

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.)

31st January, 2020

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 scales of pay attached thereto shall be as specified in columns 2 to 4 of the Schedule annexed to this notification. Senior scale, selection grade and the Assured Career Promotion (ACP) shall be made applicable to the eligible posts in accordance with the orders issued in this behalf by the Govt. of India from time to time and as adopted by the Society.
- b. Wherever, regular service in a specific scale of pay is mentioned as part of qualification/experience for the post, the allowances attached to that scale shall be comparable or equivalent to that prescribed by the Government of India.

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 as prescribed in column 5 will be relaxable up to 5 years in the case of employees of National Education Society for Tribal Students wherever the post is filled up by Direct Recruitment.
- c. 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.
- d. For promotion to the various posts under the Society, the composition of the Departmental Promotion Committees for different categories of posts is given in column 12 of the said Schedule.
- e. Notwithstanding anything contained in these Rules, the Commissioner of the Society may, in case of urgent need, permit appointment on short- term contract against any post included in these Rules on a consolidated remuneration, provided that the amount of remuneration shall not exceed the pay plus dearness allowance admissible at the minimum of the pay of the post. In such cases the contract period shall not normally exceed one year unless otherwise specified.

4. Probation

- a. Every direct recruit shall initially be appointed on probation. The period of probation shall be two years from the date of appointment, which may be extended by another two years by the competent authority for reasons to be recorded in writing.
- b. When an employee appointed to a post on probation has completed his/her probation to the satisfaction of the appointing authority, he/she shall be eligible for confirmation of appointment or continuance therein as the case may be, and such confirmation of appointment shall be made in the order of seniority as indicated in the relevant select panel.
- c. An employee appointed as a direct recruit to any post in the National Education Society for Tribal Students, specified in the Schedule, who has no lien on any post under the Central Government or any State Govt. or the National Education Society for Tribal Students shall, while on probation, be liable to be discharged from the post at any time with one month's notice or pay in lieu thereof, if

- i. On the basis of his/her performance or conduct during the probation he/she is considered unfit for further retention in the post concerned, or
 - ii. On the basis of any information relating to his/her nationality, testimonials, age, health or antecedents, the appointing authority is satisfied that he/she is ineligible or otherwise unfit for being an employee of the National Education Society for Tribal Students.
- d. A direct recruit who holds a lien on a post under the Central Government or any State Government or in the Society may, while on probation, be reverted to such post at any time on grounds of any of the circumstances specified in sub – rule (iii) above.

5. 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 in to 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.

6. Residuary Matters

In regard to matters not specified/referred to in these Rules, the employees holding the posts specified in the Schedule shall be governed by the regulations and orders applicable to the employees of the Society in general.

7. 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. All administrative orders/instructions provided for any relaxation, exemption etc. of the provisions of Recruitment Rules issued prior to notification of these Revised Rules shall stand superseded after notification of these Rules.

8. 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.

9. Interpretations

If any difficulty arises in the implementation or operation of any of the provisions of these Rules, the Commissioner, National Education Society for Tribal Students may, from time to time, issue with the approval of the Chairman, NESTS, such general or special directions not in consistent with the provisions of these Rules, which appear to be necessary for the purpose of removing such difficulty.



(Saurabh Jain, IAS)

Commissioner (NESTS)

Copy to:

1. All Officers at NESTS, Hqrs.
2. NIC Officers – uploading on website.

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 (including short term contract)

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/-).

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 or equivalent.

Essential:

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

Desirable:

(i). Working knowledge of Hindi and English.

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. Commissioner 2. Additional Commissioner - Chairman 3. Joint Commissioner - Member 4. 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.	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
Yes, Educational qualification	Not Applicable	100% by promotion failing which by deputation (including short term contract)

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

From amongst assistant commissioners (Finance) having 05 years regular service in the level 10 (Rs. 56100 - 177500/-). Possessing experience of handling Financial matters in a responsible capacity

For Deputation

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

(a) Holding analogous posts on regular basis OR with 5 years' service in level 10 (Rs. 56100 - 177500/-) as Assistant Commissioner or equivalent.

(b) **Essential:**

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

(c) **Desirable:**

(i). Working knowledge of Hindi and English.

(ii). Possessing experience of handling Financial matters in a responsible capacity

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. Commissioner 2. Additional Commissioner - Chairman 3. Joint Commissioner - Member 4. 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 (Age relaxation for SC/ST and other categories as applicable under Govt. Of India rules would be applicable.)	ESSENTIAL : (1) Graduate Degree from a recognized University (2) Holding Analogus post on regular basis OR with 6 years of regular service in the level 6 (Rs. 35400-112400/-) or 2 years of regular service in Level 7(Rs. 44900- 142400).

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 failing which by transfer on deputation (including short term contract) 50% by direct recruitment, failing which by transfer on deputation (including short term contract)

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

Promotion:

From amongst the office superintendent having 2 year of regular service in Level 7 (Rs.44900- 142400/-).

TRANSFER ON DEPUTATION:

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

(i). Holding analogous posts on regular basis OR officers with 6 years of regular service in the level 6 (Rs. 35400-112400/-) or 2 years of regular service in Level 7(Rs. 44900- 142400).

(ii). 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	Not Applicable

2. Joint Commissioner - Member

3. Deputy Commissioner - Member

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 (Age relaxation for SC/ST and other categories as applicable under Govt. Of India rules would be applicable.)	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/-) or 2 years of regular service in Level 7 (Rs. 44900- 142400). (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 failing which by transfer on deputation (including short term contract) 50% by direct recruitment, failing which by transfer on deputation (including short term contract)

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

11

Promotion:

From amongst the office superintendent having 2 year of regular service in Level 7 (Rs.44900- 142400/-).

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 of regular service in the level 6 (Rs. 35400-112400/-) or 2 years of regular service in Level 7(Rs. 44900- 142400).

(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:	Not Applicable

2

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

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)	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 (including short term contract).

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

11

PROMOTION

From amongst the Stenographer Grade-I (Personal Assistant) having 5 year of regular service in Level 6 (Rs.35400-112400/-).

TRANSFER ON DEPUTATION

Persons working in the Central/ State Govt. holding analogous post OR with 5 years of regular service as PA/Steno in the Level 6 (Rs.35400-112400/-).

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

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	By promotion failing which by deputation (including short term contract)

In case of recruitment by promotion/ deputation / transfer grade which promotion / deputation / transfer to be made.
11
For Promotion Promotion from amongst the Office Assistant having 15 years of regular service in Level 4 (Rs. 25500-81100/-) 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. Amongst the Office Assistant having 15 years of regular service in Level 4 (Rs. 25500-81100/-) or 5 years of regular service in Level 6-(Rs. 35400-112400/-)

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	100% by Direct Recruitment failing which by deputation (including short term contract).

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

11

Transfer on Deputation:

- (i) Officers of the Central Govt/State Govt/UTs/Autonomous Organisation holding analogous posts on regular basis.
OR Assistants/Audit Assistants/ Legal Assistants/Statistical Assistant/finance assistant or similar 5 years regular service in Level 6 (Rs. 35400-112400/-).
- (i) Possessing experience of handling financial matters in a responsible capacity.
- (ii) B.Com with 50% marks in the aggregate or equivalent.
- (iii) Knowledge of computer applications

Note 1:

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 2:

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. (Age relaxation for SC/ST and other categories as applicable under Govt. Of India rules would be applicable.)	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 (including short term contract) 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 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:

Not Applicable

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

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.(Age relaxation for SC/ST and other categories as applicable under Govt. Of India rules would be applicable.)	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 (including short term contract)

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
DEPUTATION: The officers of the Central Government/State Govt: Holding analogous post on regular basis in Level 4 (Rs. 25500-81100).	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 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 (Age relaxation for SC/ST and other categories as applicable under Govt. Of India rules would be applicable.)	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	100% by Direct Recruitment

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
Not Applicable	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. (Age relaxation for SC/ST and other categories as applicable under Govt. Of India rules would be applicable.)	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 or contractual services	Not applicable	Not Applicable	Not Applicable