

F.No. 20025/38/2021-NCST  
Government of India  
Ministry of Tribal Affairs  
(NCST Division)

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Gate No. 2, Ground Floor.  
Jeevan Tara Building, Ashoka Road,  
Patel Chowk, New Delhi- 110001  
Dated: 14 February, 2022

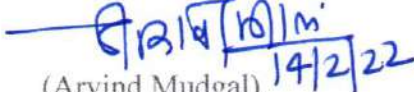
**CIRCULAR**

The undersigned is directed to say that Ministry of Tribal Affairs has framed fresh Recruitment Rules for the post of Personal Assistant Group C Non - Gazetted Ministerial in National Commission for Scheduled Tribes (NCST).

As per DoPT OM no AB-14017/61/2008-Estt. (RR) dated 13.10.2015, it is mentioned that before referring any proposal for framing/amendment in the Recruitment Rules of any post in Ministries/Departments and their subordinate and attached office, the proposed amendments/revision in the Recruitment Rules would be put up on the website of respective Ministries/Departments for 30 days for inviting comments from the stakeholders.

Accordingly, the circular is being placed on the website of this Ministry for comments from the stakeholders, if any to the framed fresh RRs.

Encl: Proposed RR

  
(Arvind Mudgal) 14/2/22

Under Secretary to the Government of India  
Email: arvind.mudgal70@gov.in

To,

1. Director NIC for uploading on this Ministry's website 'i.e. www.tribal.nic.in'
2. E-office notice board



सत्यमेव जयते

F.No. 20/3/NCST/2018-Estt.

भारत सरकार

Government of India

राष्ट्रीय अनुसूचित जनजाति आयोग

National Commission for Scheduled Tribes

छैठी तल, लोक नायक भवन

6<sup>th</sup> Floor, B Wing, Loknayak Bhawan

खान मार्केट, नई दिल्ली

Khan Market, New Delhi-110003

Dated: 4<sup>th</sup> February, 2022

To

Shri Arvind Mudgal  
Under Secretary,  
NCST Section,  
Ministry of Tribal Affairs,  
Jeevan Tara Building,  
Patel Chowk,  
New Delhi-110001

Sub: Recruitment Rules (RRs) for the post of Personal Assistant in National Commission for Scheduled Tribes-reg.

Sir,

I am directed to refer to your letter F. No. 200025/38/2021- NCST, NCST Section, Ministry of Tribal Affairs dated 24.1.2022 on the subject mentioned above and to say that the points of deviations as stated in the above letter have been amended in columns 3, 4, 5, 8 & 13 of the schedule in the proposed RRs for the post of Personal Assistant in NCST.

2. Accordingly, modified RRs for the post of Personal Assistant is submitted for notification.

3. This issues with the approval of the Competent Authority.

Encl: A/a

Yours faithfully,

*Rajesh Kumar Verma*

(Rajesh Kumar Verma)

Under Secretary to Govt. of India

Tele: 011- 24657271

**MINISTRY OF TRIBAL AFFAIRS  
NATIONAL COMMISSION FOR SCHEDULED TRIBES**

**NOTIFICATION**

NEW DELHI, THE .....2022

**G.S.R.** - In exercise of the powers conferred by the proviso of Article 309 of the Constitution, the President hereby makes the following rules regulating the method of recruitment to the post of Personal Assistant (Group 'C' Non-Gazetted post), in the National Commission for Scheduled Tribes, namely: -

1. **Short title and commencement** - (1) These rules may be called the National Commission for Scheduled Tribes, Personal Assistant (Group C, Non-Gazetted) Recruitment Rules, 2022.

(2) 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 (1) of the Schedule annexed to these rules.

3. **Number of Posts, Classification, pay band, grade pay and scale of pay** - The number of posts, its classification and the Pay Level in Pay Matrix attached thereto, shall be as specified in columns (2) to (4) of the said Schedule.

4. **Method of recruitment, age limit, qualification etc.** - The method of recruitment to the said post, age limit, qualifications and other matters relating to thereto 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 Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. **Power to relax** - Where the Central Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

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

**SCHEDULE**

Name of post.	Number of post.	Classification.	Pay Level in Pay Matrix	Whether selection or Non-selection post.	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rules, 1972	Age - limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	7
Personal Assistant	4* (2022) *Subject to variation dependent on workload.	General Central Service, Group-C, Non-Gazetted - Ministerial.	Rs. 35400-112400 (Level-6)	Non-Selection	Not Applicable	18 to 27 years for direct recruitment (Relaxable for Govt. servants)

						up to 40 years in accordance with instructions or orders issued by the Central Govt.)
						<b>Note:</b> The crucial date for determining the age limit shall be as advertised by Staff Selection Commission.

Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.
(8)	(9)	(10)
(i) 12 <sup>th</sup> Class Pass or equivalent from a recognized Board/University  (ii) Skill Test Norms Dictation: Speed of 80 w.p.m.(English or Hindi) Transcription: 50 mts. (English), 65 mts. (Hindi) (On Computer)	No	Two years

Method of recruitment : Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.
(11)	(12)
<p>Fifty percent by Promotion failing which by deputation basis and</p> <p>Fifty Percent by direct recruitment through Staff Selection Commission</p> <p>Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstance for duration of one year or more may be filled on deputation from the officials of Central Government holding analogous post on regular basis and possessing the qualifications prescribed for direct recruits at Col.8</p>	<p><b>Promotion:</b></p> <p>By promotion from amongst Stenographer in Level 4 (Rs. 25500-81100) with 8 years of regular service in the grade, in the National Commission for Scheduled Tribes.</p> <p>Note : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would 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 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 or eligibility service.</p> <p><b>Deputation:</b></p> <p>Officers under the Central Government or State Governments or Union territory Administration or Universities or recognised research institutions or public sector undertakings or autonomous, Semi -Government or statutory organisations-</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p>



	<p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the posts in level 5 in the pay matrix (Rs. 29200-66600) in the parent cadre or department; and</p> <p>(b) possessing the educational qualifications and experience as under:</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 and 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 organisation or department of the Central Government shall ordinarily not to exceed four years.</p> <p>Note 3: The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p>
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If DPC exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
(13)	(14)
<p>Group 'C' Departmental Promotion/Confirmation Committee for considering Promotion/Confirmation: -</p> <p>(i) Joint Secretary, National Commission for Scheduled Tribes, New Delhi - Chairman.</p> <p>(ii) Director/ Deputy Secretary, National Commission for Scheduled Tribes, New Delhi-Member.</p> <p>(iii) Under Secretary/ Deputy Director, National Commission for Scheduled Tribes, New Delhi-Member.</p>	Not necessary

[F.No.

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Joint Secretary to the Govt. of India