

**NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT**

**RECRUITMENT RULES**

		<b>Proposed RRs</b>
1.	Name of Post	<b>Assistant Administrative Officer</b>
2.	No. of Posts	8 (Eight)
3.	Classification of the Post	Group 'B'
4.	Scale or Pay	Pay level – 7 ( Rs.44900-142400/-) (pre revised PB-2 Rs.9300-34800/- + GP Rs.4600/-)
5.	Selection post or non-selection post	Selection
6.	Age limit for direct recruits	30 years (relaxation in upper age limit as per Government of India instructions )
7.	Educational and other qualification required for direct recruits	(i) Graduate degree from a recognized University/ Institute. (ii) Knowledge of Computer Application. (iii) At least Two years' experience of Administration in Central/ State/ UT Govt., Autonomous Body, Statutory Organization, recognized University/ Institutions.
8.	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	i. 50% By promotion, failing which by deputation on 'Foreign Service terms'. ii. 50% by Direct Recruitment.
11.	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation /absorption to be made	<b>By Promotion:</b> From Assistant with five years regular service in Pay Level- 6.  <b>By Deputation on foreign service terms, as per DoP&amp;T norms:</b>  <b>Age Limit:</b> Maximum of 56 years.  Officers of Central/ State/ UT Govt., Autonomous Body, Statutory Organization, recognized University/ Institution in the parent cadre or department holding analogous post or officers with five year regular service in the Pay Level- 6 (or equivalent) or officers with eleven years regular service in Pay Level-5 (or equivalent) with the following qualifications:  <b>Educational Qualification:</b>  Graduate degree from a recognized University/ Institute.  <b>Experience:</b>  At least three years' experience of Administration in Centre/ State/ UT Government, Public Sector Undertaking, Autonomous Body, Statutory Organization, Recognized Universities/ Institution.
12.	If a Departmental Promotion Committee exists what is its composition	<b>Composition of DPC:</b>  <b>Chairperson:</b> Director, NIPCCD.  <b>Members:</b>  i. Joint Director (CS), NIPCCD. ii. Under Secretary, MWCD. iii. A representative from SC/ST/OBC Minority Community at the level of Under Secretary.

		The DPC will also act as Departmental Confirmation Committee (DCC).
13.	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

**Note:**

- a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of a candidate of exceptional merit on the basis of recommendations made by the Competent Authority".
- b) "Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- c) "Where the NIPCCD is of the opinion that it is necessary or expedient so to do, it may, by order for reasons to be recorded in writing, and in consultation with the Government of India, relax any of the provisions of these rules with respect to any class or category or persons. This 'power to relax' clause will apply in case of Group 'A' and 'B' posts".
- d) "No person;
  - (i) Who has entered into, or contracted a marriage with a person who has a spouse living; or
  - (ii) 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 permitted 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".

**NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT**

**RECRUITMENT RULES**

		<b>Proposed RRs</b>
1.	Name of Post	<b>Associate Librarian (Headquarters)</b>
2.	No. of Posts	1 (One)
3.	Classification of the Post	Group 'B'
4.	Scale or Pay	Pay level-7 (Rs.44900-142400/-) (pre-revised PB-2, Rs.9300-34800/- + GP Rs. 4600/-)
5.	Selection post or non-selection post	Selection
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualification required for direct recruits	Not Applicable
8.	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any	2 years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By promotion, failing which by Deputation basis on 'Foreign Service terms'.
11.	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation /absorption to be made	<p><b>By Promotion:</b> From Assistant Librarian in Pay level-5 with 11 years of regular service.</p> <p><b>By Deputation</b> on 'Foreign Service terms', as per DOPT norms:</p> <p><b>Age Limit:</b> Maximum of 56 years.</p> <p>Officers holding analogous posts on regular basis in Central/ State/ UT Govt., Autonomous Body, Statutory Organization, recognized University/ Institution in the parent cadre or department; or officers with 5 years regular service in Pay Level -6 (or equivalent); or officers with 11 years regular service in the Pay level-5 (or equivalent) with Educational and other qualifications as under:-</p> <p><b>Essential:</b></p> <p align="center">Bachelor degree in Library Science or Library and Information Science from a recognized University/ Institute.</p> <p><b>Desirable:</b></p> <p>i. Knowledge of Computer Application. ii. Master degree in Library Science or Library and Information Science from a recognized University/ Institute.</p>
12.	If a Departmental Promotion Committee exists what is its composition	<p><b>Composition of the DPC:</b></p> <p><b>Chairperson:</b> Director, NIPCCD.</p> <p><b>Members:</b></p> <p>a) Joint Director (CS), NIPCCD. b) Under Secretary, MWCD. c) A representative from SC/ST/OBC Minority Community at the level of Under Secretary.</p> <p>The DPC will also act as Departmental Confirmation Committee (DCC).</p>
13.	Circumstances under which UPSC is to be	Not applicable.

	consulted in making recruitment	
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**Note:**

- (a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of a candidate of exceptional merit on the basis of recommendations made by the Competent Authority."
- (b) "Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- (c) "Where the NIPCCD is of the opinion that it is necessary or expedient so to do, it may, by order for reasons to be recorded in writing, and in consultation with the Government of India, relax any of the provisions of these rules with respect to any class or category or persons. This 'power to relax' clause will apply in case of Group 'A' and 'B' posts".
- (d) "No person ;
  - (i) Who has entered into, or contracted a marriage with a person who has a spouse living; or
  - (ii) 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 permitted 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".

**NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT**

**RECRUITMENT RULES**

		<b>Proposed RRs</b>
1.	Name of Post	<b>Stenographer Grade I</b>
2.	No. of Posts	15(Fifteen)
3.	Classification of the Post	Group 'B'
4.	Scale or Pay	Pay level-6 (Rs.35400-112400/-) (pre revised PB-2, Rs.9300-34800/- + GP Rs. 4200)
5.	Selection post or non-selection post	Selection
6.	Age limit for direct recruits	Not applicable
7.	Educational and other qualification required for direct recruits	Not applicable
8.	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By promotion, failing which by Deputation on 'Foreign service terms'.
11.	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation /absorption to be made	<b>By Promotion:</b> From Stenographers Grade- II in the Pay level-4 with 10 years regular service in the Grade.  <b>By Deputation</b> on 'Foreign Service terms', as per DoP&T norms:  Age Limit: Maximum of 56 years.  Officers holding analogous post on regular basis in the parent cadre or department; or officers with 10 years regular service in the Pay Level - 4 (or equivalent) with following educational and other qualification:-  i. 12th Class pass or equivalent from a recognized Board or University. ii. Skill Test Norms Dictation : 10 mts @ 100 w.p.m Transcription: 65 mts. (English), 75 mts. (Hindi) (on Manual Typewriter) <b>Or</b> 50 mts. (English), 65 mts. (Hindi) (on Computer)
12.	If a Departmental Promotion Committee exists what is its composition	<b>Composition of the DPC:</b> <b>Chairperson:</b> Director, NIPCCD.  <b>Members:</b>  a) Joint Director (CS), NIPCCD. b) Under Secretary, MWCD. c) A representative from SC/ST/OBC/Minority Community at the level of Under Secretary. The DPC will also act as Departmental Confirmation Committee (DCC).
13.	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

**Note:**

- (a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of a candidate of exceptional merit on the basis of recommendations made by the Competent Authority."
- (b) "Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- (c) "No person;
  - (i) Who has entered into, or contracted a marriage with a person who has a spouse living; or
  - (ii) 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 permitted 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".

**NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD DEVELOPMENT**

**RECRUITMENT RULES**

		<b>Proposed RRs</b>
1.	Name of Post	<b>Assistant</b>
2.	No. of Posts	13 (Thirteen)
3.	Classification of the Post	Group 'B'
4.	Scale or Pay	Pay level- 6 (Rs.35400-112400/-) (pre revised PB-2 Rs.9300-34800 + GP Rs.4200/-)
5.	Selection post or non-selection post	Selection
6.	Age limit for direct recruits	30 years (relaxation in upper age limit as per Government of India instructions)
7.	Educational and other qualification required for direct recruits	<b>Essential:</b> Graduate from a recognized University/ Institute and knowledge of MS office.  <b>Desirable:</b> Experience of work in Cash, Establishment/, General administration will be preferred.
8.	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable
9..	Period of probation, if any	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	i) 30% by direct recruitment. ii) 30% by Promotion, failing which by Deputation on 'Foreign Service terms'. iii) 40% By Promotion (through limited departmental competitive examination).
11.	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation /absorption to be made	<b>By Promotion:</b> From UDC with 10 years regular service in Pay Level- 4.  <b>By Promotion on the basis of Limited Departmental Competitive Examination:</b> UDCs and Steno Grade-II in the Pay Level- 4 with 5 years of regular in the grade.  <b>By Deputation on 'Foreign service terms',</b> as per DOPT norms:  <b>Age Limit:</b> Maximum of 56 years.  Officers under the Central/ State/ UT Govt., Autonomous Body, Statutory Organization, recognized University/ Institutions in the parent cadre or department holding analogous posts or officers with 10 years regular service in Pay Level- 4 (or equivalent) having experience of Accounts / Establishment/ General Administration/ Finance.
12.	If a Departmental Promotion Committee exists what is its composition	<b>Composition of the DPC</b> <b>Chairperson:</b> Director, NIPCCD.  <b>Members:</b> a) Joint Director (CS), NIPCCD. b) Under Secretary, MWCD. c) A representative from SC/ST/OBC/ Minority Community at the level of Under Secretary. The DPC will also act as Departmental Confirmation Committee (DCC).
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

**Note:**

- a) "The appointing authority may at its discretion relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Competent Authority.
- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central
- c) Government from time to time in this regard".
- d) "No person:
  - i. Who has entered into, or contracted a marriage with a person who has a spouse living:  
or
  - ii. 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".



**NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT**

## RECRUITMENT RULES

		Proposed RRs
1.	Name of Post	<b>Research Assistant</b>
2.	Number of Post	30 (Thirty)
3.	Classification of Post	Group 'B'
4.	Pay Band and Grade Pay / Pay Scale	Pay Level- 6 (Rs.35400-112400/-) (pre-revised PB-2, Rs.9300-34800/- + GP Rs.4200/-)
5.	Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	30 years (relaxation in upper age limit as per Government of India instructions).
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b>  (i) Post-Graduate degree with 55% marks in the relevant discipline i.e. Social Work/ Sociology/ Social Anthropology/ Public Administration/ Statistics /Home Science/Child Development/Psychology/Education/; (ii) Two years' experience in teaching/ research/ project formulation/ monitoring and supervision in the fields of Child Development/ Child Protection/ Women Development/Social Welfare. (iii) Knowledge of MS office.  <b>Desirable:</b>  Doctoral Degree in relevant field.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment  (Through All India competitive examination and Skill test).
11.	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition	<b>Composition of the Selection Committee:</b> <b>Chairperson:</b> Director, NIPCCD. <b>Members:</b>  a. Joint Director (CS), NIPCCD b. Under Secretary, MWCD. c. A representative from SC/ST/OBC/Minority Community at the level of Under Secretary. d. DPC will also act as Departmental Confirmation Committee (DCC)
13.	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable.

**Note:**

- "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of a candidate of exceptional merit on the basis of recommendations made by the Competent Authority.
- Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the scheduled castes and scheduled tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

c) No person

- i) Who has entered into, or contracted a marriage with a person who has a spouse living;
- ii) 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 Institute may, if satisfied that such marriage is permitted under the Personal Law applicable to such person and other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule".

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**NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT**

**PROPOSED RECRUITMENT RULES AS PER DOPT OM NO. AB-14017/46/2011-Estt. (RR)**

**DATED 19 September, 2013**

		<b>Proposed RRs</b>
1.	Name of the Post	Senior Hindi Translator
2.	No. of Posts	01 (One) Year of framing 2023
3.	Classification of the Post	Group 'B'
4.	Pay Band and Grade Pay/Pay Scale	Level -7 Pay Matrix : Rs.44900-142400 (pre-revised PB-2, 9300-34800 + GP Rs. 4600/-)
5.	Selection post or Non-selection post	Selection
6.	Age limit for Direct recruits	30 years (relaxation in upper age limit as per Government of India instructions)
7.	Educational and other qualification required for Direct recruits	<p><b>Essential:</b></p> <p>Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>Or</p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>Or</p> <p>No 2 years for Direct Recruits.</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p>Or</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p>Or</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level;</p> <p>AND</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or three years' experience of translation work from Hindi to English and vice versa in a Central or State Government office, including Government of India Undertaking.</p> <p>Note 1:</p> <p>Qualifications are relaxable at the discretion of the Appointing Authority in the case of candidates otherwise well qualified.</p> <p>Note 2:</p> <p>The qualification(s) regarding experience is relaxable at the</p>

		discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection 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 vacancy reserved for them
8.	Whether age and education qualification prescribed for direct recruits will apply in the case of promotees.	No
9.	Period of Probation, if any	2 years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By promotion, failing on deputation basis on 'foreign service terms', Or by Short term contract basis
11.	In case of recruitment by promotion / deputation / absorption grade from which promotion/deputation/absorption to be made	<p><b>Promotion from amongst Junior Translators in Level-6 with 5 years regular service in the grade.</b></p> <p>Note 1:</p> <p>Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or 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 or eligibility service.</p> <p>Note 2:</p> <p>For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p> <p><b>Failing which on Deputation basis on 'foreign service terms':</b></p> <p>Age limit : 56 years</p> <p>Officers from the Central/State Governments/UTs/Autonomous Bodies/Universities:-</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre/department; or (ii) with 5 years regular service in Pay Level-6; and (b) Possessing the educational qualifications and experience as under:-</p> <p><b>Essential:</b></p> <p>(i) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>Or</p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p>

Or

No 2 years for Direct Recruits. Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of an examination at the degree level;

Or

Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of an examination at the degree level;

Or

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level;

AND

(ii) Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or three years' experience of translation work from Hindi to English and vice versa in a Central or State Government office, including Government of India Undertaking.

Note 1:

Qualifications are relaxable at the discretion of the Appointing Authority in the case of candidates otherwise well qualified.

Note 2:

The qualification(s) regarding experience is relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection 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 vacancy reserved for them

Note 1:

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 2:

For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

**Short term contract basis**

Age limit: 30 years

		Educational qualifications and experience as indicated in deputation case above.
12.	If a Departmental Promotion Committee exists, what is its composition	<p><b>Chairperson:</b> Director, NIPCCD</p> <p><b>Members:</b></p> <ul style="list-style-type: none"> <li>a) Joint Director (CS).</li> <li>b) Under Secretary, MWCD.</li> <li>c) An Expert Member from Official Language approved by Director, NIPCCD.</li> </ul> <p>The DPC will also act as Departmental Confirmation Committee (DCC)</p>
13	Circumstances under which Union Public Service Commission is to be consulted in making recruitment	N.A.

**Note:**

- a) "The appointing authority may at its discretion relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Competent Authority".
- b) "Nothing in these rules shall affect reservations required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard:.
- c) "No person;
  - i) Who has entered into or contracted marriage with a person who has a spouse living; or
  - ii) 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".

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Relaxation and other concessions

**NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD DEVELOPMENT**  
**PROPOSED RECRUITMENT RULES AS PER DOPT OM NO. AB-14017/46/2011-Estt. (RR)**  
**DATED 19 September, 2013**

		<b>Proposed RRs</b>
1.	Name of Post	Jr. Hindi Translator
2.	No. of posts	3 (Three) Year of framing 2023
3.	Classification	Group 'B'
4.	Pay Level	Level -6 Pay Matrix : Rs.35400-112400 (pre-revised PB-2, 9300-34800 + GP Rs. 4200/-)
5.	Whether Selection post or non - selection post	Selection
6.	Age limit for direct recruitment	30 Years (relaxation in upper age limit as per Government of India instructions).
7.	Education and Other Qualifications required for direct recruits	<p>Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level</p> <p>Or</p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level.</p> <p>Or</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p>Or</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p>Or</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;</p> <p>AND</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English &amp; Vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p> <p>Note 1:</p> <p>Qualifications are relaxable at the discretion of the Staff Selection Commission/Competent Authority in the case of candidates otherwise well qualified.</p> <p>Note 2:</p> <p>The qualifications(s) regarding experience is relaxable at the discretion of the SSC/Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the SSC/Competent Authority is of the opinion that sufficient number of</p>

		candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9.	Period of probation, if any	2 Years.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	Direct recruitment Failing which on deputation basis on 'foreign service terms'.  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 basis from officers of Central Government.
11.	In case of recruitment by promotion/Deputation/absorption, grades from which promotion/deputation/absorption to be made	Failing which on <b>Deputation</b> basis on 'foreign service terms':  Age limit : 56 years  Officers from the Central/State Governments/UTs/Autonomous Bodies/Universities:- a) holding analogous posts on regular basis in the parent cadre/department; and b) Possessing the qualifications and experience prescribed for direct recruits under col. 7"
12.	If a Departmental Promotion Committee exists, what is its composition	<b>Chairperson:</b> Director, NIPCCD  <b>Members:</b>  a) Joint Director (CS) b) Under Secretary, MWCD. c) A representative from SC/ST/OBC/Minority Community at the level of Under Secretary. d) An Expert Member from Official Language.  The DPC will also act as Departmental Confirmation Committee (DCC)
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	No

**Note:**

- a) "The appointing authority may at its discretion relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Competent Authority".
- b) "Nothing in these rules shall affect reservations required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard:.
- c) "No person;
- i) Who has entered into or contracted marriage with a person who has a spouse living; or
- ii) 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."

Relaxation and other concessions



**COMPARATIVE STATEMENT OF RECRUITMENT RULES FOR THE POST OF ACCOUNTS OFFICER**

Sl. No.		Proposed RR's
1.	Name of the Post	Accounts Officer
2.	No. of Posts	10 (Ten)
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay/Pay Scales	Pay Level -7 (Rs.44900-142400/-) (pre-revised PB-2, Rs.9300-34800/- + GP Rs.4600/-)
5.	Whether Selection Post or Non-Selection Post	Selection
6.	Age for direct recruits	30 years (relaxation in upper age limit as per Government of India instructions)
7.	Educational and other qualification Required for Direct recruits	<b>Essential:</b> i. Graduation Degree in Commerce/MBA Finance/CA/CA(Inter.) with Graduation in any subject ii. At least three years' experience in handling Cash, Accounts and Budget in Central/ State/ UT Government, Public Sector Undertaking, Autonomous Body, Statutory Organization, recognized University/ Institutions. iii. Knowledge of MS Office and Accountancy Software.
8.	Whether age and education qualification prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any.	Two years
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	i) 25% by Promotion, failing which by Deputation on 'Foreign service terms'. ii) 75% by Direct Recruitment.
11.	Grade from which recruitment by promotion/deputation/ transfer/short-terms contract, re-employment is to be made	<b>By Promotion:</b> From Assistant Accountant in Pay Level-5 with 11 years of regular service in the grade. <b>By Deputation</b> on 'Foreign service terms' as per DOPT norms: <b>Age limit:</b> Maximum 56 years.  Officers holding analogous posts on regular basis in Central/ State/ UT Govt., Autonomous Body, Statutory Organization/ recognized University or Institutions in the parent cadre or department; or officers with 5 years' regular service in Pay Level-6 (or equivalent); or officers with 11 years' regular service in Pay Level-5 parent cadre or department having knowledge and experience of Cash, Budget and Accounts.
12.	If a DPC exists, what is its composition	<b>Chairperson:</b> Director, NIPCCD.  <b>Members:</b> a) Under Secretary, MWCD. b) A representative from SC/ST/OBC/Minority Community at the level of Under Secretary. c) Joint Director (CS), NIPCCD.  The DPC will also act as Departmental Confirmation Committee (DCC).
13.	Circumstances in which Union Public Services commission is to be considered in making recruitment	Not applicable

**Note:**

- a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of a candidate of exceptional merit on the basis of recommendations made by the Competent Authority".
- b) "Where the NIPCCD is of the opinion that it is necessary or expedient so to do it may, by order for reasons to be recorded in writing, and in consultation with the Government of India, relax any of the provisions of these rules with respect to any class or category of persons. This 'power to relax' clause will apply in case of Group 'A' and 'B' posts.
- c) "No Person
- (i) Who has entered into, or contracted a marriage with a person who has a spouse living; or
- (ii) 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."

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