

F.No. L .11012/4/2007-CET
Government of India
Ministry of Agriculture
Department of Agriculture & Cooperation

Krishi Bhavan, New Delhi
Dated 6th May, 2013.

To

The Secretary,
National Council for Cooperative Training,
3, Siri Institutional Area, August Kranti Marg,
NEW DELHI – 110 016

Subject: Amendment of Service, Recruitment and Promotion Rules of NCCT –
regarding

Sir,

I am directed to refer to NCCT 's letter No. NCCT/DG/MISC/2012 dated 15.3.2012 enclosing therewith a copy of Service, Recruitment & Promotion Rules, 2013 of NCCT and to say that the rules are in order and may be implemented in the Council with immediate effect. A copy of the Service & Recruitment Rules are enclosed.

Yours faithfully,



(Surendra Sehgal)
Deputy Director (Cooperation.)



राष्ट्रीय सहकारी प्रशिक्षण परिषद NATIONAL COUNCIL FOR COOPERATIVE TRAINING

No.2-1/2002-Pers

Dated: 20.05.2013

OFFICE MEMORANDUM

In pursuance of the approval of Govt. of India, Ministry of Agriculture, Deptt. of Agriculture and Cooperative vide its letter No.L.11012/4/2007-CET dated 6th May, 2013, it is hereby notified that the implementation of revised Service Recruitment & Promotion Rules, 2013 in respect of employees of NCCT and its Training Units is made with immediate effect.

A copy of the Service Recruitment & Promotion Rules, 2013 duly approved by the Ministry is enclosed.

Sd/-

(Dr. Dinesh)
Director General

Encl: As above

1. Director, VAMNICOM, Pune
2. Director, RICMs/ICMs (All)
3. PS to Chairman, NCCT, New Delhi
4. PS to Director General, NCCT, New Delhi
5. PA to Secretary, NCCT, New Delhi
6. All Officers, NCCT, New Delhi.

Copy for information to:

1. Joint Secretary (C&C), Ministry of Agriculture, Deptt. of Agriculture & Cooperation, Krishi Bhavan, New Delhi with reference to their letter No.L.11012/4/2007-CET dated 6th May, 2013.
2. Chief Director (Cooperation), Ministry of Agriculture, Deptt. of Agriculture & Cooperation, Krishi Bhavan, New Delhi.

Encl: As above

Director General

**National Council for
Cooperative Training
Employees
Service, Recruitment
&
Promotion Rules (2013)**



NATIONAL COUNCIL FOR COOPERATIVE TRAINING

NEW DELHI-110 016

NATIONAL COUNCIL FOR COOPERATIVE TRAINING

AMENDED SERVICE, RECRUITMENT AND PROMOTION RULES (1994)

Now known as

**“National Council for Cooperative Training (NCCT) Employees
Service, Recruitment & Promotion Rules (2013)”**

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NATIONAL COUNCIL FOR COOPERATIVE TRAINING SERVICE, RECRUITMENT AND PROMOTION RULES

The National Council for Cooperative Training (NCCT) 3, Siri Institutional Area, Khel Gaon Marg, New Delhi-110016 hereby formulates and adopts Service Rules and Method of Recruitment and Promotion to the various posts under its administrative control, the details of which are given in this document.

(A) Service Rules

1. Preliminary

1.1 Short Title, Commencement and Application

These rules shall be called the "National Council for Cooperative Training (NCCT) Employees Service, Recruitment and Promotion Rules (2013)"

- (i) These rules shall come into force from the date of issue after their approval by the National Council for Cooperative Training and Govt. of India and shall supersede all other rules on the subject in force in the Council.
- (ii) These rules shall apply to all the employees of National Council for Cooperative Training at its Headquarters and training units.

1.2 Interpretation

If any dispute arises regarding interpretation of these rules the same shall be decided by the Administration and Finance Sub-Committee of the Council in consultation with Department of Agriculture & Cooperation and the decision shall be final and binding.

2. Definition

In these Rules unless the context otherwise requires

2(i) "Appointing Authority" means the authority appointing the employees categorized as under .

Director General NCCT	Group 'A' employees of NCCT Headquarters/VAMNICOM/RICMs/ICMs (other than Director (VAMNICOM) & Secretary)
Director, VAMNICOM	Group 'B' & 'C' employees of VAMNICOM, Pune (including erstwhile Group 'D' employee)
Secretary, NCCT	Group 'B' & 'C' employees of NCCT//RICMs/ICMs (including erstwhile Group 'D' employees)

2(ii) "Council/NCCT" means, the National Council for Cooperative Training Committee.

- 2(iii) "A. & F Sub-Committee" means Administration and Finance Sub-Committee of the Council.
- 2(iv) "N.I. Committee" means, Committee of Vaikunth Mehta National Institute of Cooperative Management constituted by the Council/ NCCT.
- 2(v) "Management Committee (MC)" means the Management Committee of the Institute of Cooperative Management.
- 2(vi) "Chairman" means the Chairman of the Council.
- 2(vii) "NCUI" means the National Cooperative Union of India
- 2(viii) "Director General (DG)" means the Director General of the Council.
- 2(ix) "Director (VAMNICOM)" means the Director, Vaikunth Mehta National Institute of Cooperative Management, Pune.
- 2(x) "Secretary" means the Secretary of the National Council for Cooperative Training.
- 2(xi) "Training Units" means the Vaikunth Mehta National Institute of Cooperative Management (VAMNICOM), Regional Institutes of Cooperative Management (RICMs) and the Institutes of Cooperative Management (ICMs).
- 2(xii) "Competent Authority" means appointing authority of employees.
- 2(xiii) "Employee" means a person in the regular employment of the Council at its headquarters or at training units.
- 2(xiv) "RR" means Recruitment Rules
- 2(xv) "DPC" means Departmental Promotion Committee
- 2(xvi) "SRC" means Standing Recruitment Committee
- 2(xvii) "Registrar" means Registrar, VAMNICOM, Pune
- 2(xviii) "Director (Programme)" means Director (Programme) NCCT
- 2(xix) "Director (RICMs/ICMs)" means Director RICM/ICM
- 2(xx) "Director (Admn.)" means Director (Administration), NCCT
- 2(XXI) "Director (Finance)" means Director (Finance), NCCT

3. Category of Staff/Posts

The details of various category of staff/posts indicating Group, Cadre, Educational Qualifications, Experience, Age for direct recruitment, scale of pay, method of recruitment, basis for promotion, qualifying service for promotion and recruiting authority will be as per Annexure-I.

3.1 The Council adopts the Pay Bands with Grade Pay as indicated against each post in Annexure-II. The Pay Band, Grade Pay, Dearness allowance and all other allowances shall be admissible as per GOI Rules and orders applicable from time to time.

3.2 Cadre Formulation

The employees falling in various categories like A, B & C groups shall fall in the following cadre-groups. There are 630 posts sanctioned for NCCT Head Quarter, VAMNICOM, Pune, and RICMs/ICMs as per Annexure-II.

3.1(i) Academic Cadre

The employees involved in teaching, training, research and training management shall form the Academic Cadre and the posts which shall fall in the cadre are: Director, VAMNICOM, Pune, Secretary, Professors, Associate Professors, Director (ICMs), Director (Programme),

Assistant Professors, Deputy Director (RICMs/ICMs), Deputy Director (Programme), Lecturers and Research Officers.

3.1(ii) Administrative Cadre

Registrar, VAMNICOM, Director (Admn.), Deputy Director (Pers.), Deputy Director (Estt.), Assistant Registrar, Administrative Officer, Assistant, Office Superintendent, Accountant, Upper Division Clerk, Lower Division Clerk.

3.1(iii) Accounts and Audit Cadre

Director (Finance), Deputy Director (Finance), Accounts Officer and Audit Officer.

3.1(iv) Technical Cadre

(A) Hindi Cadre: Hindi Officer, Hindi Translator, Jr. Hindi Translator

(B) Building Overseer

(C) Stenographers Cadre: Personal Assistants, Stenographers and Junior Stenographers

(D) Library Cadre: Library and Information Assistant.

(E) Driver Cadre: Drivers

3.1(v) MTS: Multi Tasking Staff (erstwhile Group "D" employees)

Note: i) The services like Gardening, House keeping, Security etc. except Driver & Hostel Attendant shall be outsourced after Superannuation of existing staff.

Note: ii) The post of Hostel Attendant will be converted within the existing posts of MTS with the approval of the Government.

3.2. Method of Recruitment

Appointment to various posts would be made either by promotion, Direct Recruitment, Deputation/Absorption, transfer/contract or any other manner to be decided by the Council.

a. Holding of Written Tests & Interview

The NCCT may at its discretion hold written tests of Reasoning Ability, Simple Arithmetic, Knowledge about Govt. of India Rules, Account Rules, General Knowledge, General Hindi & English, noting and drafting or any other subject or professional test in respect of any post advertised for direct recruitment depending upon the exigency of service, job requirements and number of applications. Candidate shall be called for interview on the basis of merit in the written exam and skill test. However, conduct of written test for the posts of Lecturers, Research Officer, Assistant and LDC will be in the following manner.

i) **For Lecturer and Research Officer :** Through written test and interview on the following criteria:-

- | | | |
|----|--|-----|
| 1. | Descriptive /Objective (questions relating to Teaching, Training and Research pertaining to the Cooperatives and general aptitude) | 75% |
| 2. | Interview | 25% |

ii) For Assistant : Through written test (total marks 100) and interview

- | | | | |
|----|-------------------------|---|----------|
| 1. | Descriptive / Objective | : | 75 marks |
| 2. | Interview | : | 25 marks |

iii) For LDC (total marks 100)

- | | | | |
|----|-------------------------|---|----------|
| 1. | Descriptive / Objective | | |
| | (i) Hindi | : | 20 marks |
| | (ii) English | : | 20 marks |
| | (iii) Objective | : | 20 marks |
| | (iv) Computer operating | : | 20 marks |
| 2. | Interview | : | 20 marks |

Council will conduct the Test/Interview of all Group 'B' & 'C' employees of VAMNICOM, NCCT and RICMs/ICMs & prepare the merit list for issuance of the same to eligible candidates to the appointing authority. The power vests with SRC and DPC to call the candidates for interview for direct recruitment and promotion as and when required.

b. Minimum Qualification and Experience:

The qualifications and experience of various posts shall be as prescribed in the Recruitment Rules (RRs).

c. Age Limit

The Upper Age limit for appointment to various posts have been prescribed in the appropriate column of recruitment rules (RR). However, where the upper age limit for appointment is not prescribed under the rules, the same will be as prescribed by the Appointing Authority from time to time in consultation/approval of the Department of Agriculture & Cooperation, keeping in view the guidelines of the DOPT. In the case of departmental employees who will apply for the post to be filled by direct recruitment, the guidelines of the DOPT will be followed.

d. Reservation of Posts

The policy of the Government of India with regard to the reservation for various categories of posts in recruitment/promotion etc. shall be followed. NCCT and all training units will prepare and follow Roster System as per GOI policy in this regard.

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

e. Constitution & Role of the Screening Committee

The Appointing Authority may constitute a Screening Committee. The Screening Committee shall be required to screen the applications and shortlist the candidates wherever required as per the provisions of the Recruitment Rules.

f. Appointments

Appointment by Direct Recruitment by Open Competition

- i) Recruitment to posts shall be made according to the procedures laid down in the Rules from time to time.
- ii) Recruitment to any post in the NCCT shall be made on the recommendations of a duly constituted Standing Recruitment Committee amongst the eligible candidates
- iii) Based on the recommendations of the Standing Recruitment Committee(SRC), the Appointing Authority may order to protect pay or allow higher pay to any candidate joining from reputed organizations in case the candidate possesses higher qualification, experience, higher Grade Pay and professional expertise.
- iv) In pursuance to these rules, the Standing Recruitment Committee shall consider and submit to the respective appointing authorities the recommendations with regard to the appointment referred to it. If the appointing authority is unable to accept the recommendations made by the Committee, it shall record its reasons. No appointment shall be made without prior approval of the appointing authority. The candidates shall be permitted to join only after medical fitness test, character verification by Police, verification of their credentials etc. However, candidates already in service in any Govt. organization/autonomous organization may be permitted to join without above referred verification prior to joining
- v) Every employee on entering into the Service of the Council shall have to produce a character certificate from a Gazetted Officer certifying that he/she bears a good moral character

Appointment by Promotion

- (a) Mode of Promotion
In case of 'Selection' (merit) promotion, the hitherto existing distinction in the nomenclature ('selection by merit' and 'selection-cum-seniority') is dispensed with and the mode of promotion in all such cases is rechristened as 'selection' only. The element of selectivity (higher or lower) shall be determined with reference to the relevant benchmark ("Very Good" or "Good") prescribed for promotion.
- (b) Benchmark for Promotion
The DPC shall determine the merit of those being assessed for promotion with reference to the prescribed benchmark and accordingly grade the officers as 'Fit' or 'Unfit' only. Only

those who are graded 'fit' (i.e. who meet the prescribed benchmark) by the DPC shall be included and arranged in the Select panel in order to their inter se seniority in the feeder grade. Those Officers who are graded 'Unfit' (in terms of the prescribed benchmark) by the DPC shall not be included in the Select Panel. Thus, there shall be no supersession in promotion among those who are graded 'fit' (in terms of the prescribed benchmark) by the DPC.

- (c) Although among those who meet the prescribed benchmark inter se seniority of the feeder grade shall remain intact, eligibility for promotion will no doubt be subject to fulfillment of all the conditions laid down in the relevant Recruitment/Service Rules, including the condition that one should be the holder of the relevant feeder post on regular basis and that he should have rendered the prescribed eligibility service in the feeder post.
- (d) Promotion to the pre-revised pay scale (grade) of Rs. 12,000-16500 and above
- (i) The mode of promotion, as indicated in Paragraph (a) above, shall be 'selection'
 - (ii) The benchmark for promotion, as it is now, shall continue to be 'Very Good'. This will ensure element of higher selectivity in comparison to selection promotions to the grades lower than the aforesaid level where the benchmark, as indicated in the following paragraphs, shall be 'Good' only.
 - (iii) The DPC shall for promotion to said pay scale (grade) and above, grade Officers as 'Fit' or 'Unfit' only with reference to the benchmark of 'Very Good'. Only those who are graded as 'Fit' shall be included in the Select Panel prepared by the DPC in order of their inter se seniority in the feeder grade. Thus, as already explained in paragraph (b) above, there shall be no supersession in promotion among those who are found 'Fit' by the DPC in terms of the aforesaid prescribed benchmark of 'Very Good'
- (e) Promotion to the grades below the pre-revised pay scale (grade) of Rs. 12000-16500 (including promotions from lower Groups to Groups 'A' posts;grades;services)
- (i) The mode of promotion, as indicated in Paragraph (a) above, shall be 'selection'.
 - (ii) The benchmark for promotion, as it is now, shall continue to be 'Good'
 - (iii) The DPC shall for promotion to posts/grades/services in the aforesaid categories, grade officers as 'Fit' or 'Unfit' only with reference to the benchmark of 'Good'. Only those who are graded as 'Fit' shall be included in the Select Panel prepared by the DPC in order of their inter se seniority in the feeder grade. Thus, as already explained in Paragraph (b) above, there shall be no supersession in promotion among those who are found 'Fit' by the DPC in terms of the aforesaid prescribed benchmark of 'Good'

An Officer attaining at least four Benchmarks grading out of 5 APARs shall be assessed 'Fit' for Promotion.

Appointment by Deputation

In case of appointment by deputation/short term contract, the guidelines/rule of DOPT will be scrupulously followed.

Appointment by Absorption

Absorption is also a method of recruitment and the Officers/staff having the requisite qualification and experience within the Central Govt./State Govt./Cooperative Organisations or similar/parallel organisation/institutes can be considered for appointment by absorption.

Appointment on contract basis

The Council reserves the right to appoint any employee on contract basis initially for a period of six months which may be extended up to a maximum of 2 years on a consolidated salary approved by the Government.

g. Compassionate Appointment

The A&F sub-committee shall be competent to consider the cases for appointment on compassionate grounds in terms of the guidelines issued by DoPT from time to time.

h. Retention of existing eligibility services

- i) Age/Educational Qualifications prescribed for Direct Recruits in Column No. 9 of the Recruitment Rules shall not be insisted upon in case of Promotions from feeder channel for the employees who were appointed prior to notification of these Rules.

i. Relaxation

- (i) Age relaxation to all Reserved Categories such as SC/ST/OBC/Physically Handicapped will be strictly as per the Rules prescribed by the Govt. of India.
- (ii) The qualification and experience are relaxable at the discretion of the appointing authority in the case of candidates otherwise well qualified. However, such relaxation will be provided only if the same is in accordance with the DoPT guidelines.
- (iii) Qualification(s) regarding experience is relaxable at the discretion of the appointing authority in the case of candidates belonging to SC/ST if at any stage of selection the Council is of the opinion that the sufficient No. of candidates from these communities possessing the requisite experience are not available to fill up the vacancies reserved for them.
- (iv) The age and educational qualification prescribed for direct recruit shall not be insisted upon in the case of promotees.
- (v) Relaxation of Upper Age limit for Departmental Candidates upto 40 years for appointment by Direct Recruitment to Group 'C' posts vests with the Appointing Authority. For Group 'A' and 'B' posts, age is relaxable upto 5 years in accordance with the instructions of DOPT.

j. **Probation**

- (i) Every Officer/Employee on appointment to the service of the Council, either by direct recruitment or by promotion in the junior scale shall be on probation for a period of two years.
- (ii) Every employee who will be promoted from one Group to another i.e. from Group 'C' to Group 'B' and from Group 'B' to Group 'A' will be on probation for a period of two years.
- (iii) There will be no probation if the Officer/Employee is promoted within the same group.
- (iv) There will be no probation in case the recruitment is made by deputation, absorption, re-employment or short-term contract.

4. **Composition of Standing Recruitment Committee/Departmental Promotion Committee shall be as under:-**

- a) Teaching staff and non-teaching staff of Group 'A' category (other than Director, VAMNICOM, Pune and Secretary, NCCT)

DPC/ SRC

- | | | | |
|----|---|---|-----------------|
| 1) | Director General, NCCT | : | Chairman |
| 2) | Joint Secretary(Coop), DAC | : | Member |
| 3) | One subject expert- to be appointed by DG, NCCT | : | Member |
| 4) | Director, VAMNICOM, Pune | : | Member |
| 5) | Director/Deputy Secretary(Finance), DAC | : | Member |
| 6) | Secretary, NCCT | : | Member-Convener |

- (b) Teaching and Non- Teaching Staff of Group 'B' & 'C' category

DPC/ SRC

- | | | | |
|----|--|---|-----------------|
| 1) | Director General, NCCT | : | Chairman |
| 2) | Director, VAMNICOM, Pune | : | Member |
| 3) | Chief Director/Director(Coop), DAC | : | Member |
| 4) | Director/Deputy Secretary (Finance), DAC | : | Member |
| 5) | One subject expert - to be appointed by DG, NCCT | : | Member |
| 6) | Secretary, NCCT | : | Member-Convener |

(For DPC, the above composition will be the same except subject Experts)

5. **Service Conditions**

Fitness

No person shall be appointed to any post in the Council by Direct Recruitment unless:

- a) He produces at his own cost, a Certificate of physical fitness from a recognized hospital or a Medical Officer of the appropriate level or any other Medical Authority competent to issue such Certificate.

Provided further that the medical certificate will not be required in case of temporary employees of less than three months' duration.

- b) Every employee on entering into the Service of the Council shall have to produce a Character Certificate from a Gazetted Officer certifying that he/she bears a good moral character.

6. Seniority

Relative seniority of employee shall be determined keeping in view of the following principles.

- (1) Relative seniority of direct recruits shall be in order of merit in which they are selected for appointment, as per the panel prepared.
- (2) Where promotions are made on the basis of selection Committee, the Seniority of such promotees shall be in the order in which they are recommended for promotion.

7. Transferability of Employees

The employees of the Council shall be subject to transfer in any of its units i.e. VAMNICOM NCCT headquarters and Institutes of Cooperative Management in the interest of administrative convenience and academic requirements. But the transfer should not be treated as punishment in case the employees are transferred from one Unit to other in the interest of the organization.

8. Superannuation

Save as otherwise provided in these rules, every employee in the services of NCCT/VAMNICOM, Pune/RICMs/ICMs shall retire on attaining the age of ~~58 years or as amended from time to time. The MTS will retire on attaining the age of 55 years.~~ ^{60 years.}

9. Pensionary Benefits

- a. In case of retirement on Superannuation/Medical ground/compulsory retirement/ voluntary retirement, the Central Civil Services (Pension) Rules, 1972 as amended from time to time by Govt. of India shall apply for the employees who are appointed in NCCT before 1st January 2004.
- b. The employees who are appointed from 1st January, 2004 and onwards are entitled for 'New Pension Scheme' (NPS) as per the rules framed by Govt. of India from time to time.
- c. Employees who are appointed before 1990 and have opted CPF scheme may continue till their superannuation.

10. Medical Facilities

- i) The employees and their dependent family member shall be entitled to medical facilities as per Govt. of India CCS (Medical Attendance) Rules
- ii) The Council shall strive to provide post retirement medical facilities to its pensioners/family pensioners based on Govt. of India Rules.

11. Conduct & Disciplinary Matters

The Council adopts the provisions of CCS (Conduct) Rules 1964 and the CCS (CCA) Rules 1965 and the orders issued there under by Government of India from time to time as applicable in respect of matters relating to conduct and discipline of the employees of NCCT and its training units.

12. Authorities for imposition of Penalties In case of Major and Minor Penalties

Class of Employees 1	Authority for penalties 2	Authority for Appeal & Review 3
Director General, NCCT	Administration & Finance Sub-Committee	Additional Secretary, MOA, GOI
Director, VAMNICOM, Pune	Administration & Finance Sub-Committee	Additional Secretary, MOA, GOI
Secretary, NCCT	Administration & Finance Sub-Committee	Additional Secretary, MOA, GOI
Officers of Group 'A' (except DG, NCCT, Director Ni Pune and Secretary, NCCT)	Director General, NCCT	Joint Secretary (Cooperation) MOA, GOI
Officers/Staff of Group 'B' & 'C' Category of NCCT / RICMs/ ICMs	Secretary, NCCT	Director General NCCT
Officers of Group 'B' & 'C' Staff of VAMNICOM, Pune	Director (VAMNICOM)	Director General NCCT

13. Matters not covered by these Rules

For matters relating to service conditions of the employees of NCCT and its Training Units, which are not covered by these Rules, the corresponding rules, regulations, orders and instructions issued by Government of India/DOPT will be applicable and followed from time to time.

**RECRUITMENT
RULES**



Director, VAMNICOM, Pune

1.	Name of the Post.	Director, VAMNICOM, Pune
2.	Number of Posts.	1 (One)
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	(PB-4)- Rs. 37,400-67,000 with Grade Pay Rs. 10,000/-
5.	Whether selection post or non - selection post	Not applicable
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules. 1972	Not applicable
7.	Age limit for direct recruitment / deputation	(i) Not exceeding 56 years in case of Deputation
8.	Educational and other qualifications required for direct recruits / deputation	<p><u>Educational Qualification</u></p> <p>Full time Post Graduate Degree/Diploma with minimum 55% marks in Social Science/Economics/ Cooperation/ Commerce/ Business Administration/ Agriculture/ Information Technology from a recognized University or institute</p> <p><u>Essential Experience</u></p> <p>Minimum 15 years administrative & academic experience in Sr. Executive capacity or head of the Institutions, in recognized University/ Institute/Cooperative Training Organization/ Cooperative Institute / Cooperative Department/ Govt. organizations / Semi Govt./ PSU's/ Autonomous Body and</p> <p>(i) Holding analogous post Or</p> <p>3 years experience in the regular service in the PB-4 (Rs 37400-67000) + 8700/- (GP)</p>

		<u>Desirable</u> i) Ph.D in relevant subject ii) HDCM/Diploma/PG Diploma in Cooperative Management
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes.	Not applicable
10.	Period of probation, if any	Not Applicable
11.	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	Deputation failing which on contract basis for a period of three years.
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	Promotion : Not Applicable Deputation/Absorption : As mentioned in column 8
13.	If a DPC/SRC exists, what is the composition	Search-cum-Selection Committee, constituted by Ministry of Agriculture, Department of Agriculture & Cooperation, Govt. of India
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

Secretary, NCCT

1.	Name of the Post.	Secretary, NCCT, New Delhi
2.	Number of Posts.	1 (one)
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	(PB-4) Rs 37,400-67,000 + with Grade Pay of Rs.8,700
5.	Whether selection post or non - selection post	Not applicable
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules. 1972	Not applicable
7.	Age limit for direct recruitment/ deputation	(i) Not exceeding 56 years in case of Deputation
8.	Educational and other qualifications required for direct recruits	<p><u>Educational Qualifications</u></p> <p>Full time Post Graduate Degree/Diploma with minimum 55% marks in Social Science/Economics/ Cooperation/ Commerce/ Business Administration/ Agriculture/ Information Technology from a recognized University or institute.</p> <p><u>Essential Experience</u></p> <p>Minimum 12 years experience in Research/ Training/Administrative in a senior position in recognized University/ Institute/ Cooperative Training Organization/ Cooperative Institute/ Cooperative Department/ Govt. organizations / Semi Govt./ PSUs./ Autonomous Bodies and</p> <p>i) Holding analogous posts</p> <p>or</p> <p>ii) 5 years experience in the regular service in posts in the PB-3 Rs.15,600-39,100 with Grade Pay of Rs. 7600 /-</p> <p><u>Desirable</u></p> <p>i) Ph.D. in relevant subject</p>

		ii) HDCM/Diploma/PG Diploma in Cooperative Management
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not Applicable
10.	Period of probation, if any	Not Applicable
11.	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	Deputation failing which on contract basis for a period of three years
12.	In case of recruitment by promotion / deputation/absorption, grades from which promotion/ deputation / absorption to be made	Promotion : Not Applicable Deputation/Absorption : As mentioned in column 3
13.	If a DPC/SRC exists, what is the composition	Search-cum-Selection Committee constituted by Ministry of Agriculture, Department of Agriculture & Cooperation, Govt. of India.
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

Professor, VAMNICOM, Pune

1.	Name of the Post	Professor, VAMNICOM, Pune
2.	Number of Posts	6 (Six)
3.	Classification	Group A
4.	Pay Band and Grade Pay	(PB-4) Rs.37,400-67,000 + with Grade Pay of Rs. 8,700
5.	Whether selection post or non - selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules. 1972	Not applicable
7.	Age limit for direct recruitment/ deputation	Not exceeding 56 years.
8.	Educational and other qualifications required for direct recruits	<p><u>Educational Qualification</u></p> <p>i) Full time Post Graduate Degree/Diploma with minimum 55% marks in Economics/ Cooperation/ Commerce/ Business Administration/ Agriculture/ Information Technology/Law from a recognized University or institute.</p> <p>ii) Ph.D in relevant subject.</p> <p>iii) Minimum of 10 Publications and 3 Books published in reputed Journal</p> <p><u>Essential Experience</u></p> <p>Minimum 12 years teaching/training/Research experience recognized University/ Institute/Cooperative Training Organization/ Cooperative Institute/ Cooperative Department/ Govt. / Semi Govt. organizations.</p> <p>i) Holding analogous post or</p> <p>ii) 5 years experience in the regular service in posts in the PB-3 Rs.15,600-39,100 with Grade Pay of Rs. 7600</p>
9.	Whether age and educational qualifications prescribed for direct	<u>Essential</u>

	recruitment will apply in the case of promotees	i) Age not applicable ii) Educational Qualification as per Column No. 8
10.	Period of probation, if any	Not Applicable
11.	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	50 % by Promotion. 50% by Deputation.
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<u>For Promotion:</u> 5 years regular service as Associate Professors, Director. (RICMs / ICMs) and Director (Prog) in PB-3 Rs.15,600-39,100+7600(GP) <u>Deputation:</u> As mentioned in Column No. 8
13.	If a DPC/SRC exists, what is the composition	<u>DPC/ SRC</u> Composition of DPC is as per Rule 4 of SRP Rules.
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

Director (Finance)

1.	Name of the Post	Director (Finance)
2.	Number of Posts	1 (one)
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	(PB-3), Rs.15,600-39,100+ with Grade Pay of Rs.7,600
5.	Whether selection post or non – selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 50 years in case of Direct Recruitment ii) Not exceeding 56 years in case of Deputation
8.	Educational and other qualifications required for direct recruits	Essential i) Full time Post Graduatedegree with 55% marks in Commerce with Advanced Accountancy as essential subject/MBA (Finance)/ICMA/CA from recognized University/ institute. ii) 5 years experience in Accounts in Supervisory capacity in the PB-3 Rs.15,600-39,100 + Grade Pay of Rs.6600/- or equivalent iii) Thorough knowledge of Govt. Financial Rules.
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	(i) Age not applicable (ii) Educational Qualification as per Column No.8
10.	Period of probation, if any	Two years in case of Direct Recruitment
11.	Method of Recruitment, whether by Direct Recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled	100% by Promotion failing which by Deputation failing both by Direct Recruitment

	by various methods	
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><u>For Promotion</u></p> <p>5 years regular service as Deputy Director (A&F) in the Pay Band of Rs.15 600-39,100 + Grade Pay of Rs.6600/-.</p> <p style="text-align: center;">Or</p> <p>10 years regular service as Accounts Officer/Audit Officer in the PB-2 Rs.9,300-34 800 + Grade Pay of Rs.5400/-.</p> <p><u>For Deputation:</u></p> <p>As in Column No. 8</p>
13.	If a DPC/SRC exists, what is the composition	<p><u>DPC/ SRC</u></p> <p>Composition of DPC is as per Rule 4 of SRP Rules</p>
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable



Associate Professor, VAMNICOM, Pune/ Director (Prog.), NCCT /Director RICM/ICM

1.	Name of the Post.	Associate Professor, VAMNICOM, Pune/ Director (Prog.), NCCT /Director RICM/ICM
2.	Number of Posts.	28 (twenty eight)
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	(B-3) Rs.15,600-39,100 + Grade Pay of Rs. 7,600/-
5.	Whether selection post or non - selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 50 years in case of Direct Recruitment ii) Not exceeding 56 years in case of Deputation
8.	Educational and other qualifications required for direct recruits	<p>Educational Qualifications</p> <p>i) Full time Post Graduate Degree/Diploma with minimum 55% marks in Economics/ Cooperation/ Commerce/ Business Administration/ Agriculture/ Information Technology/Law from a recognized University or Institute .</p> <p>ii) Minimum 8 publications/articles and 2 Books published in reputed Journal.</p> <p>Essential Experience</p> <p>i) Minimum 10 years teaching/training / Research/Extension / Consultancy experience out of which 5 years in the Pay Scale of (PB-3) Rs. 15,600-39,100 with Grade Pay of Rs.6800/- from recognized University/ Institute/ Cooperative Training Organization/ Cooperative Institute/ Cooperative Department/Govt./Semi Govt. organizations/ PSUs./Autonomous Bodies</p> <p>Desirable : i) Ph.D. in relevant subject. ii) Computer literacy</p>



9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes.	(i) Age not applicable (ii) Educational Qualification as per Column No.8
10.	Period of probation, if any	Two years in case of Direct Recruitment .
11.	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	1) 50% by Promotion 2) 50% by Direct Recruitment/Deputation
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<u>For Promotion</u> Minimum 5 years regular service as Deputy Director(Prog), NCCT Sectt./ Deputy Director. RICMs/ICMs in the scale of (PB-3) Rs. 15600 - 39100 + Grade Pay of Rs. 6,600/- <u>For Deputation</u> Minimum 8 years regular service out of which 5 years in the Grade Pay of Rs.6,600/-
13.	If a DPC/SRC exists, what is the composition	<u>DPC/SRC</u> Composition of DPC, is as per Rule 4 of SRP Rules.
14.	Circumstances in which the UPSC is to be consulted in making recruitment .	Not applicable

Registrar, VAMNICOM, Pune

1.	Name of the Post.	Registrar, VAMNICOM, Pune
2.	Number of Posts.	1 (One)
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	(PB-3) Rs.15,600-39,100 + Grade Pay of Rs.7,600/-
5.	Whether selection post or non – selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules. 1972.	Not applicable
7.	Age limit	Not exceeding 56 years in case of Deputation
8.	Educational and other qualifications required for direct recruits	<p><u>Education Qualification</u></p> <p>Post Graduation with minimum 55% marks in any discipline.</p> <p><u>Essential Experience</u></p> <p>Minimum 10 years experience of Administration in Supervisory capacity out of which 5 years in the pay band of Rs.15,600- 39100 and Grade Pay of Rs.6,600/-</p>
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	<p>(i) Age not applicable</p> <p>(ii) Educational Qualification as per Column No.8</p>
10.	Period of probation, if any	Not Applicable.
11.	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	Promotion failing which by Deputation.
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><u>For Promotion</u></p> <p>Minimum 5 years regular service in the post of Dy. Director (Pers.)/ Dy. Director (Estt.) in the pay band of Rs.15,600-39,100 and Grade Pay of</p>

		Rs.6,600/- subject to experience mentioned in column 8 above. <u>For Deputation</u> Minimum 10 years regular service out of which 5 years in the Grade Pay of Rs.6,600/-
13.	If a DPC/SRC exists, what is the composition	<u>DPC/ SRC</u> Composition of DPC is as per Rule 4 of SRP Rules.
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable



Director (Admn.), NCCT, New Delhi

1.	Name of the Post.	Director (Admn.), NCCT, New Delhi
2.	Number of Posts.	1 (One)
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	(PB-3) Rs.15,600-39,100 + Grade Pay of Rs.7,600/-
5.	Whether selection post or non - selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules. 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 50 years in case of Direct Recruitment ii) Not exceeding 56 years in case of Deputation
8.	Educational and other qualifications required for direct recruits	<u>Education Qualification</u> Post Graduation with minimum 55% marks in any discipline. <u>Essential Experience</u> Minimum 10 years experience of Administration in Supervisory capacity out of which 5 years in the scale of (PB-3) of Rs.15,600-39,100 + Grade Pay of Rs.6,600/-
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	(i) Age not applicable (ii) Educational Qualification as per Column No.8
10.	Period of probation, if any	Two years in case of Direct Recruitment
11.	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	100% by Promotion failing which by Deputation, failing both by Direct Recruitment

12.	In case of recruitment by promotion / deputation/absorption. grades from which promotion/deputation/absorption to be made	<p><u>For Promotion</u></p> <p>Minimum 5 years regular service in the post of Dy. Director (Pers.)/Dy. Director (Estt.) in the pay band of Rs.15,600-39,100 + Grade Pay of Rs.6,600/- subject to experience mentioned at column. 8 above.</p> <p><u>For Deputation</u></p> <p>Minimum 10 years regular service out of which 5 years in the Pay Scale of (PB-3) Rs.15,600-39,100 + Grade Pay of Rs.6,600/-</p>
13.	If a DPC/SRC exists, what is the composition	<p><u>DPC/ SRC</u></p> <p>Composition of DPC is as per Rule 4 of SRP Rules.</p>
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

Deputy Director, RICMs/ICMs, Deputy Director (Prog.) NCCT, Assistant Professor, VAMNICOM, Pune

1.	Name of the Post.	Deputy Director, RICMs/ICMs, Deputy Director (Prog.) NCCT, Assistant Professor, VAMNICOM, Pune
2.	Number of Posts.	29 (Twenty nine)
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	(PB-3) Rs. 15,600-39,100 + Grade Pay of Rs. 6,600/-
5.	Whether selection post or non - selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 40 years in case of Direct Recruitment ii) Not exceeding 56 years in case of Deputation
8.	Educational and other qualifications required for direct recruits	<p><u>Educational Qualifications</u></p> <p>Post Graduation with Minimum 55% marks in Economics/Agriculture / Commerce/ Business Administration/ Cooperation/ MCA / Information Technology/Law from a recognized University/Institute.</p> <p><u>Essential Experience</u></p> <p>i) Minimum 8 years teaching/training / Research/Extension / Consultancy experience out of which 5 years in the Grade Pay of Rs. 5,400/- from recognized University/ Institute/Cooperative Training Organization/ Cooperative Institute/ Cooperative Department/ Govt. / Semi Govt. organizations / PSUs/Autonomous Bodies</p> <p>ii) Minimum 6 Publications/Articles and 1 Book published in reputed journal.</p> <p><u>Desirable</u></p>

		<p>i) Ph.D. in relevant subject</p> <p>ii) Computer literacy</p>
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	<p>(i) Age not applicable</p> <p>(ii) Educational Qualification as per Column No.8</p>
10.	Period of probation, if any	Two years in case of Direct Recruitment
11.	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	100% by promotion failing which by Deputation, failing both by Direct Recruitment
12.	In case of recruitment by promotion / deputation/absorption, grades from which promotion/ deputation /absorption to be made	<p><u>For Promotion</u></p> <p>Minimum 5 years regular service as Lecturer in the scale of (PB-2) Rs.9300-34800 + Grade Pay of Rs. 5,400/-</p> <p><u>For Deputation</u></p> <p>Minimum 8 years regular service out of which 5 years in the scale of (PB-2) Rs.9300-34800 + Grade Pay of Rs. 5,400/-</p>
13.	If a DPC/SRC exists, what is the composition	<p><u>DPC/ SRC</u></p> <p>Composition of DPC is as per Rule 4 of SRP Rules.</p>
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

Deputy Director (Pers./Estt.), NCCT

1.	Name of the Post.	Deputy Director (Pers./Estt.), NCCT
2.	Number of Posts.	2 (Two)
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	(PB-3) Rs.15600-39100+ Grade Pay of Rs. 6,600/-
5.	Whether selection post or non - selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 40 years in case of Direct Recruitment ii) Not exceeding 56 years in case of Deputation
8.	Educational and other qualifications required for direct recruits	<u>Educational Qualification</u> Post Graduation with minimum 55% marks in any discipline <u>Experience</u> Minimum 8 year's experience out of which 5 years of Administration in Supervisory capacity scale of (PB-2) Rs.9300-34800 + Grade Pay of Rs. 5,400/-
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	(i) Age not applicable (ii) Educational Qualification as per Column No.8
10.	Period of probation, if any	Two years in case of Direct Recruitment
11.	Method of Recruitment, whether by Direct Recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled	100 % by Promotion failing which by Deputation, failing both by Direct Recruitment

	by various methods	
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><u>For Promotion</u></p> <p>Minimum 5 years in the post of Admn. Officer or Asst. Registrar, VAMNICOM, Pune in the scale of (PB-2) Rs.9300-34800 + Grade Pay of Rs 5,400/-</p> <p><u>For Deputation</u></p> <p>Minimum 8 years experience out of which 5 years scale of (PB-2) Rs.9300-34800 + Grade Pay of Rs. 5,400/-</p>
13.	If a DPC/SRC exists, what is the composition	<p><u>DPC/ SRC</u></p> <p>Composition of DPC is as per Rule 4 of SRP Rules.</p>
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

Lecturer

1.	Name of the Post.	Lecturer
2.	Number of Posts.	114 (One hundred fourteen)
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	(PB-2) Rs.9300-34800 + Grade Pay of Rs. 5,400/-
5.	Whether selection post or non - selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 35 years in case of Direct Recruitment ii) Not exceeding 56 years in case of Deputation
8.	Educational and other qualifications required for direct recruits	<u>Educational Qualification</u> Regular Full time Post Graduation with Minimum 55% marks in Economics/Agriculture / Commerce/ Business Administration/ Cooperation or LLB/ MCA / B.Tech (Computer Science) / B.Tech (IT) <u>Essential Experience</u> After Post Graduation/or equivalent Degree. one year full time teaching/training/research experience from recognized University/ College/ Institute/ Cooperative Training Organization/ Cooperative Institute/ Cooperative Department. <u>Desirable</u> i) Computer literacy ii) Preference will be given to those possessing PGDBA/DCBM qualification.
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of	(i) Age not applicable (ii) Educational Qualification as per Column No.8

	promotees	
10.	Period of probation, if any	Two years in case of Direct Recruitment
11.	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	i) 90% by Direct Recruitment ii) 10% by promotion failing which by Direct Recruitment
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<u>For Promotion</u> Minimum 8 years regular service as Research Officer in the scale of (PB-2) Rs.9300-34800 + Grade Pay of Rs. 4 200/-
13.	If a DPC/SRC exists, what is the composition	<u>DPC/ SRC</u> Composition of DPC is as per Rule 4 of SRP Rules
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

Assistant Registrar, VAMNICOM, Pune/ Administrative Officer, NCCT

1.	Name of the Post.	Assistant Registrar, VAMNICOM, Pune/ Administrative Officer, NCCT
2.	Number of Posts.	2 (Two)
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	PB-2 (Rs.9300-34800) + Grade Pay of Rs. 5400/-.
5.	Whether selection post or non - selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 35 years in case of Direct Recruitment ii) Not exceeding 56 years in case of Deputation
8.	Educational and other qualifications required for direct recruits	<u>Educational Qualification</u> Post Graduate with minimum 55% in any discipline from a recognized University <u>Essential experience</u> Minimum 8 years experience in the Grade Pay of Rs.4,600/- <u>Desirable</u> i) Knowledge of Personnel matters/ Accounts/ Establishment
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	(i) Age not applicable (ii) Educational Qualification as per Column No.8
10.	Period of probation, if any	Two years in case of Direct Recruitment
11.	Method of Recruitment, whether by Direct Recruitment or by promotion or by deputation/ absorption and	100% by promotion failing which by Deputation, failing both by Direct Recruitment.

	percentage of the vacancies to be filled by various methods	
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><u>For Promotion</u></p> <p>Minimum 8 years experience as Assistant in the scale of (PB-2) Rs.9300-34800+Grade Pay of Rs. 4,200/-</p> <p><u>For Deputation</u></p> <p>Minimum 5 years regular service in the scale of (PB-2) Rs.9300-34800 with Grade Pay of Rs.4,600/-</p>
13.	If a DPC/SRC exists, what is the composition	<p><u>DPC/ SRC</u></p> <p>Composition of DPC is as per Rule 4 of SRP Rules.</p>
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable



Accounts Officer, VAMNICOM, Pune

1.	Name of the Post.	Accounts Officer, VAMNICOM, Pune
2.	Number of Posts.	1 (One)
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	(PB-2) Rs.9,300-34,800+ Grade Pay of Rs. 5,400/- .
5.	Whether selection post or non – selection post	Not Applicable
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 35 years in case of Direct Recruitment ii) Not exceeding 56 years in case of Deputation
8.	Educational and other qualifications required for direct recruits/deputation/ absorption	<u>Educational Qualification</u> i) CA / ICMA / MBA(Finance) or equivalent or Post Graduation with 55% marks in Commerce/ Economics <u>Essential Experience</u> Minimum 5 years experience in Accounts/ Audit in Govt. organization/PSU/ Autonomous/ Cooperative organization/ Cooperative Department/ Cooperative Institute with Grade Pay of Rs.4,600/-
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not Applicable
10.	Period of probation, if any	Two years
11.	Method of Recruitment, whether by Direct Recruitment or by promotion or	100% by Direct Recruitment failing which by

	by deputation/ absorption and percentage of the vacancies to be filled by various methods	Deputation
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made.	<p><u>For Promotion</u></p> <p>Not Applicable</p> <p><u>For Deputation</u></p> <p>As per Column No. 8</p>
13.	If a DPC/SRC exists, what is the composition	<p><u>DPC/ SRC</u></p> <p>Composition of DPC is as per Rule 4 of SRP Rules.</p>
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

Research Officer, VAMNICOM, Pune

1.	Name of the Post.	Research Officer, VAMNICOM, Pune
2.	Number of Posts.	6 (Six)
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	(PB-2), Rs.9,300-34,800+ Grade Pay of Rs.4,200/-
5.	Whether selection post or non - selection post	Not applicable
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	Not exceeding 30 years
8.	Educational and other qualifications required for direct recruits	<p><u>Educational Qualifications.</u></p> <p>Regular full time Post Graduation with Minimum 55% marks in Economics / Agri-Economics/ Commerce/ Business Administration/ Cooperation/ Law/ Agriculture/Social Science or MCA/B.Tech(Computer Science)B. Tech (IT) from a recognized University/institute.</p> <p><u>Essential Experience</u></p> <p>1 year from recognized Institute in the relevant area.</p> <p><u>Desirable</u></p> <p>i) PGDBA/ DCBM qualifications.</p> <p>ii) Computer literacy</p>
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not Applicable
10.	Period of probation, if any	Two years
11.	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	Direct Recruitment

12.	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/deputation / absorption to be made.	Not Applicable
13.	If a DPC/SRC exists, what is the composition	DPC/ SRC Composition of DPC is as per Rule 4 of SRP Rules.
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable



Audit Officer, NCCT,

1.	Name of the Post.	Audit Officer, NCCT
2.	Number of Posts.	1 (One)
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	(PB-2) Rs.9300-34800 + Grade Pay of Rs. 5,400/-
5.	Whether selection post or non - selection post	Not applicable
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 35 years in case of Direct Recruitment ii) Not exceeding 56 years in case of Deputation
8.	Educational and other qualifications required for direct recruits/deputation	<u>Educational Qualification</u> i) Full time Post Graduate Degree with 55% marks in Commerce with Advanced Accountancy as essential subject/MBA (Finance)/ICMA/CA from a recognized University/institute. <u>Essential Experience</u> Minimum 5 years experience in Accounts/ Audit in Govt. organization/PSU/ Autonomous/ Cooperative organization/ Cooperative Department/ Cooperative Institute in the pay scale of (PB-2) Rs. 9300-34800 with Grade Pay of Rs.4,600/-
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not Applicable
10.	Period of probation, if any	Two years
11.	Method of Recruitment, whether by Direct Recruitment or by promotion or	Direct Recruitment, failing which by Deputation

	by deputation/ absorption and percentage of the vacancies to be filled by various methods	
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><u>For Promotion</u></p> <p>Not Applicable</p> <p><u>For Deputation/Absorption</u></p> <p>Minimum 5 years experience in Accounts/ Audit in Govt. organization/PSU/ Autonomous/ Cooperative organization/ Cooperative Department/Cooperative Institute with Grade Pay of Rs.4,600/-</p>
13.	If a DPC/SRC exists, what is the composition	<p><u>DPC/ SRC</u></p> <p>Composition of DPC is as per rule 4 of SRP Rules.</p>
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

Hindi Officer, NCCT, New Delhi

1.	Name of the Post.	Hindi Officer, NCCT, New Delhi
2.	Number of Posts.	1 (One)
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	(PB-2) Rs.9300-34800 + Grade Pay of Rs. 5,400/-
5.	Whether selection post or non – selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 35 years in case of Direct Recruitment ii) Not exceeding 56 years in case of Deputation
8.	Educational and other qualifications required for direct recruits	<p><u>Educational Qualification</u></p> <p>Master's Degree of a recognized University or equivalent in Hindi with English as main subject at Degree level.</p> <p>or</p> <p>Master's Degree of a recognized University or equivalent in English with Hindi as main subject at Degree level</p> <p>Or</p> <p>Master's Degree of a recognized University or equivalent in any subject with Hindi and English as subjects at the Degree level.</p> <p>Or</p> <p>Master's Degree of a recognized University or equivalent in any subject with Hindi medium and English medium as subject at the Degree level.</p> <p>or</p> <p>Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at the Degree level.</p> <p><u>Essential experience</u></p> <p>Five years' experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi</p>

		<p>or vice-versa, preferably of technical or scientific literature;</p> <p style="text-align: center;">Or</p> <p>Five years' experience of teaching in Hindi and English or research in Hindi of English</p> <p><u>Desirable</u></p> <ol style="list-style-type: none"> 1. Knowledge at the level of matriculation of a recognized Board or equivalent of one of the languages other than Hindi mentioned in the English Schedule to the Constitution. 2. Degree of Diploma in translation in Hindi to English and vice-versa from any recognized University or equivalent.
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	<p>(i) Age not applicable</p> <p>(ii) Educational Qualification as per Column No.8</p>
10.	Period of probation, if any	Two years in case of Direct Recruitment
11.	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	100% by Promotion failing which by Deputation / Direct Recruitment
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><u>For Promotion :</u></p> <p>Minimum 8 years regular service as Hindi Translator in (PB-2) Rs. 9300-34800 with Grade Pay of Rs.4,200/-</p> <p><u>For Deputation :</u></p> <p>Minimum 8 years regular service as Hindi Translator in any Govt. / autonomous organizations (PB-2) Rs. 9300-34800 with Grade Pay of Rs.4,200/-</p>
13.	If a DPC/SRC exists, what is the composition	<p><u>DPC/ SRC</u></p> <p>Composition of DPC is as per Rule 4 of SRP Rules.</p>
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable




P.A. to Director, VAMNICOM, Pune

1.	Name of the Post.	P.A to Director, VAMNICOM, Pune
2.	Number of Posts.	1 (one)
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	(PB-2) Rs.9,300-34,800 + Grade Pay of Rs. 4,600/-
5.	Whether selection post or non - selection post	Non-Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 30 years in case of Direct Recruitment ii) Not exceeding 56 years in case of Deputation
8.	Educational and other qualifications required for direct recruits	<u>Educational Qualification</u> Graduate in any discipline from a recognized University. <u>Technical Qualification</u> English Short Hand speed of 80 w.p.m., English typing speed 60 w.p.m. Or Hindi Shorthand Speed of 80 w.p.m., Hindi typing 50 w.p.m and experience in office correspondence and public relation work, and Sound knowledge of Computer operation. <u>Essential Experience</u> 5 years as Stenographer in the pay band of Rs.9,300-34,800 with Grade Pay of Rs. 4200/-.
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	(i) Age not applicable (ii) Educational Qualification as per Column No.8

10.	Period of probation, if any	Two years in case of Direct Recruitment
11.	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	100% by Promotion failing which by deputation . failing both by Direct Recruitment
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><u>For Promotion :</u></p> <p>Minimum of 5 years regular service as Stenographer in the pay band of Rs.9,300-34,800 with Grade Pay of Rs. 4200/-.</p> <p><u>For Deputation/Absorption :</u></p> <p>Minimum 5 years regular service as Stenographer in the pay band of Rs.9,300-34,800 with Grade Pay of Rs. 4200/- in Govt. organization/ PSU/ Autonomous/Cooperative organization/ Cooperative Department/ Cooperative Institute.</p>
13.	If a DPC/SRC exists, what is the composition	<p><u>DPC/ SRC</u></p> <p>Composition of DPC is as per Rule 4 of SRP Rules.</p>
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

Sr. Library & Information Assistant, VAMNICOM, Pune

1.	Name of the Post.	Senior Library & Information Assistant ,VAMNICOM, Pune
2.	Number of Posts.	1 (One)
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	(PB-2) Rs.9300-34800 + Grade Pay of 4,200/-
5.	Whether selection post or non - selection post	Non-Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 30 years in case of Direct Recruitment ii) Not exceeding 56 years in case of Deputation
8.	Educational and other qualifications required for direct recruits	<u>Educational Qualification</u> 1) Degree of a recognized University or equivalent 2) Bachelor's Degree or equivalent Diploma in Library Science of a recognized University/ Institute or equivalent, 3) Professional experience of 6 years in Grade Pay of Rs. 2,800/- in a Library. Or Certificate in Computer Application from a recognized Institute.
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	i) Age not applicable ii) Educational Qualification as per Column No.8
10.	Period of probation, if any	Two years in case of Direct Recruitment.
11.	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	100% by Promotion failing which by Deputation, failing both by Direct Recruitment

12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	For Promotion : 5 years regular service as Library Information Assistant
13.	If a DPC/SRC exists, what is the composition	DPC/ SRC Composition of DPC is as per Rule 4 of SRP Rules
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

Library & Information Assistant, VAMNICOM, Pune/ RICMs/ICMs

1.	Name of the Post.	Library & Information Assistant VAMNICOM, Pune/ RICMs/ICMs
2.	Number of Posts.	2 (Two) VAMNICOM, Pune 19 (Nineteen) RICMs/ICMs
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	(PB-2) Rs.9300-34800 + Grade Pay of Rs. 4,200/-
5.	Whether selection post or non – selection post	Not Applicable
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 30 years in case of Direct Recruitment ii) Not exceeding 56 years in case of Deputation
8.	Educational and other qualifications required for direct recruits	<u>Educational Qualification</u> <u>Essential</u> 1) Degree of a recognized University or equivalent. 2) A Degree in Library Science from a recognized University or equivalent
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not Applicable
10.	Period of probation, if any	Two years in case of Direct Recruitment
11.	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	Direct Recruitment/Deputation
12.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption	<u>For Promotion :</u> Not applicable.

	to be made	For Deputation: As per column No. 8
13.	If a DPC/SRC exists, what is the composition	DPC/ SRC Composition of DPC is as per Rule 4 of SRP Rules.
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable



Assistants (VAMNICOM & NCCT)

1.	Name of the Post.	Assistants (VAMNICOM & NCCT)
2.	Number of Posts.	21 (Twenty one)
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	(PB-2) Rs.9300-34800 + Grade Pay of Rs. 4,200/-
5.	Whether selection post or non - selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 30 years in case of Direct Recruitment ii) Not exceeding 56 years in case of Deputation
8.	Educational and other qualifications required for direct recruits	<u>Educational Qualification</u> Graduation Degree from a Recognized University. <u>Essential experience</u> 5 years experience in office procedure and management/Finance/Accounts/Estt. in Govt. organization/PSU/Autonomous/Cooperative organization. <u>Desirable</u> Computer literacy
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	(i) Age not applicable (ii) Educational Qualification as per Column No.8
10.	Period of probation, if any	Two years in case of Direct Recruitment
11.	Method of Recruitment, whether by Direct Recruitment or by promotion or by deputation/ absorption and	(a) 50% by promotion failing which by Deputation, failing both by Direct Recruitment.

	percentage of the vacancies to be filled by various methods	(b) 50% by Direct Recruitment
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><u>For Promotion :</u></p> <p>6 years regular service as Office Suptd. in the Pay Scale of PB-1 5200-20200 with Grade Pay of Rs. 2.800/-</p> <p style="text-align: center;">or</p> <p>10 years regular service as UDCs in the Pay Scale of (PB-1) 5200-20200 with Grade Pay of Rs. 2400/-</p> <p><u>For Deputation</u></p> <p>As per Column No. 8</p>
13.	If a DPC/SRC exists, what is the composition	<p><u>DPC/ SRC</u></p> <p>Composition of DPC is as per Rule 4 of SRP Rules</p>
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

Hindi Translator, VAMNICOM, Pune & NCCT

1.	Name of the Post.	Hindi Translator, VAMNICOM, Pune & NCCT
2.	Number of Posts.	Two (2)
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	(PB-2) Rs.9300-34800 +Grade Pay of Rs. 4,200/-
5.	Whether selection post or non – selection post	Not Applicable
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 30 years in case of Direct Recruitment ii) Not exceeding 56 years in case of Deputation
8.	Educational and other qualifications required for direct recruits	<p><u>Educational qualification and</u></p> <p><u>Essential experience</u></p> <p>(i) Master's Degree of a recognized University or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at Degree level.</p> <p style="text-align: center;">Or</p> <p>Master's Degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi or English medium and English or Hindi as a compulsory or elective subject or as a medium of examination at Degree level</p> <p style="text-align: center;">Or</p> <p>Master's Degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects of either or the two as medium of examination and the other as a compulsory or elective subject at Degree level.</p> <p style="text-align: center;">and</p> <p>(II) Recognized Diploma or Certificate Course in Translation from Hindi to English and vice versa or 2 years experience of translation work from Hindi to English and vice-versa in</p>

		Central or State Govt. offices, including Government of India Undertaking. Desirable (i) Knowledge at the level of matriculation of the recognized Board or equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution. (ii) Degree or Diploma in Translation from Hindi to English and vice-versa from a recognized University.
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not Applicable
10.	Period of probation, if any	Two years in case of Direct Recruitment
11.	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	100% Promotion from Jr. Hindi Translator, failing which by Deputation, failing both by Direct Recruitment
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	For Promotion : 3 years regular service as Jr. Hindi Translator in the pay scale of PB-29300-34800 with Grade Pay of Rs. 4200/- For Deputation : 5 years regular service as Jr. Hindi Translator in in the GP of Rs. 4200/- in any Govt. organizations / autonomous bodies
13.	If a DPC/SRC exists, what is the composition	DPC/ SRC Composition of DPC is as per Rule 4 of SRP Rules
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

Jr. Hindi Translator, NCCT

1.	Name of the Post.	Jr. Hindi Translator, NCCT
2.	Number of Posts.	One (1)
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	(PB-2) Rs.9300-34800 + Grade Pay of Rs. 4,200/-
5.	Whether selection post or non - selection post	Not Applicable
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	Not exceeding 30 years
8.	Educational and other qualifications required for direct recruits	<p><u>Educational qualification and</u></p> <p><u>Essential experience</u></p> <p>(I) Master's Degree of a recognized University or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at Degree level.</p> <p style="text-align: center;">Or</p> <p>Master's Degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi or English medium and English or Hindi as a compulsory or elective subject or as a medium of examination at Degree level</p> <p style="text-align: center;">Or</p> <p>Master's Degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects of either or the two as medium of examination and the other as a compulsory or elective subject at Degree level.</p> <p style="text-align: center;">and</p> <p>(II) Recognized Diploma or Certificate Course</p>

		<p>in Translation from Hindi to English and vice versa or 2 years experience of translation work from Hindi to English and vice-versa in Central or State Govt. offices, including Government of India Undertaking.</p> <p>Desirable</p> <p>(i) Knowledge at the level of matriculation of the recognized Board or equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution.</p> <p>(ii) Degree or Diploma in Translation from Hindi to English and vice-versa from a recognized University.</p>
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not Applicable
10.	Period of probation, if any	Two years
11.	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	Direct Recruitment
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
13.	If a DPC/SRC exists, what is the composition	<p>DPC/ SRC</p> <p>Composition of DPC is as per Rule 4 of SRP Rules.</p>
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

Sr. Stenographer, VAMNICOM, Pune/ NCCT

1.	Name of the Post.	Sr. Stenographer, VAMNICOM, Pune/ NCCT
2.	Number of Posts.	8 (eight)
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	(PB-2) (Rs.9300-34800 + Grade Pay of Rs. 4200/-
5.	Whether selection post or non – selection post	Non-Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 30 years in case of Direct Recruitment ii) Not exceeding 56 years in case of Deputation
8.	Educational and other qualifications required for direct recruits	<p><u>Educational Qualification</u></p> <p>Graduate in any discipline from a recognized University.</p> <p><u>Technical qualification</u></p> <p>English Short Hand speed of 80 w.p.m., English typing speed 40 w.p.m. or</p> <p>Hindi Short Hand speed of Steno 80 w.p.m., Hindi typing 30 w.p.m and experience in office correspondence and public relation work.</p> <p><u>Essential Experience</u></p> <p>1) 10 years as Stenographer in the Pay band of (PB-1) Rs.5200-20200+ 2400 G.P)</p> <p>2) Sound Knowledge of Computer operation.</p>
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of	(i) Age not applicable (ii) Educational Qualification as per Column No.8

	promotees	
10.	Period of probation, if any	i) Two years in case of Promotion ii) Two years in case of Direct Recruitment
11.	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	100% by Promotion failing which by deputation, failing both by Direct Recruitment
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<u>For Promotion:</u> Minimum 10 years regular service as Jr. Stenographer in English or Hindi the pay band of (PB-1) Rs.5200-20200+ 2400 G.P. <u>For Deputation :</u> Minimum 10 years regular service as Stenographer in any Govt. organizations / autonomous bodies in the pay band of (PB-1) Rs.5200-20200+ 2400 G.P.
13.	If a DPC/SRC exists, what is the composition	<u>DPC/ SRC</u> Composition of DPC is as per Rule 4 of SRP Rules
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

Office Superintendent

1.	Name of the Post.	Office Superintendent
2.	Number of Posts	19 (nineteen)
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	(PB-1) Rs.5200-20200 + Grade Pay of Rs. 2,800
5.	Whether selection post or non – selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 30 years in case of Direct Recruitment ii) Not exceeding 56 years in case of Deputation
8.	Educational and other qualifications required for direct recruits	<u>Educational Qualification</u> Graduate from a recognized University in any discipline. <u>Experience</u> 5 years Working experience in office procedures and management in the Grade Pay of Rs. 2400/- <u>Desirable</u> i) Computer literacy ii) Knowledge of Govt. of India Rules
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	(i) Age not applicable (ii) Educational Qualification as per Column No.8
10.	Period of probation, if any	Two years in case of Direct Recruitment

11.	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	100% by Promotion failing which by deputation, failing both by direct recruitment
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><u>For Promotion :</u></p> <p>5 years regular service as UDC/ Accountant in the pay band of (PB-1) Rs.5200-20200 with Grade pay of Rs.2,400/-.</p> <p><u>For Deputation :</u></p> <p>5 years regular service in the GP of Rs. 2400/- with experience of office procedure and management in Govt. organization/ PSU/ Autonomous/Cooperative organization in the GP of Rs. 2400/-.</p>
13.	If a DPC/SRC exists, what is the composition	<p><u>DPC/ SRC</u></p> <p>Composition of DPC is as per Rule 4 of SRP Rules</p>
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

Upper Division Clerk and Accountant

1.	Name of the Post.	Upper Division Clerk and Accountant
2.	Number of Posts.	1. UDCs-11 2. Accountant - 21 Total -32 (Thirty two)
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	(PB-1) Rs.5200-20200 + Grade Pay of Rs. 2,400/-
5.	Whether selection post or non - selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 30 years in case of Direct Recruitment ii) Not exceeding 56 years in case of Deputation
8.	Educational and other qualifications required for direct recruits	<u>Educational qualification</u> <u>For UDCs</u> Graduate from a recognized University in any discipline. <u>For Accountant</u> B.Com from a recognized University <u>Experience</u> 8 years experience in the grade pay of (PB-1) Rs. 5200-20200 with Grade Pay of Rs. 1,900/- with sound knowledge of Computer operation.
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of	a. Age not applicable b. Educational Qualification as per Column No.8

	promotees	
10.	Period of probation, if any	Two years in case of Direct Recruitment
11.	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	100% Promotion failing which by Deputation, failing both by Direct Recruitment.
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><u>For Promotion :</u></p> <p>8 years regular service as LDC in the (pay scale of (PB-1) of GP of Rs.1,900/-</p> <p><u>For Deputation :</u></p> <p>8 years regular service as LDC in Govt. organization/ PSU/ Autonomous/Cooperative organization in the GP of Rs 1,900/- with sound knowledge of Computer operation.</p>
13.	If a DPC/SRC exists, what is the composition	<p><u>DPC/ SRC</u></p> <p>Composition of DPC is as per Rule 4 of SRP Rules</p>
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

Jr. Steno (English)

1.	Name of the Post.	Jr. Steno (English)
2.	Number of Posts	25 (twenty five)
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	(PB-1) Rs.5200-20200 + Grade Pay of Rs. 2,400/-
5.	Whether selection post or non - selection post	Not Applicable
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	Not exceeding 25 years in case of Direct Recruitment
8.	Educational and other qualifications required for direct recruits	<p><u>Educational qualification</u></p> <p>Graduate from recognized University in any discipline</p> <p><u>Technical qualification</u></p> <p>One year Certificate/Diploma in Shorthand speed of 80 w.p.m in English and typing 40 w.p.m.</p> <p><u>Desirable</u></p> <p>Six months Certificate Course in Computer operation</p>
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not Applicable
10.	Period of probation, if any	Two years
11.	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	Direct Recruitment

12.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation /absorption to be made	Not Applicable
13.	If a DPC/SRC exists, what is the composition	<u>DPC/ SRC</u> Composition of DPC is as per Rule 4 of SRP Rules
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

Jr. Steno (Hindi)

1.	Name of the Post.	Jr. Steno (Hindi)
2.	Number of Posts.	9 (nine)
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	(PB-1)Rs.5200-20200 + Grade Pay of Rs. 2,400/-.
5.	Whether selection post or non - selection post	
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	Not exceeding 25 years in case of Direct Recruitment
8.	Educational and other qualifications required for direct recruits	<p><u>Educational qualification</u></p> <p>Graduate from recognized University / College in any discipline</p> <p><u>Technical qualification</u></p> <p>One year Certificate / Diploma in Shorthand speed of 80 w.p.m in Hindi and typing 30 w.p.m.</p> <p><u>Desirable</u></p> <p>Six months Certificate course in Computer operation</p>
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not Applicable
10.	Period of probation, if any	Two years
11.	Method of Recruitment, whether by Direct Recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled	Direct Recruitment

	by various methods	
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
13.	If a DPC/SRC exists, what is the composition	<u>DPC/ SRC</u> Composition of DPC is as per Rule 4 of SRP Rules
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

Lower Division Clerk

1.	Name of the Post.	Lower Division Clerk
2.	Number of Posts.	81 (eighty one)
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	(PB-1) Rs.5200-20200 + Grade Pay of Rs. 1,900/-
5.	Whether selection post or non - selection post	Non-Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 25 years in case of Direct Recruitment ii) Not exceeding 56 years in case of Deputation

8.	Educational and other qualifications required for direct recruits	<p><u>Educational qualifications</u></p> <p>1) Regular Full time Graduate from a recognized University</p> <p>2) Minimum 6 months Certificate Course in computer training/</p> <p><u>Essential Technical Qualification</u></p> <p>a) English typing speed of 40 w.p.m correspond to 12,000 KDPH on an average 5 key depression of each word on computer. or</p> <p>b) Hindi typing speed of 30 wpm correspond to 9000 KDPH on an average 5 key depression of each word on computer</p> <p><u>Desirable</u></p> <p>i) Preference will be given to bilingual typist</p>
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	<p>(i) Age not applicable</p> <p>(ii) Educational Qualification as per Column No.8</p>
10.	Period of probation, if any	<p>1) One year in case of Promotion</p> <p>2) Two years in case of Direct Recruitment</p>
11.	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	<p>90% by Direct Recruitment</p> <p>10% by Promotion</p>
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><u>For Promotion :</u></p> <p>3 years regular service in the pay scale of (PB-1) Rs 5200-20200 + Grade Pay Rs.1,800/- and having qualification prescribed for LDC and other prescribed requirement for the post of LDC</p> <p><u>For Direct Recruitment/Deputation :</u></p> <p>Not Applicable</p>
13.	If a DPC/SRC exists, what is the	<p><u>DPC/ SRC</u></p> <p>1 Composition of DPC is as per Rule 4 of SRP</p>

	composition	Rules
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable



Driver

1.	Name of the Post.	Driver
2.	Number of Posts.	18 (Eighteen)
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	(PB-1) Rs. 5200-20200 + Grade Pay of Rs. 1,900/- .
5.	Whether selection post or non – selection post	Not Applicable
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for direct recruitment	Not exceeding 25 years in case of Direct Recruitment
8.	Educational and other qualifications required for direct recruits	Matriculation or 10 th Pass with valid Commercial License 3 years of driving experience
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	(i) Age not applicable (ii) Educational Qualification as per Column No.8
10.	Period of probation, if any	Two years in case of Direct Recruitment
11.	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	80% by Direct Recruitment 20% by Promotion
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	3 years regular service as MTS with Matriculation or 10 th Pass with valid Commercial License
13.	If a DPC/SRC exists, what is the	<u>DPC/ SRC</u> Composition of DPC is as per Rule 4 of SRP



	composition	Rules
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable



Multi- Tasking - Staff (MTS)

1.	Name of the Post.	Multi- Tasking - Staff (MTS)
2.	Number of Posts.	191 (one hundred and ninety one)
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	(PB-1) Rs.5200-20200 + Grade Pay of Rs. 1,800/-
5.	Whether selection post or non – selection post	
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for direct recruitment	Not exceeding 25 years in case of Direct Recruitment
8.	Educational and other qualifications required for direct recruits	<u>Educational Qualification</u> Matriculation or equivalent <u>Desirable</u> Valid Certificate for having experience in various tasks
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not Applicable
10.	Period of probation, if any	Two years in case of Direct Recruitment
11.	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	Direct Recruitment
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
13.	If a DPC/SRC exists, what is the composition	Composition of DPC is as per Rule 4 of SRP Rules .

14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable
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Building Overseer

1.	Name of the Post.	Building Overseer
2.	Number of Posts.	4 (Four)
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	(PB-1) Rs.5200-20200 + 2,400 G.P.
5.	Whether selection post or non -- selection post	Selection by Direct Recruitment
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	Maximum 25 years or below
8.	Educational and other qualifications required for direct recruits	<p><u>Educational Qualification :</u></p> <p>Secondary Examination or equivalent qualification with Diploma in Civil/ Electrical Engineering or a recognized University or Board or Institution.</p> <p><u>Essential Experience :</u></p> <p>Should be well conversant with construction work of building & maintenance.</p>
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	NA
10.	Period of probation, if any	Two years
11.	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	100% by Direct Recruitment
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation /	-NA-

	absorption to be made	
13.	If a DPC exists, what is the composition	SRC Composition of DPC is as per Rule 4 of SRP Rules
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

