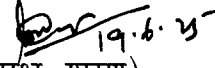


बिहार सरकार  
स्वास्थ्य विभाग  
अधिसूचना

पटना, दिनांक 19/06/2025

संख्या-4/ए-02-05/2014...../ अधिसूचना सं० 996(4)... दिनांक .....  
का निम्नलिखित अँग्रेजी अनुवाद, बिहार राज्यपाल के प्राधिकार से, एतद्वारा प्रकाशित  
किया जाता है जो भारत-संविधान के अनुच्छेद- 348 के खंड (3) के अंतर्गत अँग्रेजी  
भाषा में उक्त अधिसूचना का प्राधिकृत पाठ समझा जायेगा।

बिहार राज्यपाल के आदेश से,

  
(शम्भू शरण)

सरकार के अपर सचिव

**Government of Bihar  
Health Department**

**NOTIFICATION**

No. 4/ए-02-05/2014...../ In exercise of powers conferred by the proviso to Article- 309 of the Constitution of India, the Governor of Bihar is pleased to make the following Rules to regulate appointment, promotion and service conditions in the Bihar Clerical Cadre under the Health Department:-

**1. Short title, extent & commencement.-** (1) These Rules may be called as the "Bihar Health Clerk Cadre Rules, 2025".

(2) It shall extend to the whole State of Bihar.

(3) It shall come into force from the date of publication in the official Gazette.

**2. Definitions.-** In these Rules, unless the subject or context otherwise require:-

(i) 'Government' means the Government of Bihar;

(ii) 'Department' means the Health Department;

(iii) 'Commission' means Bihar Staff Selection Commission Patna;

(iv) 'Appointing Authority' means the Director-in-Chief, Health Services, Bihar, Patna; and

(v) 'Cadre' means the Bihar Health Clerk Cadre and,

(vi) 'Appointed date' means the date on which these rules come into force.

**3. Constitution of cadre.-**(i) The cadre of Bihar Health Clerk shall be State level.

(ii) The composition of the cadre shall be as follows:-

Sl. No.	Designation	Category	Status
1.	Lower Division Clerk	Basic grade	Non Gazetted



2.	Upper Division Clerk	First Promotion Level Step	Non Gazetted
3.	Head Clerk	Second Promotion Level Step	Non Gazetted
4.	Assistant Administrative Officer	Third Promotion Level Step	Non Gazetted

(iii) The Sanctioned Strength of each category of posts and the total number of posts of the cadre shall be such as the Government may sanction from time to time.

(iv) The Pay/Band grade pay/pay level of all the above categories shall be the same as prescribed by the Government as may be determined by the Government from time to time.

(v) The employees appointed and working on the above posts before coming into force of these rules shall automatically be deemed to be working on posts of equivalent level in this cadre.

**4. Recruitment.-** (i) In this cadre 85% of the posts of basic category of Lower Division Clerk shall be filled by recruitment and 15% of the posts shall be filled by recruitment of Office Attendant/Attendant (Special) cadre. Those who are eligible for appointment to the post of Lower Division Clerk. The post will be filled by promotion on the basis of seniority-cum-merit without any examination.

(ii) Dependents of Government servants who died while in service may be considered for appointment on compassionate grounds against vacancies available for direct recruitment, subject to fulfilling the requisite criteria, for which recommendation of the Commission will not be required.

Provided that after appointment of dependents of Government servants who died during service, requisition for the remaining vacancies of each calendar year shall be sent to the Commission by the month of December of that calendar year.

**5. Appointment by Direct Recruitment.-** (1) The minimum educational qualification for direct recruitment to the post of Lower Division Clerk of Basic Category shall be Intermediate/10+2 pass or equivalent with knowledge of computer operation and computer typing.

(2) The minimum age limit for direct recruitment shall be 18 years and the maximum age limit shall be as determined by the Government, from time to time, reservation category-wise.

(3) The 1st August of the respective requisition year shall be considered as the cut-off date for determination of age.

(4) The appointing authority shall, after calculating the vacancies as on 1st April of the year and after getting the roster cleared, send the requisition for reservation category wise to the commission by 30th April of the year.

(5) In the light of the requisition, the commission shall advertise the vacancies and invite applications and prepare the merit list of candidates on the basis of Intermediate/10+2 level written competitive examination in accordance with the provisions of Bihar Staff Selection Commission Examination Conducting Rules.

(6) The Commission shall send reservation category wise recommendation to the Department on the basis of merit list in accordance with the requisitioned

vacancies. The Appointing Authority shall make appointment after checking the health test certificates of the candidates and character and antecedents verification etc. following the appointment related guidelines issued by the Government (General Administration Department) from time to time.

**6. Probation Period.-** After appointment, Lower division clerks will remain on probation period for 01 year. The probation period may be extended for one more year, if the service is not satisfactory during the probation period. If the service is not found satisfactory during the extended period also, then the Appointing Authority may remove such lower division clerk from the service.

**7. Training.-** During the probation period, the newly appointed lower division clerk will have to successfully complete the induction training as prescribed by the government. If any examination is taken during the training period, then he will have to pass that also.

**8. Departmental Examination.-** The newly appointed lower division clerk will have to pass all the papers of the departmental examination as prescribed. The subjects, syllabus and procedure of the departmental examination will be determined by the Central Examination Committee, Revenue Board, Bihar. Also, the official language one will also have to pass the Hindi noting and drafting examination as prescribed by the Directorate, cabinet Secretariate Department.

**9. Confirmation.-** The service of the newly appointed lower division clerk can be confirmed after his service being satisfactory during the probation period, he completes the prescribed induction training, he passes all the papers of the prescribed departmental examination and he passes the Hindi noting and drafting examination.

**10. Seniority.-** (i) The seniority among the members of the cadre shall be at the State level and the seniority among the members of the service shall be determined in accordance with the principles and procedures laid down by the General Administration Department, Bihar, Patna.

(ii) The department shall publish a consolidated seniority list after re-determining the mutual seniority of the members of the cadre as determined before these rules come into force.

(iii) The seniority of the personnel appointed by direct recruitment on the basis of competitive examination shall be determined in accordance with the criteria decided by the General Administration Department.

(iv) The seniority of the employees automatically included in any hierarchy of the cadre on the appointed date will be determined on the basis of their date of promotion to the respective hierarchy. If the date of promotion is same, then the seniority will be determined on the basis of their date of first appointment in the cadre and if the date of first appointment is also same, then the seniority will be determined on the basis of their age on the appointed date.

**11. Promotion.-** (i) Promotion to higher cadre posts may be given to the members of the cadre on the basis of seniority-cum-merit Subject to availability of vacancies on the basis of recommendation of Departmental Promotion Committee.



(ii) For considering promotion, it will be necessary to comply with the guidelines and instructions regarding KALAWADHI, issued by the General Administration Department from time to time.

(iii) Departmental Promotion Committee may be constituted by the Department by separate orders.

**12. Reservation.-** In appointment and promotion in this cadre, the Government from time to time makes the reservation roster as prescribed will be followed.

**13. Residue matters.-** In respect of subjects in respect of which specific provision could not be made in these regulations, the provisions applicable to employees of equivalent level in the Government in those subjects will also be applicable in this cadre.

**14. Power to relax.-** Where the Government is of the opinion that it is necessary or expedient to do so, any of the provisions of these rules may be relaxed for reasons to be recorded in writing.

**15. Removal of doubts.-** If there is any doubt arises in the interpretation of any provision of these Rules, the matter shall be referred to the Department and the decision of the Department, after consultation of the Law Department shall be final.

**16. Removal of difficulties.-** If any difficulty arises in the implementation of any provision of these Rules, the Department may, in consultation with the Law Department, may remove such difficulty by making an order which is not inconsistent with the provisions of these Rules.

**17. Repeal & inversion-** (1) Bihar Health Regional Clerk Cadre Rules formerly in force in respect of this cadre, 2014 and other resolutions, orders, instructions etc. issued by the Department from time to time in the past are hereby repealed.

(2) Notwithstanding such repeal, any work done any action taken under the said Resolutions, orders, instruction etc and the said Rules, shall be deemed to be done or taken under these Rules, as if these Rules were in force on date on which such work was done or such action was taken.

By the order of the Governor of Bihar,

Sd/-

(Shambhu Sharan)

**Additional Secretary of Government**

संख्या- 4/ए-02-05/2014...996(4)/ पटना, दिनांक 19/06/2025

प्रतिलिपि-अधीक्षक, सचिवालय मुद्रणालय, गुलजारबाग, पटना को बिहार राजपत्र के असाधारण अंक में प्रकाशनार्थ प्रेषित।

प्रतिलिपि-आईटी0 मैनेजर, स्वास्थ्य विभाग को विभागीय वेबसाईट पर अपलोड करने हेतु सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

सरकार के अपर सचिव