

Schedule

Name of Post.	Number of posts.	Classification.	Level in the pay matrix.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods.	In case of Recruitment by Promotion/ Deputation/ Transfer, grades from which Promotion/ Deputation/Transfer to be made.	If a Departmental Promotion Committee exists what is the composition.	Circumstances in which the Union Public Service Commission is to be consulted to making recruitment.
1	2	3	4	5	6	7	8	9	10	11	12	13
Assistant.	6* (Six Only) (2017).	General Central Service (Group 'B') Non-Gazetted, Ministerial.	Level 6 in the pay matrix Rs. 35,400 – 1,12,400/-.	Selection.	Not Applicable.	Not Applicable.	Not Applicable.	2 years.	100% by Promotion failing which by Deputation.	<p>Promotion: Upper Division Clerk in Level 4 Rs. 25,500 – 81,100/- with ten years regular service in the grade.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying / eligibility service or 2 years, whichever is less and have successfully completed their probationary period for promotion to the next higher grade along with their Juniors who have already completed such qualifying / eligibility service.</p> <p>Deputation: Officers of Central Government (a) (i) Holding analogous posts on regular basis; or (ii) With 10 years regular service in posts in Level- 4 in the pay matrix (b) Knowledge of accounts & administration work.</p> <p>Note 1: The period of deputation including the period of deputation held against another ex-cadre post immediately preceding this appointment in the same or some other organization shall not ordinarily exceed three years. The maximum age limit shall not exceed 56 years as on closing date of receipt of application.</p> <p>Note 2 : The departmental officers who are in the direct line of promotion shall not be considered for deputation. Similarly the officers on deputation will not be considered for promotion.</p>	<ol style="list-style-type: none"> 1. Director General - Chairman 2. Director - Member 3. Deputy Director (Admin) – Member Secretary. 	Not Applicable

- Subject to variation dependant on work load

(Subhajit Roy)
Deputy Director/ Head of Office

