

F.No.DGE-A-12018/02/2017-EE-III
Government of India
Ministry of Labour & Employment
Directorate General of Employment

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated the October 30, 2017

CIRCULAR

Sub: Amendment of Recruitment Rules – Group ‘B’ Posts in NCS Centre for SC/STs under Directorate General of Employment – reg.

It is proposed to amend the existing Recruitment Rules titled “Directorate of Employment, DGE&T (SREO & AEO Coaching-cum-Guidance Centre for SC/ST) Group ‘B’ Posts Recruitment Rules, 2003” notified vide GSR No.281 dated 22.07.2003 and Coaching-cum-Guidance Centre (Group ‘C’ & ‘D’ posts) Rules, 2004 (in respect of Instructor Stenography) notified vide GSR No.38 dated 28.01.2004.

2. The draft Recruitment Rules for Group ‘B’ posts (SREO & AEO - Gazetted; Instructor Stenography (Non-Gazetted)) in the National Career Service Centres for SC/STs under the Directorate General of Employment is enclosed for information of all stakeholders. Any suggestion/comments on the proposed amendment to the Recruitment Rules may be submitted to the undersigned within 30 days from the date of issue of this Circular.


(Sita Ram)

Under Secretary to the Govt. of India
Tel. No.2347-3351

To,

- 1. All the SREOs, NCS Centre for SC/STs under DGE.**
- 2. PS to DDG(E)/Director of Employment, DGE(HQ).**
- 3. NIC, Ministry of Labour & Employment for uploading the circular in Ministry’s Website.**

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART II, SECTION 3(i)]

F.No.DGE-A-12018/02/2017-EE-III

Government of India

Ministry of Labour and Employment

Directorate General of Employment

New Delhi, dated the October, 2017.

Notification

G.S.R. No. — In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of (i) Directorate of Employment, Directorate General of Employment and Training (Sub-Regional Employment Officer and Assistant Employment Officer, Coaching-cum-Guidance Centre for Scheduled Castes and Scheduled Tribes) Group-B posts Recruitment Rules, 2003 and the Coaching-cum-Guidance Centre (Group 'C' and 'D' posts) Recruitment Rules, 2004 in their applicability to the post of Instructor Stenography and, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the posts of Sub-Regional Employment Officer, Assistant Employment Officer and Instructor Stenography in the National Career Service Centre for Scheduled Castes/Scheduled Tribes under the Directorate General of Employment, Ministry of Labour and Employment, namely:-

1. **Short title and commencement—** (1) These rules may be called the 'Ministry of Labour & Employment, Directorate General of Employment, National Career Service Centre for Scheduled Castes/Scheduled Tribes (Group 'B' Posts) Recruitment Rules, 2017.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Application—** These rules shall apply to the posts specified in column (1) of the Schedule annexed to these rules.

3. **Number of posts, classification, level in pay matrix --** The number of posts, classification and the level in the pay matrix attached thereto, shall be as specified in columns (2) to (4) of the said Schedule.

4. **Method of recruitment, age-limit, qualifications etc. —** The method of recruitment, age-limit, qualifications etc. and other matters relating thereto, shall be as specified in columns (5) to (13) of the aforesaid Schedule.

5. **Disqualifications —** No person,-

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Central 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. **Power to relax —** Where the Central Government is of the opinion that it is necessary or expedient to do so, it may by order, for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

7. **Saving clause--** Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for candidates belonging to the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-Serviceman and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

Schedule

Name of Post.	Number of Post.	Classification.	Level in the pay matrix.	Whether selection post or non-selection post.	Age limit for direct recruitment.	Educational and other Qualifications required for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1. Sub-Regional Employment Officer.	25* (2017) *Subject to variation dependent on workload. (one post at each Centre)	General Central Service, Group 'B', Gazetted, Non-Ministerial	Level 7 in the pay matrix. (Rs.44900-142400)	Selection.	Not exceeding 30 years. (Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Central Government). Note: The crucial date for determining the age limit shall be as advertised by Union Public Service Commission.	Essential: (i) Master's Degree in Social Welfare or Social Work or Sociology or Labour Welfare or Economics or Statistics or Psychology or Commerce or Education of a recognized University; (ii) Three years' experience in matters pertaining to: (a) Collection, analysis and interpretation of data or Socio-Economic Investigation or research relating to demographic, employment and manpower problems; or (b) Employment Service Operations including Employment Market Information; or (c) Vocational Guidance and Employment Counselling; or (d) Personnel Organization and Management. Desirable: (i) Knowledge of Computer Operation. (ii) Knowledge of Local Language. Note: Local language shall be specified at the time of each selection. Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified. Note 2: The qualifications regarding experience is/are relaxable at the discretion of the Union Public Service Commission in case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or deputation/ absorption and percentage of the vacancies to be filled by various methods.	In case of recruitments by promotion or deputation/ absorption grades from which promotion or deputation/ absorption to be made.	If Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(8)	(9)	(10)	(11)	(12)	(13)
<p>Age: No.</p> <p>Educational Qualification: No.*</p> <p>*But must possess at least a Bachelor's Degree in Social Welfare or Social Work or Sociology or Labour Welfare or Economics or Statistics or Psychology or Commerce or Education of a recognized University.</p>	<p>Two years for direct recruits.</p>	<p>40% by promotion failing which deputation including short term contract (ISTC)/Absorption;</p> <p>and</p> <p>60% by direct recruitment.</p>	<p>Promotion: Assistant Employment Officers - in Level 6 of the pay matrix(Rs.35400-112400) - of the National Career Service Centres for Scheduled Castes/Scheduled Tribes with five years regular service in the grade.</p> <p>Note: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service, or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying or eligibility service.</p> <p>Deputation (ISTC)/Absorption: Officers of the Central Government, State Governments or Union Territories, autonomous bodies or statutory organization, Public Sector Undertakings, Universities or Recognised Research Institutions:</p> <p>(a)</p> <p>(i) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) With five years' regular service in Level 6 of the pay matrix (Rs.35400-112400) or equivalent in the parent Cadre or Department;</p> <p>and</p> <p>(b) Possessing the educational qualifications and experience prescribed for direct recruits under Column 7.</p> <p>Note : The Central or State Government or Union Territory officers shall only be considered for absorption.</p>	<p>Group 'B' Departmental Promotion Committee for considering promotion consists of:</p> <ol style="list-style-type: none"> 1. Deputy Director General of Employment, Directorate General of Employment, Ministry of Labour & Employment - Chairman 2. Director of Employment, Directorate General of Employment - Member 3. Deputy Secretary to the Government of India, Ministry of Labour & Employment - Member 4. Joint Director of Employment, Directorate General of Employment, Ministry of Labour & Employment - Member <p>Group 'B' Departmental Confirmation Committee for considering confirmation consists of:</p> <ol style="list-style-type: none"> 1. Deputy Director General of Employment, Directorate General of Employment, Ministry of Labour & Employment - Chairman 2. Director of Employment, Directorate General of Employment - Member 3. Deputy Secretary to the Government of India, Ministry of Labour & Employment - Member 	<p>Consultation with Union Public Service Commission necessary while making direct recruitment and making appointment on absorption basis.</p>

			<p>(The Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment by deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Period of Deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>		
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Name of Post.	Number of Post.	Classification.	Level in the pay matrix.	Whether selection post or non-selection post.	Age limit for direct recruitment.	Educational and other Qualifications required for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
2. Assistant Employment Officer.	15* (2017) *Subject to variation dependent on workload. One post each at the following Centres: Delhi, Jabalpur, Kanpur, Chennai, Hyderabad, Thiruvananthapuram, Surat, Ranchi, Kolkata, Jaipur, Bengaluru, Imphal, Nagpur, Puducherry and Vishakhapatnam	General Central Service, Group 'B', Gazetted, Non-Ministerial	Level 6 in the pay matrix. (Rs.35400-112400)	Selection.	Not exceeding 30 years. (Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Central Government). Note: The crucial date for determining the age limit shall be as advertised by Union Public Service Commission.	Essential: (i) Bachelor's Degree in Social Welfare or Social Work or Sociology or Labour Welfare or Economics or Statistics or Psychology or Commerce or Education of a recognized University; (ii) Two years' experience in matters pertaining to: (a) Collection, analysis and interpretation of data or Socio-Economic Investigation or research relating to demographic, employment and manpower problems; or (b) Employment Service Operations including Employment Market Information; or (c) Vocational Guidance and Employment Counselling; or (d) Personnel Organization and Management. Desirable: (i) Knowledge of Computer Operation. (ii) Knowledge of Local Language. Note: Local language shall be specified at the time of each selection. Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified. Note 2: The qualifications regarding experience is/are relaxable at the discretion of the Union Public Service Commission in case of Candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or deputation/ absorption and percentage of the vacancies to be filled by various methods.	In case of recruitments by promotion or deputation/ absorption grades from which promotion or deputation/ absorption to be made.	If Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(8)	(9)	(10)	(11)	(12)	(13)
<p>Age: No.</p> <p>Educational Qualification: Yes.</p>	<p>Two Years for direct recruits and promotees.</p>	<p>40% by promotion failing which deputation including short term contract (ISTC)/Absorption; and</p> <p>60% by direct recruitment.</p>	<p>Promotion: Upper Division Clerks - in Level 4 of the pay matrix (Rs.25500-81100) - of National Career Service Centres for Scheduled Castes/Scheduled Tribes with ten years regular service in the grade.</p> <p>Note: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service, or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying or eligibility service.</p> <p>Deputation (ISTC)/Absorption: Officers of the Central Government, State Governments or Union Territories, autonomous or statutory organization, Public Sector Undertakings, Universities or Recognised Research Institutions:</p> <p>(a)</p> <p>(i) Holding analogous posts on regular basis in the parent cadre/department; or</p> <p>(ii) With six years' regular service in Level 5 of the Pay Matrix (Rs.29200-92300) or equivalent in the parent Cadre/ Department; or</p> <p>(iii) With ten years regular service in Level 4 of the Pay Matrix (Rs.25500-81100) or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the educational qualifications and experience prescribed for direct recruits under Column 7.</p> <p>Note : The Central or State Government or Union Territory officers shall only be considered for absorption</p>	<p>Group 'B' Departmental Promotion Committee for considering promotion consists of:</p> <ol style="list-style-type: none"> 1. Deputy Director General of Employment, Directorate General of Employment, Ministry of Labour & Employment - Chairman 2. Director of Employment, Directorate General of Employment - Member 3. Deputy Secretary to the Government of India, Ministry of Labour & Employment - Member 4. Joint Director of Employment, Directorate General of Employment, Ministry of Labour & Employment - Member <p>Group 'B' Departmental Confirmation Committee for considering confirmation consists of:</p> <ol style="list-style-type: none"> 1. Deputy Director General of Employment, Directorate General of Employment, Ministry of Labour & Employment - Chairman 2. Director of Employment, Directorate General of Employment - Member 3. Deputy Secretary to the Government of India, Ministry of Labour & Employment - Member 	<p>Consultation with Union Public Service Commission necessary while making direct recruitment and making appointment on absorption basis.</p>

			<p>(The Departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment by deputation. Period of Deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications).</p>		
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Name of Post.	Number of Post.	Classification.	Level in the pay matrix.	Whether selection post or non-selection post.	Age limit for direct recruitment.	Educational and other Qualifications required for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
3. Instructor Stenography.	15* (2017) *(Subject to variation dependent upon workload) One post each at the following centres: Delhi, Jabalpur, Kanpur, Chennai, Hyderabad, Thiruvananthapuram, Surat, Ranchi, Kolkata, Jaipur, Bengaluru, Imphal, Nagpur, Puducherry and Vishakhapatnam	General Central Service, Group 'B' Non-Gazetted, Non-Ministerial.	Level 6 in the pay matrix. (Rs.35400-112400)	Not applicable.	Not exceeding 30 years. (Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Central Government). Note: The crucial date for determining the age limit shall be the closing date of receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahual and Spiti District and Pangi Sub Division Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).	(a) A Bachelor's Degree from a recognized University/Institute. (b) Diploma in Secretariat Practice or Commercial Practice from recognized institution or National Council for Training in Vocational Trades Certificate in Stenography from Recognised Institute/Board/University. Skill Test Norms: Dictation: 10 minutes @ 80 words per minute in English. Transcription: 50 minutes on Computer. (c) Three years' experience as Instructor Stenography. Desirable: (i) Knowledge of Stenography in Hindi or in one of the regional languages. (ii) Knowledge of Computer Operation. Note: "The qualifications regarding experience are relaxable at the discretion of the Appointing Authority for reason to be recorded in writing in case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them."

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or deputation/ absorption and percentage of the vacancies to be filled by various methods.	In case of recruitments by promotion or deputation/ absorption grades from which promotion or deputation/ absorption to be made.	If Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(8)	(9)	(10)	(11)	(12)	(13)
Not applicable.	Two Years.	By direct recruitment.	Not applicable.	<p>Group 'B' Departmental Promotion Committee for considering promotion consists of:</p> <ol style="list-style-type: none"> 1. Director of Employment or Joint Director of Employment, Directorate General of Employment. - Chairman 2. Deputy Director of Employment or Assistant Director of Employment, Directorate General of Employment - Member 3. Sub-Regional Employment Officer, National Career Service Centre for Schedule Castes /Scheduled Tribes under Directorate General of Employment - Member 4. A Gazetted Officer belonging to Scheduled Caste or Scheduled Tribe – Member <p>Group 'C' Departmental Confirmation Committee for considering confirmation consists of:-</p> <ol style="list-style-type: none"> 1. Director of Employment or Joint Director of Employment, Directorate General of Employment. - Chairman 2. Deputy Director of Employment or Assistant Director of Employment, Directorate General of Employment - Member 3. Sub-Regional Employment Officer, National Career Service Centre for Schedule Castes /Scheduled Tribes under Directorate General of Employment - Member 	Not applicable.