

Government of Bihar
Building Construction Department

NOTIFICATION

File No-Bhawan/Astha-04/vividh-30/2013^{5884 (H)} Patna, Dated ^{24.06.2026}

In exercise of the powers conferred in the proviso of Article-309 of the Constitution of India, the Governor of Bihar makes the following Rules to regulate the process of recruitment to the posts of General Clerical Cadre in various Works Departments (such as Water Resources Department, Minor Water Resources Department, Road Construction Department, Building Construction Department, Rural Works Department, Public Health Engineering Department, Planning and Development Department, Urban Development and Housing Department etc.) and their service conditions-

1. Short Title and Commencement-

- (i) These Rules may be called "The Works Department Regional General Clerical Cadre (Recruitment and Service Conditions) Rules, 2026".
- (ii) It shall extend to all the Works Departments of the Governemnt of Bihar (viz. Water Resources Department, Minor Water Resources Department, Road Construction Department, Building Construction Department, Rural Works Department, Public Health Engineering Department, Planning and Development Department, Urban Development and Housing Department etc).
- (iii) It shall come into force immediately on the date of its publication in the Official Gazette.

2. Definitions-In these Rules, unless anything repugnant to the subject or context-

- (i) "State Government" means the State Government of Bihar;
- (ii) "Department" means the Works Department as specified in the Bihar Rules of Executive Business (namely, Water Resources Department, Minor Water Resources Department, Road Construction Department, Building Construction Department, Rural Works Department, Public Health Engineering Department, Planning and Development Department, Urban Development and Housing Department etc.);
- (iii) "Cadre" means the Regional General Clerical Cadre;

- (iv) "Commission" means the Bihar Staff Selection Commission;
- (v) "Appointed Date" means the date on which these rules come into force;
- (vi) "Cadre Controlling Authority" means the Additional Chief Seceretary/Principal Seceretary/Seceretary of the concerned Department;
- (vii) "Appointing Authority" means the concerned Chief Engineer of the Department;
- (viii) "Member" means a person appointed to the cadre including all persons appointed to the cadre prior to the appointed date;
- (ix) "Appointment on Compassionate Grounds" means appointment on compassionate grounds of one of the dependents of the Government servants who died in service, as per the relevant circulars/instructions;
- (x) "Departmental Promotion Committee" means the committee constituted by the Department to recommend promotions to the promotional post of the cadre;

3. Structure of the Cadre-

- (i) The structure of the Regional General Clerical Cadre shall be as follows-

Sl. No.	Designation	Status of the Posts
1.	Lower Division Clerk	Basic Grade
2.	Upper Division Clerk	First Promotion Level
3.	Head Clerk	Second Promotion Level
4.	Assistant Administrative Officer	Third Promotion Level

- (ii) It shall be a State level non-gazetted cadre under the control of the conserved Works Department.
- (iii) The sanctioned strength of various categories of posts in this cadre shall be the same as determined/approved by the State Government from time to time.
- (iv) The pay scale/pay level for various categories of posts in this cadre shall be the same as approved by the State Government from time to time.

(v) Persons regularly appointed and working on various categories of posts in this cadre before coming into force of these Rules shall be automatically deemed to be included in this cadre.

(vi) In the Departments, the posts available in the clerical cadre with designations other than Lower Division Clerk and Upper Division Clerk, such as Store Clerk, Correspondence Clerk etc. shall be deemed to be Lower Division Clerk or Upper Division Clerk posts on the basis of equivalence of pay. Accordingly persons appointed and working against such posts shall also be deemed to be Lower Division Clerk or Upper Division Clerk and their seniority in the cadre of Lower Division Clerk or Upper Division Clerk shall be determined on the basis of the date of their first appointment in the clerical cadre.

4. Direct Recruitment-

(i) Direct recruitment may be made only in the basic category post of this cadre namely Lower Division Clerk.

(ii) 85 per cent of the posts of Lower Division Clerks shall be filled by direct recruitment on the basis of the recommendations of competitive examination held for the purpose by the Commission.

(iii) Remaining 15 per cent posts shall be filled by promotion on the basis of seniority-cum-merit from among the employees of Office Attendant/Attendant (Special) Cadre who possess the educational qualification prescribed for appointment to the post of Lower Division Clerk and who have knowledge of computer operation and computer typing.

(iv) Dependents of such government servants who died during service, may be considered for appointment on compassionate grounds against the vacant posts available for direct recruitment, on fulfilling the required criteria, for which the recommendation of the Commission shall not be required.

(v) Every Works Departments shall calculate the vacancies of the posts of Lower Division Clerks and the Department level on the basis of the situation as on 1st April of every year and shall provide reservation category wise requisition to the Commission.

(vi) The Commission shall publish advertisement in the light of requisition and reservation category wise recommendation shall be made available directly to the concerned Works Department. On the

basis of recommendation received by Cadre Controlling Authority they shall be allotted Chief Engineer Office.

(vii) After proper investigation, the concerned appointing authority (Chief Engineer) shall issue appointment order and post them under his control.

5. Qualification for Direct Recruitment-

(i) Minimum educational qualification should be Intermediate (10+2) or equivalent examination pass and knowledge of computer operation and computer typing.

(ii) The minimum age for direct recruitment shall be 18 years and the maximum age shall be the same as determined by the General Administration Department, Government of Bihar from time to time.

6. Recruitment by Promotion-

(i) The Appointing Authority shall consider promotion to the post of Lower Division Clerk from the seniority list of Office Attendant/Attendant (Special) who possesses the educational qualification for appointment to the post of Lower Division Clerk.

(ii) Promotion to the post of Lower Division Clerk shall be given on the basis of seniority-cum-merit on the recommendation of the Departmental Promotion Committee.

7. Reservation-

In appointment and promotion by direct recruitment in this cadre, the provisions relating to reservation roster as determined from time to time by General Administration Department, Government of Bihar, shall be applicable.

8. Probation Period-

Employees appointed through direct recruitment shall be on probation for one year after appointment. They shall have to complete the training as prescribed during the probation period..

If the service is not found satisfactory during the probation period, the probation period may be extended for another year for reasons to be recorded. If the service is not found satisfactory even during the extended period, he may be discharged from service, for which no claim of compensation of any kind shall be admissible.

9. **Computer Competency, Hindi Noting-Drafting & Departmental Examination-**
- (i) The employee appointed by direct recruitment/promotion shall have to pass the Computer Competency Test as prescribed, Hindi Noting-Drafting Examination as prescribed by the Cabinet (Rajbhasha) Department & Departmental Examination as prescribed by the Revenue Board.
 - (ii) The subjects, syllabus and procedure of the Departmental Examination shall be determined and the examination shall be organised by the Central Examination Committee, Revenue Board, Bihar.
10. **Service Confirmation -**
- The service of any employee appointed through direct recruitment/promotion shall be confirmed on satisfactory completion of probation period and on passing the prescribed departmental examination and computer competency test.
11. **Seniority-**
- (i) The seniority list of the employees of this cadre shall be maintained by the Cadre Controlling Authority at the State Level.
 - (ii) The seniority of employees appointed through direct recruitment shall be determined in the merit order of the Commission's recommendation. The inter se seniority of employees appointed through promotion shall be in the order of their appointment order. The seniority of an employee appointed on compassionate grounds shall be determined on the basis of his date of Joining.
 - (iii) Personnel appointed through direct recruitment in any year shall be junior to those appointed through promotion. Personnel appointed on compassionate grounds in any year shall be junior to those appointed through direct recruitment.
 - (iv) The inter se seniority for the promotional posts in this cadre shall be determined as per the order of promotion.
 - (v) The combined seniority of personnel appointed before the appointed date shall be re-determined in a consolidated manner at the State level by the Cadre Controlling Authority.
12. **Promotion-**
- (i) Promotion to the higher category of posts in this cadre shall be given by the Cadre Controlling Authority on the basis of seniority-cum-

merit on the recommendation of the Departmental Promotion Committee.

(ii) The provisions issued from time to time regarding reservation, time period etc. for promotion shall be followed.

(iii) The Departmental Promotion Committee shall be constituted by the concerned Department by a separate order for promotions.

13. Level of Cadre-

The Cadre Controlling Authority or the Appointing Authority may transfer/post the employees of this cadre in the entire state or under its jurisdiction respectively. The eligibility/process for transfer/posting may be determined by the Cadre Controlling Authority.

14. Residual Matters-

(i) All rules, instructions etc. in force regarding Service Conditions, Discipline, Leave, ACP as applicable to other employees of the State Government shall equally apply to the members of this cadre also.

(ii) In respect of matters or points which have not been specifically provided in these Rules, the instructions issued from time to time for equivalent level officials of the State Government shall be applicable.

(iii) The General Administration Department shall be the competent Department to interpret any of the rules of these Rules.

(iv) If there is any difficulty in implementing any rule of these Rules, the State Government (General Administration Department) may, on the recommendation of the concerned Department, remove such difficulty by notification published in the Official Gazette.

15. Repeal and Savings-

(i) All Rules/Resolutions/Circulars/Orders etc. notified earlier by the Works Departments (viz, Water Resources Department, Minor Water Resources Department, Road Construction Department, Building Construction Department, Public Health Engineering Department, Planning and Development Department, Urban Development and Housing Department etc.) in respect of this cadre shall hereby be deemed to be repealed.

(ii) Notwithstanding such repeal, anything done or any action taken in exercise of powers conferred under Rules/Resolutions/Circulars/Orders etc. issued earlier shall be deemed to have been done in exercise of the powers conferred by or under these

rules as if these Rules were in force on the date on which any such thing was done or any such action was taken.

By order of the Governor of Bihar,

(Pranav Kumar)

Secretary to Government.

Memo No.-Bhawan/Astha-04/vividh-30/2013-5884(34) Patna, Dated-.24-.06-.2026

Copy forwarded to E-Gazette Cell, Finance Department, Bihar, Patna for publication in the extraordinary issue of the Gazette.

(Pranav Kumar)

Secretary to Government.

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(Pranav Kumar)

Secretary to Government.