



**DEPARTMENT OF PRISONS AND CORRECTIONAL ADMINISTRATION,
MODEL JAIL, SECTOR -51, CHANDIGARH(U.T)**

PHONE: 0172-2682873, TELEFAX: 0172-2676001

[e-mail: pro.modeljailchd@gmail.com](mailto:pro.modeljailchd@gmail.com)

Public notice on draft recruitment rule for Group “A” Non-Ministerial Gazetted post (Deputy Superintendent Jail Grade-I) in Model Jail, Chandigarh.

In compliance with DoPT’s OM No. AB-14017/61/2008-Estt.(RR), dated 13.10.2015 the draft recruitment rules for Deputy Superintendent Jail Grade-I post in Model Jail, Chandigarh is annexed.

The stakeholder, interested in making any objection/comments or suggestions on the draft recruitment rules may do so in writing, within a period of 30 days from the date of publication of draft recruitment rules to the Superintendent, Model Jail, Sector – 51, Chandigarh (160047) or at e-mail address: pro.modeljailchd@gmail.com.

Dated:

**Dy. Supdt. Jail,
For Inspector General of Prisons,
U.T., Chandigarh.**

To be published in Chandigarh Administration Gazette
Chandigarh Administration
Model Jail, Chandigarh
Notification

Chandigarh, the _____, 2025

G.S.R. No. _____ In exercise of the powers conferred by the proviso to Article 309 of the Constitution read with Government of India, Ministry of Home Affairs, Nonfiction S.O. No. 3267, dated 1st November, 1966, the Administrator, Union Territory, Chandigarh hereby makes the following rules, regulating the method of recruitment to the Group 'A' post of Deputy Superintendent Jail Grade-I in Model Jail, Chandigarh namely:

1. Short title and commencement – (i) these rules may be called the Model Jail, Chandigarh Deputy Superintendent Jail Grade-I, Group "A" Recruitment Rules 2025.

(ii) They shall come into force on the date of their publication in the Official Gazette.

2. Application: These rules shall apply to the posts specified in column No.1 of the Schedule annexed to these rules.

3. Number of posts, classification and level in the pay matrix: The number of posts, their classification and level in the pay matrix shall be as specified in columns 2 to 4 of the said Schedule.

4. Method of recruitment, age limit and qualification, etc.: The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith shall be as specified in columns 5 to 13 of the said Schedule.

5. Disqualification: No person;

a. who has entered into or contracted a marriage with a person having a spouse living;

or

b. who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts:

Provided that the Administrator, Union Territory of Chandigarh may, if satisfied that such marriage is permissible under the personal Law applicable to such person and other party to the marriage and there are other grounds for so doing, exempt, any person from the operation of this rule.

6. Power to relax: Where the Administrator, Union Territory of Chandigarh is of the opinion that it is necessary or expedient so to do, he may, by order, for reasons to be recorded in writing, and in consultation with the Union Public Service Commission, relax any of the provisions of these rules in respect of any class or category of persons.

7. Savings: Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by Central Government from time to time in this regard.

Schedule		
1	Name of the Post	Deputy Superintendent Jail Grade-I
2	No. of Posts	1*(2025) *Subject to variation depend on workload
3	Classification	General Central Service Group “A” (Gazetted) (Non-Ministerial)
4	Scale of Pay	Level 10 (Rs 56100-177500) in the pay matrix
5	Whether Selection Post or Non-Selection Post	Selection
6	Age limit for direct recruits	Not applicable
7	Educational and other qualification required for direct recruits	Not applicable
8	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	Not applicable.
9	Period of Probation, if any	02 years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	100% by promotion failing which by deputation.
11	In case of recruitment by promotion / deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p><u>By Promotion:</u> Deputy Superintendent Jail Grade-II in Level 6 (Rs. 35400-112400) of the pay matrix with 10 years of service in the grade after appointment thereto on regular basis.</p> <p>Note 1: Where junior who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying service, or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: ICT course is mandatory as per the instructions issued by the Chandigarh Administration vide letter dated 25.11.2019.</p> <p><u>Deputation:</u> Officers of the Central Government/State Government/Union Territories:</p> <p>[A] (i) Holding analogous post on a regular basis in the parent cadre or department; or (ii) With 02 years’ service rendered after appointed to the post on a regular basis in the Pay Level 9 (Rs 53100 - 167800) in pay matrix or equivalent in the parent cadre/department and</p> <p>[B] Possessing the following Educational Qualification and Experience:</p> <p>(i) Bachelor’s Degree from a recognized University/Institute and (ii) 02 years’ experience in maintenance of Law and order/ security duties in Central</p>

		<p>Government/ State Government/ Union Territories.</p> <p>Note 1: The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Government/ State Government/ Union Territories shall ordinarily not exceed 03 years and further extendable as per the instructions of Government.</p> <p>Note 3: The maximum age limit for appointment by deputation shall be, not exceeding 56 years, as on the closing date of receipt of applications</p>
12	If departmental promotion committee exists, what is its composition	<p>Group “A” Departmental Promotion Committee (for promotion and confirmation) consisting of:</p> <ol style="list-style-type: none">1. Member of UPSC: Chairman2. Chief Secretary: Member3. Administrative Secretary: Member4. Secretary Personnel: Member5. Inspector General of Prisons (HoD): Member
13	Circumstances in which UPSC is to be consulted in making recruitment	<p>Consultation with UPSC necessary while making appointment.</p>

ANNEXURE-II

1	a) Name of the post	Deputy Superintendent Jail Grade-I
	b) Name of the Ministry/Department	Department of Prison & Correctional Administration Chandigarh
	c) Number of Posts	* 1 (2025) * Subject to variation dependent on workload
	d) Level in the pay matrix	Level 10 (Rs 56100-177500) in the pay matrix
	e) Class and service to which the posts belong	General Central Services Group 'B' (Gazetted) (Non-Ministerial)
	f) Ministerial or non-Ministerial of F.R. 9 (17)	Non-Ministerial
2	Appointing Authority	Chief Secretary, U.T., Chandigarh
3	Duties of post in detail	<p>The duties of Deputy Superintendent Jail Grade-I is as under:</p> <p>(i) Admission and release of prisoners after verification and checking of committal warrants</p> <p>(ii) Disbursement of batta, subsistence allowance bus and railway fares, etc., to release prisoners and attesting of entries in the cash book, permanent advance register and prisoner's cash property register</p> <p>(iii) Minor correspondence relating to prisoners</p> <p>(iv) Checking of Appeal Registers</p> <p>(v) Attending to release on bail, appeals, fine payment, etc.</p> <p>(vi) Attending to correction of sentences</p> <p>(vii) Production of prisoners in courts</p> <p>(viii) Checking the issue of raw materials to various workshops according to data</p> <p>(ix) Checking of stock book of raw materials and stock book of manufactured articles</p> <p>(x) Attending weekly inspection parade of prisoners along with the Superintendent</p> <p>(xi) Checking the Ration Stock Book</p> <p>(xii) Weighment of ration articles on purchase, subject to supervision by the Superintendent</p> <p>(xiii) Any other work assigned by the Superintendent from time to time</p> <p>(xiv) Visit to the prison once in the forenoon and once in the afternoon every working day and on Sundays and Holidays when special circumstances render it desirable that he shall do so</p> <p>(xv) Visit to the prison at night once in a fortnight to satisfy him that the guarding is being properly done and that everything is in order, and submit a compliance report to the Superintendent</p> <p>(xvi) Attend to unlocking and lockup once in a week, and check all the aspects normally checked by the Deputy Superintendent Jail Grade-II on the other days. It shall be so arranged in consultation with the Deputy Superintendent Jail Grade-II under the specific orders of the Superintendent.</p> <p>(xvii) Check that all rules, instructions etc. are being</p>

	<p>followed at locking time, that sufficient guards are posted for the security, and that there is adequate lighting.</p> <p>(xviii) Supervise once in a fortnight the lock up of high security prisoners like condemned prisoner, naxalite, terrorist prisoners etc.</p> <p>(xix) Segregate prisoners having escape or discipline risks and prisoners of known bad character, and report to the Superintendent</p> <p>(xx) See that the walls, buildings, gates, dormitories, cells, hospitals area and other places of the prison are properly secured and ensure a system of good lighting in and around the prison;</p> <p>(xxi) Ensure to place the sentry in blocks in which notorious prisoners are confined;</p> <p>(xxii) Bring it to the notice of the Superintendent, wherever the guarding arrangements are not satisfactory through his report book</p> <p>(xxiii) Visit to the prison hospital two days in a week other than those on which the Superintendent makes such visits. Such an arrangement shall be made in consultation with the Superintendent as part of duty allotment</p> <p>(xxiv) Bring it to the notice of the Superintendent any defalcation on the part of the Prison Staff, if it be shown that such defalcation was rendered possible by negligence on the part of the staff</p> <p>(xxv) At least twice in a week he should check the rations issued to the kitchen and satisfy him that correct quantity is issued</p> <p>(xxvi) Go around the prison at least twice in a week, at odd hours and check that the sentries are posted correctly and alert. He will also check that the other checking supervisory officers have made proper rounds of check of these sentries</p> <p>(xxvii) Keep a report book in which he shall</p> <p>(a) Record the duties performed by him on every day and submit the same to the Superintendent</p> <p>(b) Bring it to the notice of the Superintendent that his assessment in general on the discipline among the staff and prisoners</p> <p>(c) Record any inadequacy on the security arrangements and suggest guidelines to set right things, wherever necessary and</p> <p>(d) Bring it to the notice of the Superintendent any other matter of importance Supervise general supervision of the Remission Branch in the Prison Office and frequent and periodical check over all the registers and other records of the Remission Section.</p> <p>(xxviii) Supervise the work of his subordinate officers' viz., the Deputy Superintendent Jail Grade-II & the</p>
--	--

		Assistant Superintendent in respect of the Executive work attached to them along with the supervision of all the registers being maintained by them and initial them in token of having checked them.
4	Describe briefly the method (s) adopted for filling the posts hither-to	100% by promotion, failing which by deputation
5	Methods of recruitment proposed	100% by promotion, failing which by deputation
6	If promotion is proposed as a method of recruitment: -	
	a) Designation and number of the posts proposed to be included in the field of promotion	Deputy Superintendent Jail Grade-II (03 posts)
	b) Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (As per extant GOI instructions)	Deputy Superintendent Jail Grade-II with 10 years' service in the grade rendered after appointment thereto on regular basis.
	c) Percentage of vacancies in the grade proposed to be filled by promotion	100% by promotion.
	d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference number. If consultation with the Commission was not required, please attach a copy of rules framed. A copy of the rules should be sent DOPT along with the proposal.	The office is in process to frame recruitment rules for Deputy Superintendent Jail Grade-II in consultation with UPSC, soon the recruitment rules were notified.
	e) If Recruitment Rules were not framed for the posts in the field of promotion;	Not applicable
	i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.	Not applicable
	ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion	Not Applicable
	iii) In case the feeder posts are filled by promotion, the Recruitment Rules or the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may	Not Applicable

	be furnished.	
	f) (i) Is the promotion to be made on selection or non-selection basis ?	Selection
	ii) Reasons for the proposal (i) above	Because of promotion from lower Group to a higher Group (Group 'B' to Group 'A' post)
	g) If a DPC exists, what is its composition	Group "A" Departmental Promotion Committee (for promotion and confirmation) consisting of: 1. Member of UPSC: Chairman 2. Chief Secretary: Member 3. Administrative Secretary: Member 4. Secretary Personnel: Member 5. Inspector General of Prisons (HoD): Member
	h) Indicate if the feeder posts are having promotion channels other than the one under consideration	No other promotion channel.
7	If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary	Not applicable
8	If direct recruitment is proposed as a method of recruitment, please state	
	a) The percentage of vacancies proposed to be filled by direct recruitment	0%
	b) Indicate if there are any promotional avenues for the direct recruits?	Not applicable
	c) (i) Age for direct recruits (As per extant GOI instructions)	Not applicable
	(ii) Is age relaxation for Government servants?	Not applicable
	d) Educational and other qualifications required for direct recruits (it may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well-qualified	Not applicable
	e) Whether essential qualifications to be prescribed are in accordance with any Act (S)? If so please quote the relevant Act (s) under which it is necessary and also supply relevant extracts from the Act (s)	Not applicable
	f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference number	No
9	If direct recruitment is not proposed as a method, please	Sufficient feeder cadre available for the post.

	state why it is not considered desirable/possible/necessary	
10	i) If promotion and direct recruitment are both proposed as methods of recruitment, will be educational qualifications proposed for direct recruits apply in case of promotion?	Not applicable
	ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.	Not applicable
11	a) Is deputation/absorption proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	Yes, deputation is proposed as a method of recruitment. The primary method of recruitment is 100% by promotion from the feeder cadre. However, in the event that no eligible candidates are available for promotion—i.e., if no one in the feeder cadre has completed 10 years of service in Level 6 (Rs. 35,400 – 1,12,400) of the pay matrix as per the 7th CPC—then the post may be filled by deputation. Absorption is not proposed. Only deputation is proposed as an alternative method, and it is conditional upon the non-availability of eligible internal candidates for promotion. The reason for proposing deputation is to ensure that the post does not remain vacant due to the lack of eligible promotees.
	b) The percentage of vacancies proposed to be filled by this method	100% by promotion, failing which by deputation.
	c) The period to which deputation will be limited	03 years and further extendable as per the instructions of Government.
	d) The names of the posts of grades or services etc; from which deputation/absorption is proposed	Officers of the Central Government/State Government/Union Territories: [A] (i) Holding analogous post on a regular basis in the parent cadre or department; or (ii) With 02 years' service rendered after appointed to the post on a regular basis in the Pay Level 9 (Rs 53100 - 167800) in pay matrix or equivalent in the parent cadre/department.
12	a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled	Not applicable
	b) Whether the Recruitment Rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or with in the same group? If so, whether the necessary provisions for initial constitution have been proposed.	No
	c) Whether the Recruitment Rules relate to a post which is	No

	proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	
13	a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted	Not applicable
	b) Whether the Department of Personnel and Training have concurred in the proposal?	Not applicable
14	If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	No
15	Name, address and telephone No of the Ministry's representatives with whom whose proposals may be discussed, if necessary, for clarification/early decision	Superintendent Jail Department of Prisons & Correctional Administration, UT Chandigarh Sector 51, Chandigarh (UT) 0172-2676001



**DEPARTMENT OF PRISONS AND CORRECTIONAL ADMINISTRATION,
MODEL JAIL, SECTOR -51, CHANDIGARH(U.T)
PHONE: 0172-2682873, TELEFAX: 0172-2676001
[e-mail: pro.modeljailchd@gmail.com](mailto:pro.modeljailchd@gmail.com)**

Public notice on draft recruitment rule for Group “B” Non-Ministerial Gazetted post (Deputy Superintendent Jail Grade-II) in Model Jal, Chandigarh.

In compliance with DoPT’s OM No. AB-14017/61/2008-Estt.(RR), dated 13.10.2015 the draft recruitment rules for Deputy Superintendent Jail Grade-II post in Model Jail, Chandigarh is annexed.

The stakeholder, interested in making any objection/comments or suggestions on the draft recruitment rules may do so in writing, within a period of 30 days from the date of publication of draft recruitment rules to the Superintendent, Model Jail, Sector – 51, Chandigarh (160047) or at e-mail address: pro.modeljailchd@gmail.com.

Dated:

**Dy. Supdt. Jail,
For Inspector General of Prisons,
U.T., Chandigarh.**

To be published in Chandigarh Administration Gazette
Chandigarh Administration
Model Jail, Chandigarh
Notification

Chandigarh, the _____, 2025

G.S.R. No. _____ In exercise of the powers conferred by the proviso to Article 309 of the Constitution read with Government of India, Ministry of Home Affairs, Nonfiction S.O. No. 3267, dated 1st November, 1966, the Administrator, Union Territory, Chandigarh hereby makes the following rules, regulating the method of recruitment to the Group 'B' post of Deputy Superintendent Jail Grade-II in Model Jail, Chandigarh namely:

2. Short title and commencement – (i) these rules may be called the Model Jail, Chandigarh Deputy Superintendent Jail Grade-II, Group "B" Recruitment Rules 2025.

(ii) They shall come into force on the date of their publication in the Official Gazette.

2. Application: These rules shall apply to the posts specified in column No.1 of the Schedule annexed to these rules.

3. Number of posts, classification and level in the pay matrix: The number of posts, their classification and level in the pay matrix shall be as specified in columns 2 to 4 of the said Schedule.

4. Method of recruitment, age limit and qualification, etc.: The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith shall be as specified in columns 5 to 13 of the said Schedule.

5. Disqualification: No person;

a. who has entered into or contracted a marriage with a person having a spouse living;

or

b. who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts:

Provided that the Administrator, Union Territory of Chandigarh may, if satisfied that such marriage is permissible under the personal Law applicable to such person and other party to the marriage and there are other grounds for so doing, exempt, any person from the operation of this rule.

8. Power to relax: Where the Administrator, Union Territory of Chandigarh is of the opinion that it is necessary or expedient so to do, he may, by order, for reasons to be recorded in writing, and in consultation with the Union Public Service Commission, relax any of the provisions of these rules in respect of any class or category of persons.

9. Savings: Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by Central Government from time to time in this regard.

Schedule

1	Name of the Post	Deputy Superintendent Jail Grade-II
2	No. of Posts	3*(2025) *subject to variation dependent on workload
3	Classification	General Central Services Group ‘B’ (Gazetted) (Non-Ministerial)
4	Level in the pay matrix	Level 6 (Rs. 35400 - 112400)
5	Whether Selection Post or Non-Selection Post	Selection
6	Age limit for direct recruits	Not applicable
7	Educational and other qualification required for direct recruits	Not applicable
8	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	No
9	Period of Probation, if any	Not applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	100% by promotion, failing which by deputation
11	In case of recruitment by promotion / deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p><u>Promotion:</u></p> <p>Assistant Superintendent Jail or Welfare Officer in the Level 6 (Rs. 35400-112400) of the pay matrix with 05 years’ service in the grade rendered after appointment thereto on regular basis.</p> <p>Note 1: Where junior who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying service, or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: ICT course is mandatory as per the instructions issued by the Chandigarh Administration vide letter dated 25.11.2019.</p> <p><u>Deputation:</u></p> <p>Officials/Officers of the Central Government/</p>

		<p>State Government/ Union Territories:</p> <p>[A] (i) Holding analogous post on a regular basis in the parent cadre or department;</p> <p>or</p> <p>(ii) With 06 years’ service rendered after appointed to the post on a regular basis in the Pay Level 5 (Rs. 29200 - 92300) in pay matrix or equivalent in the parent cadre/department; and</p> <p>[B] Possessing the following Educational Qualification and Experience:</p> <p>(i) Bachelor’s Degree from a recognized University/Institute.</p> <p>(ii) 06 years’ experience in maintenance of Law and order/ security duties in Central Government/ State Government/ Union Territories.</p> <p>Note 1: The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Government/ State Government/ Union Territories shall ordinarily not exceed 03 years and further extendable as per the instructions of Government.</p> <p>Note 3: The maximum age limit for appointment by deputation shall be, not exceeding 56 years, as on the closing date of receipt of applications.</p>
12	If departmental promotion committee exists, what is its composition	<p>Group “B” Departmental Promotion Committee (for promotion and confirmation) consisting of:</p> <ol style="list-style-type: none">1. Administrative Secretary: Chairman2. Inspector General of Prisons (HoD): Member3. Special/Additional/Joint Secretary (Personnel): Member4. Director Social Welfare or their representative: Member5. Regional Employment Officer or their representative: Member
13	Circumstances in which UPSC to be consulted in making recruitment	<p>Consultation with UPSC not necessary.</p>

ANNEXURE-II

1	a) Name of the post	Deputy Superintendent Jail Grade-II
	b) Name of the Ministry/Department	Department of Prison & Correctional Administration Chandigarh
	c) Number of Posts	* 3 (2025) * Subject to variation dependent on workload
	d) Level in the pay matrix	Level 6 (Rs. 35400 - 112400) in the pay matrix of 7 th CPC
	e) Class and service to which the posts belong	General Central Services Group ‘B’ (Gazetted) (Non-Ministerial)
	f) Ministerial or non-Ministerial of F.R. 9 (17)	Non-Ministerial
2	Appointing Authority	Secretary Prisons, U.T., Chandigarh
3	Duties of post in detail	<p>The Deputy Superintendent is the chief executive office of the Prison and is subordinate to the Superintendent. The Deputy Superintendent shall also be subordinate to the Additional Superintendent and assist him wherever necessary. He shall be generally responsible for observance of all prescribed rules and orders. Duties include:</p> <p>(i) Supervision over security, custody and discipline, supervision over care and welfare of prisoner</p> <p>(ii) Supervision over personnel matters, staff discipline and staff welfare assisting the Superintendent in all matters pertaining to institutional management</p> <p>(iii) Inspecting kitchen and canteen visit to hospital</p> <p>(iv) Admission and release work prison manufacturers</p> <p>(v) Classification of prisoners and their training</p> <p>(vi) Deputy Superintendent shall see that prisoners are clean in their persons and clothes and that they</p>

		<p>have the authorized amount of clothing and bedding and no more;</p> <p>(vii) Shall, at uncertain times but at least once a week, cause every prisoner and all clothing, bedding workshops, wards and cells to be thoroughly searched;</p> <p>(viii) Shall be responsible for the execution of all orders regarding the labour of prisoners. He shall assign to each prisoner his work on the recommendation of the classifying Committee constituted in each Central Prison for the purpose. The said Board shall consist of the Superintendent of the concerned prison, Medical Officer and the Deputy Superintendent. He shall ensure that the assigned works are performed by the prisoner.</p> <p>(ix) He shall supervise the cultivation of the garden and be responsible for the adequacy of the supply of vegetables. He shall supervise the prison farm and all other outside operation.</p> <p>(x) He shall jointly with the Medical subordinate be responsible for the proper preparation and distribution of food to prisoners.</p> <p>(xi) He shall supervise the working of the guards. At least once in a fortnight a week, at uncertain time, he shall visit the prison after 10.00 P.M. and satisfy himself that the standing guard is present, the sentries posted are on the alert, and that the rounds are properly maintained.</p> <p>(xii) He shall be responsible for custody of all warrants and for the strict enforcement of their terms and that no prisoner on any account be released before his due time or kept in prison beyond the termination of his sentence</p>
4	Describe briefly the method (s) adopted for filling the posts hither-to	100% by promotion, failing which by deputation
5	Methods of recruitment proposed	100% by promotion, failing which by deputation
6	If promotion is proposed as a method of recruitment: -	
	a) Designation and number of the posts proposed to be included in the field of promotion	Assistant Superintendent Jail: 05 posts Welfare Officer: 03 posts
	b) Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (As per extant GOI instructions)	Assistant Superintendent Jail or Welfare Officer with 05 years' service in the grade rendered after appointment thereto on regular basis.
	c) Percentage of vacancies in the grade proposed to be filled by promotion	100% by promotion.
	d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in consultation with the	The recruitment rules for the post of Assistant Superintendent Jail and Welfare Officer were notified vide notification no 9072, dated 14.06.2019. Previously these posts were Group "C" posts under Punjab Civil Services Rules. Consequent upon change

	Commission, please quote Commission's reference number. If consultation with the Commission was not required, please attach a copy of rules framed. A copy of the rules should be sent DOPT along with the proposal.	of service condition from Punjab pattern to Central pattern, the post of Assistant Superintendent Jail and Welfare Officer have been categorized as Group "B" posts being Level-6 in 7 th CPC. The recruitment rules on central pattern are being framed and being sent alongwith these draft rules.
	e) If Recruitment Rules were not framed for the posts in the field of promotion;	Not applicable
	i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.	Not applicable
	ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion	Not Applicable
	iii) In case the feeder posts are filled by promotion, the Recruitment Rules or the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may be furnished.	Not Applicable
	f) (i) Is the promotion to be made on selection or non-selection basis ?	Selection
	ii) Reasons for the proposal (i) above	Because of promotion within Group B.
	g) If a DPC exists, what is its composition	Group "B" Departmental Promotion Committee (for promotion and confirmation) consisting of: 1. Administrative Secretary: Chairman 2. Inspector General of Prisons (HoD): Member 3. Special/Additional/Joint Secretary (Personnel): Member 4. Director Social Welfare or their representative: Member 5. Regional Employment Officer or their representative: Member
	h) Indicate if the feeder posts are having promotion channels other than the one under consideration	No other promotion channel.
7	If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary	Not applicable
8	If direct recruitment is proposed as a method of recruitment, please state	
	a) The percentage of vacancies proposed to be filled by direct recruitment	0 %

	b) Indicate if there are any promotional avenues for the direct recruits?	Not applicable
	c) (i) Age for direct recruits (As per extant GOI instructions)	Not applicable
	(ii) Is age relaxation for Government servants?	Not applicable
	d) Educational and other qualifications required for direct recruits (it may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well-qualified)	Not applicable
	e) Whether essential qualifications to be prescribed are in accordance with any Act (S)? If so please quote the relevant Act (s) under which it is necessary and also supply relevant extracts from the Act (s)	Not applicable
	f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference number	No
9	If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible/necessary	Sufficient feeder cadre available for the post.
10	i) If promotion and direct recruitment are both proposed as methods of recruitment, will be educational qualifications proposed for direct recruits apply in case of promotion?	Not applicable
	ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.	Not applicable
11	a) Is deputation/absorption proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	<p>Yes, deputation is proposed as a method of recruitment. The primary method of recruitment is 100% by promotion from the feeder cadre. However, in the event that no eligible candidates are available for promotion—i.e., if no one in the feeder cadre has completed five years of service in Level 6 (₹35,400 – ₹1,12,400) of the pay matrix as per the 7th CPC—then the post may be filled by deputation.</p> <p>Absorption is not proposed. Only deputation is proposed as an alternative method, and it is conditional upon the non-availability of eligible internal candidates for promotion. The reason for proposing deputation is to ensure that the post does not remain vacant due to the lack of eligible</p>

		promotees.
	b) The percentage of vacancies proposed to be filled by this method	100% by promotion, failing which by deputation.
	c) The period to which deputation will be limited	Deputation period shall ordinarily not exceed 3 years and further extendable as per the instructions of Government.
	d) The names of the posts of grades or services etc; from which deputation/absorption is proposed	Officials/Officers of the Central Government/ State Government/ Union Territories: [A] (i) Holding analogous post on a regular basis in the parent cadre or department; or (ii) With 06 years' service rendered after appointed to the post on a regular basis in the Pay Level 5 (Rs. 29200 - 92300) in pay matrix or equivalent in the parent cadre/department.
12	a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled	Not applicable
	b) Whether the Recruitment Rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or with in the same group? If so, whether the necessary provisions for initial constitution have been proposed.	No
	c) Whether the Recruitment Rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	No
13	a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted	Not applicable
	b) Whether the Department of Personnel and Training have concurred in the proposal?	Not applicable
14	If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	No
15	Name, address and telephone No of the Ministry's representatives with whom whose proposals may be discussed, if necessary, for clarification/early decision	Superintendent Jail Department of Prisons & Correctional Administration, UT Chandigarh Sector 51, Chandigarh (UT) 0172-2676001

