

F.No.DGE-A-12018/01/2017-EE-III
Government of India
Ministry of Labour & Employment
Directorate General of Employment

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated the April 12, 2017

CIRCULAR

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

It is proposed to amend the existing Recruitment Rules titled Coaching-cum-Guidance Centre (Group ‘C’ & ‘D’ posts) Rules, 2004 notified vide GSR No.38 dated 28.01.2004. The draft Recruitment Rules for Group ‘C’ posts (MTS, LDC, UDC, Stenographer and Instructor Stenography) 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.

NOTE: DRAFT RR IS SENT BY EMAIL TO ALL SREOs. DRAFT RR IS ALSO AVAILABLE IN MIN OF LABOUR & EMP'S WEBSITE.

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, EXTRAORDINARY PART II, SECTION 3(1)]

Government of India
Ministry of Labour and Employment
Directorate General of Employment

New Delhi, the 12th April, 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 the Coaching-cum-Guidance Centre (Group 'C' and 'D' Recruitment Rules, 2004, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules including method of recruitment of Group 'C' posts in the Offices of National Career Service Centre for SC/STs under the Directorate General of Employment, Ministry of Labour and Employment, namely:-

1. Short title and commencement:— (1) These rules may be called the National Career Service Centre for SC/STs (Group 'C') 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 annexed to these rules.

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 said 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	Education and other Qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees
1.	2.	3.	4.	5.	6.	7.	8.
Multi-Tasking Staff	51* (2017) *Subject to variation dependent on workload	General Central Service – Group 'C' Non-Gazetted, Non Ministerial	Level 1 (Rs. 18000 – 56900)	Non-applicable	Between 18 and 25 Years of age. (upper age limit is relaxable for candidates belonging to Schedules Castes/Scheduled Tribes/Other Backward Classes/Persons with Disabilities/Ex-Servicemen/Departmental and Central Government Employees in accordance with the instructions or orders issued by the Government of India from time-to-time.) 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).	Matriculation pass or its equivalent OR Industrial Training Institute (ITI) pass	Not applicable

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/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	If DPC exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
9	10	11	12	13
Two Years	By direct recruitment	Not applicable	Group 'C' - Departmental Confirmation Committee:- 1. Director of Employment/Joint Director of Employment of DGE. - Chairman 2. Deputy Director of Employment/ Assistant Director of Employment of DGE - Member 3. Sub-Regional Employment Officer, National Career Service Centre for Schedule Castes /Scheduled Tribes under DGE - Member 4. A Gazetted Officer belonging to Scheduled Caste/ Scheduled Tribe - Member	Not applicable

Schedule

1.	2.	3.	4.	5.	6.	7.	8.
Name of Post	Number of Post	Classification	Level in the pay Matrix	Whether selection post or non-selection post	Age limit for direct recruitment	Education and other Qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes
Lower Division Clerk	25* (2017) *Subject to variation dependent on workload	General Central Service - Group 'C' Non-Gazetted, Non Ministerial	Level 2 (Rs. 19900-63200)	Non-Selection	Between 18 and 27 year of age (upper age limit is relaxable for candidates belonging to Schedules Castes/Scheduled Tribes/Other Backward Classes/Persons with Disabilities/Ex-Servicemen/Departmental and Central Government Employees in accordance with the instructions or orders issued by the Government of India from time-to-time.) Note: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission. (Where recruitment is not through SSC, crucial date for determining the age limit shall be the last date for receipt of applications.)	(i) 12 th Class or equivalent qualification from a recognized Board or University; (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m in Hindi on Computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)	Yes, to the extent indicated in Column 11

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/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	If DPC exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
9	10	11	12	13
Two Years	<p>(i) 85% by direct recruitment through SSC.</p> <p>(ii) 10% of the vacancies shall be filled from amongst the Group C Staff in the Level 1 of pay matrix and who possess 12th Class pass or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years. (50 years of age for SC/ST)</p> <p>Note:- If more of such employees than the number of vacancies available under Clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</p> <p>(iii) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group C employees who have 3 years regular service in posts with the pay scale of Level 1 of pay matrix</p>	<p>10% of the vacancies shall be filled from amongst the Group C Staff in the Level 1 of pay matrix and who possess 12th Class pass or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years. (50 years of age for SC/ST)</p> <p>Note:- If more of such employees than the number of vacancies available under Clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</p> <p>5% of the vacancies shall be filled on seniority-cum-fitness basis from Group C employees who have 3 years regular service in posts with the pay scale of Level 1 of pay matrix</p>	<p>Group 'C' - Departmental Promotion/ Confirmation Committee:</p> <ol style="list-style-type: none"> 1. Director of Employment/Joint Director of Employment of DGE. - Chairman 2. Deputy Director of Employment/ Assistant Director of Employment of DGE - Member 3. Sub-Regional Employment Officer, National Career Service Centre for Schedule Castes /Scheduled Tribes under DGE - Member 4. A Gazetted Officer belonging to Scheduled Caste/ Scheduled Tribe - Member 	Not applicable

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	Education and other Qualifications required for direct recruits
1.	2.	3.	4.	5.	7.	8.
Upper Division Clerk	25* (2017) *Subject to variation dependent on workload	General Central Service – Group 'C' Non-Gazetted, Non Ministerial	Level 4 (Rs.25500-81000)	Non-Selection.	Between 18 and 27 years of age (upper age limit is relaxable for candidates belonging to Schedules Castes/Scheduled Tribes/Other Backward Classes/Persons with Disabilities/Ex-Servicemen/Departmental and Central Government Employees in accordance with the instructions or orders issued by the Government of India from time-to-time.) Note: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission. (Where recruitment is not through SSC, crucial date for determining the age limit shall be the last date for receipt of applications.)	Degree of recognized University or equivalent.

Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	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/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	If DPC exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
8	9	10	11	12	13
Not applicable	Two Years for direct recruitment. 'Nil' for promotees	<p>1. By promotion failing which by deputation,</p> <p>or</p> <p>2. Direct recruitment through Staff Selection Commission.</p>	<p>Promotion</p> <p>Lower Division Clerk (Level 2 in Pay Matrix) with eight years' service in the grade</p> <p>Note: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying/ eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service</p>	<p>Group 'C' - Departmental Promotion/Confirmation Committee:</p> <ol style="list-style-type: none"> 1. Director of Employment/Joint Director of Employment of DGE. - Chairman 2. Deputy Director of Employment/ Assistant Director of Employment of DGE - Member 3. Sub-Regional Employment Officer, National Career Service Centre for Schedule Castes /Scheduled Tribes under DGE - Member 4. A Gazetted Officer belonging to Scheduled Caste/ Scheduled Tribe - Member 	Not applicable

Deputation

Officers of the Central Government:

- (i) holding analogous post on regular basis; or
- (ii) with eight years regular service in the grade of Lower Division Clerk (Level 2 in Pay Matrix) or equivalent.

The departmental officer in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.

Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.

The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.

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	Education and other Qualifications required for direct recruits
1.	2.	3.	4.	5.	6.	7.
Stenographer Grade 'D'	14* (2017) *Subject to variation dependent on workload	General Central Service -- Group 'C' Non-Gazetted, Non Ministerial	Level 4 (Rs.25500-81000)	Not applicable	Between 18 and 27 years of age (upper age limit is relaxable for candidates belonging to Schedules Castes/Scheduled Tribes/Other Backward Classes/Persons with Disabilities/Ex-Servicemen/Departmental and Central Government Employees in accordance with the instructions or orders issued by the Government of India from time-to-time.) Note: The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission. (Where recruitment is not through SSC, crucial date for determining the age limit shall be the last date for receipt of applications.)	(i) 12 th class pass or equivalent from a recognized Board or University (ii) Skill Test Norms Dictation: 10 mts @ 80 w.p.m. Trascription: 65 mts.(Eng.)/75 mts.(Hindi) (On Manual Typewriter) or 50 mts. (Eng.), 65 mts. (hindi) (on Computer)

Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	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/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	If DPC exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
8	9	10	11	12	13
Not applicable	Two Years	<p>Direct recruitment through Staff Selection Commission</p> <p>Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more may be filled on deputation from the officials of the central Government holding analogous posts or regular basis and possessing the qualification prescribed for direct recruits at Col. 8.</p>	Not applicable	<p>Group 'C' - Departmental Promotion/Confirmation Committee:</p> <ol style="list-style-type: none"> 1. Director of Employment/Joint Director of Employment of DGE. - Chairman 2. Deputy Director of Employment/ Assistant Director of Employment of DGE - Member 3. Sub-Regional Employment Officer, National Career Service Centre for Schedule Castes /Scheduled Tribes under DGE - Member 4. A Gazetted Officer belonging to Scheduled Caste/ Scheduled Tribe - Member 	Not applicable

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	Education and other Qualifications required for direct recruits
1.	2.	3.	4.	5.	7.	8.
Instructor (Stenography)	13* *(Subject to variation dependent upon workload)	General Central Service Group 'C' Non-Gazetted/ Non-Ministerial	Level 6 Rs.35400 – 112400)	Non-Selection	30 years of age. (upper age limit is relaxable for candidates belonging to Schedules Castes/Scheduled Tribes/Other Backward Classes/Persons with Disabilities/Ex-Servicemen/Departmental and Central Government Employees in accordance with the instructions or orders issued by the Government of India from time-to-time.) 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) Graduate of a recognized University or equivalent. (b) Diploma in Secretariat Practice/Commercial Practice from recognized institution or National Council for Training in Vocational Trades Certificate in Stenography from Recognised institute/ Board/University). Three years' experience as Instructor (Stenography). Desirable: (i) Knowledge of Stenography 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 SC & ST 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 recruitment will apply in the case of promotes	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/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	If DPC exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
9.	10	11	12	13	14
Not applicable	Two Years	By direct recruitment.	Not applicable	Group 'C' - Departmental Screening Committee/Departmental Confirmation Committee: 1. Director of Employment/Joint Director of Employment of DGE. - Chairman 2. Deputy Director of Employment/Assistant Director of Employment of DGE - Member 3. Sub-Regional Employment Officer, National Career Service Centre for Schedule Castes /Scheduled Tribes under DGE - Member 4. A Gazetted Officer belonging to Scheduled Caste/ Scheduled Tribe - Member	Not applicable