitted to Selection/examination. They will, however, continue to be eligible if they are retrenched from the Service or post after submitting the applications. In no other case will these age limits be relaxed. Departmental candidates

must obtain previous permission of the appointing authority to appear for the examination/Selection.

(ii) Educational Qualifications:—He must possess that educational Qualifications prescribed for the service as shown in Schedule II:

## Provided that :-

- (a) in exceptional cases, the appointing authority, may on the recommendation of the Committee, treat as qualified a candidate, who though not possessing any of the qualifications prescribed in this clause, has passed examination conducted by other institutions by a standard which, in the opinion of the Committee, justifies the consideration of the candidate for Examination/Selection, and
  - (b) candidates, who are otherwise qualified but have taken degrees from foreign Universities, being Universities not specifically recognised by Government, may also be considered for the Examination/selection at the discretion of the Committee.
  - (iii) Fees.-He must pay the fees prescribed by the Government.
- 9. Disqualifications.—Any attempt on the part of a candidate to obtain support for his candidature by any means may be held by the Committee to disqualify him for selection.
- 10. Committee's decision about the eligibility of candidates final.—The decision of the Committee as to the eligibility or otherwise of a candidate for admission to the Examination/Selection shall be final and no candidate to whom a certificate of admission has not been issued by the Committee shall be admitted to the examination/interview by the Committee.
- 11. Direct Recruitment.—(1) There shall be constituted a Committee consisting of members mentioned in Schedule III for undertaking Competitive Examination making preliminary selection of eligible candidate.
- (2) By Selection.—(i) Selection for recruitment to the service shall be held at such intervals as the appointing authority may from time to time determine.
- (ii) The selection of candidates for the service shall be made by the Committee after interviewing them, and if necessary the candidates may be required to under go a written test/drawing test/field survey test.
- (3) By Competitive examination.—(i) A competitive examination for recruitment to the service shall be held at such intervals, as the appointing authority may, in consultation with the Committee, from time to time determine.
- (ii) The examination shall be conducted by the Committee in accordance with such orders as the Government may, from time to time, issue.
- (4) 16 percent and 20 percent of the available vacancies for direct reruitment shall be reserved for candidates, who are members of the Scheduled Castes and Scheduled Tribes, respectively.
- (5) In filling the vacancies so reserved, candidates who are members of the Scheduled Castes and Scheduled Tribes, shall be considered for appointment in order in which their names appear in the list referred to in rule 12 irrespective of their relative rank as compared with other candidates.

- (6) Candidates belonging to the Scheduled Castes or the Scheduled Tribes declared by the Committee to be suitable for appointment to the Service with due regard to the maintenance of elements of the Scheduled Castes or the Scheduled Tribes, as the case may be under sub-rule (4).
- (7) If sufficient number of candidates belonging to the Scheduled Castes and the Scheduled Tribes are not available for filling all the vacancies reserved for them, the remaining meancies shall be filled from among other candidates and an equivalent number of additional vacancies shall be reserved for candidates belonging to the Scheduled Castes and the Scheduled Tribes for the next section/examination. Provided that if a sufficient number of suitable candidates is not available to fill all the reserved vacancies, including the additional vacancies, the additional vacancies or such of them, as are not filled, shall lapse.
- 12. List of candidates recommended by the Committee.—(1) (a) Where recruitment is made by competitive examination.—The Committee shall recommend to the appointing authority a list arranged in order of merit of the candidates, who have qualified by such standard as the Committee may determine, and of the candidates belonging to Scheduled Castes and Scheduled Tribes, who though not qualified by that standard, are declared by the Committee to be suitable for appointment to the service with due regard to the maintenance of efficiency of administration.
- (b) Where recruitment is made by selection.—The Committee shall forward to the appointing authority the names and other cetails of candidates, whom they have considered most suitable duly arranged in order of preference and of the candidates belonging to Scheduled Castes and Scheduled Tribes, who though not qualified that standard, are declared by the Committee to be suitable for appointment to the service with due regard to the maintenance of efficiency of administration.
- (2) Subject to the provisions of these rules and of the Madhya Pradesh Civil Services (General Condition of Service) Rules, 1961, candidates will be considered for appointment to the available vacancies in the order in which their names appear in the list.
- (3) The inclusion of a candidate's name in the list confers no right to appointment unless the appointing authority is satisfied, after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service.
- 13. Appointment by Promotion.—(1) There shall be constituted a promotion Committee consisting of members mentioned in Schedule IV for making a preliminary selection for promotion of eligible candidates.
- (2) The Committee shall meet at intervals ordinarily not exceeding one year.
- 14. Conditions of Eligibility for promotion.—The Committee shall consider the cases of all persons who on the 1st day of January of that year, had completed service (whether officiating or temporary) as mentioned in column (4) of Schedule IV in the post mentioned in column (2) of Schedule IV or any other post, or post declared equivalent thereto by the Government.
- 15. Preparation of list of suitable officials.—(1) The Committee shall prepare a list of such persons as satisfy the conditions prescribed in rule 14 above and as are held by the Committee to be suitable for promotion to the Service. This list shall be sufficient to cover probable vacancies for two years.

- (2) The selection for inclusion in such list shall be based on merit and suitability in all respects, with due regard to seniority.
- (3) The names of the officials included in the list shall be arranged in order of seniority in the post/service [as in column (2) of Schedule IV]:

Provided that any junior official, who, in the opinion of the Committee, is of an exceptional merit and suitability, may be assigned in the list a higher place than that of officials senior to him.

- (4) The list so prepared shall be reviewed and revised every year.
- (5) If in the process of selection, review or revision, it is proposed to super-sede any member of the service, the Committee shall record its reasons for the proposed supersession.
- 16. Submission of list of Selected Candidates to the appointing authority for his approval.—The list prepared in accordance with rule 15 shall then be forwarded to the appointing authority along with:—
  - (1) the records of all persons included in the list,
  - (2) the records of all members of the [as in column (2) of Schedule IV]

    Service, who are proposed to be superseded by the recommendations made in the list, and
  - (3) the reasons as recorded by the Committee for the proposed supersession of any member of the service.
- 17. Select List.—(1) The appointing authority shall consider the list prepared by the Committee along with other documents received and unless he considers any change necessary approve the list.
- (2) If the appointing authority considers any change necessary in the select list, he shall return the select list to the Committee for reconsideration. The Committee shall reconsider the select list in the light of observations made by the appointing authority and, if it thinks fit, make necessary changes in the select list.
- (3) The list prepared finally by the Committee shall form the select list for promotion of the members of the service [as in column (2) of Schedule IV] to the service [as in column (3) of Schedule IV].
- (4) The select list shall ordinarily be in force until it is reviewed or revised in accordance with sub-rule (4) of rule 15:

Provided that in the event of a grave lapse in the conduct or performance of duties on the part of any person included in the select list, a special review of the select list may be made at the instance of the appointing authority and the Committee may, if it thinks fit, remove the name of such person from the select list.

18. Appointment to the Service from the Select list.—(1) Appointment of the officials included in the select list to posts borne on the cadre of the service shall follow the order in which the names of such officials appear in the

Provided that, where administrative exigencies so require, a person whose name is not included in the select list or who is not next in order in the select list, may be appointed to the service if the appointing authirity is satisfied that the vacancy is not likely to last for more than three months.

- Explanation.—Appointments to vacancies in the post of U.D.C. II which are to be filled partly by promotion and partly by examination, should be made alternatively, i. e., one form the departmental promotion list and the next from the examination list and so on.
- (2) It shall not ordinarily be necessary to consult the Committee before appointment of a person whose name is included in the select list to the Service unless during the period intervening between the inclusion of his name in the Select list and the date of the proposed appointment there occurs any deterioration in his work which in the opinion of the appointing authority is such as to render him unsuitable for appointment to the Service.
- 19. Probations.—Every person directly recruited to the service shall be appointed on probation for a period of two years, if the vacancies are permanent, otherwise the appointments will be made temporarily until further orders.
- 20. Interpretations.—If any question arises relating to the interpretation of these rules, it shall be referred to Government, whose decision thereon shall be final.
- 21. Relaxation.—Nothing in these Rules shall be construed to limit or abridge the power of the Government to deal with the case of any person to whom these rules apply in such manner as may appear to it to be just and equitable:

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

22. Repeal and saving.—All rules corresponding to these rules and in force immediately before their commencement are hereby repealed in respect of matters covered by these rules:

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provision of these rules.

By order and in the name of the Governor of Madhya Pradesh,

M. N. BUCH, Dy. Secy.

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ٽ ھ	Town Planning Inspector	14 (permanent) 10 (temporary)	Do.	Rs. 190-6-220-10-240-240-Bar-124-315.
4.	Overseer	28 (7 permanent) (21 temporary)	Do.	Rs. 170-170-178-6-190-Bar-6-220-10-240 240-Bar-124-315
io.	Sr. Surveyor	21 (1 Permanent) (20 temporary)	Do.	Rs. 120-120-4-140-5-160Far-6-220.
9	Jr. Surveyor	7 (All temporary)	Do.	Rs. 90-3-120-Bar-24-140.
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<ul> <li>19 Head Asstt.</li> <li>20 Stenographer</li> <li>21 Accountant</li> <li>22 Sr. Grade Clerk 1 clerk-1</li> <li>23 Lower Divisional Stenotypist.</li> </ul>		Name of Deptt. (1)	Town and Gountry.	

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(9)	2 Dy. Director (Administration) 3 Dy. Director to be nominated by the Director.  Nor:If any of these officer is delegated powers of appointment, in his place his immediate junior officer will sit in the Committee.	•
(4)	Diploma in Architecture recognised for subordinate posts with 2 years experience preferably in the Town Planming Organisation.  Or  Atleast II Glass Master's Dogree in Economics, Social Science or Urban Geography with 2 years experience in Town Planning or related field.  Atleast II Glass Graduate of any recognised University in Statistics, Social Science or law, Gandidate with experience in Town Planning work and with knowledge of local bodies administration will be preferred.	ring with 2 years experience.  Passed 3rd year of B. Archetucture Course or Intermediate in Archi- tecture from J. J. School of Arts, Bombay with 3 years of experi- ence or equivalent.
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	•		Certificate from I. T. I. in Civil Draftsmanship with 4 years experience as Asstt. Draftsman preferably in Town Planning Orw nisation.		
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5 Investigator	Do	D <b>o</b>	Do A Bachclar's Degree cither in Co- inmerce, Art or Science with Mathamatics, Economics or Stat- istics as one of the subject Pre- ference will be given.	1 Addl. Directer Tewr. Chairman & Country Planning, or in his absence Jt. Director.	mer
	-		have some experience in field Su-	2 Dy. Director (Adm) Memebr	nebr
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Junior Surveyor	8 yrs.	28 yrs.	Surveyor's Certificate from Indus- trial Training Institute:	Director (preferably of the concerned bra-	
Asstt. Draftsman	Do	Do	Certificate in Civil Draftsman ship from I. T I. (with 6 months training in plant).	970, 70 16, 77, 6, 60 70, 61, 61, 6	

. (9)	Nore.—If any of these officers is delegated powers of appoint-	ment, in his place his immediate junior officer will sit in the Committee.							
(5)	Certificate in Civil Draftsmanship from I. T. I. (with 6 months training in plant).	Diploma in Commercial Art with specialisation in Photograpuly.	Diploma in Modelling.	Good knowledge of carpentary.	Good knowledge of Photography.	Knowledge of ferropringting work. Preference will be given to persons having educational qualifications upto Matriculation.	Matriculate with certificate of passing the Shorthand and typewriting examination from a recognised institute.	Higher Secondary Pass.	Matriculate with typewriting examination passed from the recognised institute.
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(2)	10 Tracer	11 Artist	12 Modeller	13 Helper to Mode- iler.	14 Photographer	15 Ferroi-printer	16 Stenographer	17 Senior Grade Glerk&Head Clerk.	18 Lower Division clerk-cum-typist

## Schedule-IV

(See Rule 13)

Name of department	Name of scrvice or post from which promotion is to be made	Name of service or post to which promotion, is to be made	Experience required for Departmental promotion	Names of mem lets of Departmental promotion Committee vide
(1)	(2)	(3)	(4)	Rule 14 (5)
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Fown & Country Planning Department.	1 Planning Asstt.	1 Senior Planning (Asstt. (Socio Economics),	5 years on the post of Planning Asstt. or Architectural/Sr. D'man or Town Planning Inspector.	1 Addl. Director T & G. P. or in his absence Joint Director Chairman. 2 Dy. Director (Adm.) Member.
	2 Architectural Drafts-man.	2 Senior Planning Asstt. (Drawing).	Do.	3 Dy. Director to be nominated by the Director—Member.
	3 Senior Draftsman	3 Scnior Planning Asstt. (Drawing).	Do.	Note. If any of these officers is delegated
	4 Town Planning Inspector.	4 Senior Planning Asstt. (Bugincering).	Do.	powers of appointment, in his place immediate junior officer will
	<b>B</b> .		<i>:</i>	ar in the committee.
	5 Investigator	5 Planning Asstt.	5 years on the post of Investigator.	1 Addl. Director T & G. P. or in his absence
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Ś	4 years on the post of 2 Dy. Director (Adm.)	, w		Note If any of these of officers is delegated	powers of appointment, in this place his immediate junior officer	will sit in the committee			
(3)	4 years on the post of Overseer.	4 years on the post of	4 years on the post of Junior Surveyor.	4 years on the post of Asstt. Draftsman.	4 years on the post of Tracer.	5 years on the post of Helper to Modelle.	5 years on the post of UDC I or as Head	5 years on the post of SGC or Head Clerk or Accountant.	5 years on the post of LDC.
. (2)	6 Town Planning Inspector,	7 Overseer	8 Senior Surveyor	9 Architectural Drafts- man/Senior Draftsman.	10 Asstt. Draftsman	11 Modeller	12 Superintendent 5	Olerk/ 13 Head Asstt./UDC I	14 Senior Grade Glerk/ 5 years on the post of Accountant.
(E)	6 Overseer	7 Schior Surveyor	8 Junior Surveyor	9 Asstt. Draftsman	10 Tracer	11 Helper to Modeller	12 Head Asstt./UDC I	13 Senior Grade Olerk/ Accountant.	14 LDG-cum-Typist