



COPYRIGHT

NO copyright / license material. Use under a GNU (free license) that allows anyone to use the document for any purpose.

ACCURACY

This document is for reference purposes only and the data may vary to office rules

Legal

This document does not have any legal value

Recruitment Rules, Salary & Promotion in Government Jobs

Secretary-cum-Registrar



Name of the post : Secretary-cum-Registrar

Classification : Class-I Non-Gazetted

Scale of pay : Rs.10000-325-15200

Whether selection post or non-selection post : Selection

Age for direct recruitment : 40 years

Education and other qualification :

- i) Bachelor degree from a recognized University/ Institution.
- ii) Experience of not less than 12 years of which not less than 5 years should be in a responsible administrative capacity.

Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion : 40 years not applicable in respect of employees of the *****. Central Govt. State Govt. age limit may be relaxed by 5 years in respect of SC/ST candidates

Period of probation if any : 2 years

Method of recruitment whether by deputation, transfer and percentage of the vacancies to be filled by various methods : By promotion but if suitable candidate for promotion is not available, then the post shall be filled by direct recruitment

In case of recruitment by promotion/ deputation/ transfer, grade from which promotion/ deputation/ transfer is to be made : Selection from the cadre of Assistant Secretary

If a D.P.C. exists what is its composition :

Committee comprising of the - President as the Chairman- Vice President Chairman, Law Committee, One member of the Central to be nominated by the President. Minimum 3 members. shall constitute the quorum.

Assistant Secretary



Name of the post : Assistant Secretary
Classification : Class-I Non-Gazetted
Scale of pay : Rs.8000-275-13500
Whether selection post or non-selection post : Selection
Age for direct recruitment : 35 years
Education and other qualification :
i) Bachelor degree with five years experience in Assistant Secretary's work or seven years administrative/ professional experience.

Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion

Age : Relaxable

Period of probation if any : 2 years

Method of recruitment whether by deputation, transfer and percentage of the vacancies to be filled by various methods : By promotion but if no suitable candidate is available, then the post shall be filled by direct recruitment

In case of recruitment by promotion/ deputation/ transfer, grade from which promotion/ deputation/ transfer is to be made : Selection from the cadre of Assistant Secretary

If a D.P.C. exists what is its composition : Committee appointed by the Executive Committee

Technical Assistant



Name of the post : Technical Assistant
Classification : Class-II Non-Gazetted
Scale of pay : Rs.5500-175-9000
Whether selection post or non-selection post : Selection
Age for direct recruitment : Below 30 years
Education and other qualification :
i) Bachelor degree from a recognised University/Institution with 2 years professional experience.

Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion

Age : Relaxable

Period of probation if any : 2 years

Method of recruitment whether by deputation, transfer and percentage of the vacancies to be filled by various methods : Direct recruitment

If a D.P.C. exists what is its composition :
Committee appointed by the Executive Committee

Head Clerk



Name of the post : Head Clerk
Classification : Class – III Non-Gazetted Ministerial
Scale of pay : Rs. 4500-125-7000
Whether selection post or non-selection post : Selection
Age for direct recruitment : Below 30 years
Education and other qualification :
i) For department promotion no qualification prescribed.
ii) For direct recruitment : Degree in Arts or Science with working knowledge of establishment and financial rules.

Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion

Age : Relaxable

Period of probation if any : 2 years

Promotion 100%. If no suitable candidate is available the post shall be filled by direct recruitment

In case of recruitment by promotion/ deputation/ transfer, grade from which promotion/ deputation/ transfer is to be made: Selection from cadre of U.D.C. on the basis of seniority-cum-merit with five years service

If a D.P.C. exists what is its composition:
Committee appointed by President

Upper Division Clerk



Name of the post : Upper Division Clerk
Classification : -do-
Scale of pay : Rs.4000-100-6000
Whether selection post or non-selection post : Selection
Age for direct recruitment : 18-25 years
Education and other qualification :
i) For department promotion no qualification prescribed.
ii) For Direct recruitment : Degree in Arts or Science

Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion

Age : Relaxable

Period of probation if any : 2 years

Promotion : Promotion from L.D.C. in the grade with 8 years experience in the LDC.

Stenographer



Name of the post : Stenographer

Classification : -do-

Scale of pay : Rs.4000-100-6000

Whether selection post or non-selection post : Selection

Age for direct recruitment : 18-25 years

Education and other qualification :

- i) Higher Secondary but graduate preferred.
- ii) Minimum speed of 100 w.p.m. in Shorthand and 40 w.p.m. in Typing.
- iii) "Certificate Course in Computer" from an institution recognised by the Govt. or its equivalent is essential.

Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.

Age : Relaxable

Period of probation if any : 2 years

Promotion : Direct recruitment 50% Promotion 50%

Promotion from L.D.C. with 5 years experience in the grade and have attained a minimum speed of 80 w.p.m. in shorthand & 40 w.p.m. in typing provided he she would not be eligible to draw next increment and confirmation unless he/she attains a speed of 100 w.p.m. in shorthand.

Lower Division Clerk



Name of the post : Lower Division Clerk

Classification : -do-

Scale of pay : Rs.3050-75-3950-80-4590

Whether selection post or non-selection post : Selection

Age for direct recruitment : 18-25 years

Education and other qualification :

- i) Higher Secondary but graduate preferred.
- ii) Typing speed of 40 w.p.m. provided that a person without the requisite typing speed if appointed will not be eligible to draw his/her increment and confirmation until he/she acquires the said minimum speed.
- iii) "Certificate Course in Computer" from an institution recognised by the Govt. or its equivalent is essential.

Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.

Age : Relaxable

Period of probation if any : 2 years

Promotion : Direct recruitment 50% Promotion 50%

Promotion from Class IV employees provided they fulfil minimum qualifications and are not more than 40 years of age.

Daftari



Name of the post :Daftari
Classification : Class-IV
Scale of pay : Rs.2610-60-3150-65-3540
Whether selection post or non-selection post : Selection
Age for direct recruitment : 25 years or below
Education and other qualification :
Middle Standard Pass

Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.

Age : Relaxable

Period of probation if any : 2 years

Promotion : Promotion 100% failing which by direct recruitment
From the Cadre of Peons

Peon



Name of the post :Peon
Classification : Class-IV
Scale of pay : Rs.2550-55-2660-60-3200
Whether selection post or non-selection post : Selection
Age for direct recruitment : 25 years or below
Education and other qualification :
Middle Standard Pass

Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.

Age : Relaxable

Period of probation if any : 2 years

Promotion : Promotion 100% failing which by direct recruitment
From the Cadre of Peons

Safaiwala



Name of the post :Safaiwala
Classification : Literate
Scale of pay : Rs.2550-55-2660-60-3200
Whether selection post or non-selection post : Selection
Age for direct recruitment : 25 years or below
Education and other qualification :
Middle Standard Pass

Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.

Age : Relaxable

Period of probation if any : 2 years

*Recruitment Rules, Salary &
Promotion in Government Jobs*

