File No. 3-2/2018-Estt. Government of India National Commission for Minorities

Block – 3, 3rd Floor CGO Complex, Lodhi Road New Delhi - 110003

Dated: 14,05.2019

Subject: - Draft Recruitment Rules for Group 'B' & 'C' Posts of NCM

Draft Recruitment Rules for the posts of Assistant, Hindi Translator, Urdu Translator, Steno Grade 'C', Accountant, Research Assistant, Steno Grapher Grade 'D', Steno Grapher Grade 'D', (Udru), Upper Division Clerk, Lower Division Clerk, Despatch Rider, Staff Car Driver, Multi-Tasking Staff duly approved by the competent authority in NCM are enclosed in the prescribed format. All concerned stakeholders are requested to submit their suggestions/observations within a period of 30 days from the date of issue of this letter.

(Sudhir Goel)

Administrative Officer

Phone: 24366174

Encl: as above

TO BE PUBLISHED IN GAZETTE OF INDIA, PART-II, SECTION-3 Sub-Section-1

Govt. of India Ministry of Minority Affairs

New Delhi the	New	Delhi	the.																	
---------------	-----	-------	------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

NOTIFICATION

- G.S.R. In exercise of the power conferred by clause (a) of sub-section (2) of section 15 of the National Commission for Minorities Act, 1992 (19 of 1992), the Central Government hereby makes the following rules further to amend the National Commission for Minorities(Group C & D posts) Recruitment Rules, 2006 in the National Commission for Minorities, namely:-
 - 1. Short title and commencement: (1) These rules may be called the National Commission for Minorities (Group ('B & C' posts) Recruitment(Amendment) Rules, 2018 (2) They shall come in to force on the date of their publication in the Official Gazette.
 - 2. In the National Commission for the Minorities (Group 'C' and 'D' posts) Recruitment Rules, 2006 (herein after referred to as the Principal Rules), paragraph 3 shall be substituted as under:
 - "3. Method of Recruitment, age-limit and other qualifications:-. The method of recruitment to the concerned posts, age limit, qualifications and other matters relating thereto shall be as specified in Column (5) to (13) of the Schedule."
 - 3. In the Principal Rules, for the Schedule, the following Schedule shall be substituted for the various posts.

de

Recruitment Rules for various Group 'B & C' Posts SCHEDULE

Name of Post	Number of Post (s)	Classification	Level in pay matrix	Whether Selection posts or Non- Selection Post
1	2	3	4	5
1. Assistant	*3 (2018) *Subject to variation dependent on workload.	General Central Service, Group 'B' Non-Gazetted, Ministerial	Level – 6 in pay matrix (Rs. 35400-112400)	Non-selection

Age limit for direct Recruits	Educational and other qualifications required	Whether age and educational	Period of probation,
	for direct recruits	qualifications prescribed for	If any
		direct recruits will apply in the	
		case of promotees	
6	7	8.	9
Not applicable	Not applicable	Not applicable	Not applicable



Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	grades from which promotion /deputation /absorption to be made	If Departmental Promotion Committee exists, what is its composition?	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
10	11	12	13
Promotion failing which by Deputation/Absorption	Promotion: Promotion from Upper Division Clerk in National Commission for Minorities with ten years regular service in the grade. Deputation/Absorption: Officials under the Central Government: (i) holding analogous post on regular basis; or (ii) with six years regular service in level 5 in pay matrix (Rs. 29200-92300) or; (iii) with ten years' regular service in the level -4 in pay matrix (Rs. 25500-81100) or equivalent; (Period of deputation including period of deputation in another excadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years). The maximum age limit for appointment by deputation/absorption shall not be exceeding 56 years as on the closing date of receipt		Not applicable



Name of	Number of Post (s)	Classification	Level in pay matrix	Whether Selection posts or Non-
Post		,		Selection Post
1	2	3	4	5
2. Hindi Translator	*1 (2018) *Subject to variation dependent on workload.	General Central Service Group 'B' Non- Gazetted Non-Ministerial	Level – 6 in pay matrix (Rs. 35400-112400)	Not applicable



Age limit for direct Recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the	Period of probation, If any
, '		case of promotees	,
6	7	8	9
Between 18 to 27 years (Relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government from time to time).	Master's degree of a recognized University in Hindi/English with English/Hindi as a main subject at degree level. OR Master's degree of a recognized University in any subject with Hindi and English as main subjects at degree level. OR	Not applicable	Two years
Note 1: The crucial date for determining the age-limit shall be the closing date for the receipt of applications from candidates in India (and not the closing date prescribed for those living in Assam, Meghalaya,	Master's degree of a recognized University in any subject with Hindi/English medium, and English/Hindi as a main subject at degree level. OR Master's degree in Hindi/English or in any other subject with Hindi/English medium, with English/Hindi as a main subject or medium of examination at degree level.		
Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Laddakh, Division of Jammu & Kashmir Lahaul&Spiti District of Himachal Pradesh,Andaman& Nicobar Island or Lakshadweep).	OR Bachelor's degree with Hindi and English as main subjects or either of the two a medium of examination and the other as a main subject plus recognized Diploma Certificate course in translation from Hindi to English and vice-versa or two years; experience of translation work from Hindi to English and vice versa in Central/State Government offices, including Government of India undertaking.		



whether by direct	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion /deputation /absorption to be made	If Departmental Promotion Committee exists, what is its composition?	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
which by deputation (including Short term Contract)/Absorption	Deputation (including Short-term Contract)/Absorption: Officials under the State/Central Government/Public Sector Undertaking: a) (i) holding analogous post on regular basis: or (ii) with six years regular service in level 5 in pay matrix (Rs. 29200-92300) or; (iii) with ten years' regular service in the level 4 in pay matrix(Rs. 25500-81100) or equivalent; (b) Possessing the educational and other qualification as required for Direct Recruits under column 7. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years). The maximum age limit for appointment by deputation (including short term contract)/absorption shall not be	Group 'B' Departmental Promotional Committee for confirmation: (i) Joint Secretary - Chairman (ii) Deputy Secretary - Member (iii) Under Secretary - Member (iv) One officer of - Member the rank of the Under Secretary from the Ministry of Minority Affairs.	Not applicable



Name of	Number of Post (s)	Classification	Level in pay matrix	Whether Selection posts or Non-
Post			· ·	Selection Post
1	2	3	4	5
3. Urdu	*1 (2018)	General Central Service Group 'B' Non-	Level – 6 in pay matrix	Not applicable
Translator	*Subject to variation	Gazetted Non-Ministerial	(Rs. 35400-112400)	
	dependent on workload.			



Age limit for direct Recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, If any
6	7	8	9
Between 18 to 27 years	Direct Recruitment:	Not applicable	Two years
(Relaxable for Government	Master's degree of a recognized University in	-	
servants up to 40 years in	Urdu/English with English/Urdu as a main		
accordance with the	subject at degree level.		
instructions or orders issued	OR		
by the Central Government	Master's degree of a recognized University in		
from time to time).	any subject with Urdu and English as main		
	subjects at degree level.		
Note 1: The crucial date for	OR		
determining the age-limit	Master's degree of a recognized University in		
shall be the closing date for	any subject with Urdu/English medium, and		
the receipt of applications	English/Urdu as a main subject at degree level.		
from candidates in India (and	OR		
not the closing date	Master's degree in Urdu/English or in any other	a a	
prescribed for those living in	subject with Urdu/English medium, with		
Assam, Meghalaya,	Urdu/English as a main subject or medium of		
Arunachal Pradesh, Mizoram,	examination at degree level.		9
Manipur, Nagaland, Tripura,	OR		
Sikkim, Laddakh Division of	Bachelor's degree with Urdu and English as main		
Jammu & Kashmir,	subjects or either of the two a medium of		-
Lahaul&Spiti District of	examination and the other as a main subject plus		47
Himachal Pradesh,	recognized Diploma Certificate course in		
Andaman& Nicobar Island or	translation from Urdu to English and vice-versa		
Lakshadweep).	or two years; experience of translation work	1	
	from Urdu to English and vice versa in		
	Central/State Government offices, including		
,	Government of India undertaking.		

Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion /deputation /absorption to be made	If Departmental Promotion Committee exists, what is its composition?	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
Direct Recruitment failing which by deputation (including Short term Contract)/Absorption	Deputation (including Short-term Contract)/Absorption: Officials under the State/Central Government/Public Sector Undertaking: a) (i) holding analogous post on regular basis: or (ii) with six years regular service in level 5 in pay matrix (Rs. 29200-92300) or; (iii) with ten years' regular service in the level 4 in pay matrix(Rs. 25500-81100) or equivalent; (b) Possessing the educational and other qualification as required for Direct Recruits under column 7. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years). The maximum age limit for appointment by deputation (including short term contract)/absorption shall not be exceeding 56 years as on the closing date of receipt of applications.	Group 'B' Departmental Promotional Committee for confirmation: (i) Joint Secretary - Chairman (ii) Deputy Secretary - Member (iii) Under Secretary - Member (iv) One officer of - Member the rank of the Under Secretary from the Ministry of Minority Affairs.	Not applicable



Age limit for direct Recruits	for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Period of probation, If any
6	7	8	9
Not applicable	Not applicable	Not applicable	Not applicable

Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	grades from which promotion /deputation /absorption to be made	If Departmental Promotion Committee exists, what is its composition?	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
10	11	12	13
By Promotion failing which by deputation (including short-term contract)	Promotion: Stenographer Grade 'D' in the level 4 in pay matrix (Rs. 25500-81100) with ten years regular service in the grade.	Group 'B' Departmental Promotional Committee: (i) Joint Secretary - Chairman	Not applicable
	Deputation (including Short-term Contract): Person working under the Central Government/State Government(including public Sector Undertaking): a) (i) holding analogous post on regular basis: or (ii) with six years regular service in level 5 in pay matrix (Rs. 29200-92300) or; (iii) with ten years' regular service in the level 4 in pay	(ii) Deputy Secretary - Member (iii) Under Secretary - Member (iv) One officer of - Member the rank of the Under Secretary from the Ministry of Minority Affairs.	
	matrix(Rs. 25500-81100) or equivalent; Note 1:— (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years). The maximum age limit for appointment by transfer on deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of applications.		
	Note 2:—The qualification (s) regarding experience is/are relaxable at the discretion of the Department Promotional Committee if the candidate is otherwise well qualified.		



Name of Post	Number of Post (s)	Classification	Level in pay matrix	Whether Selection posts or Non- Selection Post
1	2	3	4	5
5. Accountant	*1 (2018) *Subject to variation dependent on workload.	General Central Service Group 'B' Non- Gazetted Ministerial	Level – 6 in pay matrix (Rs. 35400-112400)	Non-Selection

Age limit for direct Recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Period of probation, If any
6	7	8	9
Not applicable	Not applicable	Not applicable	Not applicable



Method of recruitment	In case of recruitment by promotion/ deputation/ absorption,	If Departmental Promotion	Circumstances in
whether by direct	grades from which promotion /deputation /absorption to be	Committee exists, what is its	which Union
recruitment or by promotion	made	composition?	Public Service
or by deputation/absorption.			Commission is to
and percentage of vacancies		=	be consulted in
to be filled by various		9	making
methods.			recruitment
10	11	12	13
By Promotion failing which	Promotion: Upper Division Clerk of National Commission for	Group 'B' Departmental	Not applicable
by Deputation (including	Minorities with ten years regular service in the grade.	Promotional Committee:	
short-term contract)	(After promotion the incumbent to this post will have to undergo		
/Absorption	training in Cash and Accounts Work in the Institute of Secretariat	(i) Joint Secretary -Chairman	
	Training & Management if he has not previously undertaken	(ii) Deputy Secretary Member	
	training in Cash and Account work).	(iii) Under Secretary -Member	
	Deputation (including Short-term Contract)/Absorption:	(iv) One officer of -Member	
	From amongst Central Government/State Government Officials	the rank of the	
	including Public Sector Undertaking:-	Under Secretary	
	(a) (i) holding analogous posts on regular basis; or	from the Ministry	
	(ii) having six years regular service in level 5 in pay matrix	of Minority Affairs.	
	(Rs. 29200-92300) or;		
	(iii) with ten years regular service in the level -4 in pay matrix (Rs. 25500-81100) and		
	(b) have undergone training in cash and accounts from ISTM or	*	
	have passed SAS or equivalent examination conducted by any of		
	the organised Accounts Department of the Central Government.		
	Note 1:– (Period of deputation including period of deputation in		
	another ex-cadre post held immediately preceding this		
	appointment in the same or some other organization/Department		
	of the Central Government shall ordinarily not exceed three		
	years). The maximum age limit for appointment by deputation		
	(including short term contract)/absorption shall not be exceeding		
	56 years as on the closing date of receipt of applications.		
	Note 2:-The qualification (s) regarding (iii) is relaxable at the		
	discretion of the DPC if the candidate is otherwise well qualified.	*	

Name of	Number of Post (s)	Classification	Level in pay matrix	Whether Selection posts or Non-
Post				Selection Post
1	2	3	4	5
6. Research Assistant	*6 (2018) *Subject to variation dependent on workload.	General Central Service Group 'B' Non-Gazetted Ministerial	Level – 6 in pay matrix (Rs. 35400-112400)	Non-applicable

Age limit for direct Recruits	Educational and other qualifications required for	Whether age and educational	Period of
	direct recruits	qualifications prescribed for	probation,
		direct recruits will apply in the	If any
		case of promotes	
6	7	8	9
Between 18 to 27 years (Relaxable for	Essential:-	Not applicable	Two years
Government servants up to 40 years in	Bachelor's Degree (preferably Hons.) in Social		2
accordance with the instructions or orders issued	Science/Law/Statistics.	2	
by the Central Government from time to time).	Desirable:		
*	(i) Degree in Law.		
Note 1: The crucial date for determining the age-	(ii) Two years experience of Research Assistance		
limit shall be the closing date for the receipt of	in Govt. Deptt. or any organization of repute.		
applications from candidates in India (and not the	(One Post: Knowledge of Urdu Essential).		
closing date prescribed for those living in Assam,	Note: Qualifications are relaxable at the discretion		
Meghalaya, Arunachal Pradesh, Mizoram,	of Selection Committee if in the case of candidates		
Manipur, Nagaland, Tripura, Sikkim, Laddakh	otherwise well qualified.		
Division of Jammu & Kashmir, Lahaul&Spiti			
District of Himachal Pradesh, Andaman &			
Nicobar Island or Lakshadweep).			

Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion /deputation /absorption to be made	If Departmental Promotion Committee exists, what is its composition?	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
10	11	12	13
Direct recruitment failing which by deputation/absorption.	Deputation(including short term contract)/Absorption: Persons working Central Government/State Government Offices including the Public Sector Undertaking:—	Group 'B' Departmental Promotional Committee:	not applicable
	 (a)(i) holding analogous posts on regular basis; or (ii) with 6 years regular service in level 5 in the pay matrix (Rs. 29200-92300) (iii) with ten years regular service in the level -4 in pay matrix (Rs. 25500-81100) and, (b) Possessing the educational and other qualification as required for Direct Recruits under column 7. 	(i) Joint Secretary -Chairman (ii) Deputy Secretary Member (iii) Under Secretary -Member (iv) One officer of -Member the rank of the Under Secretary from the Ministry of Minority Affairs.	
	Note 1:-Period of deputation including period of deputation in other ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt shall ordinarily not exceed three years. The maximum limit for appointment by deputation (including short-term contract)/ absorption shall be not exceeding 56 years as on the closing date		
	of the receipt of the application. Note 2:—The qualification(s) regarding experience is/are relaxable at the discretion of the Department Promotional Committee if the candidate is otherwise well qualified. Note 3: Only officials of Central & State Government are eligible for absorption.		

Name of	Number of Post (s)	Classification	Level in pay matrix	Whether Selection posts or Non-
Post				Selection Post
1	· 2	3	4	5
7. Steno- grapher Grade 'D'	*2 (2018) *Subject to variation dependent on workload.	General Central Service Group 'C' Non-Gazetted Ministerial	Level -4 in pay matrix (Rs. 25500-81100)	Non-applicable

Age limit for direct Recruits	Educational and other	Whether age and educational	Period of probation,
	qualifications required	qualifications prescribed for	If any
	for direct recruits	direct recruits will apply in the	
		case of promotes	
6	7	8	0
6	, ,	8	9
Between 18 to 27 years (Relaxable for Government	Essential:	Not applicable	two years
servants up to 40 years in accordance with the	(i) 12 th Class pass or		
instructions or orders issued by the Central	equivalent from a		
Government from time to time).	recognized Board or		
	University.	,	7
Note 1: The crucial date for determining the age-limit	(ii) A speed of 80	,	
shall be the closing date for the receipt of applications	w.p.m.in Stenography		
from candidates in India (and not the closing date	(English or Hindi) and		
prescribed for those living in Assam, Meghalaya,	Typing speed of 35		
Arunachal Pradesh, Mizoram, Manipur, Nagaland,	w.p.m. in English or 30		
Tripura, Sikkim, Laddakh Division of Jammu &	w.p.m. in Hindi on		
Kashmir, Lahaul&Spiti District of Himachal Pradesh,	computer.		
Andaman & Nicobar Island or Lakshadweep).	Desirable:	1	
	Knowledge of Computer		

Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion /deputation /absorption to be made	If Departmental Promotion Committee exists, what is its composition?	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
Direct recruitment failing which by deputation (Including short term contract)/ absorption.	Deputation (including Short-term Contract)/Absorption: Person working Central Government/State Government Offices including Public Sector Undertaking:— (a)(i) holding analogous posts on regular basis; or (ii) With eight years regular service in the level -2 in pay matrix Of (Rs. 19900-63200)or equivalent and, (b) Possessing the educational and other qualification as required for Direct Recruits under column 7. Note 1:—Period of deputation including period of deputation in other ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt shall ordinarily not exceed three years. The maximum limit for appointment by deputation (including short-term contract)/absorption shall be not exceeding 56 years as on the closing date of the receipt of the application. Note 2:—The qualification(s) regarding experience is/are relaxable at the discretion of the Department Promotional Committee if the candidate is otherwise well qualified.	Group 'C' Departmental Promotional Committee: (i) Joint Secretary -Chairman (ii) Deputy Secretary Member (iii) Under Secretary -Member (iv) One officer of -Member the rank of the Under Secretary from the Ministry of Minority Affairs.	Not applicable

Name of	Number of Post (s)	Classification	Level in pay matrix	Whether Selection posts or Non-
Post				Selection Post
1	2	3	4	5
8. Steno- grapher Grade 'D' (Urdu)	*1 (2018) *Subject to variation dependent on workload.	General Central Service Group 'C' Non-Gazetted Ministerial	Level -4 in pay matrix (Rs. 25500-81100)	Non-applicable

Age limit for direct Recruits	Educational and other qualifications required for direct recruits		Period of probation, If any
6	7	8	9
Between 18 to 27 years (Relaxable for Government		Not applicable	two years
servants up to 40 years in accordance with the	(i) 12 th class pass or		
instructions or orders issued by the Central	equivalent from a		
Government from time to time).	recognized Board or	-	
a a	University.		
Note 1: The crucial date for determining the age-limit	(ii) A speed of 80		
shall be the closing date for the receipt of applications	w.p.m.in Stenography in		
from candidates in India (and not the closing date	Urdu and Typing speed		
prescribed for those living in Assam, Meghalaya,	of 35 w.p.m. in English		
Arunachal Pradesh, Mizoram, Manipur, Nagaland,	and 30 w.p.m. in Urdu		
Tripura, Sikkim, Laddakh Division of Jammu &	on computer.		
Kashmir, Lahaul&Spiti District of Himachal Pradesh,			
Andaman & Nicobar Island or Lakshadweep).	Desirable:		
	Knowledge of Computer		



Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion /deputation /absorption to be made	If Departmental Promotion Committee exists, what is its composition?	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
10	11	12	13
Direct recruitment failing which by deputation (Including short term contract)/ absorption.	Deputation (including Short-term Contract)/Absorption: Persons working Central Government/State Government Offices including Public Sector Undertaking:— (a)(i) holding analogous posts on regular basis; or (ii) With eight years regular service in the level -2 in pay matrix Of (Rs. 19900-63200) or equivalent and, (b) Possessing the educational and other qualification as required for Direct Recruits under column 7. Note 1:—Period of deputation including period of deputation in other ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt shall ordinarily not exceed three years. The maximum limit for appointment by deputation (including short-term contract)/absorption shall be not exceeding 56 years as on the closing date of the receipt of the application. Note 2:—The qualification(s) regarding experience is/are relaxable at the discretion of the Department Promotional Committee if the candidate is otherwise well qualified.	Group 'C' Departmental Promotional Committee: (i) Joint Secretary -Chairman (ii) Deputy Secretary Member (iii) Under Secretary -Member (iv) One officer of -Member the rank of the Under Secretary from the Ministry of Minority Affairs.	Not applicable



Name of Post	Number of Post (s)	Classification	Level in pay matrix	Whether Selection posts or Non- Selection Post
1	2	3	4	5
9. Upper Division Clerk	*4 (2018) *Subject to variation dependent on workload.	General Central Service Group 'C' Non-Gazetted Ministerial	Level -4 in pay matrix (Rs. 25500-81100)	Non-applicable

Age limit for direct Recruits		Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Period of probation, If any
6	7	8	9
Not applicable	Not applicable	Not applicable	Not applicable



Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion /deputation /absorption to be made	If Departmental Promotion Committee exists, what is its composition?	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
10	11	12	13
By Promotion failing which by deputation (Including short term contract)/ absorption.	Promotion: Lower Division Clerk with Eight years regular service in the grade Deputation (including Short-term Contract)/Absorption: Officers of the Central Government: (i) holding analogous posts on regular basis; or (ii) With eight years regular service in the level -2 in pay matrix Of (Rs. 19900-63200)or equivalent and, Note 1:—Period of deputation including period of deputation in other ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt shall ordinarily not exceed three years. The maximum limit for appointment by deputation (including short-term contract)/absorption shall be not exceeding 56 years as on the closing date of the receipt of the application. Note 2:—The qualification(s) regarding experience is/are relaxable at the discretion of the Department Promotional Committee if the candidate is otherwise well qualified.	Group 'C' Departmental Promotional Committee: (i) Joint Secretary -Chairman (ii) Deputy Secretary Member (iii) Under Secretary -Member (iv) One officer of -Member the rank of the Under Secretary from the Ministry of Minority Affairs.	Not applicable



Name of Post	Number of Post (s)	Classification	Level in pay matrix	Whether Selection posts or Non- Selection Post
Pust				Selection Fost
1	2	3	4	5
10. Lower Division Clerk	*2 (2018)	General Central Service Group 'C' Non-Gazetted Ministerial	Level - 2 in pay matrix (Rs. 19900-63200)	Non-selection

Age limit for direct Recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Period of probation, If any
6	7	8	9
Between 18 to 27 years (Relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government from time to time). Note 1: The crucial date for determining the age-limit shall be the closing date for the receipt of applications from candidates in India (and not the closing date prescribed for those living in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Laddakh Division of Jammu & Kashmir, Lahaul&Spiti District of Himachal Pradesh, Andaman & Nicobar Island or Lakshadweep).	(i) 12 th Pass or equivalent from a recognized Board. (ii) Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. Desirable: Knowledge of Computer.	Not applicable	Two years



Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion /deputation /absorption to be made	If Departmental Promotion Committee exists, what is its composition?	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
10	11	12	13
(i) 50% by direct recruitment (failing which by deputation (including short term Contract)/ absorption) and ii) 50% by Promotion from amongst Group 'C' employees of National Commission for Minorities in the level - 1.	Promotion: MTS of National Commission for Minorities having three year regular service in the grade and possessing qualification as required for direct recruit. Deputation (including Short-term Contract)/ Absorption: Officials under the Central/State Government /Public Sector Undertaking: (i) holding analogous post on regular basis: or ii) MTS having three years regular service in the grade and possessing qualification as required for direct recruit. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years). The maximum age limit for appointment by transfer on deputation (including short term contract)/absorption shall not be exceeding 56 years as on the closing date of receipt of applications.		Not applicable



Name of	Number of Post (s)	Classification	Level in pay matrix	Whether Selection posts or Non-
Post				Selection Post
1	2	3	4	5
11. Despatch Rider	*1 (2018) *Subject to variation dependent on workload	General Central Service Group "C", Non-Gazetted, Non- Ministerial	Level-2 in the Pay Matrix (Rs. 19900-63200)	Non - Selection

Age limit for direct Recruits	Educational and other qualifications required for direct	Whether age and	Period of
· ·	recruits	educational	probation,
		qualifications	If any
		prescribed for direct	
		recruits will apply in	
	,	the case of promotes	
6	7	8	9
Between 18 to 27 years (Relaxable for Government	Essential :-	Not applicable	Two years in
servants up to 40 years in accordance with the	(i) Matriculation or equivalent.		case of
instructions or orders issued by the Central	ii) Possession of a valid driving license for Motor		direct
Government from time to time).	Cycles/Auto Rickshaw/LMV;		recruit/ re-
Note 1: The crucial date for determining the age-limit	(iii) Two years' experience in driving Motor Cycle/Auto	-	employment
shall be the closing date for the receipt of applications	(iv) Knowledge of Motor Cycle/ Auto Rickshaw		
from candidates in India (and not the closing date	mechanism.		
prescribed for those who living in Assam, Meghalaya,	(The candidates should be able to remove minor defects		
Arunachal Pradesh, Mizoram, Manipur, Nagaland,	in the vehicles).		
Tripura, Sikkim, Laddakh Division of Jammu &	Desirable:		
Kashmir, Lahaul&Spiti District of Himachal Pradesh,	Experience as Home Guards, Civil Defence Volunteer etc.		
Andaman& Nicobar Island or Lakshadweep).	*		

Method of recruitment whether by	In case of recruitment by promotion/ deputation/ absorption,	If Departmental	Circumstances in
direct recruitment or by promotion	grades from which promotion /deputation /absorption to be	Promotion Committee	which Union Public
or by deputation/absorption and	made	exists, what is its	Service Commission
percentage of vacancies to be		composition?	is to be consulted in
filled by various methods.			making recruitment
10	11	12	13
Promotion/Deputation(including	Promotion:	Group 'C' Departmental	Not applicable
short –term contract)/	MTS of the National Commission for Minorities with three years	Promotional Committee:	
Absorption failing which by Direct	regular service in the grade and possessing the requisite		
Recruitment	qualification for Direct Recruits as stated in column 7.	(i) Joint Secretary -	
For Armed Forces:	Deputation (including short term contract)/Absorption:	Chairman	
Deputation/Re-employment	Persons working in the Central/State Government/Public Sector	(ii) Deputy Secretary	
	Undertaking:	Member	
	Deputation / Absorption:	(iii) Under Secretary -	
		Member	
2	From amongst the regular Despatch Riders Group 'C' and Group	(iv) One officer of -	
	'C' employees in level 1 in the National Commission for Minorities	Member	
	& Ministry of Minority Affairs who possesses driving licence on the	the rank of the	
	basis of a driving test to assess the competence to drive Motor	Under Secretary	
	Cycles/Auto Rickshaw/LMV, failing which from officials holding the	from the Ministry	
	post of Despatch Riders on regular basis or regular Group 'C' in	of Minority Affairs.	
	other Ministries/Department/Office of the Central Government		W 0
	who fulfil the necessary qualifications and experience as		
	mentioned in Col. 7.		2
	For Ex-Servicemen: deputation/re-employment: The armed		
	forces personnel retired or due to retire or who are to be		
4	transferred to reserve within a period of one year and having the		
	requisite experience and qualifications prescribed shall also be		-
	considered. Such persons would be given deputation terms upto		
	the date on which they are due for release from the Armed Forces;		÷.
	there after they may be continued on re-employment.		

(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation/absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of application).	



Name of Post	Number of Post (s)	Classification	Level in pay matrix	Whether Selection posts or Non- Selection Post
1	2	3	4	5
12. Staff	*10(2018)			
Car Driver	Ordinary Grade: 3	General Central Service Group "C",	Level-2 in the Pay Matrix	Non Applicable
¥		Non-Gazetted, Non- Ministerial	(Rs. 19900-63200)	
	Grade II : 3	General Central Service Group "C",	Level-4 in the Pay Matrix	Non-selection
		Non-Gazetted, Non- Ministerial	(Rs. 25500-81100)	
	Grade I: 3	General Central Service Group "C",	Level-5 in the Pay Matrix	Non-selection
		Non-Gazetted, Non- Ministerial	(Rs. 29200-92300)	
	Spl. Grade : 1	General Central Service Group "B",	Level-6 in the Pay Matrix	Non-selection
		Non-Gazetted, Non- Ministerial	(Rs. 35400-112400)	

Age limit for direct Recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Period of probation, If any
6	7	8	9
18 to 27 years of age (Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government). Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those living in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Laddakh Division of Jammu &	Essential: (i) Possession of a valid driving license for Motor car; (ii) Knowledge of Motor mechanism. (The candidates should be able to remove minor defects in the vehicles). (iii) Experience of driving a motor car for at least 3 years; and (iv) Pass in 10 th Standard Pass	Not Applicable	Two years for direct recruits and re-employed

	relaxable at the discretion of the competent at the case of candidates belonging to the Scheduled or Scheduled Tribes if at any stage of selecompetent authority is of the opinion that the number of candidates with requisite experiel likely to be available to fill up the vacancy rethem. Not applicable for Grade II, I and Special Grade	uthority in uled Castes ection, the e sufficient nce is not eserved for	
Method of recruitment whether by	In case of recruitment by promotion/ deputation/ absorption,	If Departmental	Circumstances in
direct recruitment or by promotion	grades from which promotion /deputation /absorption to be		which Union Public
or by deputation/absorption and	made	exists, what is its	Service Commission
percentage of vacancies to be		composition?	is to be consulted in
filled by various methods.		- Composition	making recruitment
10	11	12	13
1. Promotion/Deputation(including	Deputation (including short term contract)/Absorption:	Departmental	Not applicable
short –term contract)/	Persons working in the Central/State Government/Public Sector	Promotional Committee:	
Absorption failing which by Direct	Undertaking:		
Recruitment	Deputation / Absorption:	(i) Joint Secretary -	
Ex-Servicemen		Chairman	
Deputation/Re-employment	From amongst the regular Despatch Riders Group 'C' and Group 'C'	(ii) Deputy Secretary	
	employees in level 1 in the National Commission for Minorities & Ministry of Minority Affairs who possess driving licence on the	Member	20
*	basis of a driving test to assess the competence to drive motor	(III) Olider Secretary -	
× -	cars, failing which from officials holding the post of Despatch	Member	
	Riders on regular basis or regular Group C' in other	(iv) One officer of -	4
	Ministries/Department/Office of the Central Government who	Member	
	fulfil the necessary qualifications & experience as mentioned in	the rank of the	
	Col. 7.	Under Secretary from the Ministry	
	A	from the winnstry	

(i) 3 years' service as Home Guards/Civil Volunteer.

Note :1. The qualifications regarding experience are

Desirable:

Kashmir, Lahaul&Spiti District of Himachal Pradesh,

Andaman & Nicobar Islands or Lakshadweep.

	For Ex-Servicemen: deputation/re-employment: The armed	of Minority Affairs.	
~	forces personnel retired or due to retire or who are to be	, ,	
	transferred to reserve within a period of one year and having the	d	
	requisite experience and qualifications prescribed shall also be	*	
	considered. Such persons would be given deputation terms upto		
	the date on which they are due for release from the Armed Forces;		
	there after they may be continued on re-employment.	- 8	
	(The period of deputation including the period of deputation in		
	another ex-cadre post held immediately preceding this		
	appointment in the same or some other organization/Department		
	of the Central Government shall ordinarily not exceed three years.		
	The maximum age limit for appointment by deputation/absorption		
	shall be 'Not exceeding 56 years' as on the closing date of receipt		
	of application).		
*	Promotion to Grade-II : Eight years of regular service in the grade		
2. Grade-II: By Promotion	of Staff Car Driver (Ordinary Grade) and have passed the trade		
	test, specified by the Government.		
	Promotion to Grade-I : Five years of regular service in the grade of		
3. Grade-I: By Promotion	Staff Car Driver(Grade-II) or combined service of 13 years in the		
	Ordinary Grade & Grade-II and have passed the trade test,		
	specified by the Government.	×	-
	*		
4. Special Grade: By Promotion	Promotion to Special Grade : Six years of regular service in the		
4. Special Grade. By Fromotion	grade of Staff Car Driver(Grade-I) and have passed the trade test,		
	specified by Government.		á



Name of Post	Number of Post (s)	Classification	Level in pay matrix	Whether Selection posts or Non- Selection Post
1	2	3	4	5
13. Multi Tasking Staff	*13 (2018)	General Central Service Group 'C' Non-Gazetted Ministerial	Level - 1 in pay matrix (Rs. 18000-56900)	Not applicable
	2			

Age limit for direct Recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Period of probation, If any
6	7	8	9
Between 18 to 27 years (Relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government from time to time).	Matriculation or	Not applicable	Two years
Note 1: The crucial date for determining the age-limit shall be the closing date for the receipt of applications from candidates in India (and not the closing date prescribed for those living in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland,			

Kashmir Lahaul&Spiti District of Hi Andaman & Nicobar Island or Laksha	machal Pradesh, dweep).				
Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	or recruitmen	nt by promotion/ depu m which promotion /dep e	utation Com	Departmental Promotion mittee exists, what is its position?	Circumstances which Unio Public Servic Commission is t be consulted i making recruitment
10 Direct recruitment	11 Not applicable		ė.	12	13
	тос аррпсаце		Promo	o 'C' Departmental otional Committee for mation:	Not applicable
			(ii) De (iii) Ur (iv) Or	rnt Secretary -Chairman reputy Secretary Member nder Secretary -Member ne officer of -Member nk of the	
*			Under from the	Secretary ne Ministry ority Affairs.	

