No. A-11013/26/85-DO.I
Government of India
Cabinet Secretariat,
South Block,

New Delhi, the 21/4/68.

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution, (and of all other powers enabling him in this behalf), the President hereby makes the following rules regulating the method of recruitment to Group 'C' and 'D' posts in the SSB (Women Instructors) Service, namely:—

1. Short title and Commencement:—

(1) These rules may be called the SSB (Women Instructors) Service Rules, 1968.

(2) These rules shall come into force (at once) on their issue.

2. Definitions:—

In these rules, unless the context otherwise requires;

(a) 'appointed day' means the date on which these rules came into force;

(b) 'controlling authority' means the Secretary, Department of Cabinet Affairs, Cabinet Secretariat;

(c) 'duty post' means any post in the SSB as specified in Rule 5;

(d) 'service' means the SSB (Women Instructors) Service.

3. Constitution of the Service and Duties of its member.

(1) There shall be constituted a service to be known as the SSB (Women Instructors) Service.

(2) Members of the Service shall be required to work in any establishment of the SSB.

contd...2...
Composition of the Service:

(1) The designation, classification and scales of pay of the posts in the service shall be as shown in the table below, namely:

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Designation</th>
<th>Classification</th>
<th>Scale of pay Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Deputy Field Officer (Women Instructor)</td>
<td>Group 'C'</td>
<td>5500-175-9000</td>
</tr>
<tr>
<td>2.</td>
<td>Assistant Field Officer (Women Instructor)</td>
<td>Group 'C'</td>
<td>4000-100-6000</td>
</tr>
<tr>
<td>3.</td>
<td>Senior Field Assistant (Women Instructor)</td>
<td>Group 'C'</td>
<td>3200-85-4900</td>
</tr>
<tr>
<td>4.</td>
<td>Field Assistant (Lady)</td>
<td>Group 'C'</td>
<td>3050-75-3950-80-4590</td>
</tr>
<tr>
<td>5.</td>
<td>Assistant Field Officer (Women Medics)</td>
<td>Group 'C'</td>
<td>4000-100-6000</td>
</tr>
<tr>
<td>6.</td>
<td>Senior Field Assistant (Women Medics)</td>
<td>Group 'C'</td>
<td>3200-85-4900</td>
</tr>
</tbody>
</table>

(2) In relating to each grade of the Service, there shall be a common gradation list for the SSB.

Authorised strength:

(1) The authorised permanent and temporary strength of the various grades of the service on the appointed day shall be as specified as below:

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Name of post</th>
<th>No. of posts sanctioned Permanent</th>
<th>Temporary</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Deputy Field Officer (Women Instructor)</td>
<td>7</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>2.</td>
<td>Assistant Field Officer (Women Instructor)</td>
<td>14</td>
<td>2</td>
<td>16</td>
</tr>
<tr>
<td>3.</td>
<td>Senior Field Assistant (Women Instructor)</td>
<td>22</td>
<td>1</td>
<td>23</td>
</tr>
<tr>
<td>Sl No.</td>
<td>Name of the post</td>
<td>No. of posts sanctioned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>--------------------------------------</td>
<td>-------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Permanent</td>
<td>Temporary</td>
<td>Total</td>
</tr>
<tr>
<td>4.</td>
<td>Field Assistant (Lady)</td>
<td>9</td>
<td>-</td>
<td>9</td>
</tr>
<tr>
<td>5.</td>
<td>Assistant Field Officer (Women Medics)</td>
<td>6</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>6.</td>
<td>Senior Field Assistant (Women Medics)</td>
<td>6</td>
<td>1</td>
<td>7</td>
</tr>
</tbody>
</table>

(2) The Government shall, at intervals of every two years, re-examine the strength and composition of each grade and make alterations therein as it may deem fit;

Provided that nothing in this sub-rule shall affect the general powers of the Government to alter the strength and composition of any grade at any time.

Initial Constitution:

(1) All persons holding as on the appointed day, any one of the categories of posts specified in rule 4, whether in a permanent or temporary or officiating capacity or on deputation basis, shall be eligible for appointment to the service at the initial constitution thereof;

(2) The Controlling authority shall constitute a Screening Committee in respect of each grade for adjudging the suitability of persons, who, being eligible to be appointed to the service under sub-rule (1), were serving in any grade immediately before the initial constitution of the cadre, for permanent appointment therein, and every Committee so constituted shall, subject to such general or special instructions as the controlling authority may give and after following such procedure as the Committee deem fit, prepare lists of persons considered suitable for such appointment in each grade with the names of such persons arranged in the order of seniority based on the date of continuous appointment in the grade in which they are to be absorbed or in an equivalent grade:
provided that if the Controlling Authority deems it necessary so to do, the same committee may be constituted to function in relation to two or more grades.

(3) An intimation shall be sent to every person considered suitable for appointment on a permanent basis to a post in any grade giving him an opportunity to express within thirty days of receipt of intimation by him, his willingness to be so appointed on a permanent basis and the option once exercised shall be final.

(4) Persons who are willing to be appointed on a permanent basis shall be so appointed in the order of seniority against permanent posts available as on the appointed day.

(5) Notwithstanding anything contained in sub-rule (2) to (4), every person holding, as on the appointed day, a permanent post in any one of the categories specified in rule 4 in the SSB shall, without prejudice to her being considered for appointment to a permanent post in the higher grade or to her continuance in such higher grade in an officiating or temporary capacity be absorbed in her respective substantive grade against the permanent post available as on the appointed day.

(6) The Screening Committee may recommend for permanent appointment in a lower grade any person who is serving in a higher grade irrespective of whether she is a deputationist or a direct recruit and every appointment made on such recommendation shall be without prejudice to her continuing to serve in the higher grade.

(7) Persons holding posts, as on the appointed day, in any grade of the service, who are not found suitable for permanent appointment under sub-rule (2) to (6) may be continued in posts in the same grade of the service in a temporary or officiating capacity, as the case may be:

Seniority of those appointed at the time of initial Constitution:

Seniority of persons appointed in each grade at the initial constitution of the service shall be in the order in which they are shown in the relevant lists prepared in accordance with the provisions of rule 6.

Maintenance:

(1) Subject to the initial constitution of the various grades in the service, every post remaining unfilled and every vacancy that may arise thereafter shall be filled in accordance with the provisions contained in the schedule annexed to those rules, by appointment.
on promotion, deputation/transfer, re-employment after retirement or direct recruitment as the case may be.

(2) For a period not exceeding three years from the date of commencement of these rules, notwithstanding the limits specified in column 7 of the Schedule, the Controlling authority may if it considers it necessary so to do, exceed the percentage specified for filling up of vacancies by deputation and decrease the percentage prescribed for filling up of vacancies by promotion, direct recruitment or re-employment after retirement as he may deem fit.

9. **Probation:**

(1) Every direct recruit appointed to a grade of the service shall initially be appointed on probation, the period of probation being two years from the date of appointment.

(2) Persons who are inducted into a new service through promotion shall be on probation for 2 years but there shall be no probation for a person promoted from one grade to another within the same service, except where the promotion involves a change in the Group of posts in the same service in which case of probation shall be 2 years.

(3) The period of probation referred to in sub-rule (1) and (2) above may, if the appointing authority deems fit, be extended or curtailed in a particular case but such extension/curtailment shall not exceed one year.

10. **Executive Instructions:**

The Controlling Authority may issue executive instructions not inconsistent with those rules to provide for all matters for which provision if necessary or expedient for the purpose of giving effect to these rules.

11. **Residuary matters:**

In regard to matters not specifically covered by these rules or by orders issued by the Government, the members of the service shall be governed by General Rules, regulations and orders applicable to persons belonging to the corresponding Central Civil Service.