

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 : 10.05.2019

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.....

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.



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 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
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
Promotion failing which by Deputation/Absorption	<p>Promotion: Promotion from Upper Division Clerk in National Commission for Minorities with ten years regular service in the grade.</p> <p>Deputation/Absorption:</p> <p>Officials under the Central Government:</p> <p>(i) holding analogous post on regular basis; or</p> <p>(ii) with six years regular service in level 5 in pay matrix (Rs. 29200-92300) or;</p> <p>(iii) with ten years' regular service in the level -4 in pay matrix (Rs. 25500-81100) or equivalent;</p> <p>(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/absorption shall not be exceeding 56 years as on the closing date of receipt of applications.</p>	<p>Group 'B' Departmental Promotional Committee:-</p> <p>(i) Joint Secretary - Chairman</p> <p>(ii) Deputy Secretary - Member</p> <p>(iii) Under Secretary - Member</p> <p>(iv) One officer of - Member the rank of the Under Secretary from the Ministry of Minority Affairs.</p>	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
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 case of promotees	Period of probation, If any
6	7	8	9
<p>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).</p> <p>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).</p>	<p>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 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. 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.</p>	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
Direct Recruitment failing which by deputation (including Short term Contract)/Absorption	<p>Deputation (including Short-term Contract)/Absorption: Officials under the State/Central Government/Public Sector Undertaking:</p> <p>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;</p> <p>(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.</p>	<p>Group 'B' Departmental Promotional Committee for confirmation:</p> <p>(i) Joint Secretary - Chairman (ii) Deputy Secretary - Member (iii) Under Secretary - Member (iv) One officer of the rank of the Under Secretary from the Ministry of Minority Affairs.</p>	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
3. Urdu 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 case of promotees	Period of probation, If any
6	7	8	9
<p>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).</p> <p>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).</p>	<p>Direct Recruitment: Master's degree of a recognized University in Urdu/English with English/Urdu as a main subject at degree level. OR Master's degree of a recognized University in any subject with Urdu and English as main subjects at degree level. OR Master's degree of a recognized University in any subject with Urdu/English medium, and English/Urdu as a main subject at degree level. OR Master's degree in Urdu/English or in any other subject with Urdu/English medium, with Urdu/English as a main subject or medium of examination at degree level. OR Bachelor's degree with Urdu 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 Urdu to English and vice-versa or two years; experience of translation work from Urdu to English and vice versa in Central/State Government offices, including Government of India undertaking.</p>	<p>Not applicable</p>	<p>Two years</p>

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	<p>Deputation (including Short-term Contract)/Absorption: Officials under the State/Central Government/Public Sector Undertaking:</p> <p>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;</p> <p>(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.</p>	<p>Group 'B' Departmental Promotional Committee for confirmation:</p> <p>(i) Joint Secretary - Chairman (ii) Deputy Secretary - Member (iii) Under Secretary - Member (iv) One officer of the rank of the Under Secretary from the Ministry of Minority Affairs.</p>	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
4. Steno Gr 'C'	*2 (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 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)	<p>Promotion: Stenographer Grade 'D' in the level 4 in pay matrix (Rs. 25500-81100) with ten years regular service in the grade.</p> <p>Deputation (including Short-term Contract): Person working under the Central Government/State Government(including public Sector Undertaking) :</p> <p>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;</p> <p>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.</p> <p>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.</p>	<p>Group 'B' Departmental Promotional Committee:</p> <p>(i) Joint Secretary - Chairman (ii) Deputy Secretary - Member (iii) Under Secretary - Member (iv) One officer of the rank of the Under Secretary from the Ministry of Minority Affairs.</p>	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
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 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
<p>By Promotion failing which by Deputation (including short-term contract) /Absorption</p>	<p>Promotion: Upper Division Clerk of National Commission for Minorities with ten years regular service in the grade. (After promotion the incumbent to this post will have to undergo training in Cash and Accounts Work in the Institute of Secretariat Training & Management if he has not previously undertaken training in Cash and Account work).</p> <p>Deputation (including Short-term Contract)/Absorption: From amongst Central Government/State Government Officials including Public Sector Undertaking:-</p> <p>(a) (i) holding analogous posts on regular basis; or (ii) having 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) and</p> <p>(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.</p> <p>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.</p> <p>Note 2:-The qualification (s) regarding (iii) is relaxable at the discretion of the DPC if the candidate is otherwise well qualified.</p>	<p>Group 'B' Departmental Promotional Committee:</p> <p>(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.</p>	<p>Not applicable</p>



Name of Post	Number of Post (s)	Classification	Level in pay matrix	Whether Selection posts or Non-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 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
<p>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).</p> <p>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).</p>	<p>Essential:- Bachelor's Degree (preferably Hons.) in Social Science/Law/Statistics.</p> <p>Desirable : (i) Degree in Law. (ii) Two years experience of Research Assistance in Govt. Deptt. or any organization of repute. (One Post : Knowledge of Urdu Essential).</p> <p>Note : Qualifications are relaxable at the discretion of Selection Committee if in the case of candidates otherwise well qualified.</p>	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
Direct recruitment failing which by deputation/ absorption.	<p>Deputation(including short term contract)/Absorption: Persons working Central Government/State Government Offices including the Public Sector Undertaking:—</p> <p>(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.</p> <p>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.</p> <p>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.</p> <p>Note 3: Only officials of Central & State Government are eligible for absorption.</p>	<p>Group 'B' Departmental Promotional Committee:</p> <p>(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.</p>	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
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 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).	Essential: (i) 12 th Class pass or equivalent from a recognized Board or University. (ii) A speed of 80 w.p.m.in Stenography (English or Hindi) and 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
Direct recruitment failing which by deputation (Including short term contract)/ absorption.	<p>Deputation (including Short-term Contract)/Absorption: Person working Central Government/State Government Offices including Public Sector Undertaking:—</p> <p>(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.</p> <p>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.</p>	<p>Group 'C' Departmental Promotional Committee:</p> <p>(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.</p>	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
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	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).	Essential: (i) 12 th class pass or equivalent from a recognized Board or University. (ii) A speed of 80 w.p.m.in Stenography in Urdu and Typing speed of 35 w.p.m. in English and 30 w.p.m. in Urdu 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
Direct recruitment failing which by deputation (Including short term contract)/ absorption.	<p>Deputation (including Short-term Contract)/Absorption: Persons working Central Government/State Government Offices including Public Sector Undertaking:-</p> <p>(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.</p> <p>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.</p> <p>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.</p>	<p>Group 'C' Departmental Promotional Committee:</p> <p>(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.</p>	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	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 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.	<p>Promotion: Lower Division Clerk with Eight years regular service in the grade</p> <p>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,</p> <p>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.</p> <p>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.</p>	<p>Group 'C' Departmental Promotional Committee:</p> <p>(i) Joint Secretary -Chairman (ii) Deputy Secretary Member (iii) Under Secretary -Member (iv) One officer of the rank of the Under Secretary from the Ministry of Minority Affairs.</p>	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
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
<p>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).</p> <p>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).</p>	<p>Essential :</p> <p>(i) 12th Pass or equivalent from a recognized Board.</p> <p>(ii) Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.</p> <p>Desirable: Knowledge of Computer.</p>	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
<p>(i) 50% by direct recruitment (failing which by deputation (including short term Contract)/ absorption) and</p> <p>ii) 50% by Promotion from amongst Group 'C' employees of National Commission for Minorities in the level - 1.</p>	<p>Promotion: MTS of National Commission for Minorities having three year regular service in the grade and possessing qualification as required for direct recruit.</p> <p>Deputation (including Short-term Contract)/ Absorption: Officials under the Central/State Government /Public Sector Undertaking:</p> <p>(i) holding analogous post on regular basis: or</p> <p>ii) MTS having three years regular service in the grade and possessing qualification as required for direct recruit.</p> <p>(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.</p>	<p>Group 'C' Departmental Promotional Committee:</p> <p>(i) Joint Secretary -Chairman</p> <p>(ii) Deputy Secretary Member</p> <p>(iii) Under Secretary -Member</p> <p>(iv) One officer of the rank of the Under Secretary from the Ministry of Minority Affairs.</p>	<p>Not applicable</p>

Name of Post	Number of Post (s)	Classification	Level in pay matrix	Whether Selection posts or Non-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 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
<p>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).</p> <p>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 who 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).</p>	<p>Essential :-</p> <p>(i) Matriculation or equivalent. ii) Possession of a valid driving license for Motor Cycles/Auto Rickshaw/LMV; (iii) Two years' experience in driving Motor Cycle/Auto Rickshaw (iv) Knowledge of Motor Cycle/ Auto Rickshaw mechanism. (The candidates should be able to remove minor defects in the vehicles).</p> <p>Desirable: Experience as Home Guards, Civil Defence Volunteer etc.</p>	Not applicable	Two years in case of direct recruit/ re-employment

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
<p>Promotion/Deputation(including short –term contract)/ Absorption failing which by Direct Recruitment For Armed Forces: Deputation/Re-employment</p>	<p>Promotion: MTS of the National Commission for Minorities with three years regular service in the grade and possessing the requisite qualification for Direct Recruits as stated in column 7.</p> <p>Deputation (including short term contract)/Absorption: Persons working in the Central/State Government/Public Sector Undertaking: Deputation /Absorption:</p> <p>From amongst the regular Despatch Riders Group ‘C’ and Group ‘C’ employees in level 1 in the National Commission for Minorities & Ministry of Minority Affairs who possesses driving licence on the basis of a driving test to assess the competence to drive Motor Cycles/Auto Rickshaw/LMV, failing which from officials holding the post of Despatch Riders on regular basis or regular Group ‘C’ in other Ministries/Department/Office of the Central Government who fulfil the necessary qualifications and experience as mentioned in Col. 7.</p> <p>For Ex-Servicemen: deputation/re-employment: The armed forces personnel retired or due to retire or who are to be 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.</p>	<p>Group 'C' Departmental Promotional Committee:</p> <p>(i) Joint Secretary - Chairman (ii) Deputy Secretary Member (iii) Under Secretary - Member (iv) One officer of the rank of the Under Secretary from the Ministry of Minority Affairs.</p>	<p>Not applicable</p>

	<p>(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).</p>		
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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 Car Driver	*10(2018) Ordinary Grade: 3 Grade II : 3 Grade I : 3 Spl. Grade : 1	General Central Service Group "C", Non-Gazetted, Non- Ministerial General Central Service Group "C", Non-Gazetted, Non- Ministerial General Central Service Group "C", Non-Gazetted, Non- Ministerial General Central Service Group "B", Non-Gazetted, Non- Ministerial	Level-2 in the Pay Matrix (Rs. 19900-63200) Level-4 in the Pay Matrix (Rs. 25500-81100) Level-5 in the Pay Matrix (Rs. 29200-92300) Level-6 in the Pay Matrix (Rs. 35400-112400)	Non Applicable Non-selection Non-selection 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
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

Kashmir, Lahaul&Spiti District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep.	<p>Desirable: (i) 3 years' service as Home Guards/Civil Volunteer.</p> <p>Note :1. The qualifications regarding experience are relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if at any stage of selection, the competent authority is of the opinion that the sufficient number of candidates with requisite experience is not likely to be available to fill up the vacancy reserved for them.</p> <p>Not applicable for Grade II, I and Special Grade.</p>		
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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
1. Promotion/Deputation(including short-term contract)/ Absorption failing which by Direct Recruitment Ex-Servicemen Deputation/Re-employment	<p>Deputation (including short term contract)/Absorption: Persons working in the Central/State Government/Public Sector Undertaking: Deputation /Absorption:</p> <p>From amongst the regular Despatch Riders Group 'C' and Group 'C' employees in level 1 in the National Commission for Minorities & Ministry of Minority Affairs who possess driving licence on the basis of a driving test to assess the competence to drive motor cars, failing which from officials holding the post of Despatch Riders on regular basis or regular Group 'C' in other Ministries/Department/Office of the Central Government who fulfil the necessary qualifications & experience as mentioned in Col. 7.</p>	<p>Departmental Promotional Committee:</p> <p>(i) Joint Secretary - Chairman (ii) Deputy Secretary Member (iii) Under Secretary - Member (iv) One officer of the rank of the Under Secretary from the Ministry</p>	Not applicable

<p>2. Grade-II: By Promotion</p> <p>3. Grade-I: By Promotion</p> <p>4. Special Grade: By Promotion</p>	<p>For Ex-Servicemen: deputation/re-employment: The armed forces personnel retired or due to retire or who are to be 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.</p> <p>(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).</p> <p>Promotion to Grade-II : Eight years of regular service in the grade of Staff Car Driver (Ordinary Grade) and have passed the trade test, specified by the Government.</p> <p>Promotion to Grade-I : Five years of regular service in the grade of 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.</p> <p>Promotion to Special Grade : Six years of regular service in the grade of Staff Car Driver(Grade-I) and have passed the trade test, specified by Government.</p>	<p>of Minority Affairs.</p>	
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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

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
<p>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).</p> <p>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,</p>	<p>Essential :- Matriculation or Equivalent pass from a recognised Board</p>	<p>Not applicable</p>	<p>Two years</p>

Tripura, Sikkim, Laddakh 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	Not applicable	Group 'C' 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