RECRUITMENT RULES FOR THE POST OF DIRECTOR (RESEARCH)

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Director (Research)**
2.	Number of posts	4 (four)
3.	Classification	Group 'A'
4.	Level in the Pay Matrix	Pay Level 12 (Rs.78800-209200)
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	NA
7.	Educational and other qualifications required for direct recruits	NA
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.	NA
9.	Period of probation, if any	Two years for promotee
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	Promotion/deputation or short-term contract (Composite Method of Recruitment)
11.	In case of recruitment by promotion/ deputation/ transfer grades from which pro-motion /deputation/ transfer to be made	**Promotion:** Deputy Director with five years' regular service in the organisation. Deputation/Short-term Contract: Officers under the Central or State or Union Territories Govt. or Universities or Autonomous Bodies, preferably from research organisations: (i) Holding analogous posts on regular basis in the parent cadre/department; **or** (ii) With five years' service in the grade rendered after appointment thereto on a regular basis in the Pay level-11 or equivalent in the parent cadre/department and possessing the qualifications mentioned for direct recruitment. (1) Ph.D. in any Social Science; (2) five years of teaching or guiding research and/or five years' experience of research administration in a reputed organisation. **Note 1:-** The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. **Note2:-** Period of deputation (including short term contract) shall ordinarily not to exceed four years.
12.	If DPC exists, what Is composition	Chairman to be nominated by the Chairman, ICSSR, MS, three Experts to be nominate by Chairman, ICSSR.
13.	Composition of the Selection Committee in case of direct recruitment	-

RECRUITMENT RULES FOR THE POST OF DIRECTOR (DOCUMENTATION)

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Director (Documentation)**
2.	Number of posts	1
3.	Classification	Group 'A'
4.	Level in the Pay Matrix	Pay Level 12 (Rs.78800-209200)
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	NA
7.	Educational and other qualifications required for direct recruits	1. Second Class Masters or Ph.D. Degree in Social Sciences. 2. Degree or diploma in Library Science. 3. At least seven years' experience as a Librarian of an important library.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Yes, age and educational qualifications prescribed for direct recruitment will also apply in the case of recruitment by promotion. However, the council may relax the age and educational qualification in suitable case on the recommendation of the Selection/ Departmental Promotion Committee.
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Direct (by advertise and/or personal contact) or deputation or promotion as may be considered expedient.
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion / deputation / transfer to be made	In case of recruitment by promotion/deputation/transfer, such promotion/deputation/transfer, will be made from among the Dy. Directors (Documentation) or the persons holding equivalent post in the Government of India and having at least three years' experience in such grade.
12.	If DPC exists, what Is composition	Chairman, MS and suitable experts/members to be decided by the Chairman.
13	Composition of the Selection Committee in case of direct recruitment	As in Col. 12 Above. Note: The Council may change the composition of DPC/Selection Committee as and when Considered necessary. In case of direct recruitment, it may constitute a panel of names either through advertisement or through personal contact.

RECRUITMENT RULES FOR THE POST OF DIRECTOR (PLANNING AND ADMINISTRATION)

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Director (Planning and Administration)**
2.	Number of posts	1 (one)
3.	Classification	Group 'A'
4.	Level in the Pay Matrix	Pay Level 12 (Rs.78800-209200)
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Below 50 years
7.	Educational and other qualifications required for direct recruits	Graduate from a recognized University having considerable experience in Administration and Finance.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Yes
9.	Period of probation, if any	One year extendable upto 2 years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of the vacancies to be filled by various methods.	Selection through open recruitment failing which by deputation/ promotion as expedient.
11.	In case of recruitment by promotion/deputation/transfer grades from which pro-motion/deputation/transfer to be made	-
12.	If DPC exists, what Is composition	Chairman, MS and not more than five persons nominated by Chairman who may designate one of the them the as Chairman, if he himself is not able to attend
13	Composition of the Selection Committee in case of direct recruitment	Chairman, MS and not more than five persons nominated by the Chairman, if he himself is not able to attend.

RECRUITMENT RULES FOR THE POST OF ADMINISTRATIVE OFFICER

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Administrative Office (AO)**
2.	Number of posts	1
3.	Classification	Group 'A'
4.	Level in the Pay Matrix	Pay Level 11 (Rs.67700-208700)
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	No direct recruitment
7.	Educational and other qualifications required for direct recruits	Wide administrative experience in Government offices/ institutions/ autonomous organisations set up by Government similar to ICSSR.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	-
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of the vacancies to be filled by various methods	Promotion/Deputation as expedient
11.	In case of recruitment by promotion/deputation transfer grades from which promotion/deputation/ transfer to be made	(i) Promotion of Assistant Directors with at least 5 years' service in the grade and with wide administrative experience. (ii) Deputation of officers holding posts equivalent to Assistant Director, ICSSR Note: Deputation will be resorted to if no suitable candidates are available for promotion.
12.	If DPC exists, what Is composition	MS, FA&CAO and two other persons nominated by Chairman.
13	Composition of the Selection Committee in case of direct recruitment	-

RECRUITMENT RULES FOR THE POST OF FINANCIAL ADVISER & CHIEF ACCOUNTS OFFICER

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Financial Adviser & Chief Accounts Officer (FA&CAO)**
2.	Number of posts	1
3.	Classification	Group 'A'
4.	Level in the Pay Matrix	Pay Level 11 (Rs.67700-208700)
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	No direct recruitment
7.	Educational and other qualifications required for direct recruits	Should be well-versed in Governmental accounting or similar procedures and have experience of financial advice work in a **government** organisation or an autonomous body similar to ICSSR
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	-
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Promotion/deputation as expedient
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion /deputation/ transfer to be made	**Promotion:** Assistant Directors with at least five (5) years' service in the grade and with requisite experience of finance /accounts work. **Deputation:** Assistant Accountant Generals or Officers holding equivalent posts from Indian Audit Department, Central Secretariat or autonomous bodies set up by Government including Universities (also re-employment of retirees or retiring officers)
12.	If a DPC exists, what is its composition	MS, AO, and two other persons nominated by Chairman
13	Composition of the selection Committee in case of direct recruitment	-

RECRUITMENT RULES FOR THE POST OF DEPUTY DIRECTOR (RESEARCH)

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Deputy Director (Research)**
2.	Number of posts	8
3.	Classification	Group 'A'
4.	Level in the Pay Matrix	Pay Level 11 (Rs.67700-208700)
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	NA
7.	Educational and other qualifications required for direct recruits	NA
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	NA
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Promotion/deputation or Short Term contract (Composite Method of recruitment)
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/ deputation/ transfer to be made	**Promotion:** Assistant Director (Research) with five years regular service in the organisation **Deputation/Short-term-Contract**: Officers from Central/State /UT Govt. or Autonomous Bodies or Universities; preferably from research organisations: (i) Holding analogous posts on regular basis; or (ii) Holding posts in the pay level-10 with five (5) years regular service; and possessing the qualifications mentioned below: (1) Ph.D. in any Social Science. (2) Five (5) years of teaching or guiding research and or five years' experience of research administration in a reputed organisation. Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Note 2: Period of deputation including short-term contract shall ordinarily not to exceed four (4) years.
12.	If DPC exists, what Is composition	Chairman to be nominated by the Chairman, ICSSR, MS and 3 Experts to be nominated by Chairman, ICSSR.
13.	Composition of the selection Committee in case of direct recruitment	NA

RECRUITMENT RULES FOR THE POST OF DEPUTY DIRECTOR (DOCUMENTATION)

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Deputy Director (Documentation)**
2.	Number of posts	2
3.	Classification	Group 'A'
4.	Level in the Pay Matrix	Pay Level 11 (Rs.67700-208700)
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	NA
7.	Educational and other qualifications required for direct recruits	NA
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	NA
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	Promotion/deputation or short Term contract (Composite Method of Recruitment)
11.	In case of recruitment by promotion/ deputation / transfer grades from which promotion/ deputation / transfer to be made	**Promotion:** Documentation Officer with five (5) years regular service in the grade. Note : Where juniors who have completed their qualifying / eligibility service are being considered for promotion, their senior shall also be considered, provided they are not short of the requisite qualifying/ eligibility service by more than half of such qualifying/ eligibility service or two years, whichever is less. **Deputation/Short-term contract:** Officers from Central/State/UT. Govt. or Autonomous Bodies or Universities. (i) Holding analogous post (on regular basis; or (ii) Holding posts in L-10 in the Pay Matrix with five years regular service; and (iii) Ph. D in any social science. (iv) Five years of teaching or guiding research and/ or five years' experience of research administration in reputed organization. Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Note 2: Period of deputation including short-term contract shall ordinarily not to exceed four years.
12.	If DPC exists, what is composition.	Chairman to be nominated by Chairman ICSSR, MS, 3 Experts to be nominated by Chairman, ICSSR.
13.	Composition of the Selection Committee in case of direct recruitment.	MS, AO, FA & CAO and not more than five (5) persons nominated by the Chairman who may designate one of them as Chairman of the Committee,

RECRUITMENT RULES FOR THE POST OF DEPUTY DIRECTOR (PUBLICATION)

S/No	Nomenclature	Existing RRs
1.	Name of the Post	**Deputy Director (Publication)**
2.	Number of posts	1
3.	Classification	Group 'A'
4.	Level in the Pay Matrix	Pay Level 11 (Rs.67700-208700)
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Minimum – 21 Maximum - 45
7.	Educational and other qualifications required for direct recruits	A post- graduate degree in one of the social sciences, preferably a Ph. D with at least five years experience of editorial and production work.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	-
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment or Deputation (as expedient)
11.	In case of recruitment by promotion/deputation/ transfer grades from which promotion/deputation/ transfer to be made	-
12.	If a DPC exists, what is Its composition	-
13.	Composition of the Selection Committee in case of direct recruitment.	MS, AO, FA & CAO and not more than five persons nominated by Chairman who may designate one of them as Chairman of the Committee,

RECRUITMENT RULES FOR THE POST OF SYSTEMS ANALYST-CUM-SR. PROGRAMMER

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Systems Analyst-cum-Sr. Programmer**
2.	Number of posts	2
3.	Classification	Group 'A'
4.	Level in the Pay Matrix	Pay Level 11 (Rs.67700-208700)
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Minimum 21 Maximum 45
7.	Educational and other qualifications required for direct recruits	Essential: (i) Masters' degree with at least 50% marks in any of the Social Sciences with Statistics as an optional subject/Statistics/Mathematics (with Statistics)/ operation research/Computer Sciences /Computer application from a recognised university or equivalent thereof. (ii) About five (5) years' experience in Statistical Analysis/Research Data Processing Work including at least three (3) years' experience in actual programming system Analysis on electric Computer. **Desirable:** (i) On job experience in programming/system analysis on micro/personal Computer in recognised institution/universities. (ii) Experience in developing generalised application programmes. (iii) Implementation and use of system software and general application packages, such as Data Base, SPSS, etc., (iv) Experience in imparting training in the use of computer in data processing.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	(i) Age: No (ii) Qualification: Yes
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	(i) 50% Direct Recruitment or Deputation (as expedient) (ii) 50% Promotion; failing which by deputation
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/ deputation/transfer to be made	**By Promotion:** Programmer possess the qualifications prescribed for direct recruits with five (5) years regular service. **By Deputation:** Persons holding analogous posts in the Central Government, Research Institutes or Universities or persons holding post of programmer or equivalent thereof in the grade of Rs.700-1300 with five (5) years regular service in that grade. The candidate must satisfy the qualifications prescribed for direct recruits. Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on

S/N	Nomenclature	Existing RRs
		deputation. Similarly, deputations shall not be eligible for consideration for appointment by promotion. **Note 2**: Period of deputation including short-term contract shall ordinarily not to exceed four (4) years.
12.	If DPC exists, what Is composition	Chairman to be nominated by Chairman ICSSR, MS, and 3 Experts to be nominated by Chairman, ICSSR
13	Composition of the Selection Committee in case of direct recruitment	MS and not more than five (5) persons nominated by the Chairman who may designate one of them as Chairman of the Committee.

RECRUITMENT RULES FOR THE POST OF DEPUTY CHIEF FINANCE OFFICER

S/N	Nomenclature	Existing RRs
1.	Name of the Post	Deputy Chief Finance Officer (DCFO)
2.	Number of posts	1
3.	Classification	Group 'A'
4.	Level in the Pay Matrix	Pay Level 10 (Rs.56100-177500)
5.	Whether selection post or non-selection post	
6.	Age limit for direct recruitment	Minimum: 30 Maximum: 45
7.	Educational and other qualifications required for direct recruits	A good Master's Degree. Should have passed either departmental examination in accounts conducted by the Controller and Auditor General of India, Controller General of Accounts, Department of the Ministry of Railways or Accounts Department of the posts and Telegraphs Department or should have at least five (5) years' experience of finalisation of accounts, exercising financial control, compilation of budget etc. at least in Section Officer's level in the National Research Councils, Universities or Autonomous Research Institutes set by the Government.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	-
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment /deputation as expedient
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion deputation/ transfer to be made	All Audit Officers/Accounts Officers from the Indian Audit Department, Civil Accounts Organisation, Postal Accounts Department, Railway Accounts Department, National research Councils, Universities or Autonomous Research Institute set up by the Govt. (Also redeployment of retired or retiring Officers below the age of 60)
12.	If DPC exists, what Is composition	MS, Director (Planning & Administration), FA&CAO and two outside experts nominated by the Chairman, ICSSR
13	Composition of the Selection Committee in case of direct recruitment	-

RECRUITMENT RULES FOR THE POST OF ASSISTANT DIRECTOR (RESEARCH)

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Assistant Director (Research)**
2.	Number of posts	8
3.	Classification	Group 'A'
4.	Level in the Pay Matrix	Pay Level 10 (Rs.56100-177500)
5.	Whether selection post or non-selection post	Selection in case of promotion
6.	Age limit for direct recruitment	Maximum age 40 years
7.	Educational and other qualifications required for direct recruits	(a). A Master Degree with high second class in any of the Social Sciences from a recognized University or equivalent qualification. (b). At least three (3) years' experience in teaching, research in Social science area and/or 3 years of experience of research administration in a reputed organisation. (c). Computer literacy is desirable. Note: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority, for reasons to be recorded in writing, in the case of candidates belonging to SCs and STs.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	No
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of the vacancies to be filled by various methods	By Promotion failing which by Direct recruitment.
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/ deputation/ transfer to be made	Promotion: Research Assistant with at least five (5) years regular service in the organisation.
12.	If DPC exists, what Is composition	Chairman to be nominated by Chairman ICSSR, MS, and 03 Experts to be nominated by Chairman, ICSSR.
13.	Composition of the Selection Committee in case of direct recruitment	NA

RECRUITMENT RULES FOR THE POST OF ASSISTANT DIRECTOR (PUBLICATION)

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Assistant Director (Publication)**
2.	Number of posts	1
3.	Classification	Group 'A'
4.	Level in the Pay Matrix	Pay Level 10 (Rs.56100-177500)
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Minimum: 21 Maximum: 45
7.	Educational and other qualifications required for direct recruits	A Master Degree with at least 50% marks in any of the Social Sciences with two (2) years' experience of publication and production work.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Age limit may be relaxed
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Deputation/Direct Recruitment/Promotion
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion /deputation/transfer to be made	Research Assistant Grade I with requisite qualification and at least five (5) years experience of publications and production work.
12.	If DPC exists, what Is composition	MS, AO, FA & CAO and two persons nominated by the Chairman who may designate one of them as Chairman of the Committee.
13.	Composition of the Selection Committee in case of direct recruitment	MS, AO, FA & CAO and not more than five other persons nominated by the Chairman.

RECRUITMENT RULES FOR THE POST OF DOCUMENTATION OFFICER

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Documentation Officer**
2.	Number of posts	8
3.	Classification	Group 'A'
4.	Level in the Pay Matrix	Pay Level 10 (Rs.56100-177500)
5.	Whether selection post or non- selection post	Selection
6.	Age limit for direct recruitment	N.A.
7.	Educational and other qualifications required for direct recruits	N.A.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Age and qualification will not apply in case of promotee.
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	Promotion/deputation or short-term contract (composite method of recruitment)
11.	In case of recruitment by promotion/ deputation /transfer grades from which promotion / deputation /transfer to be made	**Promotion**: Documentation Assistant with five years' experience. **Deputation/Short-term-Contract**: Officials from Central Govt. or Autonomous Bodies or Universities who are: (i) Holding analogous posts on regular basis; or holding posts in the pay level-6 with five years regular service; and possessing the following qualifications: (ii) Master degree with 50% marks in any Social Science from the recognized University or equivalent. (iii) Degree in Library Science or equivalent qualifications.
		Note 1: Period of deputation (including short-term contract) 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 to exceed four years. **Note 2:** The maximum age limit for appointment by deputation (including short-term-contracts) shall be not exceeding 55 years as on the closing date of receipt of applications.
12.	If DPC exists, what Is composition	Chairman to be nominated by Chairman ICSSR, MS and 3 Experts to be nominated by Chairman ICSSR
13.	Composition of the Selection Committee in case of direct recruitment	NA

RECRUITMENT RULES FOR THE POST OF SOCIAL SCIENCE LIAISON OFFICER (SSLO)

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Social Science Liaison Officer (SSLO)**
2.	Number of posts	1
3.	Classification	Group 'A'
4.	Level in the Pay Matrix	Pay Level 10 (Rs.56100-177500)
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Minimum: 21 years Maximum: 30 years
7.	Educational and other qualifications required for direct recruits	**Essential:** A good 2nd class M.A. in one of the Social Sciences With proficiency in English. **Desirable**: Working knowledge of a foreign Language.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	-
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment/Promotion/ Deputation
11.	In case of recruitment by promotion / deputation /transfer grades from which promotion/deputation/transfer to be made	Persons with requisite qualification, and holding posts in pay Level-6 or above and possessing at least 2 years' experience of work of similar nature.
12.	If DPC exists, what Is composition	MS, and four other officers/scholar nominated by Chairman who may designate one of them as Chairman of the Committee.
13	Composition of the Selection Committee in case of direct recruitment	MS, and not more than four members nominated by the Chairman.

RECRUITMENT RULES FOR THE POST OF PROGRAMMER

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Programmer (Data Archives)**
2.	Number of posts	2
3.	Classification	Group 'A'
4.	Level in the Pay Matrix	Pay Level 10 (Rs.56100-177500)
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Minimum 21 Maximum 45
7.	Educational and other qualifications required for direct recruits	**(a) Compulsory:** (i) A Master Degree with at least 50% in any of the Social Science or statistics or mathematics or operational research. (ii) At least 3 years' experience in computer programming in any of the modern languages like, FORTRAN IV, ASSEMBLER, at a recognised Institutions or University. (iii) At least 2 years experience in Social Science data processing on modern computer. **(b) Desirable:** A degree or diploma in Computer Sciences from a recognised Institution/University.
8.	Whether age and educational qualifications prescribed or direct recruitment will apply in case of promotion	Age limit may be relaxed
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Director Recruitment / Deputation /Promotion
11.	In case of recruitment by promotion/deputation /transfer grades from which promotion/ deputation /transfer to be made	Assistant Programmer with requisite qualification and at least two (2) years experience on computer programming
12.	If DPC exists, what Is composition	MS, AO, FA & CAO and two persons nominated by the Chairman who may designate one of them as chairman of the Committee.
13	Composition of the Selection Committee in case of direct recruitment	MS, AO, FA & CAO and not more than five other persons nominated by the Chairman.

RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY TO CHAIRMAN

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Private Secretary to Chairman**
2.	Number of posts	1
3.	Classification	Group 'A'
4.	Level in the Pay Matrix	Pay Level 7 (Rs.44900-142400)
5.	Whether selection 'post or non-selection Post	-
6.	Age limit for direct recruitment	-
7.	Educational and other qualifications required for direct recruits	-
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	-
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of the vacancies to be filled by various methods	To be appointed at the discretion of the Chairman.
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion /deputation/transfer to be made	Steno Grade- 1
12.	If DPC exists, what Is composition	To be selected by the Chairman
13	Composition of the Selection Committee in case of direct recruitment	-
14.	Remarks if any	This is a tenure post and duration of appointment of Private Secretary is coterminous with the appointment of Chairman

RECRUITMENT RULES FOR THE POST OF SENIOR PERSONAL ASSISTANT (SPA)

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Senior Personal Assistant (SPA)**
2.	Number of posts	2
3.	Classification	Group 'B'
4.	Level in the Pay Matrix	Pay Level 7 (Rs.44900-142400)
5.	Whether selection post or non- selection post	Non-Selection (Subject to Rejection of the unfit)
6.	Age limit for direct recruitment	-
7.	Educational and other qualifications required for direct recruits	-
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	-
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	Promotion/deputation as expedient
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/ transfer to be made	Steno Grade II, who have at least five (5) years service in the grade & possess a speed of 120 w.p.m. in shorthand & 40 w.p.m. in typewriting. Note: Deputation will be resorted to if no suitable candidates are available for promotion. Number in each grade to be fixed according to availability of qualified personnel.
12.	If DPC exists, what Is composition	MS, AO, FA & CAO and two more officers nominated by MS
13	Composition of the Selection Committee in case of direct recruitment	-

RECRUITMENT RULES FOR THE POST OF SECTION OFFICER

S/N	Nomenclature	Existing RRs
1.	Name of the Post	***Section Officer**
2.	Number of posts	5
3.	Classification	Group 'B'
4.	Level in the Pay Matrix	Pay Level 7 (Rs.44900-142400)
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	-
7.	Educational and other qualifications required for direct recruits	-
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	-
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Promotion/ deputation as Expedient **Remarks:** Deputation will be resorted to if no suitable candidates are available for promotion
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/ deputation/ transfer to be made	Assistant and others in the pay scales of L-6 with at least 5 years' experience in the level possessing adequate knowledge of rules and regulation in Establishment matters.
12.	If DPC exists, what Is composition	MS, AO, FA & CAO and two other persons nominated by Chairmen.
13	Composition of the Selection Committee in case of direct recruitment	-

* Posts of Superintendent (Accounts/ Audit/ Admin) Were upgraded during 1985-91 but RRs were not Revised accordingly.

RECRUITMENT RULES FOR THE POST OF RESEARCH ASSISTANT

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Research Assistant**
2.	Number of posts	14
3.	Classification	Group 'B'
4.	Level in the Pay Matrix	Pay Level 6 (Rs.35400-112400)
5.	Whether selection post or non selection post	-
6.	Age limit for direct recruitment	Minimum: 18 Maximum: 28
7.	Educational and other qualifications required for direct Recruits	M.A. with at least 50% marks in any of the Social Sciences
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	-
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment only
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/ deputation/ transfer to be made	-
12.	If DPC exists, what Is composition	-
13	Composition of the Selection Committee in case of direct recruitment	MS, AO, FA & CAO and two more officers nominated by MS.

RECRUITMENT RULES FOR THE POST OF DOCUMENTATION ASSISTANT

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Documentation Assistant**
2.	Number of posts	10
3.	Classification	Group 'B'
4.	Level in the Pay Matrix	Pay Level 6 (Rs.35400-112400)
5.	Whether selection post or non selection post	-
6.	Age limit for direct recruitment	Minimum: 18 Maximum: 28
7.	Educational and other qualifications required for direct recruits	Bachelor's degree in social sciences & diploma/ degree in Library Science from a recognized University. **Desirable:** Experience of acquisition of books and periodicals in a good library.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	-
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Direct/ deputation as expedient.
11.	In case of recruitment by promotion/deputation/transfer grades from which pro- motion/deputation/ transfer to be made	-
12.	If DPC exists, what Is composition	-
13	Composition of the Selection Committee in case of direct recruitment	MS, AO, FA&CAO and two more Officers nominated by MS

RECRUITMENT RULES FOR THE POST OF ACCOUNTS ASSISTANT

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Accounts Assistant**
2.	Number of posts	10
3.	Classification	Group 'B'
4.	Level in the Pay Matrix	Pay Level 6 (Rs.35400-112400)
5.	Whether selection post or non selection post	Selection
6.	Age limit for direct recruitment	-
7.	Educational and other qualifications required for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	No direct recruitment
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Promotion/deputation as Expedient.
11.	In case of recruitment by promotion/deputation / transfer grades from which promotion/deputation/transfer to be made	UDC with at least 5 years service in the grade.
12.	If DPC exists, what Is composition	MS, AO, FA & CAO and two more officer nominated by MS.
13	Composition of the Selection Committee in case of direct recruitment	-

RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE II

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Stenographer Grade II**
2.	Number of posts	8
3.	Classification	Group 'B'
4.	Level in the Pay Matrix	Pay Level 6 (Rs.35400-112400)
5.	Whether selection post or non selection post	-
6.	Age limit for direct recruitment	-
7.	Educational and other qualifications required for direct recruits	-
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	-
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Promotion/deputation as expedient
11.	In case of recruitment by promotion/deputation/transfer grades from which pro-motion/deputation/transfer to be made	Steno Grade III with five (5) years service in the grade who possessed a speed of 100 w.p.m.in shorthand and 40 w.p.m in typewriting.
12.	If DPC exists, what Is composition	MS, AO, FA &CAO and two more officers nominated by MS
13	Composition of the selection Committee in case of direct recruitment	-

RECRUITMENT RULES FOR THE POST OF LIAISON ASSISTANT

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Liaison Assistant**
2.	Number of posts	1
3.	Classification	Group 'B'
4.	Level in the Pay Matrix	Pay Level 6 (Rs.35400-112400)
5.	Whether selection post or non selection post	-
6.	Age limit for direct recruitment	Between 21 & 28 years relaxable up to 35 years in case of departmental candidates.
7.	Educational and other qualifications required for direct recruits	(i) Master Degree in any of the Social Sciences. (ii) At least two (2) years experience in Public relation/Liaison in Govt./Semi-Govt. /Autonomous Organisation.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Not Applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment; failing which by deputation
11.	In case of recruitment by promotion/deputation/transfer grades from which pro-motion/deputation/ transfer to be made	Persons holding posts in the pay level-5 or above and possessing at least two (2) years experience of work of similar nature
12.	If DPC exists, what is composition	-
13	Composition of the Selection Committee in case of direct recruitment	MS, AO, FA & CAO and two more officers nominated by MS.

RECRUITMENT RULES FOR THE POST OF LIBRARY ASSISTANT

S/N	Nomenclature	Existing RRs
1.	Name of the Post	Library Assistant (Grade III)
2.	Number of posts	3
3.	Classification	Group 'C'
4.	Level in the Pay Matrix	Pay Level 4 (Rs.25500-81100)
5.	Whether selection post or non-selection post	Non-Selection (Seniority subject to rejection of the unfit)
6.	Age limit for direct recruitment	-
7.	Educational and other qualifications required for direct recruits	-
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	-
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Promotion
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion /deputation/transfer to be made	Any employee of the ICSSR who has obtained Bachelor's Degree with social science subject and certificate course in Library Science from a recognised institution. These qualifications will also apply to the deputationist.
12.	If DPC exists, what Is composition	AO, FA & CAO and two more officers nominated by MS.
13.	Composition of the Selection Committee in Case of direct recruitment.	-

RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE III

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Stenographer Grade III**
2.	Number of posts	20
3.	Classification	Group 'C'
4.	Level in the Pay Matrix	Pay Level 4 (Rs.25500-81100)
5.	Whether selection post or non selection post	-
6.	Age limit for direct recruitment	Minimum: 18 Maximum: 28
7.	Educational and other qualifications required for direct recruits	Higher Secondary or equivalent. Minimum Speed: Shorthand 80 w.p.m. Typewriting 40 w.p.m.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Age relaxable for Departmental Candidate.
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Direct recruitment/deputation, as expedient
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer to be made	-
12.	If DPC exists, what Is composition	-
13	Composition of the Selection Committee in case of direct recruitment	AO, FA &CAO and two more officers nominated by MS
14.	Remarks, if any	LDCs who possess the requisite Qualification and are willing to Compete in a test may be considered before open recruitment is resorted to.

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RECRUITMENT RULES FOR THE POST OF DATA ENTRY OPERATOR

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Data Entry Operator**
2.	Number of posts	3
3.	Classification	Group 'C'
4.	Level in the Pay Matrix	Pay Level 4 (Rs.25500-81100)
5.	Whether selection post or non selection post	Non-Selection
6.	Age limit for direct recruitment	25 years, relax able up to 40 years (upto 45 years in respect of SC/ST candidates) in case of Government Servants in accordance with the instructions or orders issued by the Central Govt. **Note:** The crucial date for determining the age limit shall be as advertised by Staff Selection Commission (in case the direct recruitment is not done through SS the following note may be inserted: **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 these in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripur Sikkim, Ladakh Divison of J & K State, Lahaul & Spiti districts and Pangi Sub Divison of Chamba Dirstirct of Himanchal Pradesh, Andaman & Nicobar Islands or Lakshadweep).
7.	Educational and other qualifications required for direct recruits	(a) Degree of a recognised University or equivalent. Possess a speed of not less than 8000 key Depressions per hour, for data entry work. **Note 1**: Preference will be given to those who posses degree with Science, Mathematics, Commerce, Economics, statistics (or other EDP relevant areas as decided by the organisation). The subjects considered relevant may be specified in the rules by individual departments. **Note 2**: Qualifications are relaxable at the discretion of the SSC/Competent Authority in case a candidates otherwise well qualified. **Note 3**: The qualifications(s) regarding experience is/are relaxable by the discretion of the SSC/Competent Authority in case of candidates belonging to SC/ST if at any stage of selection the SSC/Competent Authority is of the opinion that sufficient numbers of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill the vacancies reserved for the said posts. **Note 4**: The speed of 8000 depressions per hour for data entry work is to be judged by conducting a speed tests on the EDP machine(s) by the Competent Authority.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Not Applicable
9.	Period of probation, if any	Two years for direct recruit and nil for

S/N	Nomenclature	Existing RRs
		promotees
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Any of the following methods of recruitment: (1) Promotion, failing which by transfer on deputation. (2) ……Percentage by promotion, failing which by transfer on deputation, and …….percentage by direct recruitment. (The percentage for promotion of direct recruitment may not fixed taking into account the number of sanctioned posts in the feeder grade. For examples if there are 5 posts in the feeder grade and 10 posts in the higher grade, only 50% quota may be prescribed for promotion and 50% earmarked for direct recruitment.)
11.	In case of recruitment by promotion /deputation/transfer grades from which promotion/ deputation/transfer to be made	Promotion: Data Entry Operator Grade-1 with six years regular service in the grade. Transfer on deputation: (a) Officers of the Central Govt.' Holding analogous posts on regular basis; or With 3 years regular service in posts in the scale of Rs.1200-2040; or With 6/8 years regular service in posts in the scale of Rs.1150-1500/- Rs.950-1500 or equivalent: and (b) Possessing the qualifications and experience prescribed for direct recruits under Column 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 organisation/department of the Central Govt. shall ordinarily not exceed 3 years)
12.	If DPC exists, what Is composition	AO, FA & CAO and two more officers nominated by MS.
13.	Composition of the Selection Committee in case of direct recruitment.	-

RECRUITMENT RULES FOR THE POST OF UPPER DIVISION CLERK

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Upper Division Clerk**
2.	Number of posts	16
3.	Classification	Group 'C'
4.	Level in the Pay Matrix	Pay Level 4 (Rs.25500-81100)
5.	Whether selection post or non-selection post	Non-Selection (Seniority subject to the rejection of the unfit)
6.	Age limit for direct recruitment	No direct recruitment
7.	Educational and other qualifications required for direct recruits	No direct recruitment
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	-
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Promotion/deputation as Expedient
11.	In case of recruitment by promotion/deputation / transfer grades from which promotion/deputation/transfer to be made	LDC's with at least five (5) years Experience in that grade.
12.	If DPC exists, what Is composition	AO, FA & CAO and two more officers nominated by MS
13	Composition of the Selection Committee in case of direct recruitment	-

RECRUITMENT RULES FOR THE POST OF LOWER DIVISION CLERK

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Lower Division Clerk**
2.	Number of posts	16
3.	Classification	Group 'C'
4.	Level in the Pay Matrix	Pay Level 2 (Rs.19900-63200)
5.	Whether selection post or non selection post	Selection
6.	Age limit for direct recruitment	Minimum - 18 Maximum- 28
7.	Educational and other qualifications required for direct recruits	Higher Secondary or Equivalent; should have a minimum typing speed of 30 w.p.m.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Age 2 years relaxable but Educational qualification will apply
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	90% of posts to be filled by direct recruitment 10% of posts to be filled by departmental promotion of Group 'D' employees subject to fulfilling the educational qualifications and possessing the requirements of speed of 30 w.p.m. and five (5) years service in ICSSR
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/ deputation/transfer to be made	Group I & Group II employees of the ICSSR with at least five (5) years Service in the Council
12.	If DPC exists, what Is composition	AO, FA & CAO and one more officer nominated by MS
13	Composition of the Selection Committee in case of direct recruitment	AO, FA, & CAO and two more officers nominated by MS

RECRUITMENT RULES FOR THE POST OF PHOTOSTAT MACHINE OPERATOR

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Photostat Machine Operator**
2.	Number of posts	2
3.	Classification	Group 'C'
4.	Level in the Pay Matrix	Pay Level 2 (Rs.19900-63200)
5.	Whether selection post or non selection post	Selection
6.	Age limit for direct recruitment	-
7.	Educational and other qualifications required for direct recruits	Matric Hr. Secondary Certificate, Photostat Machine Operation Experience in Photostat Machine Operation for at least one year.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	-
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Promotion
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion / deputation/transfer to be made	Group I posts Messenger/Daftries/ Gestetner Operator Gr. II/Bradma Operator/Library Attendant with five years service in the ICSSR, Group-II, post (Gestetner Operator Gr.I) with three (3) years services
12.	If DPC exists, what Is composition	-
13	Composition of the Selection Committee in case of direct recruitment	AO, FA & CAO and one more officer nominated by MS

RECRUITMENT RULES FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE)

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Staff Car Driver**
2.	Number of posts	3
3.	Classification	Group 'C'
4.	Level in the Pay Matrix	Pay Level 2 (Rs.19900-63200)
5.	Whether selection post or non-selection post	-
6.	Age limit for direct recruitment	Minimum: 24 Maximum:45
7.	Educational and other qualifications required for direct recruits	Should hold a valid licence for driving light vehicles. Preferably Middle/Higher secondary Pass
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	-
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment/ Deputation as expedient
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/ deputation/transfer to be made	-
12.	If DPC exists, what Is composition	-
13	Composition of the Selection Committee in case of direct recruitment	AO, FA & CAO and one more officer nominated by MS

* Promotion scheme for Staff Car Drivers:

Grade	Pay Scale	Qualifying service	No. of posts
Ordinary Grade	Pay Level – 2 (19900 - 63200)	Entry grade	1
Grade II	Pay Level – 4 (25500 - 81100)	9 years of regular service in ordinary grade	1
Grade I	Pay Level – 5 (29200 - 92300)	6 years regular service in the Grade –II or a combined service of 15 years in Grade –II and in Ordinary Grade put together	1

RECRUITMENT RULES FOR THE POST OF DISPATCH RIDER

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Dispatch Rider**
2.	Number of posts	2
3.	Classification	Group 'C'
4.	Level in the Pay Matrix	Pay Level 2 (Rs.19900-63200)
5.	Whether selection post or non-selection post	-
6.	Age limit for direct recruitment	Minimum: 23 Maximum:30
7.	Educational and other qualifications required for direct recruits	Possession of a valid licence for motor cycles including three wheelers and experience of driving a motor cycle for three years. Note: Practical Test may be held to judge the proficiency and experience in driving motor cycles, including three wheelers. Desirable: Pass in 10th standard.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	-
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Transfer, failing which by Direct recruitment.
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/ deputation/transfer to be made	**Transfer:** On the results of the test in driving designed to adjudge the suitability for the posts with reference to standard of competence considered in drivers of motor cycles from amongst the MTS employees of the ICSSR possessing the qualifications prescribed in Column 6.
12.	If DPC exists, what Is composition	-
13	Composition of the Selection Committee in case of direct recruitment	AO, FA & CAO and one more officer nominated by MS

RECRUITMENT RULES FOR THE POST OF ELECTRICIAN

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Electrician**
2.	Number of posts	2
3.	Classification	Group 'C'
4.	Level in the Pay Matrix	Pay Level 2 (Rs.19900-63200)
5.	Whether selection post or non selection post	Revision of Recruitment Rule is under process
6.	Age limit for direct recruitment	
7.	Educational and other qualifications required for direct recruits	
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	
9.	Period of probation, if any	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion / deputation/transfer to be made	
12.	If DPC exists, what Is composition	
13	Composition of the Selection Committee in case of direct recruitment	

RECRUITMENT RULES FOR THE POST OF MULTI-TASKING STAFF

S/N	Nomenclature	Existing RRs
1.	Name of the Post	**Multi-Tasking Staff**
2.	Number of posts	47
3.	Classification	Group 'C'
4.	Level in the Pay Matrix	Pay Level 1 (Rs.18000-56900)
5.	Whether selection post or non selection post	Not applicable
6.	Age limit for direct recruitment	Minimum - 18 Maximum- 28
7.	Educational and other qualifications required for direct recruits	High School pass (10th pass)
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By direct recruitment
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/ deputation/transfer to be made	Not applicable
12.	If DPC exists, what Is composition	Not applicable
13	Composition of the Selection Committee in case of direct recruitment	AO, FA & CAO and one more officer nominated by MS