

## **Bihar Industrial Training Instructor Cadre Rules, 2013**

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## **Bihar Industrial Training Instructor Cadre Rules, 2013**

### **1. Short title Extent and commencement :-**

- (1) These Rules may be called the "Bihar Industrial Training Instructor Cadre Rules, 2013".
- (2) It shall be extended to whole Bihar.
- (3) It shall come into force at once.

### **2. Definitions :-**

In these Rules unless there is anything repugnant to the subject or the context

- (a) "Cadre" means the Bihar Industrial Training Instructor Cadre.
- (b) "Category" means category specified in Rule 3
- (c) "Person appointed by direct recruitment" means a person recruited to the post of instructor on the basis of recommendations of Bihar Staff Selection Commission by the competent authority.
- (d) "Industrial Training Institute" means Government Industrial

Training Institute of Bihar State.

( e ) "Appointing Authority" means Director, Employment and Training, Bihar, Patna.

(f) "Probationer" means a person recruited in instructor cadre on probation.

(g) "Seniority list" means the seniority list of employee of instructor which shall be maintained by the Director Employment and Training (Training Wing) Bihar, Patna.

( h ) "State Government" means Government of Bihar (Labour Resources Department) and

(i) "Commission" means Bihar Staff Selection Commission.

### **3. Cadre & Categories of Bihar Industrial Training Instructor :-**

(1) Bihar Industrial Training Instructor cadre will be State level & its member will be the Instructor of Industrial Training Institutes situated in the State. The posts of the following categories will be in this cadre:-

(i) Trade Instructor, Drawing Instructor, Mathematics Instructor, Maintenance Instructor Electrical, Maintenance Instructor Mechanical, Stenography (Hindi) Instructor, Stenography (English), Instructor. All posts mentioned above shall be original cadre posts.

(ii) Chief Instructor /Technical Assistant (First stage of promotion)

(iii) Assistant Superintendent ( Second stage of promotion).

(2) The persons appointed and working in different category of cadre, shall be deemed to be automatically included in this cadre.

### **4. Sources of Recruitment :-**

The direct recruitment in the basic category of this cadre will be made on the basis of recommendation of Commission, based on written examination.

(A) Stage of posts /appointment/ proportional ratio of promotion and Educational Qualification and Experience of the posts :

<b>Sl. No</b>	<b>Name of Post/Grade</b>	<b>Proportional ratio of direct appointment &amp; by promotion respectively</b>	<b>Stages of Promotion</b>	<b>Minimum Educational/ Technical Qualifications &amp; Experiences for Direct Recruitment</b>
				Degree in Engineering from any recognized

(1)	Trade Instructor	Cent percent Direct Recruitment	Chief Instructor / Technical Assistant	institute with 1 (one) year experience. OR Three years Diploma in concerned trade from any recognized institute with 2(two) years experience. OR National Apprenticeship certificate or National Trade Certificate in concerned trades with 3(three) years experience. Desirable Qualification Passing certificate obtained from Principle of Teaching (POT) from any institute of DGET.
(2)	(i) Maintenance Instructor Mechanical (ii) Maintenance Instructor Electrical	Cent percent Direct Appointment	Chief Instructor /Technical Assistant	Degree in Engineering from any recognized institute with 1(one) year experience of repairing & maintenance of machines from any factories registered under the Factory Act. OR Three years Diploma in concerned trade from any recognized institution with 2 (two) years experience in repairing & Maintenance of Machines from any factory registered under the Factory Act. OR National Apprenticeship certificate or National trade certificate in the concerned trades with 3 (three) years experience in repairing & Maintenance of Machines from any factory registered under the Factory Act. Desirable Qualification Passing Certificate obtained from Principle of Teaching (POT) from any Institute of DGET.
(3)	Drawing Instructor	Cent percent Direct Appointment	Chief Instructor / Technical Assistant	Diploma in Mechanical Engineering from any recognized institution with 2 (two) years experience. OR Drafts Man Mechanical certificate from any

				institute recognized by NCVT with 3(three) years experience.
(4)	Math Instructor (workshop calculation & science)	Cent percent Direct Appointment	Chief Instructor / Technical Assistant	Diploma in Engineering from any recognized institute with 2(two) years experience.
(5)	Stenography Hindi/English Instructor	Cent percent Direct Appointment	Chief Instructor / Technical Assistant	National Apprenticeship certificate or National trade certificate in stenography (Hindi/English) or equivalent. (a)Minimum speed of 120 words per minute in Shorthand. (b) 40 words per minute Speed in typing. (c) Knowledge of Computer is must. (d) Three years experience.
(6)	Chief Instructor / Technical Assistant	Cent percent by promotion from basic Category.	Assistant Superintendent	Minimum kalawadhi six years.
(7)	Assistant Superintendent	25% by Direct Appointment and 75% by promotion from Chief Instructor / Technical Assistant.	Vice Principal / Dy Superintendent	Three years Diploma in Engineering from any recognized institution with 3 (three) years experience. OR Degree in Engineering From any recognized institution with 2(two) years experience.

(B) KALAWADHI .-The minimum time for the promotion for differentcategory of cadre will be determined by General Administrative Department Time to time.

### **5. Determination of Vacancies :-**

The Government will determine separately vacancies for direct appointment and promotional post till 1st April every year. Requisition of vacancies will be communicated to Commission up to 30th April.

### **6. Advertisement :-**

Commission will advertise the vacant post as per rule for recommendation to fill up the vacancies on receiving the vacancies for direct recruitment.

### **7. Age Limit :-**

For direct appointment, the age of the candidate should not be less than 21 years on the 1st August of the requisition year and the maximum age shall be the same as prescribed by the General Department Administration of the Govt. from time to time.

### **8. Reservation :-**

State Government Reservation Policy (General Administration Department) issued from time to time will be applicable in Appointment/ Promotion.

### **9. Application :-**

The candidate will send his/her application in prescribed form to the Secretary, Commission within the date fixed by the commission. The prescribed form may be obtained from the Commission.

### **10. Process of Employment :-**

(a) As per the provisions issued for qualifications of Instructors for NCVT affiliated ITIs by DGET, Govt. of India, Instructors must have Degree /Diploma in relevant branch of Engineering two per units (1+1). For compliance of above mentioned directions regarding direct appointment on the post of instructor, Requisition of vacancies will be sent to the commission in two parts. Out of these two units, one post will be for the passed candidates of Diploma/Degree and one post will be for ITIs passed candidates. If one post remains after factorization by two in any trades, that post will be sent in requisition of Degree /Diploma holder candidates in every Trade on the basis of vacancies.

(b) Requisition of appointment of Degree/Diploma Holder and I.T.I. passed candidates to the Commission in one transaction according to the vacancies and Reservation wise.

(c) There will be a separate Syllabus for both requisitions of degree /diploma holders and ITI passed candidates. Syllabus of examination will be determined by The Commission.

(d) The Commission will communicate and provide his recommendation to the Directorate, after selection of candidates of both requisitions on the basis of written examination held on the same date

### **11. Examination Fees :-**

Fees as determined by the commission will be payable by the candidates.

### **12. Probation period :-**

(1) All direct appointment will be made on probation. This period shall be of two years.

(2) If work and conduct of any probationary Employee is not found satisfactory or there is no possibility to be an efficient employee in future, the probation period may be extended for one year more. If work and conduct of the employee is not found satisfactory during extended period, he may be dismissed from the post or reverted to his basic post.

(3) Instructors /Assistant superintendent appointed on probation by direct appointment may be required to pass such Departmental Examinations, which may be prescribed by the Government.

### **13. Training :-**

In probation period , it shall be necessary to Trade Instructor to participate in such training as decided by the State Government.

### **14. Confirmation :-**

On Completion of probation period and passing out Departmental examination, the service shall be confirmed.

### **15. Determination of seniority of instructor category :-**

(1) A seniority list will be prepared at the level of Directorate Employment & Training (Training Wing) which shall be determined on the basis of circulars/Principles issued by department of General Administrative, Govt. of Bihar.

(2) Seniority list of instructors of different trades will be prepared on the basis of date of appointment accordingly.

(3) Seniority of instructors appointed on same date for same transaction will be decided by his/her educational qualification or his/her date of birth (older will be deemed to be senior).

(4) In case of same date of birth, seniority will be decided on the basis of obtained marks of matriculation.

(5) Recommendation received in the same transaction, in case of passed candidates of Degree /Diploma/ and I.T.I. for same kind of vacancies recommended candidates of degree/diploma holders will be senior.

## **16. Promotion :-**

(1) Promotion , in this cadre, will be considerable on the basis recommendation departmental promotion committee Grounds of promotion will be the following :-

- (a) Seniority
- (b) Kalawadhi
- (c) Eligibility/ Qualification

(2) The seniority of employees appointed in service will be affected by the principle and policies determined by the General Administration Department from time to time.

## **17. Departmental Promotion Committee :-**

Chairman & members of departmental promotion committee, for the promotion of Chief Instructor / Technical assistant/ Assistant Superintendent , shall be constituted consisting of the following :-

1. Director, Employment & Training- Chairman
2. Dy Director Training-Member
- 3 . Officer nominated by Secretary /Principal Secretary, Labour resources department-Member
4. Dy Director (Employment)-Member
- 5 . An Officer of SC/ST nominated By General Administration Department-Member

## **18. Power to make Regulation :-**

The State Government may make regulation for implementation of the provision of these rule according to necessity.

## **19. Repeal :-**

All the previous Rules, Instructions, resolutions etc, issued in respect of different categories of this cadre shall be deemed to be repealed from the date of coming into force of these Rules.