

F. No 17011/01/2019-EMRS
Government of India
Ministry of Tribal Affairs

Dated: 19th November 2019

Circular

Subject: Framing of Recruitment Rules for various posts under National Education Society for Tribal Students (NESTS), Ministry of Tribal Affairs;

The Ministry of Tribal affairs was set up in 1999 with the objective of providing a more focused approach towards the integrated socio-economic development of the Scheduled Tribes (the most underprivileged section of the Indian Society) in a coordinated and planned manner. To provide the best quality education to the tribal children in their own environment, it has been decided that by the year 2022, every block with more than 50% ST population and at least 20,000 tribal persons, will have an Eklavya Model Residential School. Eklavya Schools will be on par with Navodaya Vidyalayas and will have special facilities for preserving local art and culture besides providing training in sports and skill development". In order for EMRS to function effectively, an Autonomous Society as National Education Society for Tribal Students (NESTS) has been set up at the Central level under society registration act 1860. Further details may be seen at <https://tribal.nic.in/EMRS.aspx>.

2. In pursuance of DoPT's O.M. No. AB-14017/6112008- Estt(RR) dated 13.10.2015, the proposal for framing /amendment of Recruitment Rules are to be uploaded on the website of respective Ministries/Departments for information/ comments of all concerned stakeholders.

3. Therefore, The comments/views, if any, on provisions contained in draft Recruitment Rules may kindly be furnished to The Joint Secretary (EMRS), Ministry of Tribal Affairs, **Government of India** Room no. 415 'B wing', Shastri Bhawan New Delhi-110001 Email- emrs-mota@gov.in within 30 days from the date of issue of this circular failing which it shall be presumed that the concerned stakeholder has no objection to the provisions proposed in the draft Recruitment Rules.

Yours Faithfully

Encl: As above


(M.K. Jha)

Under Secretary to the Government of India

To

All Stakeholders

Copy to:

The NIC Cell – with the request to upload the circular along with enclosures on the website of the M/o Tribal Affairs.

National Education Society for Tribal Students
(An Autonomous Organization under the Ministry of Tribal Affairs)
Government of India
Shastri Bhawan, New Delhi

F. No 17011/02/2018-Grants(Pt.)

19th November, 2019

NOTIFICATION

In exercise of the powers conferred under Rule –24 of the Rules of National Education Society for Tribal Students, the Executive Committee of the Society here by makes the following rules for regulating the method of recruitment to the posts mentioned in the Annexure (I-XI) to this notification in the National Education Society for Tribal Students.

1. Short Title and Commencement of rules:

- a. These rules may be called National Education Society for Tribal Students Recruitment Rules, 2019.
- b. They shall come into force on the date of their notification.

2. Number of Posts, Classification and Scales of Pay

- a. The number of posts, their classification and the level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed (I-XI) to this notification.

3. Method of Recruitment, Age-limit and other Qualifications

- a. The method of recruitment, age-limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (13) of the said Schedule.
- b. The Upper age-limit prescribed by direct recruitment shall be relaxable in the case of candidates belonging to the Schedule Castes & Schedule Tribes and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government.

4. Disqualification

No person –

- a. Who has entered into or contracted a marriage with a person having a spouse living, or
- b. Having a spouse living has entered into or contracted marriage with any person, shall be eligible for appointment to the said post.

Provided that the Society may, if satisfied that such marriage is permissible under the Personnel Law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this Rule.

5. Power to Relax

When the Executive Committee of the Society upon a recommendation made by the Commissioner, NESTS Society to the effect, is of the opinion that it is necessary or expedient to do so, it may, for reasons to be recorded in writing, relax any of the provisions of these Rules with respect to any class or category of posts or persons.

6. Savings

Nothing in these rules shall affect reservations, relaxations in age limit and other concessions required to be provided by the Society for the Scheduled Castes, Scheduled Tribes, Other Backward Classes and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard.

RECRUITMENT RULES FOR THE POST OF DEPUTY COMMISSIONER

SCHEDULE

Name of post	No. of posts	Classification	Scale of pay/Pay level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
Deputy Commissioner	One (1)	Group 'A'	Level 11, Rs. 67700-208700/-	Not Applicable	Not Applicable	Not Applicable

Whether age and educational qualifications for direct recruits will apply to promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods
8	9	10
Not Applicable	Not Applicable	100% by promotion failing which by deputation.

In case of recruitment by promotion/ deputation / transfer grade which promotion / deputation / transfer to be made.

11

For Promotion

From amongst assistant commissioners having 05 years regular service in the level 10 (Rs. 56100 - 177500/-) as Assistant Commissioner and Principal together out of which minimum 03 years regular service as assistant commissioner.

For Deputation

Officers under the Central Govt. / State Govt. / Semi-Govt. / Autonomous or Statutory Organizations

(a) Holding analogous posts on regular basis OR

(ii) With 5 years' service in level 10 (Rs. 56100 - 177500/-) as Assistant Commissioner and Principal together out of which minimum 03 years regular service as assistant commissioner.

Essential:

(i) At least a second class Master's Degree.

(ii) B.Ed or equivalent degree.

Desirable:

(i). Working knowledge of Hindi and English.

(ii). Experience in directing in-service training programmes for teachers & administrators and/or research in education.

Note 1:

Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 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 or eligibility service.

Note 2:

For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 25th July, 2016 or the date from which the revised pay structure based on the 7th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.

Note 3:

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 4:

Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications

If a DPC exists what is its composition	Circumstances in which UPSC to be consulted in making recruitment
12	13
Departmental Promotion/ Confirmation Committee: 1. Additional Commissioner - Chairman 2. Joint Commissioner - Member 3. One officer to be nominated by the chairman of the committee - Member	Not Applicable

RECRUITMENT RULES FOR THE POST OF DEPUTY COMMISSIONER (FINANCE)

SCHEDULE

Name of post	No. of posts	Classification	Scale of pay/Pay level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
Deputy Commissioner (Finance)	One (1)	Group 'A'	Level 11, Rs. 67700-208700/-	Not Applicable	Not Applicable.	<p>Essential:</p> <ol style="list-style-type: none"> At least a second class Master's Degree in Finance. B.Ed or equivalent degree 05 years' regular service as Asstt. Commissioner. OR 08 Years' experience as Asstt. Commissioner and Principal together with minimum 01 year's experience as Asstt. Commissioner. <p>Desirable:</p> <ol style="list-style-type: none"> Experience in directing in-service training programmes for teachers and administrators and/or research in education. Possessing experience of handling Financial matters in a responsible capacity

Whether age and educational qualifications for direct recruits will	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of
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apply to promotees		vacancies to be filled by various methods
8	9	10
Yes, Educational qualification	Not Applicable	100% by promotion failing which by deputation.

In case of recruitment by promotion/ deputation / transfer grade which promotion / deputation / transfer to be made.
11
<p>By Promotion</p> <p>From amongst assistant commissioners (Finance) having 05 years regular service in the level 10 (Rs. 56100 - 177500/-) as Assistant Commissioner and Principal together out of which minimum 03 years regular service as assistant commissioner. Possessing experience of handling Financial matters in a responsible capacity</p> <p>For Deputation Officers under the Central Govt. / State Govt. / Semi-Govt. / Autonomous or Statutory Organizations</p> <p>(a) Holding analogous posts on regular basis OR with 5 years' service in level 10 (Rs. 56100 - 177500/-) as Assistant Commissioner and Principal together out of which minimum 03 years regular service as assistant commissioner.</p> <p>(b) Essential:</p> <p>(i) At least a second class Master's Degree in finance. (ii) B.Ed or equivalent degree.</p> <p>(c) Desirable:</p> <p>(i). Working knowledge of Hindi and English. (ii). Experience in directing in-service training programmes for teachers & administrators and/or research in education. (iii) Possessing experience of handling Financial matters in a responsible capacity</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 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 or eligibility service.</p>

Note 2:

For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 25th July, 2016 or the date from which the revised pay structure based on the 7th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.

Note 3:

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 4:

Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications

If a DPC exists what is its composition	Circumstances in which UPSC to be consulted in making recruitment
12	13
Departmental Promotion/ Confirmation Committee: 1. Additional Commissioner - Chairman 2. Joint Commissioner - Member 3. One officer to be nominated by the chairman of the committee - Member	Not Applicable

RECRUITMENT RULES FOR THE POST OF ASSISTANT COMMISSIONER

SCHEDULE

Name of post	No. of posts	Classification	Scale of pay/Pay level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
Assistant Commissioner	Three (3 nos)	Group 'B'	Level 8 Rs. 47600-151100/-	Not Applicable	45 years	ESSENTIAL : (1) Graduate Degree from a recognized University (2) Holding Analogous post on regular basis OR with 6 years of regular service in the level 6 (Rs. 35400-112400/-).

Whether age and educational qualifications for direct recruits will apply to promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods
8	9	10
Not applicable	2 Years for direct recruit.	50% by promotion, 50% by direct recruitment, failing which by transfer on deputation

In case of recruitment by promotion/ deputation / transfer grade which promotion / deputation / transfer to be made.
11
PROMOTION: From among Section Officers / Assistant Section officers and Private Secretary with 6 years of regular service in the level 6 (Rs. 35400-112400/-).

TRANSFER ON DEPUTATION:

Officers under the Central Govt. / State Govt./ Semi-Govt. / Autonomous or Statutory Organizations

- (i) Holding analogous posts on regular basis OR with 6 years' service in the level 6 (Rs. 35400-112400/-).
- (i) Graduate Degree from a recognized University.

Note 1:

Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 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 or eligibility service.

Note 2:

For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 25th July, 2016 or the date from which the revised pay structure based on the 7th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.

Note 3:

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 4:

Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications

If a DPC exists what is its composition	Circumstances in which UPSC to be consulted in making recruitment
12	13
Departmental Promotion/ Confirmation Committee: 1. Additional Commissioner - Chairman 2. Joint Commissioner - Member 3. Deputy Commissioner - Member	Not Applicable

RECRUITMENT RULES FOR THE POST OF ASSISTANT COMMISSIONER (FINANCE)

SCHEDULE

Name of post	No. of posts	Classification	Scale of pay/Pay level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
Assistant Commissioner (Finance)	One (1)	Group 'B'	Level 8 Rs. 47600-151100/-	Not Applicable	45 years	ESSENTIAL : (1) B.Com from a recognized University (2) Holding Analogous post on regular basis OR with 6 years of regular service in the level 6 (Rs. 35400-112400/-). (3) Possessing experience of handling Financial matters in a responsible capacity in Central/State Govt./ Autonomous/ Statutory Organisation.

Whether age and educational qualifications for direct recruits will apply to promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods
8	9	10
Not applicable	Not Applicable	50% by promotion, 50% by direct recruitment, failing which by transfer on deputation

In case of recruitment by promotion/ deputation / transfer grade which promotion / deputation / transfer to be made.
11
PROMOTION:

From among Section Officers and Private Secretary with 6 years of regular service in the level 6 (Rs. 35400-112400/-). Possessing experience of handling Financial matters in a responsible capacity in Central/State Govt./Autonomous/ Statutory Organisation.

TRANSFER ON DEPUTATION:

Officers under the Central Govt. / State Govt. / Semi-Govt. / Autonomous or Statutory Organizations

- (a) Holding analogous posts on regular basis OR
- (b) With 6 years’ service in the level 6 (Rs. 35400-112400/-).
- (c) B.Com from a recognized University
- (d) Possessing experience of handling Financial matters in a responsible capacity in Central/State Govt./Autonomous/ Statutory Organisation.

Note 1:

Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 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 or eligibility service.

Note 2:

For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 25th July, 2016 or the date from which the revised pay structure based on the 7th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.

Note 3:

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 4:

Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be ‘Not exceeding 56 years’ as on the closing date of receipt of applications

If a DPC exists what is its composition	Circumstances in which UPSC to be consulted in making recruitment
12	13
Departmental Promotion/ Confirmation Committee: 1. Additional Commissioner - Chairman 2. Joint Commissioner - Member 3. Deputy Commissioner - Member	Not Applicable

RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY

SCHEDULE

Name of post	No. of posts	Classification	Scale of pay/Pay level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
Private Secretary	One (1)	Group 'B'	Level 7(Rs. 44900- 142400)	Selection	Not applicable	Not Applicable

Whether age and educational qualifications for direct recruits will apply to promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods
8	9	10
Not applicable	Not Applicable	100% by promotion failing which by deputation.

In case of recruitment by promotion/ deputation / transfer grade which promotion / deputation / transfer to be made.
11
<p>PROMOTION From amongst the Stenographer Grade-I (Personal Assistant) having 5 year of regular service in Level 6 (Rs.35400-112400/-).</p> <p>TRANSFER ON DEPUTATION Persons working in the Central/ State Govt. holding analogous post OR with 3 years of regular service as PA/Steno in the Level 6 (Rs.35400-112400/-).</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their Juniors who have</p>

already completed such qualifying or eligibility service.

Note 2:

For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 25th July, 2016 or the date from which the revised pay structure based on the 7th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.

Note 3:

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 4:

Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications

If a DPC exists what is its composition	Circumstances in which UPSC to be consulted in making recruitment
12	13
Departmental Promotion/ Confirmation Committee: 1. Additional Commissioner - Chairman 2. Joint Commissioner - Member 3. Deputy Commissioner - Member	Not Applicable

RECRUITMENT RULES FOR THE POST OF OFFICE SUPERINTENDENT

SCHEDULE

Name of post	No. of posts	Classification	Scale of pay/Pay level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
Office Superintendent	Two (2)	Group 'B'	Level 7 Rs. 44900-142400/-	Not Applicable	Not applicable	Bachelor's Degree of a recognized University.

Whether age and educational qualifications for direct recruits will apply to promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods
8	9	10
Not applicable	2 years	50% By promotion on the basis of seniority failing which by deputation 50% by promotion on the basis of LDC examination failing which by deputation.

In case of recruitment by promotion/ deputation / transfer grade which promotion / deputation / transfer to be made.

11

For Promotion

- (i) Promotion on the basis of seniority: Promotion from amongst the UDCs having 10 years of regular service in level 4 (Rs. 25500-81100/-).
- (ii) 50% by promotion on the basis of LDC examination failing which by deputation.

TRANSFER ON DEPUTATION:

- I. Officers of the Central Govt./State Govt./UT/Autonomous Organization holding analogous post in the parent cadre or department.
- II. Bachelor's Degree of a recognized University.
- III. with six years regular service in the grade rendered after appointment thereto on a regular basis in the level 4 (Rs. 25500-81100/-) or equivalent in the parent cadre.
OR having 10 years regular service in level 4 (Rs. 25500-81100/-).

Note 1:

Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 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 or eligibility service.

Note 2:

For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 25th July, 2016 or the date from which the revised pay structure based on the 7th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.

Note 3:

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 4:

Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.

If a DPC exists what is its composition	Circumstances in which UPSC to be consulted in making recruitment
12	13
Departmental Promotion/ Confirmation Committee: 1. Additional Commissioner - Chairman 2. Joint Commissioner - Member 3. Deputy Commissioner - Member	Not Applicable

RECRUITMENT RULES FOR THE POST OF OFFICE SUPERINTENDENT (FINANCE)**SCHEDULE**

Name of post	No. of posts	Classification	Scale of pay/Pay level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
Office Superintendent (Finance)	Two (2)	Group 'B'	Level 7 Rs. 44900-142400/-	Not Applicable	35 years. (Age relaxation for SC/ST and other categories as applicable under Govt. Of India rules would be applicable.)	i) B.Com with 50% marks in the aggregate and atleast 4 years post qualification experience in the Audit and Accounts works. OR M.Com with 50% marks and atleast 3 years post qualification experience in the Audit and Accounts works. OR, CA (Inter) or ICWA(Inter) or MBA(Finance) or PGDM (Finance) (2 years full time or 3 years part time) with 2 years' post qualification experience in the Audit and Accounts works. ii) Knowledge of Computer applications

Whether age and educational qualifications for direct recruits will apply to promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods
8	9	10

Not Applicable	2 years	50% by Limited Deptt. Competitive Examination 50% by Direct Recruitment failing which by deputation.
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In case of recruitment by promotion/ deputation / transfer grade which promotion / deputation / transfer to be made.

11

For Promotion

Through Limited Departmental Competitive Examination: From among Assistants/Audit Assistants/ Legal Assistants/Statistical Assistant/finance assistant or similar with 4 years regular service.

Transfer on Deputation:

- (i) Officers of the Central Govt/State Govt/UTs/Autonomous Organisation holding analogous posts on regular basis.
OR 3-year regular service in Level 6 (Rs. 35400-112400/-).
- (iii) Possessing experience of handling financial matters in a responsible capacity.
- (iv) B.Com with 50% marks in the aggregate or equivalent.
- (v) Knowledge of computer applications

Note 1:

Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 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 or eligibility service.

Note 2:

For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 25th July, 2016 or the date from which the revised pay structure based on the 7th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.

Note 3:

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 4:

Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.

If a DPC exists what is its composition	Circumstances in which UPSC to be consulted in making recruitment
12	13
Departmental Promotion/ Confirmation Committee: 1. Additional Commissioner - Chairman 2. Joint Commissioner - Member 3. Deputy Commissioner - Member	Not Applicable

RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE I

SCHEDULE

Name of post	No. of posts	Classification	Scale of pay/Pay level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
Stenographer Grade - I	One (1 nos)	Group 'B'	Level 6- (Rs. 35400-112400/-)	Not Applicable	30 years. (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government)	i Graduate ii. Shorthand Speed of 100 w.p.m. in English/Hindi Shorthand and Typing Speed of 45w.p.m. in English/Hindi Typing. iii. Knowledge of Computer Applications Experience: Should have at least 3 years of working experience under the Govt.Dept/Autonomous Body/PSU.

Whether age and educational qualifications for direct recruits will apply to promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods
8	9	10
Age - No Qualification - Yes	2 years	100% by promotion failing which by deputation failing which by direct recruitment.

In case of recruitment by promotion/ deputation / transfer grade which promotion / deputation / transfer to be made.**11****Promotion:**

Promotion from Stenographers Grade-II in the level of 4 (Rs.25500-81100/-). with ten years regular service in the grade.

Deputation:

- I. The officers of the Central Government/State Govt:
Holding analogous post on regular basis; OR
- II. with ten years regular service in the level of 4 (Rs.25500-81100/-) or equivalent
- III. Graduate in any discipline.
- IV. Shorthand and Typing Speed of 45w.p.m. in English/Hindi Typing.
- V. Computer knowledge.

Note 1:

Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 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 or eligibility service.

Note 2:

For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 25th July, 2016 or the date from which the revised pay structure based on the 7th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.

Note 3:

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 4:

Period of deputation including the period of deputation in another cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.

If a DPC exists what is its composition**Circumstances in which UPSC to be consulted in making recruitment****12****13**

Departmental Promotion/ Confirmation Committee:

1. Additional Commissioner - Chairman
2. Joint Commissioner - Member
3. Deputy Commissioner - Member

Not Applicable

RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE II

SCHEDULE

Name of post	No. of posts	Classification	Scale of pay/Pay level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
Stenographer Grade - II	Two (2 nos)	Group C	Level 4 (Rs. 25500-81100/-)	Not Applicable	Between 18 and 27 years of age.	Essential: (i) 12th class pass from recognized Board or University (ii) Knowledge of Computer Operation. (iii) Skill Test Norms: Dictation: 10 mts @ 80 w.p.m. Transcription: 50 mts. (English) OR 65 mts. (Hindi) (On Computer)

Whether age and educational qualifications for direct recruits will apply to promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods
8	9	10
Not Applicable	2 years	100% by Direct Recruitment failing which by deputation

In case of recruitment by promotion/ deputation / transfer grade which promotion / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC to be consulted in making recruitment
11	12	13
<p>DEPUTATION: The officers of the Central Government/State Govt: Holding analogous post on regular basis in Level 4 (Rs. 25500-81100).</p>	<p>Departmental Promotion/ Confirmation Committee:</p> <ol style="list-style-type: none"> 1. Additional Commissioner - Chairman 2. Joint Commissioner - Member 3. Deputy Commissioner - Member 	<p>Not Applicable</p>

RECRUITMENT RULES FOR THE POST OF OFFICE ASSISTANT

SCHEDULE

Name of post	No. of posts	Classification	Scale of pay/Pay level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
Office Assistant	Four (4 nos)	Group C	Level 4 (Rs. 25500-81100/-)	Not Applicable	Between 18 and 30 years of age (Relaxable for Government Servants upto 40 years in accordance with the instructions or orders issued by the Central Government)	Bachelor Degree in any disciplines or equivalent.

Whether age and educational qualifications for direct recruits will apply to promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods
8	9	10
Qualification Applicable, Age not applicable	Two Years for direct recruits	50% by Direct Recruitment 50% by Promotion failing which by deputation

In case of recruitment by promotion/ deputation / transfer grade which promotion / deputation / transfer to be made.

PROMOTION

Promotion from amongst the LDCs having 8 years of regular service in Level 2 (Rs.19900-63200/-).

DEPUTATION:

Officers of the Central Govt./State Govt./UT/Autonomous Organization holding analogous posts on regular basis or having 8 years regular service as UDC in Level 2 (Rs.19900-63200/-).

Note 1:

Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 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 or eligibility service.

Note 2:

For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 25th July, 2016 or the date from which the revised pay structure based on the 7th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.

Note 3:

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 4:

Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.

If a DPC exists what is its composition	Circumstances in which UPSC to be consulted in making recruitment
12	13
Departmental Promotion/ Confirmation Committee: 1. Additional Commissioner - Chairman 2. Joint Commissioner - Member 3. Deputy Commissioner - Member	Not Applicable

RECRUITMENT RULES FOR THE POST OF MULTI TASKING STAFF (MTS)

SCHEDULE

Name of post	No. of posts	Classification	Scale of pay/Pay level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
Multi-Tasking Staff (MTS)	Six (6 nos)	Group C	Level 1 (Rs. 18000-56900/-)	Not Applicable	30 Years. Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.	Matriculation (Class X) or equivalent pass

Whether age and educational qualifications for direct recruits will apply to promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	In case of recruitment by promotion/ deputation / transfer grade which promotion / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC to be consulted in making recruitment
8	9	10	11	12	13
NA	2 years	100% by Direct Recruitment	Not applicable	Not Applicable	Not Applicable