

TOBACCO BOARD (RECRUITMENT) REGULATIONS, 2013

NOTIFICATION

NEW DELHI, the 1st March, 2013

No. 2/5/2011-EP(Agri. VI). - In exercise of the powers conferred by sub-section (4) of Section 6 read with sub-sections (1) and (2) of section 33 of the Tobacco Board Act, 1975, (4 of 1975) and in supersession of the Tobacco Board (Recruitment) Regulations, 2002, published in the Gazette of India, Part III – Section 4, vide No. 8 (4)/ 98-EP (Agri.VI) dated the 19 September, 2002, except as respects things done or omitted to be done before such supersession the Tobacco Board hereby makes the following Regulations, the same having been approved by the Central Government as required by sub-section (3) of section 33 of the said Act, namely:-	
Short title and Commencement:	
(1)	These 'Regulations' may be called the Tobacco Board (Recruitment) Regulations, 2013
(2)	They shall come in to force on the date of their publication in the Official Gazette.
1	Definitions:
1	In these Regulations, unless the context otherwise requires:-
(a)	"Board" means the Tobacco Board established under Section 4 of the Tobacco Board Act, 1975.
(b)	"Board's employees" means any person employed under the Board other than the Chairman appointed under clause (a) of sub- section 4 of section 4, the Executive Director appointed under sub-section- 1 of section 6, and Secretary appointed under sub-section 2 of section 6, of the Tobacco Board Act, 1975 and the Officers on deputation to the Board.
(c)	"Pay" means the pay as defined under the Fundamental Rules and Supplementary Rules of the Central Government.
(d)	Classification of posts :-
(i)	Senior Level Management: All posts carrying a pay or a pay band with a maximum of Rs. 39,100/- and above.
(ii)	Middle Level Management: All posts carrying a pay or a pay band with a maximum of Rs.34,800/- and above up to Rs.39,099/-.
(iii)	Junior Level Management: All posts carrying a pay or a pay band of pay with a maximum of Rs.20,200/-
(e)	"Appointing Authority" in relation to a Board's employee means the authority empowered to make appointment to the posts as detailed below namely:-

	Chairman :-	
	(i)	For posts under Senior Level Management other than key posts identified in prior consultation with the Government, the maximum of scale of pay of which does not exceed Rs.39,100/- per mensem in the case of non technical and Rs.39,100/- per mensem in the case of technical and for posts the maximum of scale of pay of which exceeds Rs.39,100/- per mensem in the case of non technical and Rs.39,100/- per mensem in the case of technical, with the approval of the Board.
	(ii)	For posts under Middle Level Management:
	Executive Director:-	
		For posts under Junior Level Management: Subject to the overall authority of the Chairman.
	(f)	“Schedule” means the Schedule to these Regulations.
	(g)	“Service” means the service under the Tobacco Board.
	(h)	Direct Recruitment” means recruitment by calling the candidates from Employment Exchange / inviting applications through advertisement / entertaining applications from the eligible Board’s employees:
		Provided that a written test may be prescribed wherever deemed necessary by the Chairman as part of the process of direct recruitment. The Board’s employees, if recruited will be treated as direct recruits for the purposes of recruitment and will be governed by the Central Government rules regarding counting of past service.
	(i)	“Deputation” means borrowing the services of employees of Central Government or State Governments or Public Sector Undertakings or Autonomous bodies etc.
	(j)	“Government” means the Central Government.
3	Application	
		These Regulations shall apply to all the posts in the Tobacco Board mentioned in the schedule to the regulations except that of the Chairman, Executive Director, Secretary and any other post specified by Central Government.

4	Initial constitution	
		All the persons holding the posts specified in the schedule afore said on regular basis, on the date of commencement of these regulations, shall be treated to have been appointed under these regulations and the continuous service rendered by them so far, shall be counted for the purpose of seniority in the respective grades.
5	Disqualifications:	
		No person -
	(i)	Who has entered into or contracted a marriage with a person having a spouse living; or
	(ii)	Who having a spouse living, has entered into or contracted a marriage with any persons, shall be eligible for appointment to the service:
		Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.
6	Seniority-	
		Seniority of a Board's employee in any grade shall be determined in accordance with the instructions issued by the Central Government from time to time.
7	Seniors being considered by Departmental Promotion Committee:-	
		In cases where a junior who has completed the eligibility service prescribed for promotion is being considered by the Departmental Promotion Committee, all officers senior to him in the grade shall also be considered notwithstanding the fact that they have not put in the requisite service, subject however to the condition that they have satisfactorily completed the probation, if any, prescribed in the grade and are clear from the vigilance angle.
8	Period of probation:	
		A person appointed to a post by direct recruitment or by promotion shall be on probation for the period indicated in the schedule:
		Provided that the Appointing Authority may extend the period of probation for such period as it deems fit for reasons to be recorded in the order directing the extension.
9	Termination or completion of probation	
	(1)	The Appointing Authority may extend the period of probation of a probationer, if his / her work or conduct in that post is found to be unsatisfactory. The Appointing Authority may terminate the person by direct recruitment to a post other than key posts identified with prior consultation with Central Government or revert a Board's employee appointed to a post by promotion to his / her previous post during or at the end of extended period of probation, if his/ her work or conduct in that post is found to be unsatisfactory even after completion of

		extended period of probation.
	(2)	If the work and conduct of a person appointed by direct recruitment is found to be satisfactory during the period of the prescribed probation or extended period of probation, the Appointing Authority shall, as soon as the prescribed period of probation is over, or during the extended period of probation or after its completion, as the case may be, declare that he / she has completed his / her probation satisfactorily and confirm him / her to the post, other than key posts identified with prior consultation with the Central Government.
10	Medical certificate of fitness	
		A Medical certificate of fitness from the Medical Officer of the rank of Civil Surgeon for Senior Level Management and Middle Level Management posts and Assistant Civil Surgeon for Junior Level Management posts shall be required from every person at the time of his entry into service.
11	Pension Benefits:	
		The employees of the Board shall be entitled to pension and retirement benefits as per the Central Government Rules as amended from time to time.
12	Reservations, Relaxations etc., in respect of certain categories of persons:-	
		Nothing in these Regulations shall effect reservations, relaxations, of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the other Backward classes and other special categories of persons in accordance with the orders issued by the Central Government from time to time.
13	Constitution of Departmental Promotion Committees:-	
		The Chairman shall constitute Departmental Promotion Committees for various categories of employees of the Board as per schedules or guidelines issued by the Central Government from time to time.
14	Other conditions of service:-	
		The conditions of service of the employees of the Board in respect of matters for which no provision is made in these regulations shall be the same as are applicable to the employees of the central Government of corresponding category. However the upper age limit for entry into the service of the Board shall be as per in the Schedule and the lower age limit shall be eighteen years. So far as conduct and disciplinary matters are concerned the Board's employees shall be governed by the Central Civil Service (Conduct) Rules, 1964 and Central Civil Services (Classification Control and Appeal) Rules, 1965 respectively as amended from time to time.
15	Creation of posts	
		Subject to the provisions of sub-section 4 of section 6 of the Tobacco Board Act, 1975, read with regulation 15 of the Tobacco Board (General) Regulation, 1984 and the Delegation of Financial Powers Rules of the Central Government, as amended from time to time, the Board or the Chairman shall be competent to create posts.

16	General	
		The employees of the Board shall be subject to all the provisions of the Tobacco Board Act, 1975 and the Rules and Regulations made there under in so far as they relate to conditions of their service and such other conditions as may be imposed by the Board or the Central Government from time to time.
17	Power to Relax-	
		Where the Chairman is of the opinion that it is necessary or expedient so to do, he may, by order, for reasons to be recorded in writing and after obtaining the approval of the Central Government relax any of the provisions of these Regulations with respect to any class or category of persons.

ASIT TRIPATHY
JOINT SECRETARY
[No. ADVT-III/4/Exty/153/12]

TOBACCO BOARD :: GUNTUR
TOBACCO BOARD (RECRUITMENT) (AMENDMENT) REGULATIONS, 2013
SCHEDULE

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
1. Regional Manager	8	Senior Level Management, Technical	Pay Band: 3 Scale Rs.15600-39100; Grade Pay: Rs.6,600	Selection	Not applicable	Not exceeding forty years
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any	
8			9		10	
Essentials: (1) M.Sc.(Ag) (2) Five years experience in Production, Extension, Marketing and Market Research conducting auctions of tobacco and tobacco products. Out of, these five years not less than three years should be in a responsible supervisory capacity.			Age: No Qualification: No		Two years	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.			If a DPC exists what is its composition		Circumstances in which UPSC is to be consulted in making recruitment

11	12	13	14
<p>By Promotion failing which by deputation failing both by direct recruitment.</p>	<p>1. Promotion: Auction Superintendent/ Senior Grading Officer with five years regular service in the post. The combined length of service in grade as Auction Superintendent and Senior Grading Officer will be count to determine the seniority for the promotion to Regional Manager.</p> <p>2. Deputation: Officers under the Central / State Government or Central / State Autonomous Bodies, Public sector undertakings holding analogous posts or with five years regular service in the post carrying the pay scale of Rs. 15,600 -39,100 in PB-3 with Grade Pay of Rs.5,400/- and having qualification and the experiences prescribed for direct recruits in col. No.8.</p> <p>(Period of deputation not ordinarily exceeding three years).</p>	<p>1. Chairman - -Chairman</p> <p>2.Executive Director - -Member</p> <p>3. Two outside Officers of the rank of Director of which one officer should belonging to Scheduled Caste / Scheduled Tribe- - Member.</p>	<p>Not Applicable</p>

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
2. Manager (Finance & Accounts)	1	Senior Level Management, Non-Technical	Pay Band: 3 Scale Rs.15600-39100; Grade Pay: Rs.6,600	Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any	
8			9		10	
Not applicable			No		Not Applicable	

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
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11	12	13	14
Promotion failing which by deputation	<p>Promotion: Deputy Manager (Accounts) / Assistant Manager (Accounts) or its equivalent post with regular service of at least five years. The combined length of service in grade as Deputy Manager (Accounts) / Assistant Manager (Accounts) will be count to determine the seniority for the promotion to Manager (Finance & Accounts).</p> <p>Deputation: By deputation of Audit/ Accounts Officers with seven years service in grade from Indian Audit and Accounts department or Officers in Accounts and Audit holding analogous scale of pay from Central / State Government / Public undertakings or Central / State autonomous bodies in regular service on equivalent post or with seven years service in Pay Band: 3; Scale Rs.15600-39100 with Grade Pay of Rs.5,400. (Period of deputation normally not ordinarily exceeding three years).</p>	<p>1. Chairman - -Chairman</p> <p>2.Executive Director - -Member</p> <p>3. Two outside Officers of the rank of Director of which one officer should belonging to Scheduled Caste / Scheduled Tribe- - Member.</p>	Not Applicable

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
3. Manager (Trading Wing)	1	Senior Level Management, Non-Technical	Pay Band: 3 Scale Rs.15600-39100; Grade Pay:	Not Applicable	Not applicable	Not exceeding forty years

		Rs.6,600	
Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Period of Probation if any	
8	9	10	
Essential: 1. Master's Degree in Agricultural Economics or Commerce. 2. Five years experience in domestic and International Marketing of Tobacco of which at least three years experience in a responsible supervisory capacity.	No	Two years	

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13	14
By Direct Recruitment	Not Applicable	1. Chairman - -Chairman 2.Executive Director - -Member 3. Two outside Officers of the rank of Director of which one officer should belonging to Scheduled Caste / Scheduled Tribe- -Member.	Not Applicable

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
4. Auction Superintendent / Senior Grading Officer	55	Senior Level Management, Non-Technical	Pay Band: 3 Scale Rs.15600-39100; Grade Pay: Rs.5,400	Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any	
8			9		10	
Not Applicable			Not Applicable		Not Applicable	

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13	14
Promotion failing which by Deputation	<p>Promotion: From amongst Field Officers or Technical Assistants with eight years regular service in the grade.</p> <p>Deputation: Officers of the Central / State Governments, Central / State Public Sector Undertakings and Autonomous Bodies, holding.</p> <p>1. (i) Analogous posts on regular basis; OR (ii) Post in the pay scale of Rs. 9300-34800 in PB-2 with Grade Pay of Rs.4,200/- or equivalent with eight years regular service in the grade; OR</p> <p>2. Having experience in Production / Extension / Marketing and Market Research in tobacco or tobacco products and conducting auctions of tobacco. (Period of deputation shall ordinarily not exceeding three years)</p>	<p>1. Chairman - -Chairman</p> <p>2.Executive Director- -Member</p> <p>3.Secretary - -Member</p> <p>4. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - Member.</p>	

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
5. Deputy Manager (Accounts)	1	Senior Level Management, Non-Technical	Pay Band: 3 Scale Rs.15600-39100; Grade Pay: Rs.5,400	Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any	
8			9		10	
Not Applicable			No		Not Applicable	

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13	14
Promotion failing which by Deputation	<p>Promotion: Superintendent / Accountant or its equivalent post with regular service of at least eight years in either or combined cadre with grade pay of Rs. 4,200/-.</p> <p>Deputation: By deputation of Audit Officers/ Accounts Officers with five years' service in their grade from Indian Audit and Accounts Departments.</p> <p style="text-align: center;">OR</p> <p>Officers in Accounts / Audit holding analogous scale of pay from Central / State Governments / Public Undertakings</p> <p style="text-align: center;">OR</p> <p>Central / State Autonomous Bodies.</p> <p>(Period of deputation shall ordinarily not exceeding three years)</p>	<ol style="list-style-type: none"> 1. Chairman - -Chairman 2.Executive Director- -Member 3.Secretary - -Member 4. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - -Member. 	Not Applicable

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
6. Assistant Manager (Accounts)	33	Senior Level Management, Non-Technical	Pay Band: 3 Scale Rs.15600-39100; Grade Pay: Rs.5,400	Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any	
8			9		10	
Not Applicable			Not Applicable		Not Applicable	

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13	14
Promotion failing which by Deputation	<p>Promotion: Superintendent / Accountant or its equivalent post with regular service of at least eight years in either or combined cadre with grade pay of Rs.4,200.</p> <p>Deputation: Officers of the Central / State Governments, Central / State Public Sector Undertakings and Autonomous Bodies holding-</p> <p>1. (i) Analogous posts on regular basis, OR (ii) Post in the pay scale of Rs.9300-34800 in PB-2 with Grade Pay of Rs.4,200/- or equivalent with eight years regular service in the grade, OR (iii) Post in the pay scale of Rs.9300-34800 in PB-2 with Grade Pay of Rs.4,200/- or equivalent with eight years regular service in the grade.</p> <p>2. Having experience in Administration, Establishment and Accounts matters. (Period of deputation shall ordinarily not exceeding three years)</p>	<p>1. Chairman - -Chairman 2.Executive Director- -Member 3.Secretary - -Member 4. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - -Member.</p>	Not Applicable

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
7. Statistical Officer	1	Senior Level Management, Non-Technical	Pay Band: 3 Scale Rs.15600-39100; Grade Pay: Rs.5,400	Selection	Not applicable	Not exceeding thirty five years
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any	
8			9		10	
Essential: 1. Post Graduate Degree in Statistics or Mathematics/ Commercial Economics with Statistics as one of the subject. Desirable: Three years experience in collection and analysis of statistical data. Preference will be given to those possessing Diploma from Indian Statistical Institute, Calcutta or Indian Agricultural Statistics Research Institute, New Delhi.			Age : No Qualification: No		Two years	

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13	14
Promotion failing which by Direct Recruitment	Promotion: Senior Investigator with eight years regular service in the grade.	1. Chairman - -Chairman 2.Executive Director- -Member 3.Secretary - -Member 4. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - -Member.	Not Applicable

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
8. Personal Secretary to Chairman	1	Middle Level Management, Non-Technical	Pay Band: 2 Scale ₹.9,300-34,800;Grade Pay:Rs.4,600	Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any	
8			9		10	
Not applicable			Not applicable		Not applicable	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.			If a DPC exists what is its composition		Circumstances in which UPSC is to be consulted in making recruitment
11	12			13		14
By Promotion	Promotion: Stenographer (Grade-I) with three years regular Service			1. Chairman - -Chairman 2.Executive Director- -Member 3.Secretary - -Member 4. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - -Member.		Not Applicable

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
9. Field Officer / Technical Assistant	88	Middle Level Management, Non-Technical	Pay Band: 2 Scale Rs.9,300-34,800; Grade Pay: Rs.4,200	Non-Selection	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any	
8			9		10	
Essential: 1. B.Sc.(Agriculture). Desirable:: Knowledge of tobacco cultivation & grading			Age: No Qualification : 10 th Passed		Two years for direct recruit	

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13	14
Promotion / Direct Recruitment in the ratio of 1:1	Promotion: From amongst Senior Field Assistants with ten years regular service in the post.	1. Chairman - -Chairman 2.Executive Director- -Member 3.Secretary - -Member 4. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - -Member.	Not Applicable

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
10. Accountant / Superintendent	33	Middle Level Management, Non-Technical	Pay Band: 2 Scale Rs.9,300-34,800; Grade Pay: Rs.4,200	Non-Selection	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any	
8			9		10	
Degree of a Recognized University			Age: No		Two years	

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13	14
<p>Promotion and Direct Recruitment. The appointment through promotion and direct recruitment will be in the ratio of 2:1</p>	<p>Promotion:</p> <p>(i) 90% with three years regular service in respective grades failing which Ministerial Assistants with combined regular service of ten years as Assistant and Upper Division Clerk.</p> <p>(ii) 10% of Stenographers (Grade-II) with three years regular service in the grade, failing which Stenographers (Grade-II) with ten years combined regular service as Stenographer (Grade-II) and Stenographer (Grade-III).</p>	<p>1. Chairman - -Chairman 2.Executive Director- -Member 3.Secretary - -Member 4. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - -Member.</p>	<p>Not Applicable</p>

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
11. Senior Investigator	1	Middle Level Management, Technical	Pay Band: 2 Scale Rs.9,300-34,800; Grade Pay: Rs.4,200	Selection	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any	
8			9		10	
Not Applicable			Not Applicable		Not Applicable	

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13	14
Promotion failing which by deputation	Promotion : Statistical Assistant with three years regular service in the grade. Deputation: Persons holding analogous post in the organizations with three years' service in the post.	1. Chairman - -Chairman 2.Executive Director- -Member 3.Secretary - -Member 4. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - -Member.	Not Applicable

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
12. Senior Translator	1	Middle Level Management, Non- Technical	Pay Band: 2 Scale Rs.9,300-34,800; Grade Pay: Rs.4,200	Not applicable	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits				Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any
8				9		10
Essential: (1) (i) Master's Degree of a recognized University in Hindi / English with English / Hindi as compulsory elective subject or as medium of examination at Degree level OR (ii) Master's Degree of a recognized university in any subject other than Hindi / English with Hindi / English medium and English / Hindi as compulsory / elective subject or as medium of examination at Degree level. OR (iii) Master's Degree of a recognized University in any subject other than Hindi / English with Hindi and English as compulsory / elective subject or either of the two as medium of examination and other as compulsory / elective subject at Degree level.				Not Applicable		Two years
(2) Recognized Diploma or Certificate course in translation from Hindi to English and vice-versa Desirable: Ability to translate from English to Hindi and vice-versa				AND		

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13	14
By Direct Recruitment	Not applicable	1. Chairman - -Chairman 2.Executive Director- -Member 3.Secretary - -Member 4. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - -Member.	Not Applicable

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
13. Statistical Assistant	1	Middle Level Management, Technical	Pay Band: 2 Scale: Rs.9,300-34,800; Grade Pay: Rs.4,200	Not applicable	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any	
8			9		10	
Essential: (i) A Bachelor's Degree in Statistics or a Master's Degree in Mathematics or Economics or Commerce with statistics as one of the subjects (ii) three years experience in Analysis of statistical data Desirable: Diploma from Indian Statistical Institute, Kolkata or Indian Agricultural Statistics Research Institute, New Delhi.			Age: No Educational Qualifications : Yes		Two years for direct recruit	

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13	14
By promotion failing which by deputation failing which by Direct Recruitment.	<p>Promotion: Upper Division Clerks who are graduates in statistics or Mathematics with statistics as one of the subjects and possess ten years regular service in the post.</p> <p>Deputation: persons holding analogous posts in the State Governments or Central Government with three years experience in the post (Period of deputation shall not exceed three years)</p>	<p>1.Executive Director- -Chairman</p> <p>2.Secretary - -Member</p> <p>3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - -Member.</p>	Not Applicable

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
14. Assistant	13	Middle Level Management, Non- Technical	Pay Band: 2 Scale Rs.9,300-34,800; Grade Pay: Rs.4,200	Non Selection	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any	
8			9		10	
(1) Degree of a Recognized university (2) Three years experience in the field of Administration, Accounts			Age: No Educational Qualifications : No		Two years for direct recruit	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.			If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment	
11	12			13	14	
By promotion failing which by Direct Recruitment.	Promotion: From among the Upper Division Clerks with ten years regular service in their respective grade.			1.Executive Director- -Chairman 2.Secretary - -Member 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - -Member.	Not Applicable	

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
15. Stenographer (Grade-II)	3	Middle Level Management, Non- Technical	Pay Band: 2 Scale Rs.9,300-34,800; Grade Pay: Rs.4,200	Non Selection	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any	
8			9		10	
Essential: (1) Graduate of a Recognized University. (2) Should have passed English Type Writing Examination @ 40 WPM and English short hand examination @ 120 WPM conducted by the Board of Technical Education			Age: No Educational Qualifications : No		Two years for Direct Recruits only	

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13	14
Promotion failing which by Direct Recruitment.	By promotion of Stenographer (Grade-III) with Ten years regular service in the grade, subject to passing of proficiency test in English type writing @ 40 WPM and English Short Hand @ 120 WPM.	1.Executive Director- -Chairman 2.Secretary - -Member 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - -Member.	Not Applicable

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
16. Upper Division Clerk / Cashier	43	Junior Level Management, Non- Technical	Pay Band: 1 Scale Rs.5,200-20,200; Grade Pay: Rs.2,400	Non Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any	
8			9		10	
Not applicable			Not applicable		Not applicable	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.			If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment	
11	12			13	14	
By Promotion	By promotion of Lower Division Clerk / Hindi Typist with eight years regular service. The seniority of LDC and Hindi Typist will be counted from their date of joining in the grade.			1.Executive Director- -Chairman 2.Secretary - -Member 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - -Member.	Not Applicable	

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
17. Stenographer (Grade-III)	4	Junior Level Management, Non- Technical	Pay Band: 1 Scale Rs.5,200-20,200; Grade Pay: Rs.2,400	Not applicable	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any	
8			9		10	
Essential: (1) Matriculation or its equivalent. (2) Should have passed English Type Writing examination @ 30 WPM and English short hand examination @ 80 WPM conducted by the Board of Technical Education. Desirable: Graduate of a Recognized University			Not applicable		Two Years	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filed by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition			Circumstances in which UPSC is to be consulted in making recruitment
11	12		13			14
By Direct Recruitment	Not Applicable		1.Executive Director- -Chairman 2.Secretary - -Member 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - -Member.			Not Applicable

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
18. Lower Division Clerk	52	Junior Level Management, Non- Technical	Pay Band: 1 Scale Rs.5,200-20,200; Grade Pay: Rs.1,900	Not applicable	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any	
8			9		10	
Essential: (1) 10+2 or its equivalent. (2) Pass in English Type Writing Lower Grade examination @ 30 WPM conducted by the Board of Technical Education. Desirable: Graduate of a Recognized University			Age: No Educational Qualification: 10 th passed		Two Years	

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13	14
By Direct Recruitment and promotion in the ratio of 3:1	Promotion: <ol style="list-style-type: none"> (1) From amongst educationally and technically qualified Multi Tasking Staff with ten years regular service in the Post. (2) If, qualified candidates are not available, the vacancies should be filled up by Direct Recruitment. (3) Person appointed as LDCs by promotion from Multi Tasking Staff (MTS) may be exempted from typewriting test, if they have completed the age of 45 years on the date of their appointment. 	<ol style="list-style-type: none"> 1.Executive Director- -Chairman 2.Secretary - -Member 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - -Member. 	Not Applicable

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
19. Field Assistant	158	Junior Level Management, Non- Technical	Pay Band: 1 Scale Rs.5,200-20,200; Grade Pay: Rs.1,900	Non Selection	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any	
8			9		10	
Essential: (1) 10+2 or its equivalent. (2) Knowledge of tobacco cultivation & grading Desirable: Graduate of a Recognized University			Age: No Educational Qualification: 10 th or equivalent		Two Years for direct recruits	

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13	14
By Direct Recruitment and promotion in the ratio of 3:1	Promotion: (1) From amongst educationally qualified Multi Tasking Staff with ten years regular service in the Post. (2) If, qualified candidates are not available, the vacancies should be filled up by Direct Recruitment.	1.Executive Director- -Chairman 2.Secretary - -Member 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - -Member.	Not Applicable

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
20. Driver (Ordinary Grade)	10	Junior Level Management, Non- Technical	Pay Band: 1 Scale Rs.5,200-20,200; Grade Pay: Rs.1,900	Selection	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any	
8			9		10	
Essential: (1) 10 th or equivalent. (2) Should possess Light Motor Vehicle driving license. (3) At least two years experience in Driving Light Motor Vehicle			Age: No Educational Qualification: No		Two Years	

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13	14
By Promotion and direct recruitment in the ratio of 1:1. If suitable departmental candidates are not available, the posts falling in the promotion quota will be filled up by direct recruitment.	By Promotion based on the result of a test in driving designed to adjudge suitability for the post with reference to the standards to Competence Considered essential to drivers of staff cars etc., from amongst regular Multi Tasking Staff.	1.Executive Director- -Chairman 2.Secretary - -Member 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - -Member.	Not Applicable

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
21. Gestetner Operator	1	Junior Level Management, Non- Technical	Pay Band: 1 Scale Rs.5,200-20,200; Grade Pay: Rs.1,900	Non Selection	Not applicable	Not Applicable
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any	
8			9		10	
Not Applicable			Not Applicable		Not Applicable	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filed by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.			If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment	
11	12			13	14	
By Promotion	Promotion: (1) Multi Tasking Staff having 'Seven' years regular service in the post with proficiency in operating the Gestetner machine.			1.Executive Director- -Chairman 2.Secretary - -Member 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - -Member.	Not Applicable	

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
22. MULTI TASKING STAFF	140	Junior Level Management, Non- Technical	Pay Band: 1 Scale Rs.5,200-20,200; Grade Pay: Rs.1,800	Not applicable	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any	
8			9		10	
10 th or equivalent pass.			Not Applicable		Two Years	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.			If a DPC exists what is its composition		Circumstances in which UPSC is to be consulted in making recruitment
11	12			13		14
By Direct Recruitment.	Not Applicable			1.Executive Director- -Chairman 2.Secretary - -Member 3. One outside Officer belonging to Scheduled Caste / Scheduled		Not Applicable

					Tribe - -Member.	
Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
23. Senior Field Assistant	45	Junior Level Management, Non- Technical	Pay Band: 1 Scale Rs.5,200-20,200; Grade Pay: Rs.2,400	Non Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Period of Probation if any		
8			9		10	
Not applicable			Not applicable		Not applicable	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.			If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment	
11	12			13	14	
By Promotion	Promotion: From among the Field Assistants with 'eight' years regular service in the respective cadre.			1.Executive Director- -Chairman 2.Secretary - -Member 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - -Member.	Not Applicable	

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
24. Hindi Typist	2	Junior Level Management, Non- Technical	Pay Band: 1 Scale Rs.5,200-20,200; Grade Pay: Rs.1,900	Not applicable	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any	
8			9		10	
Essential: 10+2 or its equivalent, Hindi Typing Speed @25 words per minute is essential. Desirable: (1) Pass in English Type Writing @ 30 Words per Minute conducted by the Board of Technical Education. (2) Graduate of a recognized University			Age: No Educational Qualification: Yes		Two Years	

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13	14
By promotion failing which Direct Recruitment.	Though among regular MTS possessing the qualifications prescribed for direct recruits in col No.8.	1.Executive Director- -Chairman 2.Secretary - -Member 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - -Member.	Not Applicable

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
25. Systems Analyst	1	Senior Level Management, Technical	Pay Band: 3 Scale Rs. 15600-39100; Grade Pay: Rs.5,400	Selection	Not applicable	Not exceeding thirty five years
Educational and other qualifications required for direct recruits				Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any
8				9		10
Essential: (i) Master's Degree in Statistics / Mathematics (with Statistics)/ operations Research / Physics or Economics (with Statistics) Commerce (with Statistics) OR Degree in Engineering / Computer Science of a recognized University or equivalent. (ii) Three years experience of electronic data processing work, out of which at least one year experience should be in actual programming on an electronic computer.				Age: No. Qualification: Yes		Two years
Desirable: (i) Master's Degree in Engineering or Doctorate Degree in any of the subject mentioned in Essential qualification. (ii) Formal training in Computer Programming / System Design / Analysis. (iii) Knowledge of one or more programming languages (to be indicated at the time of Recruitment)						

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
26. Programmer	1	Middle Level Management, Non- Technical	Pay Band: 2 Scale Rs.9,300-34,800; Grade Pay: Rs.4,800	Not applicable	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits				Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any
8				9		10
Essential: (i) Master's Degree in Statistics / Mathematics (with Statistics)/ operations Research / Commerce or Economics with Post Graduate Diploma in Computer Science or with at least three years relevant experience				Age: No. Qualification: Yes		Two years
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filed by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.			If a DPC exists what is its composition		Circumstances in which UPSC is to be consulted in making recruitment
11	12			13		14
By Direct Recruitment	Not Applicable			(For confirmation only) 1. Chairman - -Chairman 2.Executive Director- -Member 3.Secretary - - Member 4. One outside Officer belonging to Scheduled Caste		Not Applicable

					/ Scheduled Tribe - -Member.		
Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits	
1	2	3	4	5	6	7	
27. Director (Auctions)	1	Senior Level Management Deputation post	Pay Band: 3 Scale Rs.15600-39100; Grade Pay: Rs.7,600	Not Applicable	Not applicable	Not applicable	
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any		
8			9		10		
Not applicable			Not applicable		Not applicable		
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.			If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment		
11	12			13	14		
By deputation under non CSS. The selection would be made under non Central Staffing Scheme, from the Officers of the rank of Deputy Secretary / Director of the Government of India who are eligible for appointment under the Central Staffing scheme at the Deputy secretary / Director level in Government of India are eligible for	Appointment to be made by CSB from the Officers of the rank of Deputy Secretary / Director of the Government of India. The period of deputation is 4 / 5 years.			Through CSB as per provisions of Government of India	Not Applicable		

this post.			
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Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
28. Hindi Officer	1	Middle Level Management, Non- Technical	Pay Band: 2 Scale Rs.9,300-34,800; Grade Pay: Rs.4,600	Selection	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits				Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any
8				9		10
Essential:				Not Applicable		Two years
<p>(i) Master's Degree of a recognized University or equivalent in Hindi With English as a subject at the degree level. (OR) Master's Degree of a recognized University or equivalent in English with Hindi as a subject at the degree level. (OR) Master's Degree of a recognized University or equivalent in any subject with Hindi and English a subject at the degree level. (OR) Master's Degree of a recognized University or equivalent in any subject with Hindi medium and English as a subject at the degree level. (OR) Master's Degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at the degree level.</p> <p>(ii) Five Years experience of terminological work in Hindi and / or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature (OR) Five years' experience of teaching, research, writing of journalism in Hindi</p>						

Desirable:			
(i) Knowledge of Sanskrit and / or Telugu language.			
(ii) Administrative Experience.			
(iii) Experience of organizing Hindi classes or workshops for noting and drafting			
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13	14
By Promotion failing which by Deputation / Direct Recruitment	<p>By Promotion: From amongst Sr. Translator with three year regular service.</p> <p>By Deputation: Officers from Central / State Governments, Statutory / Autonomous Bodies of the state / Central Governments: (a) holding analogous posts. (b) With three years' Service in the scale of Rs.9, 300-34,800 in PB-2 with Grade Pay of Rs.4,200/- or equivalent. (c) With eight years Service in the scale of Rs.9,300-34,800 in PB-2 with Grade Pay of Rs.4,200/- or equivalent. And having the qualifications and experience laid down in column 7 for direct recruits. The Departmental Sr. Translator with three years of regular service in the grade will also be considered and in case he is selected, the post shall be treated to have been filled by promotion. (Period of deputation shall not ordinarily exceed three years)</p>	<p>1. Chairman - -Chairman</p> <p>2.Executive Director- -Member</p> <p>3.Secretary - Member</p> <p>4. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - -Member.</p>	Not Applicable

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
29. Computer Operator	27	Junior Level Management, Non- Technical	Pay Band: 1 Scale Rs.5,200-20,200; Grade Pay: Rs.2,800	Selection	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any	
8			9		10	
Essential: (i) Degree of a recognized University. (ii) Knowledge of Typing. (iii) 8000 Key Depressions per Hour on Computers. Desirable: (i) Diploma in Computer application from any recognized institute. (ii) Experience in Computer operation.			Age: No Qualifications: Yes		Two Years	

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13	14
By promotion failing which by Direct Recruitment.	Promotion: (1) From among Lower Division Clerks / Field Assistants possessing the required qualifications.	(For confirmation only) 1.Executive Director- -Chairman 2.Secretary - -Member 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - -Member	Not Applicable

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
30. Care Taker	1	Middle Level Management, Non- Technical	Pay Band: 2 Scale Rs.9,300-34,800; Grade Pay: Rs.4,200	Not applicable	Not applicable	Not applicable
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any	
8			9		10	
Not applicable			Not applicable		Not applicable	

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filed by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13	14
Deputation.	<p>Deputation: Officers under the Central / State Governments, Central or State Public Sector Undertakings or Autonomous Bodies holding:</p> <p>a) (i) Analogous Posts on regular basis OR (ii) Posts in the scale of pay of Rs.5,200-20,200 in PB-1 with Grade Pay 2,400 or equivalent with ten years regular service.</p> <p>AND</p> <p>(b) Possessing experience in care taking such as up keeping of office buildings including sanitation, fire protection, furniture and furnishing ; maintenance of office equipment and appliances, arrangements for meetings and conferences; security including watch and ward staff; management of Group-D and daily wage staff .</p> <p>Desirable: Training in Sanitation, Public Health, Fire Protection or Civil Engineering. (Period of deputation shall not ordinarily exceed three years)</p>	<p>1.Executive Director- -Chairman 2.Secretary - -Member 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - -Member.</p>	Not Applicable

Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
31. Staff Car Driver (Grade-I)	11	Junior Level Management, Non- Technical	Pay Band: 1 Scale Rs.5,200-20,200; Grade Pay: Rs.2,800	Non-Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any	
8			9		10	
Not applicable			Not applicable		Not applicable	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filed by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.			If a DPC exists what is its composition		Circumstances in which UPSC is to be consulted in making recruitment
11	12			13		14
By Promotion	<ol style="list-style-type: none"> By Promotion of staff car driver Grade-II with five years of regular service, after qualifying in the trade test conducted by the Board. Failing (1) above staff car driver (Ordinary Grade) with thirteen years of regular service after qualifying in the trade test conducted by the Board. 			<ol style="list-style-type: none"> Executive Director- -Chairman Secretary - -Member One outside Officer belonging to Scheduled Caste / Scheduled Tribe - 		Not Applicable

					-Member.	
Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
32. Staff Car Driver (Grade-II)	10	Junior Level Management, Non- Technical	Pay Band: 1 Scale Rs.5,200-20,200; Grade Pay: Rs.2,400	Non-Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any	
8			9		10	
Not applicable			Not applicable		Not applicable	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.			If a DPC exists what is its composition		Circumstances in which UPSC is to be consulted in making recruitment
11	12			13	14	
By Promotion	By Promotion of staff car driver (Ordinary Grade) with eight years of regular service, after qualifying in the trade test conducted by the Board.			1.Executive Director- -Chairman 2.Secretary - -Member 3. One outside Officer belonging to Scheduled		Not Applicable

					Caste / Scheduled Tribe - -Member.	
Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
33. Special Grade Driver	1	Middle Level Management, Non- Technical	Pay Band: 2 Scale Rs.9,300- 34,800; Grade Pay: Rs.4,200	Non- Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any	
8			9		10	
Not applicable			Not applicable		Not applicable	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.			If a DPC exists what is its composition		Circumstances in which UPSC is to be consulted in making recruitment
11	12			13		14
By Promotion	By Promotion of Staff Car Driver (Grade-I) with six years regular service, after qualifying in the trade test conducted by the Board..			1.Executive Director- -Chairman 2.Secretary - -Member 3. One outside Officer		Not Applicable

		belonging to Scheduled Caste / Scheduled Tribe - -Member.	
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Name of the post	No. of posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
33. Stenographer (Grade-I)	1	Middle Level Management, Non- Technical	Pay Band: 2 Scale Rs.9,300-34,800; Grade Pay: Rs.4,200	Selection	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		Period of Probation if any	
8			9		10	
Not applicable			Not applicable		Not applicable	

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13	14
Promotion failing which by deputation.	<p>Promotion:</p> <p>i) Stenographers (Grade-II) with 3 years regular service.</p> <p>ii) Failing (i) above Stenographers (Grade-II) and Stenographer (Grade-III) with 10 years combined regular service in the two grades.</p> <p>Deputation:</p> <p>From amongst officials working in Central / State Government / Public Sector under takings and holding posts carrying the pay scales of Rs.9300-34800 in PB-2 with Grade Pay of Rs.4,200/- with Five years experience in the grade or from analogous post with three years experience.</p> <p>(Period of deputation shall not exceed 3 years).</p>	<p>1. Chairman - -Chairman</p> <p>2.Executive Director- -Member</p> <p>3.Secretary - -Member</p> <p>4. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - -Member.</p>	Not Applicable
<p>Note :</p> <p>(i) The Crucial date for determining the age limit shall be the closing date for receipt of applications from the candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Thripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul, and Spiti district and Pangti Sub-Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep)</p> <p>(ii) In respect of posts the appointments for which are to be made through the Employment Exchanges, the crucial date for determining the age limit will be the last date up to which the employment exchanges are asked to submit the names.</p>			