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	Details of Recru							- 6	roup	·Α', '	B' & 'C'	pos	515
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	tails of Recru	itme	ent Rule	5 11								Spec	ially made
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ים ו				7	8800-		01		(+)			l r	equirement of ND1
	oint Director	15	5600- 9100+7600	2	209200 Level 12					+	NCERT(+	1	NCERT and
2 J	Out Difference			11	78800-		01		-	.			functional requirement of NBT
	Chief Editor & Joint	1	5600- 39100+760		209200						NCERT(		NCERT and
03	Director				Level 12 78800-		01			-	NUERI	.,	functional
1	Joint Director (Prod.)		15600-		209200		1		1				requirement of NBT
04	Joint Director (1992)		39100+760		Level 12		01			-	NCERT	(+)	NCERT and functional
	CRM)		15600-	00	78800- 209200								requirement of NBT
05	Manager (S&M)		39100+76	00	Level 12	2				PT(+)	-		DOPT and
	D's der		15600-		67700-		04			, (()			Qualification as per
06	Deputy Director		39100+36	600	208700 Level 1						North	T(1)	existing RRs of NBT NCERT and
	(005)		15600-		67700-		01			-	NCER	1(+)	functional
07	Deputy Director (C&F)		39100+66	600	208700								requirement of NB !
			15600-		Level 1 67700-		01			-	NCER	RT(+)	NCERT an functional
08	Deputy Director (Art)		39100+6	600	208700	)	-						requirement of NB
1					67700-		04				NCEF	RT(+)	NCERT and
09	Editor		15600- 39100+6	600	208700		U-r						functional
					Level	11				OPT(+			DOPT and
10	Assistant Director		15600- 39100+5	100	56100 17750		08				/		Qualification as pe
			28100+0	00400	Level	10					_		existing RRs of NE
11	Assistant Director (Pre	od.)	15600-	- 100	56100		05			-	NCE	RT(+)	NCERT and functional
			39100+	5400	17750 Level								requirement of NB
								_				071	
12	Assistant Editor		15600-	5400	56100 17750		15			÷.	NÇE	RT(+)	NCERT a functional
			39100+	5400	Level								requirement of NB
13	Library- cum-		15600-		56100	)-	01		C	OPT		-	
	Documentation Office	er	39100+	5400	17750 Level				1				
14	PS to Chairman		15600- 39100+	5400	56100	)- )0	01				Rul	ority for ance lings, stry of	

	ccounts Officer	9300- 34800+4600	44900-142400 Level 7	02	DOPT	•	
	Computer Programmer	9300- 34800+4600	44900-142400 Level 7	01	DOPT	-	
17	Sr. PA to Director	9300- 34800+4600	44900-142400 Level 7	01	DOPT		-
18	Superintendent	9300- 34800+4200	354000- 112400 Level 6	06	-	-	Functional requirement of NBT
19	Accountant	9300- 34800+4200 ·	354000- 112400 Level 6	09	DOPT	-	-
20	Librarian	9300- 34800+4200	354000- 112400 Level 6	01	DOPT	-	-
21	Editorial Assistant	9300- 34800+4200	354000- 112400 Level 6	07	-	NCERT	-
22	Production Assistant	9300- 34800+4200	354000- 112400 Level 6	06	-	-	Functional requirement of NBT
23	Artist	9300- 34800+4200	354000- 112400 Level 6	01	-	NCERT	-
24	Assistant	9300- 34800+4200	354000- 112400 Level 6	26	1 A	Ministry of Parliamentary Affairs	-
25	Sr. Stenographer	9300- 34800+ <b>4200</b>	354000- 112400 Level 6	08	DOPT	-	-
26	Jr. Hindi Translator	9300- 34800+4200	354000- 112400 Level 6	01	DOPT	•	-
27	Marketing Executive	5200- 20200+2800	29200-92300 Level 5	05		NCERT	-
28	Library Assistant	5200- 20200+2800	29200-92300 Level 5	02		NCERT	-
29	Data Entry Operator	5200- 20200+2800	29200-92300 Level 5	02	DOPT		-
30	Upper Division Clerk	5200- 20200+2400	25500-81100 Level 4	22	DOPT	-	-
31	Telephone Operator -cum-Receptionist	5200- 20200+2400	25500-81100 Level 4	01	-	NCERT	-
32	Jr. Stenographer	5200- 20200+2400	25500-81100 Level 4	19	DOPT	-	-
33	Shop Assistant	5200- 20200+2400	25500-81100 Level 4	03	-	-	Functional requirement of NBT
34	Jr. Artist	5200- 20200+2400	25500-81100 Level 4	01	-	NCERT	-
35	Lower Division Clerk	5200- 20200+1900	19900-63200 Level 2	35	DOPT		-
36	Hindi Typist	5200- 20200+1900	19900-63200 Level 2	01	DOPT	-	-
37	Jr. Library Assistant	5200- 20200+1900	19900-63200 Level 2	01	+	NCERT	-
38	Gestetner Operator	5200- 20200+1900	19900-63200 Level 2	02	*	-	Functional requirement of NBT
39	Driver	5200- 20200+1960	19900-63200 Level 2	10	DOPT	-	-
40	Multi-Tasking Staff (Group 'D')	4440-7440+1800	18000-56900 Level 1	53	DOPT	-	141

### NATIONAL BOOK TRUST, INDIA an Autonomous Body under Ministry of Human Resource Development Government of India

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Date : October 2018

### (Recruitment and Promotions) 2018 Notification

National Book Trust, India in exercise of powers conferred under Rule 42 of the Memorandum of Association (MoA) of the Trust hereby makes the following regulation, regulating the method of the recruitment of salaried posts in the National Book Trust, India and matters related thereto :

### 1. Short title and commencement.-

- (1) These rules may be called the National Book Trust, India Regulations (Officers and Staff Recruitment and Promotions), 2018
- (2) They shall come into force on the date of its notification by the Trust.

# 2. Authorized permanent strength and temporary strength of the service:

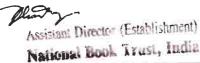
(1) The number of posts, its classification and scale of pay attached thereto, shall be as specified in the Schedule annexed hereto.

### 3. **Future maintenance of service :**

(1) The Executive Committee or the Board of Trustees of the Trust may add such other posts in the Schedule subsequently after the Notification of these Regulations.

### 4. Method of Recruitment, age limit and other qualifications:

- (1) The method of recruitment to various posts, age limit, qualifications and other matters relating thereto, shall be as specified in the Schedule to this regulations.
- (2) The upper age limit for departmental candidate to Group C posts in the Trust against direct recruitment quota shall be relaxed up to 40 years provided they have rendered at least three years regular service in the Trust.
- (3) The upper age limit to Group A and B posts in the Trust against direct recruitment quota shall be relaxable for Government servants including Departmental candidates of the Trust, employees of Statutory and Central Autonomous bodies up to 5 years provided they have rendered at least three years regular service in the same or allied field.
- (4) The upper age-limit prescribed for direct recruitment shall be relaxable in the case of candidates belonging to Schedule Casts & Scheduled Tribes and other specified categories of person in accordance with the orders issued in this behalf from time to time by the Central Government.



Director National Rook Trust. India

- (5) The qualification 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, 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 vacancy reserved for them.
- (6) The crucial date for determining the age-limit shall be the closing date for receipt of applications.
- (7) The composition of selection committee for appointments/promotion to various categories of posts under the Trust shall be as given in Appendix-1 to the Schedule.
- (8) The Recruitment year for promotions will be a calendar year. In cases where promotion has been prescribed as a method of recruitment, the eligibility list for promotion shall be prepared with reference to the date of completion by the officers of the prescribed qualifying service in the cadre as on 1<sup>st</sup> January of the Recruitment year in their respective grade/post. The crucial date is only a fixed reference date or a cut-off date on which the eligibility of officers in the feeder grade in terms of these Rules e.g. educational qualification, eligibility service, etc. is to be checked before they are considered for inclusion in the eligibility list for reference to the Departmental Promotion Committee. However, this shall not be applied in the recruitment year and their cases are to be considered at appropriate time.
- (9) Wherever regular service has been prescribed for promotion/appointment to a post under the schedule means the service rendered by an officer in the cadre on a regular basis in the Trust other than deputation/contract basis.
- (10) All direct recruits should be possessing hands on experience in computers.

### 5. **Probation**

- (1) Every direct recruit shall initially be appointed on probation. The period of probation shall be two years from the date of appointment, which may be extended by another two years by the competent authority for reasons to be recorded in writing.
- (2) When an employee appointed to a post on probation has completed his/her probation to the satisfaction of the appointing authority, he/she shall be eligible for confirmation of appointment or continuance therein.
- (3) In case of promotion, there shall be no probation except in the cases where such promotion amounts to change of Group (viz. from Group C to B, from Group B to A).
- 6. **Disqualification :** No person who has entered into or contracted a marriage with a person having a spouse living; or who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the posts in the schedule to this rules.

Provided that the appointing authority may, if, satisfied that such marriage is permissible under the personal law applicable to such person and the

ctor (Establishment) National Book Trust, India

Director

other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

- 7. In regard to matters not specified/referred in these regulations, the employees holding the posts specified in the Schedule shall be governed by the regulations and order applicable to the employees of the Trust in general.
- 8. **Power to relax:** Where the Chairman, NBT is of the opinion that it is necessary or expedient so to do, he may, for reasons to be recorded in writing, relax any of the provisions of these regulations with respect to any class or category of persons.
- 9. **Retention of Existing eligibility service:** DOPT OM No. AB.14017/48/2010-Estt.(RR) dated 31.12.2010 will follow.
- 10. **Saving:** Nothing in these rules shall affect reservation, relaxation of in upper age-limit and other concessions required to be provided for the Scheduled Castes, the Schedules Tribes, other Backward Classes, Persons with Disabilities, ex-servicemen and other special categories of persons in accordance with the orders issued by the Government of India, applicable from time to time in this regard.

### 11. Interpretation :

If any difficulty arises in the implementation or operation of any of the provisions of these regulations, the Chairman, NBT may from time to time, issue with the approval of the Executive Committee/Board of Trustees, such general or specified directions not inconsistent with the provisions of these regulations, which appear to be necessary for the purpose of removing such.

Director National Book Trust, India

Assistant Director (Establishment) National Book Trust, India

Name of the Post/Group	<b>Composition of the Selection</b> <b>Committee</b>				
All Group A posts except Director, NBT	<ul> <li>(i) Chairman, NBT – Chairperson</li> <li>(ii) Director, NBT – Member</li> <li>(iii) One representative from MHRD, Government of India</li> <li>(iv) One SC/ST representative</li> <li>(v) Two experts to be nominated by Chairman, NBT (Representative from OBC, Minority &amp; Women as per DOPT guidelines)</li> </ul>				
All Group B & C posts	<ul> <li>(i) Director, NBT – Chairperson</li> <li>(ii) One representative from MHRD, Government of India</li> <li>(iii) Two experts to be nominated by the Chairperson of the Committee</li> <li>(iv) Representative of SC/ST, OBC, Minority, Woman as per DOPT guidelines</li> </ul>				

## **Composition of Selection Committee**

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Assistant Director (Establishment) National Book Trust, India

Director National Book Trust, India

## Details of Recruitment Rules in NBT (method) for Group 'A', 'B' & 'C' posts

Sr. No.	Name of the Post	Pay Band+ Grade Pay (as per 6 <sup>th</sup> CPC)	Pay Matrix & Level(as per 7 <sup>th</sup> CPC)	Sanctioned Strength	As per DOPT	As per other Organiza- tion	Specially made for NBT as per functional requirement
01	Director	37400- 67000+8700	118500- 214100 Level <b>13</b>	01	DOPT (+)	-	DOPT and functional requirement of NBT
02	Joint Director	15600- 39100+7600	78800- 209200 Level 12	01	DOPT (+)	-	DOPT and functional requirement of NBT
03	Chief Editor & Joint Director	15600- 39100+7600	78800- 209200 Level 12	01	-	NCERT(+)	NCERT and functional requirement of NBT
04	Joint Director (Prod.)	15600- 39100+7600	78800- 209200 Level 12	01		NCERT(+)	NCERT and functional requirement of NBT
05	Manager (S&M)	15600- 39100+7600	78800- 209200 Level 12	01		NCERT(+)	NCERT and functional requirement of NBT
06	Deputy Director	15600- 39100+6600	67700- 208700 Level 11	04	DOPT(+)	-	DOPT and Qualification as per existing RRs of NBT
07	Deputy Director (C&F)	15600- 39100+6600	67700- 208700 Level 11	01	-	NCERT(+)	NCERT and functional requirement of NBT
08	Deputy Director (Art)	15600- 39100+6600	67700- 208700 Level 11	01	-	NCERT(+)	NCERT and functional requirement of NBT
09	Editor	15600- 39100+6600	67700- 208700 Level 11	04	-	NCERT(+)	NCERT and functional requirement of NBT
10	Assistant Director	15600- 39100+5400	56100- 177500 Level 10	08	DOPT(+)	-	DOPT and Qualification as per existing RRs of NBT
11	Assistant Director (Prod.)	15600- 39100+5400	56100- 177500 Level 10	05	-	NCERT(+)	NCERT and functional requirement of NBT
12	Assistant Editor	15600- 39100 <b>+5400</b>	56100- 177500 Level 10	15	-	NCERT(+)	NCERT and functional requirement of NBT
13	Library- cum- Documentation Officer	15600- 39100+ <b>5400</b>	56100- 177500 Level 10	01	DOPT	-	Real Provide State Sta
14	PS to Chairman	15600- 39100 <b>+5400</b>	56100- 177500 Level 10	01		Authority for Advance Rulings, Ministry of Finance	-

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Assistant Director (Establishment) National Book Trust, India

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Director National Book Trust, India

· ·	Accounts Officer	9300- 34800+4600	44900-142400 Level 7	02	DOPT	-	-
16	Computer Programmer	9300- 34800+4600	44900-142400 Level 7	01	DOPT	-	-
17	Sr. PA to Director	9300- 34800+4600	44900-142400 Level 7	01	DOPT		-
18	Superintendent	9300- 34800+4200	354000- 112400 Level 6	06		-	Functional requirement of NBT
19	Accountant	9300- 34800+4200	354000- 112400 Level 6	09	DOPT	-	-
20	Librarian	9300- 34800+4200	354000- 112400 Level 6	01	DOPT	-	-
21	Editorial Assistant	9300- 34800+4200	354000- 112400 Level 6	07	-	NCERT	-
22	Production Assistant	9300- 34800+4200	354000- 112400 Level 6	06		-	Functional requirement of NBT
23	Artist	9300- 34800+4200	354000- 112400 Level 6	01	-	NCERT	-
24	Assistant	9300- 34800+4200	354000- 112400 Level 6	26		Ministry of Parliamentary Affairs	-
25	Sr. Stenographer	9300- 34800+4200	354000- 112400 Level 6	08	DOPT		-
26	Jr. Hindi Translator	9300- 34800+4200	354000- 112400 Level 6	01	DOPT		-
27	Marketing Executive	5200- 20200+2800	29200-92300 Level 5	05		NCERT	-
28	Library Assistant	5200- 20200+2800	29200-92300 Level 5	02		NCERT	-
<b>2</b> 9	Data Entry Operator	5200- 20200+2800	29200-92300 Level 5	02	DOPT		-
30	Upper Division Clerk	5200- 20200+2400	25500-81100 Level 4	22	DOPT		_
31	Telephone Operator -cum-Receptionist	5200- 20200+2400	25500-81100 Level 4	01	-	NCERT	-
32	Jr. Stenographer	5200- 20200+2400	25500-81100 Level 4	19	DOPT	-	-
33	Shop Assistant	5200- 20200+2400	25500-81100 Level 4	03	-	-	Functional requirement of NBT
34	Jr. Artist	5200- 20200+2400	25500-81100 Level 4	101	-	NCERT	-
35	Lower Division Clerk	5200- 20200+1900	19900-63200 Level 2	35	DOPT		17.
36	Hindi Typist	5200- 20200+1900	19900-63200 Level 2	01	DOPT		
37	Jr. Library Assistant	5200- 20200+1900	19900-63200 Level 2	01	-	NCERT	10
38	Gestetner Operator	5200- 20 <b>200+</b> 1900	19900-63200 Level 2	02	-	-	Functional requirement of NBT
39	Driver	5200- 20200+1900	19900-63200 Level 2	10	DOPT	-	5
40	Multi-Tasking Staff (Group 'D')	4440- 7440+1800	18000-56900 Level 1	53	DOPT	-	-

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Assistant Director (Establishment) National Book Trust, India

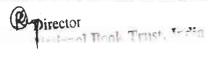
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Director National Book Trust, India

	Statement of Post			No					
Sr. No.	Name of the Post	6th CPC Pay Band	6th CPC Grade Pay	7th CPC Pay Matrix	Level	Sanctione d Strength	In Position	Vacant	Remarks
1	Director	37400-67000	8700	118500 214100	13	1 1	1	0	-
2	Joint Director(A&F)	15600-39100	7600	78800-209200	12	1	0	1	
3	Joint Director (Prod.)	15600-39100	7600	78800-209200	12	1	0	1	
4	Chief Editor & Joint Director	15600-39100	7600	78800-209200	12	1	0	1	
5	Manager (Sales & Marketing)	15600-39100	7600	78800-209200	12	1	0	1	_
3	Deputy Director (Cost & Finance)	15600-39100	6600	67700-208700	11	1	0	1	
7	Deputy Director (Art)	15600-39100	6600	67700-208700	11	. 1	1	0	
3	Deputy Director	15600-39100	6600	67700 208700	11	4	4	0	
9	Edilor	15600-39100	6600	67700-208700	11	4	4	0	1
10	Editor (Trg& Promotional Activities)	15600-39100	6600	67700-208700	11	1	1	0	
11	Regional Manager	15600-39100	6600	67700-208700	11	3	2	1	
12	Assistant Director	15600-39100	5400	56100-177500	10	8	7	1	
12	Assistant Director (Production)	15600-39100	5400	56100-177500	10	5	5	0	As 1 AD(P) officer in charge in (SRO)
14	Assistant Editor	15600-39100	5400	56100-177500	10	15	12	3	As 1 AE ON DEPUTATIC N IN (ERO NBT OFFICE)
15	Library-cum- Documentation Officer	15600-39100	5400	56100-177500	10	1	0	1	
16	PS to Chairman	15600-39100	5400	56100-177500	7	1	1	0	
17	Accounts Officer	9300-34800	4600	44900-142400	7	2	2	0	
18	Computer Programmer	9300-34800	4600	44900-142400	7	1	0	1	
19	Sr. PA to Director	9300-34800	4600	44900-142400	7	1	1	0	
20	Artist	9300-34800	4200	44900-142400	7.	1	1	0	
21	Librarian	9300-34800	4200	44900-142400	7	1	0	1	
22	Superintendent	9300-34800	4200	35400-112400	6	6	6	0	
23	Accountant	9300-34800	4200	35400-112400	6	9	8	1	
24	Editorial Assistant	9300-34800	4200	35400-112400	6	7	6	1	
25	Production Assistant	9300-34800	4200	35400-112400	6	6	6	0	
26	Assistant	9300-34800	4200	35400-112400	6	26	19	7	
27	Jr. Hindi Translator	9300-34800	4200	35400-112400	6	1	1 1	0	
28	Sr. Stenographer	9300-34800	4200	35400-112400	6	- 8	5	3	
29	Marketing Executive	5200-20200	2800	29200 92300	5	5	4	1	
30	Data Entry Operator	5200-20200	2800				and the second second		
				29200-92300	5	2	2	0	
31	Library Assistant	5200-20200	2800	29200-92300	5	2	2	0	
32	Upper Division Clerk	5200-20200	2400	25500-81100	4	22	19	3	
33	Jr. Stenographer	5200-20200	2400	25500-81100	4	19	12	7	
34	Shop Assistant	5200-20200	2400	25500 81100	4	3	3	0	
35	Telephone Operator- cum-Receptiontist	5200-20200	2400	25500 81100	4	1	0	1	
36	Jr. Artist	5200-20200	2400	25500 81100	2	1	1	0	-
37	Lower Division Clerk	5200-20200	1900	19900 63200	Z	35	11	24	
38	Hindi Typist	5200-20200	1900	19900-63200	2	1	1	0	
39	Jr. Library Assistant	5200-20200	1900	19900-63200	2	1	1	0	
40	Driver	5200-20200	1900	19900-63200	2	10	5	5	
41	Gestner Operator	5200-20200	1900	19900-53200	2	2	1	1	
42	Multi-Tasking Staff (Group 'D')	5200-20200	1800	18000-56900	1	53	34	19	
	Total		1			275	189	86	-

Assistant Director (Establishment) National Back Trust, India



### QUALIFYING SERVICE FOR PROMOTION

3.12.2 The qualifying service for promotion from one grade to another is necessary so that there is no premature promotion or undue jump in pay and also to ensure that the officer has sufficient opportunity to demonstrate his competence/potential for folding the higher post.

The period of qualifying service varies from post to post depending upon the scale of pay and the experience, required for manning the higher post. Broadly, the following qualifying service for promotion from one grade to another may be followed as a guide:

Field of Promotion								
From Grade Pay (in Rs)	To Grade Pay (in Rs)	Qualifying Service						
		(in years)						
1800	1900	3 years						
1900	2000	3 years						
1900	2400	8 years						
2000	2.400	5 years						
2400	2800	5 years						
2400	4200	10 years						
2800	4200	6 years						
4200	4600	5 years						
4200	4800	6 years						
4200	5400	8 years						
4200	6600	10 years						
4600	4800	2 years						
4600	5400	3 years						
4600	6600	7 years						
4800	5400	2 years						
4800	6600	6 years						
5400	6600	5 years						
6600	7600	5 years						
6600	8700	10 years						
-600	8700	5 years						
-600	8900	6 years						
▶=00	8900	2 years						
• 00	10000	3 years						
	10000	2 years						
TENN)()	IIAG	3 years						
H NG	HAG + Scale	l year						
FT AG	Apex Scale	2 years						
Scale	Apex Scale	1 year						

## **INO.** AB 14017/61/2008-Estt. (RR) dated 24.3.2009 and dated

nsut Director (Establishment) Isonal Book Trust, India Director National Book Trust, India

#### RECRUITMENT RULES PROPOSED BY THE NBT TO BE AMENDED

5. No.	Description	Existing RRs, 2005	Final proposal based on discussion with J5(BP) and the Director, NBT on 25/05/2018, 30&31/8/2018 and taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1	2	3	4	5
1.	Name of Post	Director	Director	•
2.	No. of Posts	One (01)	One (01)	÷
3.	Classification	Group 'A' (Administrative)	Group 'A' (Administrative)	*
4.	Pay Band and Grade Pay/Pay Scale	Rs.14300-400-18300	Rs.1,18,500 - Rs.2,14,100 (Level 13)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether selection post or non-selection post	Selection	Not applicable	Mode of filling up only deputation/ short term contract
6.	Age limit for direct recruits	Below 50 years	Below 56 years for deputation	As per DOPT guidelines
7.	Educational and other qualification required for direct recruits	Essential: a) A Bachelor's Degree from a recognized university with 15 years' experience at senior management levels in the fields of administration, organization and management of editorial and/or production/sales and/or promotional activities in a leading publishing house or a Government Department or an autonomous organization engaged in publishing activity.	Not applicable	Direct Recruitment not proposed as mode of filling up.
8.	Whether age and	Qualifications will apply	Not Applicable	Direct recruitment not proposed

National Book Trust, India



Direction National Book Trust, India

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	educational qualifications prescribed for direct recruits will apply in the case of promotees			
9.	Period of probation, if any, for the direct recruits	One year (as per the terms of contract ordinarily one year).	Not applicable	As per DOPT guidelines
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer & percentage of vacancies to be filled by various methods.	By direct recruitment (on contract) for five years in the first instance or by deputation.	The mode of appointment should be on deputation among the suitable officers working in Govt./Govt. bodies. The tenure of appointment on deputation/short term contract should be for three years and extendable as per DOPT deputation norms.	Being an isolated post mode filling up by deputation/shor term contract -( Pl. see Pa 29 & 30 of FAQs on RR DOPT. As per DOPT deputation
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Senior level officers in the grade of Rs.12000-375-16500 (Pre-revised) in Pay Band of Rs.15600-39100 + Grade Pay Rs.7600 (Revised) or an analogous scale serving in a Government Department or an organization, functionally adequate managerial and professional experience.	Deputation/Short Term Contract : Amongst Senior level officers serving in Central Government Department/State Government/UTs or Statutory/Autonomous Bodies with (i) A post graduate degree from a recognized university with good academic records. (ii) Holding analogous post on regular basis in the parent cadre/department in Level 13 (Rs.118500- 214100/-) or with five years regular service in Level 12 (Rs.78800-209200) with adequate managerial and professional experience in Book Publishing, Eook Promotion/author of repute. (iii) At least 12 years functionally adequate managerial and professional experience in Group A level posts. Note :	Justification for Po Graduate qualification:- The incumbent is the Princip Administrative Officer of th NBT whose functions include apart from administrative/financial functions interacting with authors national/international reput attend seminars, organizin book fairs national/international nature etc. for discharging function which are more creative/innovative nature, good academic background

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			The eligible departmental candidates below the age of 56 years and fulfill the above eligibility conditions can also apply against deputation, and if selected, he/she will be appointed for a tenure of three years, further extendable as per DOPT norms. Departmental candidate, if appointed, will be treated as Short Term Contract.	considered essential.
12.	If a departmental Promotion Committee exists, what is the composition?	Departmental Promotion Committee/Selection Committee as the case may be for 'A' category posts.	Selection Committee as fixed by MHRD	-

Assistant Director (Establishment) National Book Trust, India Director / National Book Trinst, India

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5. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30 & 31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/Comment:
1	2	3	4	5
1.	Name of Post	Joint Director (Admn. & Finance)	Joint Director (Admn. & Finance)	-
2,	No. of Posts	One (01)	One (01)	-
3,	Classification	Group 'A' (Administrative)	Group 'A' (Non-Ministerial)	-
4	Pay Band and Grade Pay/Pay Scale	Rs.12000-375-16500	Rs.78,800 - 2,09,200 (Level 12)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether selection post or non-selection post	Selection	Not applicable	Mode of filling up only deputation/ short term contract
6.	Age limit for direct recruits	Below 50 years	Below 56 years for deputation	As per DOPT guidelines
7.	Educational and other qualification required for direct recruits	<u>Essential:</u> A Bachelor's Degree from a recognized university with 10 years administrative experience in a managerial capacity with sound knowledge of Government Administrative and Financial Rules and Regulations and Office Procedure in Govt./Semi Govt./autonomous organization.	Direct recruitment is not suggested as a mode of filling-up.	Direct recruitment a this level is no considered advisable.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Qualifications will apply	Not applicable	-

Assistant Director (Establishment) National Book Trust, India

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9.	Period of probation, if any, for direct recruits	Two years	Not applicable	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Transfer on deputation (including short- term contract), failing which by direct recruitment. The eligible departmental candidates can also apply for deputation, and if selected, he/she will be appointed for a tenure of three years extendable by maximum one year.	Deputation/Short Term Contract	
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Incumbents holding analogous posts on regular basis or with 5 years regular service in the posts in the pay scale of Rs.10000-325-15200 in the Govt./Semi Govt./autonomous organizations and possessing qualifications as prescribed for direct recruitment.	Deputation/Short Term Contract : Amongst the Officers serving in Central Government Department/State Government/UTs/Statutory/ Autonomous Bodies with (i) A Bachelor's Degree from a recognized university (ii) Holding analogous post on regular basis in the parent cadre/department in Level 12 (Rs. 78800 - 209200) or five years regular service in Level 11 (Rs.67700 - 208700/-) (iii) At least 10 years administrative experience in a managerial capacity with sound knowledge of Government of India Rules pertaining to Establishment, General Administration and Financial Rules and Regulations and Office Procedure.	As per DOPT norms
			<u>Note</u> : The eligible departmental candidates below the age of 56 years and fulfill the above eligibility conditions can also apply against deputation/short term contract, and if selected, he/she will be appointed for a tenure of three years, further extendable as per DOPT deputation norms.	
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Chairman, NBT as Chairman of the Committee and 4 members including one representative from the controlling Ministry	Committee comprising Chairman, NBT as Chairman of the Committee, Director, NBT and three other members including one representative from the controlling Ministry.	-

Assistant Director (Establishment)

S. No	Description	Existing RRs, 2005	Final proposal based on discussion with J5(BP) and the Director, NBT on 25/05/2018, 30 & 31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/Comments
1	2	3	4	5
1.	Name of Post	Chief Editor & Joint Director	Chief Editor & Joint Director	-
2.	No. of Posts	One (01)	One (01)	-
3.	Classification	Group 'A' (Non-Ministerial)	Group 'A' (Non-Ministerial)	-
4,	Pay Band and Grade Pay/Pay Scale	Rs.12000-375-16500	Rs. 78800-209200 (Level 12)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether selection post or non-selection post	Selection	Selection	-
6.	Age limit for direct recruits	Below 50 years	Not Exceeding 50 years	-
7.	Educational and other qualification required for direct recruits	<ul> <li><u>Essential</u>:</li> <li>a) A Master's degree from a recognized university.</li> <li>b) With 10 years experience in senior editorial capacity in a publishing organization engaged in production of books or with newspaper or magazine or public institute of repute and adequate experience of developing, writing and editing books.</li> <li><u>Desirable</u>:</li> </ul>	<ul> <li><u>Essential</u></li> <li>a) A post graduate degree from a recognized university with good academic records</li> <li>b) At least 10 years experience in a senior editorial capacity (comparable to Group A post) in Government organisation in the Editorial Department of the Government or private organisation of repute engaged in publishing of books/magazines/print media.</li> <li>c) Adequate knowledge and experience of developing books of wide range of readership including econtents.</li> <li><u>Desirable</u>: <ul> <li>a) M.Phil or Ph.D</li> </ul> </li> </ul>	As per model RR of NCERT (copy enclosed). Experience as per DOPT guidelines.
		a) A doctorial degree in the field of Indian literature/language. b) Knowledge of the production of books.	a) M.Philor Ph.D b)Research work/Published work/Publication c)Adequate knowledge of production and experience	

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<sup>1</sup> Director National Book [11] By

			in marketing of books.	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Age : No Educational Qualification : Yes	-
9.	Period of probation, if any	Two Years	02 Years for Direct Recruitment	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	By promotion through selection, failing which by deputation, failing which by direct recruitment	By promotion through selection failing which by deputation/short term contract failing both by direct recruitment	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Promotion by selection from the Editors under the Trust in the grade of Rs.10000- 15200 and having five years of regular service in the grade, failing which by deputation from among the officers holding analogous posts or holding posts in the pay scale of Rs.10000-325-15200 on regular basis having five years regular service thereto having total minimum of working experience of ten years at senior managerial level in the editorial work in the govt./semi Govt./autonomous/p ublic sector institution/ organization	<ul> <li><u>Promotion</u>:</li> <li>Promotion by selection from the Editors in NBT in Level 11 (Rs.67700-208700) and having five years of regular service in the grade, failing which by deputation.</li> <li><u>Deputation/Short Term Contract</u>:</li> <li>From amongst the officers holding analogous posts or holding posts in Level 11 (Rs.67700-208700) on regular basis having five years regular service thereto having total minimum of working experience of ten years at senior managerial level in the editorial work in Central govt./State Govt// UTs/ Semi Govt./ Autonomous/ Public Sector Institution/ Organization</li> </ul>	As per DOPT norm
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Chairman, NBT as Chairman of the Committee and 4 nominated members including one representative from the Controlling Ministry	Committee comprising Chairman, NBT as Chairman of the Committee, Director, NBT and three other members including one representative from the controlling Ministry.	-
	Assistant Dire	ctor (Establishment)		

## Recruitment Rules for the post of Chief Editor, NCERT

SI.No.	Details of the Post	Recruitment Rules ,
1	Name of Posts	Chief Editor
2.	No of Posts	One (01)
3.	Classification	Not applicable
4	Scale of Pay	PB-III Rs15600-39100 Grade pay Rs 6600/-
5.	Whether Selection post or non selection Post	
6.	Age fimit for direct recruits	Not Exceeding 40 years Relaxable for Govt servant's upto 05 years in accordance with the instructions or orders issued by the Central Government. 10 years age relaxation for the employees of the Council. Note: The crucial date for determining the age limit shall be closing the date for receipt of applications 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 Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)
7.	Educational and other qualifications required for direct recruits	
8.	Whether age and educational qualifications for direct recruits will apply to promotees	Age No Educational Qualification
9.	Period of probation, if any	2 Years for direct recruitments.
10.		100% by promotion, failing which by deputation and failing both by direct recruitment.
11		For Promotion: By promotion from amongst the Editors having not less than 05 years regular service in the GP of Rs. 6600/ in the Council. Note 1. Where juniors who have completed their qualifying or eligibility service are being considered for provided they are not short of the requisite qualifying or

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		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. Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1 <sup>st</sup> 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. For Deputation By deputation from the Officials of the Central Govt/State Govt/Central Autonomous organization holding analogous post on regular basis in the parent cadre OR Officers having 05 years regular service in the post
		drawing Grade Pay of Rs 6600.and having the requisite educational qualification prescribed for direct recruitment.
		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: Period of deputation including the 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 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.
		Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1 <sup>st</sup> 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.
12.	If a Departmental Promotion Committee	Departmental Promotion/Confirmation Committee:
	exists, what is the composition?	(i)       Director, NCERT       -       Chairperson.         (ii)       Joint Director, NCERT       -       Member         (iii)       Secretary, NCERT       -       Member         (iv)       One Representative SC/ST category       -       Member         (v)       One Representative Minority Community       -       Member         (v)       One Representative Minority Community       -       Member
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5. No	Description	Existing RRs, 2005	Final proposal based on discussion with J5(BP) and the Director, NBT on 25/05/2018, 30 & 31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1	2	3	4	5
1.	Name of Post	Joint Director (Production)	Joint Director (Production)	÷
2.	No. of Posts	One (01)	One (01)	-
3.	Classification	Group 'A' (Non-Ministerial)	Group A (Non-Ministerial)	÷
4.	Pay Band and Grade Pay/Pay Scale	Rs.12000-375-16500	Rs. 78800-209200 (Level 12)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether selection post or non-selection post	Selection	Selection	2
6.	Age limit for direct recruits	Below 50 years	Not exceeding 50 years	-
7.	Educational and other qualification required for direct recruits	<ul> <li>a) A Bachelor's degree from a recognized university</li> <li>b) Post-graduate Diploma in book publishing with specialization in production, or three years Diploma in Printing Technology</li> <li>c) 10 years experience in Production in senior managerial capacity in a leading publishing house or an autonomous organization engaged in printing activities</li> </ul>	<ul> <li>Essential: <ul> <li>a) A Graduate Degree in printing technology from a recognized University/ Institution. OR Graduate Degree with Post Graduate Diploma in Book Publishing with specialization in Printing from a recognized University.</li> <li>b) At least 10 years' experience in Print production of books, journals etc. in a senior managerial capacity in a reputed private or public body/Government department engaged in book publishing or printing activities.</li> <li>c) Working knowledge regarding cover design, lay-out, paper blocks and all aspects of printing technology.</li> </ul> </li> </ul>	Qualification to be in tun with the job content. As per Model RR of NCER (copy enclosed) plu functional requirements. As per DOPT guidelines

			d) Familiarity in latest computer based printing process.	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Qualifications will apply	Age : No Educational Qualification : Yes	<b>.</b>
9.	Period of probation, if any	Two Years	Two Years for Direct Recruitment	As per DOPT guidelines
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Transfer on deputation (including short-term contract) failing which by direct recruitment. The eligible departmental candidates can also apply for deputation and if selected he/she will be appointed on a tenure of three years extendable by maximum one year	Promotion failing which by deputation/short term contract failing both by direct recruitment.	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Incumbents holding analogous posts on regular basis or with 5 years regular service in the posts in the scale of Rs.10000-375-15200 or equivalent, and possessing the educational and technical qualifications and experience as prescribed for direct recruits	Promotion : Amongst the Deputy Director (Production) in Level 11 (Rs. 67700-208700/-) with five years regular service or Assistant Director (Production) in Level 10 (Rs. 56100-177500/-) with ten years regular service in the grade and possessing a Degree in Printing Technology from a recognized University or Three years Diploma in Book Publishing with specialization in Printing from a Polytechnic recognized by Govt. Deputation/Short Term Contract: From among the officers holding analogous posts or holding posts in Level 11 (Rs.67700-208700) on	Justification for incorporating graduat degree in printing a essential qualification -on of the major activities or NBT is printing and publication of books and the Joint Director incharg of this function should have a good academi background of printin technology. For the sam reason, familiarity in an
		Assistant Director (Establishment) National Book Trust, Inclin	regular basis having five years regular service thereto having total minimum of working experience	work, cover design etc

	institution/ organization	rable quali: ated.	fication	is
omotion Committee Chairm ists, what is the includ	nental Committee comprising Chairman, NBT as Committee comprising Chairman, NBT as Chairman nittee Chairman of the Committee and 4 members of the Committee, Director, NBT and three other including one representative from the controlling Ministry controlling Ministry.			
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## Recruitment Rules for the post of Chief Production Officer, NCERT

S.No	Details of the Post	Recruitment Rules
1.	Name of Posts	Chief Production Officer
2.	No. of Posts	One (01)
3.	Classification	Not applicable
4.	Scale of Pay	15600-39100 Grade Pay 7600/
5.	Whether Selection post or Non-selection	Non-selection
	Post	
6.	Age limit for direct recruits	Not Exceeding 50 years. Relaxable for Govt. servant's upto 05 years in accordance with the instructions or
		orders issued by the Central Government.
		10 years age relaxation for the employees of the Council.
		Note: The crucial date for determining the age limit shall be closing the date for receipt of applications 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 Jammu & Kashmir State, Lahaul and
		Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or
1		Lakshadweep).
7.	Educational and other qualifications	Essential for Direct Recruitment:
	required for direct recruits	<ol> <li>Bachelors Degree in Printing Technology from a recognized University.</li> </ol>
		OR
		Bachelors Degree in any subject with Diploma in Printing Technology
		2) At least 10 yrs experience in Print Production of textbooks, general publications, journals etc in reputed
		publishing/Printing organization
		3) Working knowledge regarding cover design, lay-out, paper, blocks and all aspects of printing
		technology.
		<ol> <li>Familiarity in computer based printing processes.</li> </ol>
8.	Whether age and educational	
	qualifications for direct recruits will	Educational qualification : No
	apply to promotees	
9.	Period of probation, if any	02 Years for Direct Recruitment.
10.	Method of recruitment whether by direct	100% by promotion failing which by deputation, and failing both by direct recruitment.
	recruitment or by promotion or by	
	deputation transfer & percentage of	
	vacancies to be filled by various methods	
11		For promotion
		From amongst the Production Officers having 05 years regular service in the Grade pay of Rs. 6600 in the
1	which promotion/ deputation/transfer to	(Council. Na 1997) - Anna Annian ann an Anna ann an Anna an Air an Airth Airte ann an Anna Anna Anna Anna Anna A
	be made	Note 1. 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

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Assistant Director (Establishment) National Book Trust, India

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	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
	Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a
	regular basis by an officer prior to 1" 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
	For Deputation
	By deputation from the Officials of the Central Govt /State Govt /Central Autonomous organization holding
	analogous post on regular basis in the parent cadre OR Officers having 05 years regular service in posts
	drawing Grade Pay Rs 6600 and having the requisite educational qualification for direct recruitment.
	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: Period of deputation including the 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 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.
	Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an
	officer prior to 1 <sup>st</sup> 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.
If a Departmental Promotion Commit	tee Departmental Promotion/Confirmation Committee:
exists, what is the composition?	(i) Director NCERT - Chairperson
	(ii) Joint Director, NCERT - Member
	(iii) Secretary, NCERT - Member
	(iv) One Representative SC/ST category - Member
	(nominated by Director, NCERT)
	(v) One Representative Minority Community - Member

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S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30 & 31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/comment
1	2	3	4	5
1.	Name of Post	Manager (Sales & Marketing)	Manager (Sales & Marketing)	-
2.	No. of Posts	One (01)	One (01)	5
3.	Classification	Group 'A' (Non-Ministerial)	Group A (Non-Ministerial)	17
4.	Pay Band and Grade Pay/Pay Scale	Rs.12000-325-16500/-	Rs.78,800 - 209200/-(Level 12)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether selection post or non- selection post	Selection	Selection	5
6.	Age limit for direct recruits	Below 45 years	Not exceeding 50 years	σv
7.	Educational and other qualification required for direct recruits	<ul> <li>a) A Bachelor's degree from a recognized university</li> <li>b) 12 years experience in sales and marketing in a senior managerial position preferably in a reputed publishing house of the public/private sector</li> <li>c) Proficiency in English and Hindi</li> <li>d) Post-graduate Diploma in Sales or Marketing</li> </ul>	<ul> <li><u>Essential:</u></li> <li>a) A Master's degree in Business Administration/Business Development from a recognized university OR A Graduate Degree from a recognized University with Two years' Post Graduate Degree/Diploma in Business Administration/Marketing Management/ Sales &amp; Marketing Management.</li> <li>b) Having 10 years experience in sales and marketing in a senior managerial position preferably in a reputed publishing house of the public/private sector</li> <li>c) Proficiency in English and Hindi</li> <li><u>Desirable:</u> Working knowledge of Computer.</li> </ul>	To impart mor professionalism an considering the leve of the post, Pos Graduate qualificatio is considere necessary. As per Model RR of NCERT (cop enclosed) plu functional requirements of NBT

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of	Only qualifications will apply	Age : No Qualification : Yes	-
	promotees			
9.	Period of probation, if any	Two Years	Two years for direct recruits	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Transfer on deputation (including short-term contract). The eligible departmental candidates can also apply for deputation and if selected he/she will be appointed on a tenure of three years extendable by maximum one year	Promotion failing which by deputation/Short Term Contract failing which both by direct recruitment	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Incumbents holding analogous posts or having 5 years minimum regular service in the grade of Rs.8000-275-13500 under govt./state govt./semi. Govt./public sector institutions/Autonomous bodies and possessing qualifications as prescribed for the Direct recruits.	PromotionAmongst the Deputy Directors in Level 11(Rs.67700 - 208700/-) with five years ofregular serviceDeputation/Short Term Contract:Amongst the officers ofCentral govt./State Govt// UTs/ semi Govt./autonomous/ public sector institution/organizationiii) holding analogous posts onregular basis in the parentcadre/department in Level 12(Rs.78800 - 209200/)- or with5 years regular service in Level11 (Rs. 67700-208700/-).(ii) At least 10 years supervisory experiencein Book Promotion/ Exhibition/Sales &Marketing of books.	To provide promotional avenue for departmental candidates. As per DOPT norms
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Chairman, NBT as Chairman of the Committee and 4 members including one representative from the controlling Ministry	Committee comprising Chairman, NBT as Chairman of the Committee, Director, NBT and three other members including one representative from the controlling Ministry.	

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Director National Book Trust, India

	<u>Recruitment Rule</u>	s for the post of Chief Business Manager, NCERT
SI.	Details of the post	Recruitment Rules
1.	Name Of Post	Chief Business Manager
2.	No. of Post	One (01)
3.	Classification	Group 'A'
4.	Scale of Pay	15600-39100 Grade Pay Rs.7600/-*
5.	Whether Selection Post or	Not Applicable
	Non-selection Post	
6.	Whether benefits of added	Not Applicable
	years of service admissible	
	under Rule 30 of the Central	
• I	Civil Services (Pension) Rules,	
	1972.	
7.	Age limit for direct recruits	Not Exceeding 50 years.
8.	Educational and other	Essential:
	qualification required for direct	1. A Graduate Degree from a recognized University.
	recruits	2. Two years Post Graduate Degree/Diploma in Business
		Administration/Marketing Management/Sales & Marketing Management.
		3. Having atleast 10 years Experience in Sales and Sales Promotion in a
		large publishing Organization.
		Desirable:
9.	Whether are and advertised	1. Working Knowledge of Computer
9.	Whether age and educational qualifications prescribed for	Age : No
	direct recruits will apply in the	Educational Qualification : Yes
	case of promotes	
10.	Period of probation, if any	2 Years for direct recruitments
	Method of recruitment whether	By Direct Recruitment
	by direct recruitment or by	
	promotion or by deputation	
	transfer & percentage of	
	vacancies to be filled by	
	various methods.	
12	In case of recruitment by	Not Applicable
	promotion/ deputation, grades	••
	from which promotion/	
	deputation to be made	
13	If a departmental Promotion	As per NCERT Regulations
	Committee exists, what is the	
1	Committee exists, what is the	

Recruitment Rules for the post of Chief Business Manager, NCERT

\* Post is to be upgraded from grade pay of Rs.6600/- to Rs.7600/- and age from 40 to 50 years. It needs the approval of MHRD.

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Assistant Director (Establishment)

Director National Book Trust, India

S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30 & 31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1	2	3	4	5
1.	Name of Post	Deputy Director	Deputy Director	-
2.	No. of Posts	Four (04)	Seven (07)	The existing three posts or Regional Manager is to be merged with four posts or Deputy Director as both are same nature of duties and Level.
3.	Classification	Group 'A' (Administrative)	Group A (Non-Ministerial)	As per job contents
4.	Pay Band and Grade Pay/Pay Scale	Rs.10000-375-15200 Rs.67,700-2,08,700 (Level 11)		As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether selection post or non-selection post	Selection Selection		*
6.	Age limit for direct recruits	Below 45 years	Not exceeding 45 years	
7.	Educational and other qualification required for direct recruits	<ul> <li>Essential:</li> <li>a) A Degree from a recognized university</li> <li>b) Proficiency in English or Hindi</li> <li>c) 5 years experience in the scale of Rs.8000-13500 or equivalent in one or more of the following fields from any Govt./Semi Govt./ Autonomous Bodies/Public Sector Institutions/Organizations:</li> <li>1. Sales &amp; Marketing</li> <li>2. Publicity &amp; public relations</li> </ul>	<ul> <li>Essential:</li> <li>a) A Degree from a recognized university</li> <li>b) 5 years experience in Level 10 (56100-177500) or equivalent in one or more of the following fields from Central Govt./State Govt./Semi Govt./UTs/Autonomous Bodies/Public Sector Institutions/Organizations: <ul> <li>(i) Sales &amp; Marketing</li> <li>(ii) Publicity &amp; public relations</li> <li>(iii) Fairs &amp; Exhibitions</li> </ul> </li> </ul>	Qualification as per existing RR of NBT. As per DOPT guidelines

		<ol> <li>Fairs &amp; Exhibitions</li> <li>Establishment &amp; Office Admn. Desirable:</li> </ol>	(iv)Establishment & Office Admn. (v) Inventory Management C) Good communication skills	
		Diploma in one of the following fields i) Business Management ii) Advertising & Marketing iii) Personnel Management	<u>Desirable:</u> Diploma in one of the following fields i)Business Management ii) Advertising & Marketing iii)Personnel Management	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Age : No Qualification : Yes	-
9.	Period of probation, if any	Two Years	Not applicable	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	<ul> <li>a) 66.66% by promotion failing which by deputation.</li> <li>b) 33.33% by deputation</li> <li>c) Failing A&amp;B above by direct recruitment</li> </ul>	Promotion by selection/ failing which by deputation failing which both by direct recruitment	-
11.		For Promotion Assistant Directors of the Trust having minimum of five years of regular service in the grade. For Deputation Incumbents holding analogous posts on regular basis or having five years of regular service in the post carrying scale of the pay of Rs.8000-13500 or equivalent and possessing the educational qualifications and experience as prescribed for direct recruitment. The departmental candidates can also apply for deputation and if selected	<ul> <li><u>Promotion</u>:</li> <li>66.66% by Promotion by selection amongst the Assistant Directors in Level 10 (56100-177500) with five years of regular service failing which by deputation failing which by direct recruitment.</li> <li>33.33% by Promotion by selection amongst the Asstt. Director (Production) and Assistant Editors in Level 10 (56100-177500) with five years in the Trust with regular service failing which by deputation failing which by direct recruitment.</li> </ul>	To provide equitable promotional avenues for departmental candidates.
		tor (Establishment)	Director Network Book Tenstelle Ba	)

		will be appointed on a tenure of three years extendable by maximum one year.	<u>Deputation</u> : Amongst the officers of Central govt./State Govt// UTs/ semi Govt./ autonomous/ public sector institution/ organization	As per DOPT norms
			<ul> <li>(i) holding analogous posts on regular basis in the parent cadre/department in Level 11 (67700-208700) or with 5 years regular service in Level 10 (56100-177500) from Central govt./State Govt// UTs/ semi Govt / autonomous/ public sector institution/ organization.</li> <li>(ii) At least 10 years supervisory experience in one or more fields related to Establishment &amp; Administration/Book Promotion &amp; Exhibition/Sales &amp; Marketing etc.</li> </ul>	
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Chairman, NBT as Chairman of the Committee and 4 members including one representative from the controlling Ministry	Committee comprising Chairman, NBT as Chairman of the Committee, Director, NBT and three other members including one representative from the controlling Ministry.	
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Assistant Director (Establishment) National Book Trust, India

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Director National Book Trust, India

5. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30 & 31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1	2	3	4	5
1.	Name of Post	Deputy Director (Cost & Finance)	Deputy Director (Cost & Finance).	-
2.	No. of Posts	One (01)	One (01)	-
3.	Classification	Group 'A' (Administrative)	Group 'A' (Non Ministerial)	To reflect the functions of the job.
4.	Pay Band and Grade Pay/Pay Scale	Rs.10000-325-15200	67700-208700 (Level 11)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether selection post or non-selection post	Selection	Not applicable	Mode of filling up is by Deputation/Short Term Contract-
6.	Age limit for direct recruits	45 years	Below 56 years for deputation	As per DOPT guidelines
7.	Educational and other qualification required for direct recruits	<ul> <li>Essential:</li> <li>a) A Bachelor's Degree in Commerce from a recognized university</li> <li>b) Member of ICWA of India/Chartered Accountant of India or equivalent</li> <li>c) A minimum of <u>10 years</u> of post qualification experience of Financial Management Auditing work at the Managerial level Knowledge of Government Financial Rules</li> </ul>	<ul> <li>Essential:</li> <li>a) A Bachelor's Degree in Commerce from a recognized university OR 10+2 with CA/ICWA/Company Secretary.</li> <li>b) Member of ICWA of India/Chartered Accountant of India or equivalent</li> <li>c) A minimum of <u>10 years</u> of post qualification experience of Financial Management Auditing work at the Managerial level. Knowledge of Government Financial Rules</li> </ul>	As per Model RR of NCERT (copy enclosed).

. 8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Age : No Qualification will apply as per Col.11	-
9.	Period of probation, if any	Two Years for direct recruits	Two Years for direct recruits	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	By deputation falling which by direct recruitment	Deputation/Short Term Contract falling which by direct recruitment	
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Incumbents holding analogous posts on regular basis or holding posts in the grade of Rs.8000- 13500 or equivalent on regular basis with at least five years service in the grade and having minimum of total ten years of working experience at managerial level in the finance/accounts in the Govt./Semi Govt./State Government/Autonomous/ Public Sector Institution/ organization. The eligible departmental candidates can also apply for deputation and if selected, he/she will be appointed on a fixed tenure of three years expendable by one year.	Deputation/Short Term Contract: Amongst the officers in any of the organized Accounts Service or Central govt./State Govt/UTs/ semi Govt./ autonomous/ public sector institution/ arganization and (i) holding analogous posts on regular basis in the parent cadre/department in Level 11 (67700- 208700) or with 5 years regular service in Level 10 (56100-177500) or with seven years regular service in Level 7 (44900-142400). (ii) Passing SAS/SOG or equivalent examination	As per DOPT norms
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Chairman, NBT as Chairman of the Committee and 4 members including one representative from the controlling Ministry	Committee comprising Chairman, NBT as Chairman of the Committee, Director, NBT and three other members including one representative from the controlling Ministry.	

Assistant Director (Establishment) National Book Trust, India

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# Recruitment Rules for the post of Senior Accounts Officer, Publication Division of NCERT

Sr. No.	Details of the post	Recruitment Rules
l.,	Name of Posts	Sr. Accounts Officer
2.	No. of Posts	4
3.	Classification	Central Civil Service Group 'A'(Gazetted Ministerial)
4.	Scale of Pay	PB-II1 of Rs.15600-39100+GP Rs. 6600/-
5.	Whether Selection post or non selection Post	Non-Selection
6.	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	No
7.	Age limit for direct recruits	Not exceeding 40 years
8.	Educational and other qualifications	1. Graduate in Commerce.
	required for direct recruits	OR
		10+2 with CA/ICWA/Company Secretary
		<ol> <li>Holding Analogous post on regular basis OR</li> <li>Years regular service in GP Rs. 4600/- in an organised</li> </ol>
		Accounts Departments of Central Govt./State Govt./ Semi-
		Govt./Autonomous or
		Statutory Organizations
9.	Whether age and educational	Age - No
	qualifications for direct recruits will apply to promotees	Qualification - No
10.	Period of probation, if any	2 Years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	100% By promotion failing which by deputation/direct recruitment
12.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation/transfer to be made	100% by promotion on the basis of seniority, subject to rejection of the unfit from amongst the Accounts Officer having not less than 7 years of regular service as Accounts Officer in the Pay Band –1 Rs.93200-34800 with GP Rs. 4600.
13.	If a DPC exists, what is the composition	As per NCERT's Regulation
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Director J National Book Trust, India

	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30 & 31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1. Name of Post	3	4	5
2. No. of Posts	Deputy Director (Art)	Deputy Director (Art)	-
3. Classification	One (01)	One (01)	
4. Pay Band and Grade Pay/Pay	Group 'A' (Non-Ministerial)	Group A (Non-Ministerial)	-
	Rs.10000-325-15200	Rs.67700-208700 (Level 11)	As per 7 <sup>th</sup> CPC Pay Matrix
<ul> <li>Whether selection post or non- selection post</li> <li>Age limit for direct recruits</li> </ul>	Selection	Non-Selection	-
- Educational and	45 years	Not exceeding 40 years.	As per DOPT guideline
qualification required for direct	and photography Knowledge of production of books	<ul> <li>Essential: <ul> <li>(a) Four Year Bachelor Degree of Fine Arts with specialization in Applied Art/Commercial Art from a recognized University/Institution.</li> <li>(b) At least &amp; years experience in the preparation of illustrations, cover/jacket designs, posters, layout work etc. of books and periodicals in a publishing house of repute.</li> <li>(c) Ability to use latest software for designing of books and other promotional materials.</li> <li>(d) Experience of designing and creating exhibitions/display</li> </ul> </li> <li>Desirable: <ul> <li>a) Knowledge of printing techniques.</li> <li>b) Knowledge of photography and its applications to designing.</li> <li>c) Working knowledge of computer and its software for designing</li> </ul> </li> </ul>	Justification A professional degre with specialization Applied Art necessary to cope u with the currer publication scenario an to impar professionalism. As per Model RR of NCERT (copy enclosed plus functioner requirements of NBT.

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Qualifications will apply	Age : No Qualification : Yes	_
9,	Period of probation, if any	Two Years	Two Years	~
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Transfer on deputation (including short-term contract), failing which by direct recruitment	Promotion failing which by deputation/short term contract failing both by direct recruitment	To create avenues for career growth of Your qualified officials of well as officials as per seniority.
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Incumbents holding analogous posts on regular basis. Or With 5 years regular service in posts in the scale of Rs.8000-13500 or equivalent, and possessing the educational qualifications and experience prescribed for direct recruits. The eligible departmental candidates can also apply for deputation and if selected he/she will be appointed on a tenure of three years extendable by maximum one year	Promotion : Artist in the Level 6 (35400-112400) with ten years' regular service in the Trust, failing which by deputation <u>Deputation/Short Term Contract</u> : Incumbents holding analogous posts on regular basis from Central govt./State Govt// UTs/ semi Govt./ autonomous/ public sector institution/ organization Or. With 5 years regular service in post in Level 10 (Rs.56100-177500) or equivalent from Central govt./State Govt// UTs/ semi Govt./ autonomous/ public sector institution/ organization and possessing the educational qualifications and experience prescribed for direct recruits. Departmental candidate, if appointed, will be treated as short term contract.	Minimum qualifyin service as per DOP norms.
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Chairman, NBT as Chairman of the Committee and 4 members including one representative from the controlling Ministry	Committee comprising Chairman, NBT as Chairman of the Committee, Director, NBT and three other members including one representative from the controlling Ministry.	

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Director National Book Trust, India

## Recruitment Rules for the post of Art Officer, Publication Division of NCERT

SI.	Details of the post	Recruitment Rules
1.	Name Of Post	Art Officer
2.	No. of Post	One (01)
3.	Classification	Group 'A'
4.	Scale of Pay	15600-39100 Grade Pay 6600
5.	Whether Selection Post or Non- selection Post	Non Selection
6	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 40 years.
8.	Educational and other qualification required for direct recruits	<ol> <li>Essential:         <ol> <li>Degree in Bachelor of Fine Art with specialization in Applied Art (Commercial Art) from a recognized Institution.</li> <li>At least 8 years experience in the preparation of black and white and colour illustrations, cover-designs, layout work etc. of books and periodicals in a publishing house of repute.</li> <li>Desirable:                 <ol> <li>Knowledge of printing techniques</li> <li>Knowledge of photography and its application to designing.</li> <li>Working, Knowledge of computer and its software for designing.</li> </ol> </li> </ol> </li> </ol>
	Mether app and observational pedito traces of 1.5 s. 1 recruits will upply in the case of promotes	Ass: No Leocational Qualification Yes
ła	Period of probation it any	2 Vears for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	100% by promotion
12	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Promotion through selection from amongst the Senior Artists having not less than 5 years regular service in the Council as Senior Artists failing which by direct Recruitment
13	If a departmental Promotion Committee exists, what is the	As per NCERT's Regulations

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Assistant Director (Estubilishment) National Book Trust, India

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5. No.		Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30&31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1	2	3	4	5
1.	Name of Post	Editor	Editor	-
2.	No. of Posts	Four (04)	Five (05) (which include one post of Editor Training and Promotional Activities under the supervision of Chief Editor & Joint Director)	Since there is no promotional avenues for the post of Editor (Training & Promotional Activities), the post is being merged with the common cadre of Editor with same Level.
3.	Classification	Group 'A' (Non-Ministerial)	Group A (Non-Ministerial)	
4.	Pay Band and Grade Pay/Pay Scale	Rs.10000-325-15200	67700-208700 (Level 11)	As per 7 <sup>th</sup> CPC Pay Matrix
5	Whether selection post or non-selection post	Selection	Selection	
0. 1	Age limit for direct recruits	45 years	Not exceeding 40 years	As per DOPT guidelines
/.   c	Educational and other qualification required for direct recruits	<ul> <li>Essential :</li> <li>a) A Master's degree from a recognized university.</li> <li>b) High proficiency in the language specified.</li> <li>c) Adequate knowledge of English</li> <li>d) 7 years experience of editing/writing/ translation in a publishing house or newspaper/magazine of standing.</li> <li>e) Good knowledge of Indian Literature and</li> </ul>	<ul> <li><u>Essential</u>:-</li> <li>a) A Post Graduate Degree from a recognized University/Institution with a good academic record.</li> <li>b) Post Graduate Diploma in Book Publishing (Editing)</li> <li>c) At least 8 years of experience of editing/writing/ translation in a publishing house or newspaper/magazine of standing.</li> <li>d) Good knowledge of Indian Literature and Culture</li> </ul>	Taking into account the wide job content, qualification have been elaborated for improving professionalism, efficiency and as per Model RR of NCERT

8.	Whether age and educational qualifications prescribed for direct	Culture Will not apply	<ul> <li>e) Adequate knowledge and experience of developing books for wide range of readerships including e-contents.</li> <li>f) Working knowledge of Hindi/English or one Indian language.</li> <li><u>Desirable</u> <ul> <li>a) Published research work/publication.</li> <li>b) Experience in Translation work.</li> <li>c) Adequate knowledge of production and/or marketing of books.</li> <li>d) Experience of organizing workshops/seminars etc.</li> </ul> </li> <li>Age : No</li> <li>Qualification : Yes</li> </ul>	(copy enclosed) plus functional requirements of NBT.
	recruits will apply in the case of promotes			
9.	Period of probation, if any	Two Years	Two Years for direct recruits	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	By promotion & direct recruitment i.e. 50% by direct recruitment (However, in case of promotion quota, age and educational qualification as prescribed for DR would not be applicable)	Promotion by selection failing which by deputation failing both by direct recruitment	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Assistant Editors with at least five years regular service in the grade	Promotion: Amongst the Assistant Editors in Level 10 (56100- 177500) with five years regular service in the Trust. <u>Deputation</u> Incumbents holding analogous posts on regular basis from Central govt./State Govt// UTs/ semi Govt./ autonomous/ public sector institution/ organization	To improve promotional avenues to departmental candidates

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	Or With 5 years regular service in post in Level 10 (Rs.56100-177500) or equivalent from Central govt./State Govt/ UTs/ semi Govt./ autonomous/ public sector institution/ organization and possessing the educational qualifications and experience prescribed for direct recruits. The eligible departmental candidates can also apply for deputation and if selected he/she will be appointed on a tenure of three years extendable as per DOPT norms.	
12. If a departmental Promotion Committee exists, what is the composition?	the Committee and 4 members including one	-

Assistant Director (Establishnent) National Book Trust, India

Buy Director National Book Trust, India

# Recruitment Rules for the post of Editor, Publication Division of NCERT

SI.	Details of the post	Recruitment Rules
1.	Name Of Post	Editor
2.	No. of Post	Eight (08)
3.	Classification	Group 'A'
4.	Scale of Pay	15600-39100 Grade Pay 6600
5.	Whether Selection Post or Non- selection Post	Non Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 40 years
8.	Educational and other qualification required for direct recruits	<ul> <li>Direct Recruitment</li> <li>1) A Post Graduate degree from a recognized University.</li> <li>2) Post Graduate Diploma in Book Publishing (Editing)</li> <li>3) At least 8 years experience in editing, Producing-planning and supervising publications especially school textbooks. monographs and reports in a responsible capacity.</li> <li>4) Knowledge of books Production techniques. modern process of printing, typography and should be proficient in English/Hindi/Urdu Desirable:</li> <li>1) Working Knowledge of Computer &amp; publication related software</li> </ul>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age : No Educational Qualification : Yes
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	<ol> <li>50% by direct recruitment.</li> <li>50% by promotion</li> </ol>
12	In case of recruitment by promotion/ deputation. grades from which promotion/ deputation to be made	Promotion through selection on the basis of merit from amongst the Assistant Editors in the language concerned having not less than 5 years regular service as Assistant Editor in the Council, failing which by direct recruitment.
13	If a departmental Promotion Committee exists, what is the composition?	As per NCERT's Regulation

Assistant Director (Establishment) Book Trust, 1..."

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S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30 & 31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1	2	3	4	5
1.	Name of Post	Assistant Director	Assistant Director	-
2,	No. of Posts	Eight (08)	Eight (08)	: <b>e</b> :
3.	Classification	Group 'A' (Administrative)	Group A (Non Ministerial)	
4.	Pay Band and Grade Pay/Pay Scale	Rs.8000-275-13500	56100-177500 (Level 10)	As per 7 <sup>th</sup> CPC Pay Matri
5.	Whether selection post or non-selection post	Selection	Selection in case of Limited Departmental Examination/Non- selection for promotion by <b>s</b> eniority-cum-fitness	-
6.	Age limit for direct recruits	<u>35 years</u>	Not exceeding 35 years	-
7.	Educational and other qualification required for direct recruits	<ul> <li><u>Essential:</u></li> <li>a) A Degree from a recognized university</li> <li>b) Proficiency in English or Hindi</li> <li>c) A minimum of 5 years experience in a supervisory capacity in one or more of the following fields from any Govt./Semi Govt./ Autonomous Organization:</li> <li>1. Sales &amp; Marketing</li> <li>2. Publicity &amp; public relations</li> <li>3. Fairs &amp; Exhibitions</li> <li>4. Establishment &amp; Office Admn. Desirable:</li> </ul>	<ul> <li>Essential:</li> <li>a) A Graduate Degree from a recognized University.</li> <li>b) At least three years post qualification experience in a post which carries not less than in Level 7 (Rs.44900-142400) in a Government or Autonomous organization in General Administration, &amp; Establishment/Finance/Sales &amp; Marketing/Fairs &amp; Exhibitions etc.</li> </ul>	Qualification as pe existing RR of NBT. As per DOPT guidelines
		National interest Establishment following	Qu Director	

		fields i) Business Management ii) Advertising & Marketing Personnel Management		
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Will not apply	Age: No Educational qualification: Yes, Experience as per Column. 11	Considering the level job content, education qualification required.
9.	Period of probation, if any	Two Years	Two Years for Direct Recruits and Promotes	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	<ul> <li>a) 50% by promotion by selection on the basis of service records and interview failing which by direct recruitment</li> <li>b) 50% by direct recruitment</li> </ul>	50% by promotion by seniority-cum-fitness failing which by deputation failing which both by direct recruitment. 50% by promotion by selection on the basis of written test and interview failing which deputation failing both by direct recruitment.	Deputation suggested promotion fails.
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	5 years regular service as Accounts Officer or 8 years regular service as Superintendents	Promotion by Seniority 50% by promotion by seniority-cum-fitness amongst the Accounts Officer with three years regular service/ Accountant with eight years' regular service and 50% from Superintendent with eight years' regular service failing which by deputation failing which by direct recruitment. Promotion will be on rotational basis @ 50% from accounts cudre and 50% by Superintendent <u>Promotion by selection</u> 50% by promotion by selection with written test followed by interview from amongst the Level 7 (Rs.44900-142400) with three years' regular service OR in Level 6 (Rs.35400-112400) with eight years' regular service in the Trust failing which by	To provide promotic avenues for departmen candidates.
	λe	sistant Director ational Bool	deputation failing which by direct recruitment.	

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	<ul> <li><u>Deputation</u> <ul> <li>(a) Officers from Central govt/State Govt// UTs/ semi Govt./ autonomous/ public sector institution/ organization</li> <li>(12) holding analogous posts on regular basis in the parent cadre/department; or</li> <li>(ii) with 3 years' regular basis in posts in Level 7 (44900-142400).</li> <li>(b) Possessing the educational qualifications and experience prescribed for direct recruits as Col. 7,</li> </ul> </li> <li>Failing which by direct recruitment.</li> </ul>	As per DOPT norms
Committee comprising Chairman, NBT as Chairman of the Committee and 4 members including one representative from the Controlling Ministry	Committee comprising Chairman, NBT as Chairman of the Committee and 4 members including one representative from the controlling Ministry	-

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Assistant Director (Establishment) National Book Trust, India

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5. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30&31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1	2	3	4.	5
1.	Name of Post	Assistant Editor	Assistant Editor	-
2.	No. of Posts	Fifteen (15)	Fifteen (15)	
3,	Classification	Group 'A' (Non-Ministerial)	Group A (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.8000-275-13500	56100-177500 (Level 10)	As per 7th CPC Pay Matrix
5.	Whether selection post or non-selection post	Selection	Selection	
6.	Age limit for direct recruits	35 Years	Not exceeding 35 years	
7.	Educational and other qualification required for direct recruits	<ul> <li><u>Essential</u>:</li> <li>a) A Master's degree from a recognized university</li> <li>b) Proficiency in the specified language</li> <li>c) Good knowledge of the literary scene of the specified language</li> <li>d) Working knowledge of English or Hindi</li> <li>e) 5 years experience in editing, translating proof-reading and book production</li> <li><u>Desirable</u>:</li> <li>Good knowledge of Indian Literature and</li> </ul>	developing books for wide range of readerships including e-contents. 4) Working knowledge of Hindi/English or one Indian language. 5) Experience in translation	Taking into account wide job content, qualification have been elaborated for improving professionalism and efficiency.
		Good knowledge of Indian Literature and Culture istant Director (Establishment)	<u>Desirable :-</u> a) Experience in translation from English to Hindi or vice-versa Or English/Hindi to other Indian language	

			or vice-versa Note: Depending upon the requirement `of the Trust, each time, the language at (a) above will be specified in the advertisement.	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Will not apply for promotion quota	Not applicable	
9.	Period of probation, if any	Two Years	Two years for direct recruits and promotees	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	<ul> <li>a) 50% by promotion, failing which by direct recruitment</li> <li>b) 50% by direct recruitment</li> </ul>	100% by Promotion (If Editorial Assistant in the specified language is available) failing which by direct recruitment	To improve promotiona avenues to departmenta candidates.
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Editorial Assistants with required proficiency in the specified language and having five years of regular service in the post under the Trust	Promotion from the Editorial Assistants in Level 6 (Rs.35400-112400) with eight years' regular service in the grade in the Trust failing which by direct recruitment.	As per DOPT norms
12.	If a departmental Promotion Committee exists, what is the composition?	Chairman of the Committee and 4	Committee comprising Chairman, NBT as Chairman of the Committee and 4 members including one representative from the controlling Ministry	-

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## Recruitment Rules for the post of Assistant Director (Production), Publication Division of NCERT

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S1.	Details of the post	Recruitment Rules
1.	Name Of Post	Assistant Production Officer AD (Prod)
2.	No. of Post	Seven (07)
3.	Classification	Group 'A'
4.	Scale of Pay	15600-39100 Grade Pay 5400
5.	Whether Selection Post or Non-selection Post	Non Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 35 years
8.	Educational and other qualification required for direct recruits	<ul> <li>For Direct Recruitment</li> <li>Essential : <ol> <li>Degree in Printing Technology from a recognized University.</li> <li>At least 05 years experience in Print Production of textbooks, general publications, journals etc., in a reputed publishing/printing organization.</li> <li>Working knowledge regarding cover design, lay-out, paper, blocks and all aspects of printing technology.</li> <li>Familiarity in computer based printing processes.</li> </ol></li></ul>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	<ul> <li>Age : No</li> <li>Educational Qualification : <ol> <li>Bachelor in any subject with three years Diploma in Printing Technology (For the candidate who do not posses B.Tech Degree in Printing Technology).</li> <li>Employees of the Council not having the requisite qualification as required for Direct Recruitment will have to undergo appropriate training programme successfully, as decided by the Council from time to time.</li> <li>Other conditions for direct recruitment will be applicable.</li> </ol> </li> </ul>
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	<ol> <li>50% direct recruitment</li> <li>50% by promotion</li> </ol>
12	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	By promotion through selection on the basis of merit from amongst the Production Assistant having not less than 8 years regular service in the council.
1.1	II a departmental Promotion Committee exists, what is the composition?	As per NCER1's Regulation
	219	Director Ru

Assistant Director (Establishment) National Back Trust, India Director (Rey Notional Book Trust, India

s. №.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30&31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1	2	3	4	5
1.	Name of Post	Assistant Director (Production)	Assistant Director (Production)	-
2.	No. of Posts	Five (05)	Five (05)	-
3.	Classification	Group 'A' (Non-Ministerial)	Group A (Non-Ministerial)	_
4.	Pay Band and Grade Pay/Pay Scale	Rs.8000-275-13500	56100-177500 (Level 10)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether selection post or non-selection post	Not applicable	Non-Selection	-
6.	Age limit for direct recruits	35 years	Not exceeding 35 years	-
7.	Educational and other qualification required for direct recruits	<ul> <li><u>Essential</u>:</li> <li>a) A Bachelor's degree from a recognized university</li> <li>b) Two years Post-graduate Diploma in Book Publishing with specialization in book production <ul> <li>OR</li> <li>Senior Secondary or equivalent with three years Diploma in Printing Technology from a recognized Institute</li> <li>c) 7 years practical experience in production of books in press/publishing house.</li> </ul> </li> <li>d) Skill in typography and layout</li> </ul>	<ul> <li>Essential:</li> <li>a) A Bachelor's degree from a recognized university</li> <li>b) Two years Post-graduate Diploma in Book Publishing with specialization in printing OR Senior Secondary or equivalent with three years Diploma in Printing Technology from a recognized Institute</li> <li>c) Five years practical experience in production of books in press/publishing house.</li> <li>d) Working knowledge regarding cover design, layout, paper blocks, and all aspects of printing technology.</li> <li>e) Skill in typography and layout.</li> </ul>	As per Model RR o NCERT (Copy enclosed and functional requirement of NBT.
8.	Whether age and educational qualifications Market National Action	Will not apply stant Director (Establishment) ional Book Trust, India	Age: No Director National Book Trust, India	-

	prescribed for direct recruits will apply in the case of promotes		Educational qualification: : Yes	
9.	Period of probation, if any	Two Years	Two Years for Direct Recruits and Promotes	As per DOPT guidelines
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	<ul> <li>a) 60% by promotion, failing which by direct recruitment</li> <li>b) 40% by direct recruitment</li> </ul>	100% by promotion by seniority-cum-fitness failing which by deputation failing both by direct recruitment.	To provide upward mobilit for suitable departments candidates.
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Promotion by selection from Production Assistants with seven years of regular service in the post in the Trust	<ul> <li><u>Promotion</u>:</li> <li>Promotion from Production Assistants in Level 6 (Rs.35400-112400) with eight years regular service in the grade.</li> <li><u>Deputation</u> <ul> <li>(a) Officers from Central govt./State Govt/ UTs/ semi Govt./ autonomous/ public sector institution/ organization</li> <li>(i) holding analogous posts on regular basis in the parent cadre/department; or</li> <li>(ii) with 3 years' regular basis in posts in Level 7 (44900-142400)</li> <li>Possessing the educational qualifications and experience prescribed for direct recruits as Col. 7.</li> </ul> </li> </ul>	As per DOPT norms
	Promotion Committee exists, what is the composition?	Committee comprising Chairman, NBT as Chairman of the Committee and 4 nominated members including one representative from the controlling Ministry	Committee comprising Chairman, NBT as Chairman of the Committee and 4 members including one representative from the controlling Ministry	

National Book Trust, India

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Director / National Book Trust, India

# Recruitment Rules for the post of Assistant Editor, NCERT

SI.No.	Details of the Post	Recruitment Rules			
1.	Name of Posts	Assistant Editor			
2.	No. of Posts	10 (Ten) (Subject to variation)			
3.	Classification	Not applicable			
4.	Scale of Pay	PB-111 of Rs 15600-39100 GP of Rs. 5400(Direct)			
5.	Whether Selection post or non selection Post	Not applicable			
6.	Age limit for direct recruits	Not Exceeding 35 years Relaxable for Govt. scrvant's upto 05 years in accordance with the instructions or orders issued by the Central Government. 10 years age relaxation for the employees of the Council. <u>Note:</u> The crucial date for determining the age limit shall be closing the date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunaehal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andainan Nicobar Islands or Lakshadweep)			
7.	Educational and other qualifications required for direct recruits	<ul> <li>Essential:</li> <li>1) A Bachelor degree from a recognized University.</li> <li>2) Post Graduate Diploma in Book Publishing/Mass Communication/Journalism, where editing is one of the subject.</li> <li>3) At least 5 years' experience in editing, producing-planning and supervising publications especially school textbooks, monographs and reports in a responsible capacity.</li> <li>4) Knowledge of books production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu</li> <li>Desirable:</li> <li>Word processing and techniques of online editing.</li> </ul>			
8.	Whether age and educational qualifications for direct recruits will apply to promotees	Age : }			
9.	Period of probation, if any	2 Years for direct recruitments			
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods				
11.	promotion/deputation/transfer grade	For Promotion 50% promotion from amongst Editorial Assistants in the language concerned (Hindi/ Urdu/ English ) having 08 years regular service in the Grade Pay of Rs. 4200 in the Council, Note 1: Where jumors 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			

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essistant Director (Establishment) National Book Trust, India

Director Day

		have successfully completed their probation period for promotion to the next higher grade along with the
		juniors who have already completed such qualifying or eligibility service.
		Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered o regular basis by an officer prior to 1 <sup>st</sup> January, 2006 or the date from which the revised pay structure based
	,	the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be serv rendered in the corresponding pay or pay scale extended based on the recommendations of the F
		Commission
		For Deputation:
		By deputation from the Officials of the Central Govt./State Govt./Central Autonomous organization holding analogous post on regular basis in the parent cadre OR Officers possessing the requisite educational qualification for direct recruitment and having 08 years regular service in the Grade Pay of Rs 4200/-
		Anaving 03 years regular service in the Grade Pay of Rs 4600/- /having 02 years regular service in the Gra Pay of Rs. 4800/
		Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not i
		eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligib
		for consideration for appointment by promotion.
		Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediate preceding this 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 'N
		exceeding 56 years' as on the closing date of receipt of applications
		Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by
		officer prior to 1" January, 2006 (the date from which the revised pay structure based on the Sixth Cer
		Pay Commission recommendation has been extended) shall be deemed to be service rendered in
		corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission extended based on the recommendating based on the recommendations of the recommendations
		where there has been merger of more than one pre-revised scale of pay into one grade with a common gr pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay sc
		is the normal replacement grade without any upgradation
12	If a Departmental Promotion Committee	Departmental Promotion/Confirmation Committee:
	exists, what is the composition?	(i) Director, NCERT - Chairperson.
		(ii) Joint Director, NCERT - Member
		(iii) Secretary, NCER <sup>T</sup> - Member
		(iv) One Representative SC/ST category - Member
		(nominated by Director, NCERT)
		(v) One Representative Minority Community - Member ( nominated by Director, NCERT)
		( hominated by Director, NCERT)

Assistant Director (Establishment) ' Director National Book Trust, India National Book Trust, India

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5.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018,	Justification/comments
No.			30&31/8/2018 taking into account 7 <sup>th</sup> CPC Pay	
			Matrix and DOPT guidelines on RRs	
1	2	3	4	5
1,	Name of Post	Librarian-cum-Documentation Officer	Librarian-cum-Documentation Officer	7
2.	No. of Posts	One (01)	One (01)	•
3.	Classification	Group 'A' (Non-Ministerial)	Group A (Non-Ministerial)	
4.	Pay Band and Grade Pay/Pay Scale	Rs.8000-275-13500	(56100-1775 <b>0</b> 0) (Level 10)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether selection post or non-selection post	Not applicable	Non-Selection	-
6.	Age limit for direct recruits	35 Years	Not exceeding 35 years	5
7.	Educational and other qualification required for direct recruits	<ul> <li>a) Graduate of a recognized university with Bachelor's degree in Library/Information Science</li> <li>b) 5 years experience of dealing preferably with children's literature in a reputed library relaxable to 3 years for candidates possessing Master degree in Library Information Science</li> <li>Knowledge of modern technique of documentation &amp; retrieval of information</li> </ul>	<ul> <li>Essential: <ul> <li>a) A Master's degree in Library Science or Library and Information Science of a recognized University/Institute.</li> <li>b) 5 years professional experience in a Library under Central/ State Government/Autonomous or statutory organization/PSU/University OR recognized Research OR Educational Institutions.</li> </ul> </li> <li>Desirable: <ul> <li>a) One year's experience of computerizing libirary activities in a Library under Central/State Government/Autonomous /Statutory organization PSU/University OR recognized Research DR Educational Institutions.</li> </ul> </li> </ul>	Post graduate qualification prescribed to improve professionalism and functional efficiency. As per Model RR of DOPT. As per job requirement.
	Ás	sistant Director (Establishigent)	b) Experience in Children's library	

			c) PG Diploma or Degree in Computer Science				
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Only qualification will apply	Age : No a) Qualification - No, but must possess at least Bachelors Degree in Library Science or Library and Information Science of a recognized University/Institute.	As per DOPT.	Model	RR	
9.	Period of probation, if any	Two Years	Two Years for direct recruits and promotees		-		
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Transfer on deputation (including short-term contract) failing which by direct recruitment. The eligible departmental candidates can also apply for deputation and if selected he/she will be appointed on a fixed tenure of three years extendable by maximum one year.	By promotion failing which by deputation failing both by direct recruitment The eligible departmental candidates can also apply for deputation and if selected he/she will be treated as short term contract for a period of three years extendable as per DOPT norms.	As per DOPT	Model	RR	
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Incumbents holding analogous posts on regular basis or with 5 years regular service in the posts in the scale of Rs.5500-9000 or equivalent, and possessing the educational qualification and experience prescribed for direct recruits	Promotion :Librarian in Level 6 (Rs. 35400-112400) witheight years' regular service in the gradeDeputation/Short Term Contract:Holding analogous posts on regular basis in theparent cadre/department in Level 10 (56100-177500) or with three years regular service inLevel 7 (44900-142400) fromCentral govt./State Govt// UTs/ semi Govt./autonomous/ public sector institution/organization/Universities/ Research Institutions.	As per DOPT.	Model	RR	
.2.	exists, what is the composition?	Committee comprising Chairman, NBT as Chairman of the Committee and 4 nominated members including one representative from the controlling Ministry <del>ssistant Director (Establishment)</del>	Committee comprising Chairman, NBT as Chairman of the Committee and 4 members including one representative from the controlling Ministry				

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MODEL RECRUITMENT RULES FOR THE POST OF LIBRARY & INFORMATION OFFICER

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Name of Post	Number of post	Classificator	Pay Band and Grade Pay/ Pay Scale		≟ge limit for direct recruits
1.	2.	3	4.	5.	6.
Library & Information Officer	Number *(Year of framing) *subject to variation dependent on workload	Service Group A	Pay Band 3 Rs.15600-39100 Grade Pay Rs. 6600	promotion is not a method of recruitment or	"Not exceeding 40 years". (Relaxable for Government servants up to 5 years in accordance with the instructions of orders issued by the Centra Government). Note: The crucial date for determining the age limit shall be as advertised by the UPSC. (Not applicable —in case direct recruitment is not a method of recruitment).

Assistant Director (Establishment)

Assistant Director (Establishment) National Book Trust, India Director National Book Trust, India

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Educational and other qualifications required for direct recruits	Whether age and	Period of	Method of recruitment whether by
	educational qualifications prescribed for direct	probation, if any	direct recruitment or by promotion of by deputation/ absorption and
		irany	percarrage of the vacancies to be
	recruits will apply in the		
7.	case of promotees	9.	Tec by various methods. 10.
ssential	Age: No	One year	Any one or combination of t
Master's Degree in Library Science or Library and information		for direct	following methods of recruitme
cience of a recognized University / Institute;	Educational Qualification:	recruits	based on number of sanctioned po
) Five years' professional experience in a Library under	No, but must possess at		in the feeder grade-
entral/State Government / Autonomous or Statutory organization/	least Bachelors Degree		
SU/ University or Recognized Research or Educational Institution.	in Library Science or	ļ.	1) Promotion, failing which
esirable:	Library and Information		deputation (including short te
One year experience of computerizing Library activities in a	Science of a recognized		contract).
prary under Central/State Government / Autonomous or Statutory	University / Institute		2) Prometion / deputation* (includ
ganization/ PSU/ University or recognized Research or			short term contract).
ucational Institution.		1	<ol> <li>3) — percentage by promoti</li> </ol>
) One year Professional experience in the specific areas of			failing which by deputat
tivities of the Department / Ministry viz technical or scientific, if			including short term contract, , a
y, to be specified at the time of framing RRs.			percent by direct recruitment
) Diploma in Computer Application from a recognized University			4) Deputation (including Short Te
Institute.		1	Contract) / absorption failing wh
to 1: Qualifications are calculated for managed to be recorded at	1		by direct recruitment
ote 1: Qualifications are relaxable for reasons to be recorded at e discretion of the Union Public Service Commission in the case	1		(% for promotion or direct recruitme
candidates otherwise well qualified.			may be fixed taking into account 1
te 2: The qualification(s) regarding experience is / are relaxable			number of sanctioned posts / regu
the discretion of the Union Public Service Commission in the			officers in the feeder grade).
se of candidates belonging to Scheduled Castes and Scheduled		· .	In case it is suggested to take office
bes if, any stage of selection, the Union Public Service		. ]	from non-Government bodies e
mmission is of the opinion that sufficient number of candidates			Universities, recognized Resear
m these communities possessing the requisite experience are	•		Institutions, Public Undertaking
t likely to be available to fill up the vacancies reserved for them.			autonomous bodies etc.

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Director Gational Book Trust, India

In case of recruitment / deputation / absorption, grades from which promotion / deputation absorption to be made	If a departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
11.	12.	13.
Promotion Assistant Library & Information officer Pay Band 2 Grade Pay Rs. 4600 with 7 years' regular service in the grade possessing qualification as in col.8 and successfully completed training of weeks in the field of Library and Library Science *. *The duration of the training between 2 weeks to 4 weeks may be decided by the Ministry/Deptt. at the time of framing/ amendment of RRs based on the requirement of training for such post and availability of infrastructure of the Organization for providing	Group 'A' Departmental Promotion Committee (for promotion / confirmation for direct recruits/ promotees may be indicated separately). (i) Chairman/ Member,	
training. Deputation / Including Short Term Contract / Absorption	UPSC - Chairman (ii) Member	
Deputation / moldding Short Lenn Contract / Apapiption	(ii) Member	
<ul> <li>Officers under the Central Government / State Government/ Union Territories –</li> <li>(a) (i) Holding analogous posts on a regular basis; or ;</li> <li>(ii) With 7 years' regular service in posts in the Pay Band 2 Rs. 9300-34800 Grade Pay Rs. 4600 or equivalent; and</li> <li>(b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.</li> </ul>	(iii) Member	
Note:		
<ol> <li>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 deputationist shall not be eligible for consideration for appointment by promotion.</li> <li>The period of deputation including the period of deputation in another ex-cadre post held</li> </ol>		• •
immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not exceed four years. 3. The maximum age limit for appointment by deputation (including Short Term Contract) /		
<ul> <li>absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</li> <li>The provision for absorption will be applicable in the case of Central/ State Government and Union Territory Government officials only.</li> </ul>		

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s. №.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018 & 30&31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1	2	3	4	5
1.	Name of Post	PS to Chairman	PS to Chairman	-
2.	No. of Posts	One (01)	One (01)	-
3.	Classification	Group 'A' (Non-Ministerial)	Group A (Ministerial)	7
4.	Pay Band and Grade Pay/Pay Scale	Rs.8000-275=13500	56100-177500 (Level 10)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether selection post or non-selection post	Not applicable	Not applicable	₹
6.	Age limit for direct recruits	40 years	Not applicable	-
7.	Educational and other qualification required for direct recruits	<ul> <li>a) A degree from a recognized university</li> <li>b) Shorthand &amp; typing speed of 120 wpm &amp; 45 wpm in English or 100 wpm &amp; 40 wpm in Hindi</li> <li>c) 5 years experience as Sr. PA in the pay scale of Rs.6500-10500 (Rev.) or 10 years experience as Sr. Steno in the pay scale of Rs.5500-9000 with experience in secretarial work, including noting, drafting, handing of routine correspondence files, fixing appointments/engagements arranging meeting, attending to telephone calls etc. In other words the incumbent should be able to perform the duties of the office secretary.</li> </ul>	Not applicable	As per Model RR o Authority for Advanc Rulings, Ministry o Finance, Deptt. C Revenue (copy enclosed)

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8.	Whether age and educational	Qualifications will apply.	Not applicable	
	qualifications prescribed for direct			
	recruits will apply in			
	the case of promotes			
9.	Period of probation, if	Two Years	Two years for promotees	As per DOPT norms
	any			
10.	Method of	Transfer on deputation (including short-	By Promotion failing which by deputation.	-
	recruitment whether	term contract)/ promotion failing which by	Demutetion	
	by direct recruitment	direct recruitment. As the field of	Deputation:	
	or by promotion or by deputation transfer &	promotion consists of only one post, the departmental candidates may also apply for	As the field of promotion consists of only one	
	percentage of	deputation, in case he/she is selected it	post, the departmental candidates may also	
	vacancies to be filled	would be treated as having been filled by	apply for deputation, in case he/she is	
	by various methods.	promotion.	selected it would be treated as having been	
			filled by promotion.	
11.	In case of	Sr. PA to Director with 5 years regular	Promotion:	
	recruitment by	service in the post/Sr. Steno	Sr. PA to Director with three years regular service in the post/Sr. Steno (English/Hindi)	As per DOPT norms
	promotion/deputation,	(English/Hindi) with 10 years regular	with eight years regular service in the post in	As per born norms
	grades from which promotion/deputation	service in the post in the Trust	the Trust	
	to be made			
			Deputation: Holding Level 7 (Rs.44900 - 142400) with	
			three years services in Central govt./State	
			Govt/ UTs/ semi Govt./ autonomous/ public sector	
			institution/ organization	
12.				-
	Promotion Committee	Chairman of the Committee, Director, NBT	Chairman of the Committee, Director, NBT	
	exists, what is the	and four members including one	and three other members including one	
	composition?	representative from the controlling Ministry.	representative from the controlling Ministry.	
	Assista	nt Director (Establishment)	Director National Book Trust, India	

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#### ANNEXURE I

## RECRUITMENT RULES FOR THE POST OF PRINCIPAL PRIVATE SECRETARY IN AUTHORITY FOR ADVANCE RULINGS

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### SCHEDULE

Name of the post	No. of post	Classification	Level in the Pay Matrix.	Whether Selection post or non- selection post	Age limit for direct recruit
1	2	3	4	5	6
Principal Private Secretary	3* (2017) (1- Principal Bench, 1 -NCR Bench and 1- Mumbai Bench) ) *Subject to variation depending on workload	General Central Service Group'A' Gazetted Ministerial	Level-11 (Rs. 67700-150800)	Selection	Not applicable

Educational and other qualifications required for direct recruits	qualifications		Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	be made
7	8	9	10	11
Not applicable	Not applicable	Not applicable	Promotion/Deputation	Promotion/Deputation 1. Officers under the Central Government or State Government:

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Assistant Director (Establishment) National Book Trust, India

Director National Book Trust, India

	<ul> <li>(a) (i) holding analogous post on regular basis in the parent cadre/Department.</li> </ul>
	Or (ii) Senior Private Secretary in the Level 8(Rs. 47600- 105900) with 6 years regular service in the grade.
	Or (iii) Private Secretary in the Level 7(Rs. 44900-99800) with 7 years regular service in the grade.
	(b) working knowledge of computer.
	The Departmental Sr. Private Secretaries in the Level 8(Rs. 47600-105900) with 6 years regular service in the grade will also be considered alongwith the outsiders. In case, he/she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.
	The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.
	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 3 years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.
Assistant Birector	Directo Buy National Book Trust, India

Circumstances, in which Union Public Service Commission is to be consulted in making recruitment.
13
Consultation with UPSC necessary on each occasion

Dente Assistant Director (Establishment)

National Book Trust, India

Director National Book Trust, India

No. 1 Di 2 Jc 3 Jc 4 CI 5 M 5 M 6 Di 5 M 6 Di 6 Q 7 Di 6 Q 7 Di 7 Di 6 Q 7 Di 7 Di 6 Q 7 Di 7 Di 8 Di 9 Ec 10 Ec 11 R 12 A 12 A 1		6th CPC Pay Band 37400-67000 15600-39100 15600-39100 15600-39100 15600-39100 15600-39100 15600-39100 15600-39100 15600-39100 15600-39100	6th CPC Grade Pay 8700 7600 7600 7600 6600 6600 6600 6600	7th CPC         Pay Matrix         118500-214100         78800-209200         78800-209200         78800-209200         78800-209200         67700-208700         67700-208700         67700-208700         67700-208700	Level 13 12 12 12 12 12 12 12 12 12 11 11	Sanctione d Strength 1 1 1 1	Position 1 0 0 0 0 0	Vacant 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Remarks
2 Jc 3 Jc 4 CI 5 M 6 Di 8 7 Di 8 7 Di 8 7 Di 8 7 Di 8 7 Di 9 Ec 9 Ec 9 Ec 9 Ec 9 Ec 9 Cr 10 Fr 12 A 12	oint Director(A&F) oint Director (Prod.) Chief Editor & Joint Director Manager (Sales & Marketing) Deputy Director (Cost & Finance) Deputy Director (Art) Deputy Director Editor Editor Editor (Trg& Promotional Activities) Regional Manager Assistant Director	15600-39100 15600-39100 15600-39100 15600-39100 15600-39100 15600-39100 15600-39100 15600-39100	7600 7600 7600 7600 6600 6600 6600 6600	78800-209200 78800-209200 78800-209200 78800-209200 67700-208700 67700-208700 67700-208700	12 12 12 12 12 12 11	1 1 1	0 0 0	1 1 1	
3         Jc           4         CI           5         M           6         Di           8         Di           9         E           10         E           11         R           12         A           15         L           0         C	oint Director (Prod.) Chief Editor & Joint Director Manager (Sales & Marketing) Deputy Director (Cost & Finance) Deputy Director (Art) Deputy Director Editor Editor Editor (Trg& Promotional Activities) Regional Manager Assistant Director	15600-39100 15600-39100 15600-39100 15600-39100 15600-39100 15600-39100 15600-39100	7600 7600 7600 6600 6600 6600 6600	78800-209200 78800-209200 78800-209200 67700-208700 67700-208700 67700-208700	12 12 12 12 11	1 1 1	0 0 0 0	1	
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&         &           7         O.           3         O.           9         Ec           10         Ec           11         R           12         A           12         A           12         A           12         A           12         A           12         A           12         D           14         A           15         L           0         C	A Finance) Deputy Director (Art) Deputy Director ditor ditor (Trg& Promotional Activities) Regional Manager Assistant Director Assistant Director	15600-39100 15600-39100 <b>15600-3910</b> 0 15600-39100	6600 6600 <b>6600</b>	67700 208700 67700-208700		4			
3 D. 9 Ec 9 F 10 F 11 R 12 A 12 A 12 A 12 A 12 A 12 A 12 A 12 C 14 C 15 L 0 C	Deputy Director ditor ditor (Trg& Promotional Activities) Regional Manager Assistant Director Assistant Director	15600-39100 15600-39100 15600-39100	6600 6600	67700-208700	1 11	1	0	1	
9 E 9 E 10 E 11 R 11 R 12 A 12 A 10 C 10	ditor ditor (Trg& romotional Activities) Regional Manager Assistant Director Assistant Director	15600-39100 15600-39100	6600			1	1	0	
10 E. P. A. 11 R 12 A 12 A 12 A (F 14 A 15 L 0 C	ditor (Trg& Promotional Activities) Regional Manager Assistant Director Assistant Director	15600-39100	and an and the second second	67700 204700	11	4	4	0	
11 R 12 A 12 A 12 A (F 14 A 15 L 0 0	Promotional Activities) Regional Manager Assistant Director Assistant Director		6600	and the second sec	11	4	4	0	
11 R 12 A 12 A (F 14 A 15 L 0 0 0	Regional Manager Assistant Director Assistant Director	15600-39100		67700-208700	11	1	1	0	
12 A 12 A (F 14 A 15 L 0 C	Assistant Director Assistant Director		6600	67700-208700	11	3	2	1 1	
(F 14 A 15 L C	· · · · · · · · · · · · · · · · · · ·	15600-39100	5400	56100-177500	10	8	7	1	
15 L C		15600-39100	5400	56100-177500	10	5	5	0	As 1 AD(P) officer in charge in (SRO)
D C	Assistant Editor	15600-39100	5400	56100-177500	10	15	12	3	As 1 AE ON DEPUTATIC N IN (ERO NBT OFFICE)
16 P	Library-cum- Documentation Officer	15600-39100	5400	56100-177500	10	1	0	1	
	PS to Chairman	15600-39100	5400	56100-177500	7	1	1	0	
	Accounts Officer	9300-34800	4600	44900-142400	7	2	2	0	
P	Computer Programmer	9300-34800	4600	44900-142400	7	1	0	1	
	Sr. PA to Director	9300-34800	4600	44900-142400	7	1	1	0	
	Artist	9300-34800	4200	44900-142400	7.	1	1	0	
	Librarian	9300-34800	4200	44900-142400	1 7	1	0	1	
	Superintendent	9300 34800	4200	35400 112400	6	6	6	0	
	Accountant	9300-34800	4200	35400-112400	6	9	8	1	
24 E	Editorial Assistant	9300-34800	4200	35400-112400	6	7	6	1	
25 P	Production Assistant	9300-34800	4200	35400-112400	6	6	6	0	
	Assistant	9300-34800	4200	35400-112400	6	26	19	7	-
	Jr. Hindi Translator	9300-34800	4200	35400 112400	6	1	1	0	
28 S	Sr. Stenographer	9300-34800	4200	35400 112400	6	8	5	3	-
29 A	Markeling Executive	5200-20200	2800	29200-92300	5	5	4	1	
	Data Entry Operator	5200-20200	2800	29200 92300	5	2	2	Ö	
		5200-20200	2800	29200-92300			2	_	-
	Library Assistant			and the second s	5	- 2		0	
	Upper Division Clerk	5200-20200 5200-20200	2400	25500 81100	4	22	19	3	
	Jr. Stenographer	5200-20200	and the same lines. The	25500-81100	4	19	12	7	
	Shop Assistant	11 CONTRACTOR (1997)	2400	25500-81100	4	3	3	0	
c	Telephone Operator- cum-Receptiontist	5200-20200	2400	25500 81100	4	1	0	1	
	Jr. Antist	5200-20200	2400	25500 81100	2	1	1	0	
	Lower Division Clerk	5200-20200	1900	19900 63200	2	35	ft	24	
	Hindi Typîst	5200-20200	1900	19900 63200	2	1	18	0	
	Jr. Library Assistant	52:00-20200	1960	19900 63200	2	1	1	0	
1 1	Driver	5200-20200	1900	19900-63200	2	10	5	5	
1	Caller Summer	5200-20200	19500	19900 63200	2	2	1	1	
42 M	Gestiner Operator	5200-20200	1800	18000 55900	1	53	34	19	

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### QUALIFYING SERVICE FOR PROMOTION

3.12.2 The qualifying service for promotion from one grade to another is necessary so that there is no premature promotion or undue jump in pay and also to ensure that the officer has sufficient opportunity to demonstrate his competence/potential for bolding the higher post.

The period of qualifying service varies from post to post depending upon the scale of pay and the experience, required for manning the higher post Broadly, the following qualifying service for promotion from one grade to another may be followed as a guide:

	Field of Promotion	
From Grade Pay (in Rs)	To Grade Pay (in Rs)	Qualifying Service
		(in years)
1800	1900	3 years
1900	2000	3 years
1900	2400	8 years
2000	2400	5 years
2400	2800	5 years
2400	4200	10 years
2800	4200	6 years
4200	4600	5 years
4200	4800	6 years
4200	5400	8 years
4200	6600	10 years
4600	4800	2 years
4600	5400	3 years
4600	6600	7 years
4800	5400	2 years
4800	6600	6 years
5400	6600	5 years
. 6600	7600	5 years
6600	8700	10 years
-600	8700	5 years
7600	8900	6 years
\$700	8900	2 years
\$700	10000	3 years
S200	10000	2 years
11×100	IIAG	3 years
HAG	HAG + Scale	l year
HAG	Apex Scale	2 years
Scale	Apex Scale	l year

**ONI No. AB 14017/61/2008-Estt.** (RR) dated 24.3.2009 and dated

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## Details of Recruitment Rules in NBT (method) for Group 'A', 'B' & 'C' posts

Sr.	Name of the Post	Pay	Pay	Sanctioned	As per	As per other	Specially made
No.	·	Band+	Matrix &	Strength	DOPT	Organiza-	for
		Grade	Level(as			tion	NBT as per
		Pay (as	per 7 <sup>th</sup>				functional
		per 6 <sup>th</sup>	CPC)	l.			requirement
		CPC)	0,0,				requirement
01	Director	37400-	118500-	01	DOPT	-	DOPT and
		67000+8700	214100		(+)		functional
		2	Level 13				requirement of NBT
02	Joint Director	15600-	78800-	01	DOPT	-	DOPT and
		39100+7600	209200	1	(+)		functional
		45000	Level 12				requirement of NBT
03	Chief Editor & Joint	15600-	78800-	01		NCERT(+)	NCERT and
	Director	39100+7600	209200 Level 12				functional
0.1		15600-		01		NCEDTAN	requirement of NBT NCERT and
04	Joint Director (Prod.)	39100+7600	78800- 209200			NCERT(+)	functional
		39100+7600	Level 12				requirement of NBT
05	Manager (S&M)	15600-	78800-	01		NCERT(+)	NCERT and
05	Manager (Sam)	39100+7600	209200	01		NOLIVITY	functional
		33100-7000	Level 12		91		requirement of NBT
06	Deputy Director	15600-	67700-	04	DOPT(+)		DOPT and
00		39100+6600	208700		00/11/7		Qualification as per
		100000 00000	Level 11				existing RRs of NBT
07	Deputy Director (C&F)	15600-	67700-	01		NCERT(+)	NCERT and
01		39100+6600	208700				functional
			Level 11				requirement of NBT
08	Deputy Director (Art)	15600-	67700-	01		NCERT(+)	NCERT and
		39100+6600	208700			75 - 55	functional
			Level 11				requirement of NBT
09	Editor	15600-	67700-	04	1	NCERT(+)	NCERT and
		39100+6600	208700		- E		functional
			Level 11				requirement of NBT
10	Assistant Director	15600-	56100-	08	DOPT(+)	(E)	DOPT and
		39100+5400	177500			4	Qualification as per
			Level 10			VIOEDT()	existing RRs of NBT
11	Assistant Director (Prod.)	15600-	56100-	05		NCERT(+)	NCERT and functional
		39100+5400	177500				requirement of NBT
			Level 10				Tequirement of the
12	Assistant Editor	15600-	56100-	15		NCERT(+)	NCERT and
14		39100+5400	177500				functional
		0.07	Level 10				requirement of NBT
13	Library- cum-	15600-	56100-	01	DOPT	-	-
	Documentation Officer	39100+5400	177500				
1			Level 10	3		1	
14	PS to Chairman	15600-	56100-	01	-	Authority for	
		39100+5400	177500			Advance	
			Level 10			Rulings,	
			1			Ministry of Finance	
						rinance	

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	Accounts Officer	9300- 34800+4600	44900-142400 Level 7	02	DOPT		
6	Computer Programmer	9300- 34800+4600	44900-142400 Level 7	01	TTOD		
7	Sr. PA to Director	9300- 34800+4600	44900-142400 Level 7	01	DOPT	-	
8	Superintendent	9300- 34800+4200	354000+ 112400 Level 6	06	-		Functional requirement of NBT
9	Accountant ·	9300- 34800+4200	354000- 112400 Level 6	09	DOPT	-	-
20	Librarian	9300- 34800+4200	354000- 112400 Level 6	01	DOPT		-
21	Editorial Assistant	9300- 34800+4200	354000- 112400 Level 6	07		NCERT	-
22	Production Assistant	9300- 34800+4200	354000- 112400 Level 6	06			Functional requirement of NBT
23	Artist	9300- 34800+4200	354000- 112400 Level 6	01	-	NCERT	-
24	Assistant	9300- 34800+4200	354000- 112400 Level 6	26	신	Ministry of Parliamentary Affairs	-
25	Sr. Stenographer	9300- 34800+4200	354000- 112400 Level 6	08	DOPT		
26	Jr. Hindi Translator	9300- 34800+4200	354000- 112400 Level 6	01	DOPT	-	-
27	Marketing Executive	<b>5200-</b> 20200+2800	29200-92300 Level 5	05		NCERT	9
28	Library Assistant	5200- 20200+2800	29200-92300 Level 5	02		NCERT	
29	Data Entry Operator	5200- 20200+2800	29200-92300 Level 5	02	DOPT		-
30	Upper Division Clerk	5200- 20200+2400	25500-81100 Level 4	22	DOPT	-	<u></u>
31	Telephone Operator -cum-Receptionist	5200- 20200+2400	25500-81100 Level 4	01	-	NCERT	-
32	Jr. Stenographer	5200- 20200+2400	25500-81100 Level 4	19	DOPT	-	-
33	Shop Assistant	<b>5200-</b> 20200+2400	25500-81100 Level 4	03	-	-	Functional requirement of NBT
34	Jr. Artist	5200- 20200+2400	25500-81100 Level 4	01	e	NCERT	-
35	Lower Division Clerk	5200- 20200+1900	19900-63200 i.evel 2	35	DOPT	-	-
36	Hindi Typist	5200- 20200+1900	19900-63200 Level 2	01	DOPT	1 El	-
37	Jr. Library Assistant	5200- 20200+1900	19900-63200 Level 2	10	-	NCERT	•
38	Gestetner Operator	<b>5200-</b> 20200+1900	19900-63200 Level 2	02	le.	*	Functional requirement of NBT
39	Driver .	5200- 20200+1900	19900-63200 Level 2	10	DOPT	-	-
40	Multi-Tasking Staff (Group 'D')	4440- 7440+1800	18000-56900 Level 1	53	DOPT	-	-

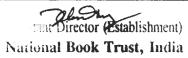
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S. №.	Description	cription Existing RRs, 2005 Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30&31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs		
1	2	3	4	5
1.	Name of Post	Accounts Officer	Accounts Officer	-
2.	No. of Posts	Two (02)	Two (02)	-
3.	Classification	Group 'B' (Non-Ministerial).	Group B (Ministerial)	<b>2</b>
4.	Pay Band and Grade Pay/Pay Scale	Rs.7450-225-11500	44900-142400 (Level 7)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	N.A.	Selection	-
6.	Age limit for direct recruits	40 years	Not exceeding 30 years	As per DOPT guidelines
7.	Educational and other qualification required for direct recruits	<ul> <li><u>Essential:</u></li> <li>a) A Bachelor's Degree in Commerce from a recognized university</li> <li>b) Seven years experience in a supervisory capacity in maintenance and administration of accounts in Public Sector Organization</li> <li>c) Knowledge of Government Financial Rules <u>Desirable</u>:</li> <li>i) ICWA</li> <li>ii) MBA (Finance)</li> </ul>	<ul> <li><u>Essential:</u></li> <li>a) A Bachelor's Degree in Commerce from a recognized university</li> <li>b) Three years experience in cash, accounts and budget work in Government office/PSU/Autonomous Body/Statutory Body.</li> <li>c) Knowledge of Government Financial Rules <u>Desirable</u>: <ul> <li>(i) ICWA/CA/SAS</li> <li>(ii) MBA (Finance)/M.Com</li> </ul> </li> </ul>	As per DOPT guidelines



Director National Book Trust, India

6	8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Will not apply	Age : No Qualification : Yes	_
	9.	Period of probation, if any	Two Years	Two years for direct recruits	
	10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Promotion by Selection failing which by transfer on deputation failing which by Direct Recruitment	By Promotion failing which by deputation failing both by direct recruitment	
	11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<ul> <li>Promotion of Accountants of the Trust with 5 years regular service failing which by</li> <li>transfer on deputation: from Officers under the Central Govt./autonomous/public sector organization</li> <li>Holding analogous posts on regular basis; or</li> <li><u>5 years regular service</u> in the revised pay scale of Rs.5500-175-9000 working in the accounts branches and having passed SAS exam.</li> </ul>	<ul> <li>Promotion: Promotion amongst the Accountants in Level 6 (35400- 112400) with five years of regular service in the grade.</li> <li>Deputation <ul> <li>a) Holding analogous posts on regular basis in the parent cadre/department or five years' regular service in Level 6 (Rs. 35400-112400) from Central govt./ State Govt// UTs/ semi Govt./ autonomous bodies/ public sector institutions.</li> <li>b) Possessing any one of the following qualifications: (i) A pass in the SAS or equivalent examination conducted by any on the organized department/Central Government;</li> <li>(ii) Successful completion of training in the Cash and Accounts Work in the ISTM.</li> </ul> </li> </ul>	As per Model RR of DOPT (copy enclosed)
	12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Chairman, NBT as Chairman of the Committee, Director, NBT and three other members including one representative from the controlling Ministry.	-
Assistant T	Plus	India	Director Director National Book/Trust, India	I,,,,	1



### No. AB-14017/32/2012-Estt. (RR) Government of India Ministry of Personnel, PG & Pensions Department of Personnel & Training <u>New Delhi</u>

#### Dated the 31<sup>st</sup> October, 2013

#### **OFFICE MEMORANDUM**

# Subject: Model Recruitment Rules for the various posts of Accounts Cadre-reg.

The Model RRs for the posts of Junior Accounts Officer/Accountant and Accounts officer of Accounts Cadre issued by this Department have been reviewed in the light of  $6^{\text{th}}$  CPC recommendations.

2. The designation with pay scale for various posts of Accounts Cadre shall be as below:-

Sr. No.	Designation	Pay Scale
1.	1	PB-2, GP-Rs. 4200
	Officer/Accountant	
2.	Accounts Officer	(i) PB-2, GP-Rs. 4600 (ii) PB-2,
l	and the second se	GP-Rs. 4800

Accordingly, the revised Model Recruitment Rules for the same are enclosed as Annexure to this Office Memorandum.

2. Ministries/Departments may review the existing rules and notify the revised rules conforming to the Model Recruitment Rules. These may also be forwarded to all autonomous/statutory bodies for adoption. The Ministry of Home Affairs is also requested to forward these Model RRs to the UT Administrations for appropriate action.

3. Hindi version will follow.

(Mukta Goel) Director (Estt-I) Tel. 2309 2479

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1. All Ministries/Departments of Government of India

2. The President's Secretariat, New Delhi

3. The Vice-President's Secretariat, New Delhi.

Director Book Trust. India

Assistant Director (Establishing on)

RECTRUITMENT RULES FOR THE POST OF ACCOUNTS OFFICER

Name of post	No. of posts	Classification	Scale of pay	Whether selection post or non-selection post
1	2	3	4	5
Accounts Officer	[(number)* (year of framing] *(subject to variation dependent on workload. The year in which the indicated number exists should be given within brackets.)	Service, Group B, Gazetted, Non-Ministerial	(Rs. 9300-	Selection ('Not Applicable' if promotion is not one of the methods of recruitment.)

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Age limit for direct recruits	Educational and other qualifications required for direct recruits	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 by deputation/ and percentage of posts to be filled by various methods
6	7	8	9	10
30 Years	Essential	Not applicable	2 years for Direct	Any one or
	i) Degree of a recognized		Recruits	combination of the
Government	University/Institute			following methods of
servants upto 5	, , ,			recruitment as per
years in accordance				the requirements in
with the				each case:
instructions or				
orders issued by				(i)Direct Recruitment
the Central	5, 5, 5			(ii) Promotion failing
Government.)	(4 years experience if			which by
	the post is in the PB-2, GP of Rs. 4800)			deputation; (iii) Deputation
Note: The crucial	GP 01 RS. 4000			(iii), Deputation /Absorption failing
aaro	Note 1: Qualifications			which by Direct
determining the age limit shall be the				Recruitment
closing date for				
reccipt of				
applications from				
candidates in India				
(and not the closing				
date prescribed for	1			
those in Assam,				
Meghalaya,	Note 2: Qualifications		L	

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National Book Trust, India

Sub-Division of	candidates belonging to the Scheduled Castes or Scheduled Tribes if, at		
	any stage of selection		
Islands or Lakshadweep)	Service Commission/Competent 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 posts reserved for		· · ·
	them.	·	

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by recruitment If a DPC exists, what is its Circumstances in which UPSC is In case oſ promotion/deputation/absorption, composition to be consulted in making which recruitment grades from promotion/deputation/absorption to be made 11 12 13 Group B DPC (for promotion) with UPSC is Constitution Promotion necessary for direct recruitment Junior Accounts Officer/Accountant (The composition may be given if and when an officer is in the field in PB-2, Rs. 9300-34800 with Grade promotion is one of the modes of of consideration for appointment recruitment) Pay of Rs. 4200 with 5 years regular on absorption basis. service in the grade (6 years regular **'**B' Departmental service in the grade if the higher post Group is in the PB-2, OP of Rs. 4800) Committee Confirmation (for confirmation) Note 1: Where juniors who have completed (The composition may be given if their qualifying or eligibility service Direct Recruitment is one of the are being considered for promotion, modes of recruitment) their senior shall also be considered provided they are not short of the Otherwise "Not Applicable". requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have completed successfully their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service. Note 2: purpose of computing For the

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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 Pay recommendations of the Commission. (To be omitted if promotion is not one of the methods of recruitment) Deputation deputation or /absorption a) officers under the Central Government:i) holding analogous posts on regular parent basis in the cadre/department or ii) with 5 years' service in the grade rendered after appointment thereto on regular basis in Pay Band-2 (Rs. 9300-34800) with Grade Pay of Rs. 4200 or equivalent in the parent cadre/department; (with 6 years' service in the grade rendered after appointment thereto

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on a regular basis in Pay Band -2 (Rs. 9300-34800) with Grade Pay of Rs. 4200 or equivalent in the parent cadre/department); and

b) Possessing any one of the following qualifications:-

i) A pass in the SAS or equivalent examination conducted by any one of the Organized Accounts Departments of the Central Government;

ii) Successful completion of training in the Cash and Accounts Work in the ISTM. or equivalent training course and a minimum of 3 years experience (4 years if the post is in PB-2 (Rs. 9300-34800, GP Rs. 4800) in Cash, Accounts and Budget work.

#### 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.

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Note-2

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

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

#### Note 3:

For the purpose of appointment on deputation or absorption 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 prerevised scale of pay into one grade with a common grade pay or pay scale and where this benefit will

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<b>5</b> . No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30 & 31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1	2	3	4	5
1,	Name of Post	Computer Programmer	Computer Programmer	-
2.	No. of Posts	One (01)	One (01)	2)
3.	Classification	Group 'B' (Non-Ministerial)	Group 'B' (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.7450-225-11500	44900-142400 (Level 7)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Selection by Limited Departmental Examination	Promotion being mode of filling up
6.	Age limit for direct recruits	30 years	Not exceeding 30 years	As per DOPT guidelines
7.	Educational and other qualification required for direct recruits	<ul> <li><u>Essential</u>:</li> <li>a) i) Master's degree in Computer Applications/ Computer Science or M. Tech (with specialization in Computer Application) or B.E./B. Tech in Computer Engg./ Computer Science/ Computer Technology of a recognized university or equivalent</li> <li>ii) 3 years experience of electronic data processing work including experience of actual programming. <u>Or</u></li> <li>b) i)Degree in Computer Science or Degree in Electronics/Electronic &amp;Communication Engg. from a recognized university or equivalent Four years experience in Electronic data processing work including experience of actual</li> </ul>	Essential :Master'sdegreeinComputerApplications/InformationTechnology/ComputerScienceofarecognizeduniversity/instituteORB.E./B. Tech in ComputerEngg./ ComputerScience/ComputerTechnology/ComputerScience & Engineering/InformationTechnologyfrom a recognizeduniversity/Institute	As per Model RR or DOPT

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11.	by various methods. In case of recruitment by	Incumbents holding analogous posts on regular basis. <u>Or</u>	<u>Promotion:</u> Promotion through selection amongst the Data	To impart upward mobility to departmenta
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled	Transfer on deputation (including short-term contract) failing which by direct recruitment. The eligible departmental candidates can also apply for deputation and if selected he/she will be appointed on a tenure of three years extendable by maximum one year.	Promotion failing which by deputation (including short-term contract) failing both by direct recruitment	As per DOPT norms
9.	Period of probation, if any	Two Years	Two years	-
	educational qualifications prescribed for direct recruits will apply in the case of promotes		Qualification : Yes	
8.	Whether age and	<ul> <li>programming. <u>Or</u></li> <li>c) i) Master's degree or recognized university with Economics/maths/ statistics or Post-graduate Diploma in Computer Programming/ Application with five years experience in electronic data processing work including experience of actual programming. <u>Or</u></li> <li>d) Graduate with 'A' level Diploma under DOEACC Programme or a Post-graduate Diploma in Computer applications/ Programming awarded by State Council of Technical Education with minimum 5 years of working experience of electronic data processing and programming in a reputed organization.</li> </ul>	Age : No	

	promotion/deputation to be made	of Rs.6500-10500 or equivalent, 8 years regular service in posts in the scale of Rs.5500-9000 or equivalent and possessing the essential academic and professional qualifications and experience as prescribed	Deputation/Short Term Contract :Incumbents holding analogous posts on regularbasis. From Central govt./ State Govt// UTs/semi Govt./autonomous/public sectorinstitutionsOrWith 5 years regular service in post in Level 6(35400-112400) or eight years regular servicein post in Level 5 (29200-92300) or equivalent,fromCentral govt./Semi Govt./autonomous/public sectorinstitutionsand possessing the essential academic andprofessional qualifications and experience asprescribed	As per DOPT norms
12.	If a departmental Promotion Committee exists, what is the composition?			-

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Computer Pringermannen

1	2	3	4	5	6	7
Data	* (year of	General	Pay	Selection (if	Not exceeding 30	(i) Master's Degree in Computer
Processing	framing)	Central	Band-	promotion	years	Applications/ Information
Assistant/	*(subject	Service	2,	is one of the	(relaxable for	Technology/Computer Science of a
Data Entry	to	Group B	9300-	methods)	Government servant	recognized University/Institute; or
Operator	variation	Gazetted	34800	.Or	upto 5 years in	
Grade-"D"	dependent	Non-	with	"Not	accordance with the	B.E./B.Tech in Computer
	on	Ministeri	Grade	Applicable"	instructions or	Engineering/ Computer
	workload)	al	Pay-	(If	orders issued by the	Science/Computer Technology/
			4600	promotion	Central Govt.)	Computer Science &
				is not	Note:	Engineering/Information
			Ent. Trailed	included as	The crucial date for	Technology from a recognized
				a method of	determining the age	University/Institute.
				recruitment	limit shall be the	
				)	closing date for	Note1:- Qualifications are
		ł			receipt of	relaxable at the discretion of the
					applications from	U.P.S.C., for reasons to be recorded
					candidates in India	in writing, in case of candidates
					(and not the closing	otherwise well qualified.
					date prescribed for	
			1		those in Assam,	
			4		Meghalaya,	
					ArunachalPradesh,	
					Mizoram, Manipur,	
			ļ		Nagaland, Tripura,	
	1			ļ	Sikkim, Ladakh	
					Division of Jammu	
		1		Ì	& Kashmir State,	
			1		Lahaul and Spiti	
	4		{		District and Pangi	1
					Sub-Division of	
					Chamba District of	
					Himachal Pradesh,	
					Andaman Nicobar	
					Islands or	
					Lakshadweep)	

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8	9	10	11	12	13
		Any one or a	Promotion	(i)Group 'B' DPC	Consultation with
Not	Two years for	combination			UPSC necessary
Applicable	direct	of the	(Designation of the feeder	(for considering	while making
{If	recruits	following	post) in PB-2, Rs. 9300-	promotion) (The	appointment by
promotion/		methods of	34800/- with Grade Pay of Rs.	detailed	Deputation
direct		recruitment	with years' regular	composition may	(including short term
recruitment		according to	service in the grade and have	be given if	contract) or by Direct
is not the		the	successfully completed	promotion is one of	Recruitment
method of	ļ	requirements	training ofweeks in the	the methods or	
recruitment		and	relevant areas (to be	recruitment)	
) If both the		availability of	prescribed).		
methods		feeder posts in		(ii)Group 'B 'DPC	
are		each case:-	(Qualifying service to be laid		1
prescribed,			down on the basis of DOPT	(for considering	
then the		Promotion	OM No. AB 14017/61/2008-	confirmation) (The	
following		failing which	Esst. (RR) dated 24.03.2009.	detailed	
entry shall		by deputation		composition may	1
be made:-		(including	Note 1:	be given if direct	
UC maue		short-term	Where juniors who have	recruitment is one	
Age : No		contract)	completed their qualifying or	of the methods or	
Age . NO		failing both by	eligibility service are being		
Educational		direct	considered for promotion,	reerationenty	
qualification:		recruitment	their seniors would also be		
No	ĺ	recruitment	considered provided they are	(iiii)'Not applicable'	
110		Or	not short of the requisite		
	1		qualifying or eligibility service		
		Deputation	by more than half of such		
		{ (Including	gualifying or eligibility service		
		Short Term			
}			less, and have successfully		
	-	Contract) failing which	,		
		0	-		
		by direct	next higher grade alongwith		
		Or	their juniors who have already		
			completed such qualifying or		
		Direct	eligibility service		
		Recruitment	0 0		
		(In case the			1

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Director

National Book Trust, India

	higher post is	Note 2:	
	filled 100% by	For the purpose of computing	
	promotion,	minimum qualifying service	
	the ratio		
	between the		
	higher post		
	vis-à-vis the	2006 or the date from which	
	feeder post	the revised pay structure	
	shall be as per	based on the Sixth Central	
	Para 3.11.2 of	Pay Commission	
	the guidelines	recommendations has been	
	contained in	extended, shall be deemed to	
	the DOP&T's	be service rendered in the	
	OM No. AB-	corresponding pay or pay	
	14017/48/	scale extended based on the	
	2010-Estt.	recommendations of the Pay	
	(RR) dated	Commission.	
	31.12.2010).		
		Deputation [including	
		short-term contract]	
		Officers under the	
		Central/State Governments/	
		Universities/Recognized	
		Research Institutes/Public	
		Sector Undertakings/Semi-	
		Government Statutory or	
		Autonomous organizations.	
		(a) (i) holding analogous posts	
		on regular basis in the parent	
		cadre or Department	
1			
		(ii) With 5 years' service in	
		the grade rendered after	
		appointment thereto on a	
		regular basis in posts in Pav	
		Band 2, Rs. 9300-34800/-	a
		with Grade Pay Rs. 4200 or	
2. The			

Assistant Director (Establishment) National Book Trust, India

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Director National Book Trust, India

equivalent in the parent cadre/department; and	
(b) Possessing the educational qualifications and experience prescribed for direct recruits under Col.7.	
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: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of applications.	
<b>Note 3:</b> For the purpose of appointment on deputation of absorption basis, the service rendered on a regular basis by	

Assistant Director (Establishment) National Book Trust, India

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Director National Book Trust, India

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		an officer prior to 1 <sup>st</sup> January,	1
		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.	
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any	-	(Blay	

Assistant Director (Establishment) National Book Trust, India

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S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30 & 31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/Comments
1	2	3	4	5
1.	Name of Post	Sr. PA to Director	Sr. PA to Director	:-
2.	No. of Posts	One (01)	One (01)	4
3.	Classification	Group 'B' (Ministerial)	Group 'B' (Ministerial)	∂ <del>a</del>
4.	Pay Band and Grade Pay/Pay Scale	Rs.6500-200-10500	44900-142400 (Level 7)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Non-Selection	Promotion mode of filling up
6.	Age limit for direct recruits	Below 45 years	Not applicable	<u>고</u> ?
7.	Educational and other qualification required for direct recruits	<ul> <li>a) A degree from a recognized university</li> <li>b) Shorthand &amp; typing speed of 120 wpm &amp; 45 wpm in English or 100 wpm &amp; 40 wpm in Hindi</li> <li>c) A minimum of working experience of 5 years as Sr. Steno in the pay scale of Rs.5500-9000 or equivalent and other jobs of an office secretary in any govt./semi govt./ autonomous/public sector organization with experience in word processing and secretarial practice including noting drafting, handling of routine correspondence files</li> </ul>	Not applicable	Promotion mode of fillin up
8.	Whether age and educational qualifications prescribed for direct recruits will apply in	Not applicable	Not applicable	-

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	case of promotes			
9.	Period of probation, if any,	Two Years	Not applicable	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Promotion by selection failing which by direct recruitment	100% Promotion	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Sr. Steno (English/Hindi) with 5 years regular service in the post in the Trust	<u>Promotion:</u> Amongst the Senior Stenographers with five years regular service in Level 6 (35400- 112400) in the Trust.	As per DOPT norms
12.	If a departmental Promotion Committee exists, what is the composition?		Chairman of the Committee, Director, NBT and	-

Director Bay National Book Trust, India

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Assistant Director (Establishment) National Book Trust, India





# RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY IN NON-SECRETARIAT ORGANISATIONS

1	2	3	4	5	6
Name of Post	Number of Posts	' Classification	Pay Band and Grade Pay or Pay Scale	Whether Selection Post or Non- selection Post	Age limit for direct recruits
Private Sporetary	* (year of framing) * subject to variation dependent on workload	General Central Service Group B Gazetted, Ministerial	Pay Band -2 Rs. 9300-34800 plus Grade Pay Rs. 4600	Selection	Not applicable

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National Book Trust, India

Assistant Director (Establishment) National Book Trust, India

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7	8	9	10	11	12	. 13
Educational	Whether age	Period of	Method of	In case of recruitment by promotion	If	Circumstances in
nd other	and	Probation,	recruitment whether	or deputation/absorption, grades	Departmental	which the Union
ualifications	cducational	ifany	by direct recruitment	from which promotion or	Promotion	Public Service
equired for	qualifications	2	or by promotion or by	•	Committee	Commission is to be
hrect recruits	prescribed for		deputation or		exists, what is	consulted in making
	direct recruits		absorption and	:	its	recruitment
	will apply in		percentage of		composition	
	the case of	i.	vacancies to be filled	!	composition	
	promotees		by various methods			
ot applicable	Not	Not	By promotion failing	Promotion:	Particulars of	Consultation with
of applicable	applicable	applicable	which by deputation	Stenographers Grade I in the Pay	the	Lmon Public Service
	applicable	applicable	which by deputation	Band 2 with Grade Pay of Rs. 4200	Departmental	<ul> <li>Commission is</li> </ul>
				-	Promotion	
				with five years regular service in the	Committee	<sup>1</sup> necessary for any relaxation or
				grade.		
					must be given	amendment of the
				Note 1: Where juniors who have	while framing	provisions of the
		:		completed their qualifying or	Recruitment	recruitment rules
				eligibility service are being	Rules	
				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		
		1		completed such qualifying or		
				eligibility service.		
		<u> </u>			·	
	Director	Play		Assistant Dimension		
	National Boo	k Trust Indi	3	Assistant Director (Establishment)		
			fā	National Botton St. India		

Note 2: 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 bay structure based on the Sixth Central Pay Commission recommendations 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 commission.

Note: Officers who were holding the post in pre-revised scale of Rs.5500-9000 on regular basis on 1<sup>st</sup> January, 2006 will be en-bloc senior to those who were holding posts in the pre-revised scale of Rs.5000-8000.

#### Deputation:

Officers holding the post of Stenographer under the Central Government

(a) (i) holding analogous post on regular basis in the parent cadre or department; or

(ii) with five years regular service in the Stenographers

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		grade in the Pay Band 2with Grade Pay of Rs.4200 or	Ĩ	
		equivalent in the parent cadre or		!
1		department.		
1		Note 1:		
		The departmental officers in the		
		feeder category who are in the direct		
	Ĩ	line of promotion shall not be		
		eligible for consideration for		
		appointment on deputation.		I
		Similarly, the deputationists shall		
		not be eligible for consideration for		
•		appointment by promotion.		
		Note 2:		
,		The period of deputation including		
		the period of deputation in another		
		ex-cadre post held immediately	:	
		preceding this appointment in the		
	:	same or some other organisation or		
		department of the Central		
-		•		
k		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	:	
	•	Note 3:		
		For the purpose of appointment on		
4		deputation/absorption basis, the		

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service rendered on a regular basis by an officer prior to 1<sup>st</sup> 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 prerevised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post or posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.

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5. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30 & 31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1	2	3	4	5
1,	Name of Post	Computer Programmer	Computer Programmer	
2.	No. of Posts	One (01)	One (01)	5
3.	Classification	Group 'B' (Non-Ministerial)	Group 'B' (Non-Ministerial)	(m)
4.	Pay Band and Grad <b>e</b> Pay/Pay Scale	Rs.7450-225-11500	44900-142400 (Level 7)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Selection by Limited Departmental Examination	Promotion being mode of filling up
6.	Age limit for direct recruits	30 years	Not exceeding 30 years	As per DOPT guidelines
7.	Educational and other gualification required for direct recruits	Essential:         a) i) Master's degree in Computer Applications/ Computer Science or M. Tech (with specialization in Computer Application) or B.E./B. Tech in Computer Engg./ Computer Science/ Computer Technology of a recognized university or equivalent         ii) 3 years experience of electronic data processing work including experience of actual programming. <u>Or</u> b) i)Degree       in         computer       Science or Degree in Electronics/Electronic &Communication Engg. from a recognized university or equivalent Four years experience in Electronic data processing work including experience of actual	Essential :Master'sdegreeinComputerApplications/InformationTechnology/ComputerScienceofarecognizeduniversity/instituteORB.E./B.TechinComputerScience/ComputerTechnology/ComputerScience & Engineering/InformationTechnologyfrom a recognizeduniversity/Institute	As per Model RR d DOPT

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		programming. <u>Or</u> c) i) Master's degree or recognized university with Economics/maths/ statistics or Post-graduate Diploma in Computer Programming/ Application with five years experience in electronic data processing work including experience of actual programming. <u>Or</u>		
		d) Graduate with 'A' level Diploma under DOEACC Programme or a Post-graduate Diploma in Computer applications/ Programming awarded by State Council of Technical Education with minimum 5 years of working experience of electronic data processing and programming in a reputed organization.		
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Qualifications will apply	Age : No Qualification : Yes	
9.	Period of probation, if any	Two Years	Two years	_
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Transfer on deputation (including short-term contract) failing which by direct recruitment. The eligible departmental candidates can also apply for deputation and if selected he/she will be appointed on a tenure of three years extendable by maximum one year.	Promotion failing which by deputation (including short-term contract) failing both by direct recruitment	As per DOPT norms
11.	In case of recruitment by promotion/deputation, grades_from which Assistant Directo	Incumbents holding analogous posts on regular basis. <u>Or</u> With 5 years regular service in posts in the scale	<u>Promotion:</u> Promotion through selection amongst the Data Entry Operator in Level 5 (29200-92300) with ten years of regular service in the grade.	To impart upwar mobility to department candidates.

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	promotion/deputation to be made	of Rs.6500-10500 or equivalent, 8 years regular service in posts in the scale of Rs.5500-9000 or equivalent and possessing the essential academic and professional qualifications and experience as prescribed	Deputation/Short Term Contract : Incumbents holding analogous posts on regular basis. From Central govt./ State Govt// UTs/ semi Govt./ autonomous/ public sector institutions Or	As per DOPT norms
		With 5 years regular service in post in Level 6 (35400-112400) or eight years regular service in post in Level 5 (29200-92300) or equivalent, from Central govt./ State Govt// UTs/ semi Govt./ autonomous/ public sector institutions and possessing the essential academic and professional qualifications and experience as prescribed		
12.	If a departmental Promotion Committee exists, what is the composition?	of the Committee and 4 members including one	Committee comprising Chairman, NBT as Chairman of the Committee, Director, NBT and three other members including one representative from the controlling Ministry.	-

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Director National Book Trust, India

Computer Programmes.

1	2	3	4	5	6	7
Data	* (year of	General	Pay	Selection (if	Not exceeding 30	(i) Master's Degree in Computer
Processing	framing)	Central	Band-	promotion	years	Applications/ Information
Assistant/	*(subject	Service	2,	is one of the	(relaxable for	Technology/Computer Science of a
Data Entry	to	Group B	9300-	methods)	Government servant	recognized University/Institute; or
Operator	variation	Gazetted	34800	Or	upto 5 years in	,
Grade-"D"	dependent	Non-	with	"Not	accordance with the	B.E./B.Tech in Computer
	on	Ministeri	Grade	Applicable"	instructions or	
	workload)	al	Pay-	(If	orders issued by the	
			4600	promotion	Central Govt.)	Computer Science &
				is not	Note:	Engineering/Information
			a section of the sect	included as	The crucial date for	
				a method of	determining the age	
				recruitment	limit shall be the	
				)	closing date for	Note1:- Qualifications are
					receipt of	relaxable at the discretion of the
					applications from	U.P.S.C., for reasons to be recorded
					candidates in India	in writing, in case of candidates
	J				(and not the closing	otherwise well qualified.
					date prescribed for	_
1					those in Assam,	
	ſ				Meghalaya,	
					ArunachalPradesh,	
					Mizoram, Manipur,	
					Nagaland, Tripura,	
					Sikkim, Ladakh	
	i i				Division of Jammu	
					& Kashmir State,	
					Lahaul and Spiti	
4					District and Pangi	
					Sub-Division of	
					Chamba District of	
					Himachal Pradesh,	
					Andaman Nicobar	
					Islands or	
					Lakshadweep)	

Assistant Director (Establishment)

National Book Trust, India

Director National Book Trust, India

8	9	10	11	12	13
		Any one or a	Promotion	(i)Group 'B' DPC	Consultation with
Not	Two years for	combination			UPSC necessar
Applicable	direct	of the	(Designation of the feeder	(for considering	while makin
lf	recruits	following	post) in PB-2, Rs. 9300-	promotion) (The	appointment b
promotion/		methods of	34800/- with Grade Pay of Rs.	detailed	Deputation
direct		recruitment	with years' regular	composition may	(including short terr
ecruitment		according to	service in the grade and have	be given if	contract) or by Direc
is not the		the	successfully completed	promotion is one of	Recruitment
method of		requirements	training ofweeks in the	the methods or	
recruitment		and	relevant areas (to be	recruitment)	
If both the		availability of	prescribed).		
methods		fecder posts in	prederided).	(ii)Group 'B 'DPC	
are		each case:-	(Qualifying service to be laid		
prescribed,	1	cacii casci-	down on the basis of DOPT	(for considering	
then the		Promotion	OM No. AB 14017/61/2008-	confirmation) (The	
			/ / /	detailed	
following		failing which	Esst. (RR) dated 24.03.2009		
entry shall	}	by deputation		composition may	
be made:-		(including	Note 1:	be given if direct	
		short-term	Where juniors who have	recruitment is one	
Age : No		contract)	completed their qualifying or	of the methods or	
		failing both by	cligibility service are being	recruitment)	
Educational		direct	considered for promotion,		
qualification:		recruitment	their seniors would also be		
No				(iii)'Not applicable'	
		Or	not short of the requisite		
			qualifying or eligibility service		
		Deputation	by more than half of such		
		(Including	qualifying or eligibility service	promotion/deputat	
		Short Term	or two years, whichever is		
		Contract)	less, and have successfully	term contract) is	
		failing which	completed their probation	the method of	
		by direct	period for promotion to the	recruitment	
		recruitment	next higher grade alongwith		
		Or	their juniors who have already		
		Direct	completed such qualifying or		
		Recruitment	cligibility service.		
		(In case the			

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			· · · · · · · · · · · · · · · · · · ·
	higher post is		
	filled 100% by	For the purpose of computing	
	promotion,	minimum qualifying service	
	the ratio	for promotion, the service	
	between the	rendered on a regular basis by	
	higher post	an officer prior to 1 <sup>st</sup> January,	
	vis-à-vis the		
	feeder post		
	shall be as per	based on the Sixth Central	
	Para 3.11.2 of		
	the guidelines	5	
	contained in		
	the DOP&T's		
	OM No. AB-	corresponding pay or pay	
	14017/48/	scale extended based on the	
	2010-Estt.	recommendations of the Pay	
	(RR) dated	Commission.	
	31.12.2010).	Commission.	
	51.12.2010).	Deputation [including	
		Deputation [including short-term contract]	
		short-term contractj	
		Officers under the	
		Central/State Governments/	
		Universities/Recognized	
		Research Institutes/Public	
		Sector Undertakings/Semi-	
		Government Statutory or	
		Autonomous organizations.	
		(a) (i) holding analogous posts	
		on regular basis in the parent	
		cadre or Department	
		(ii) With 5 years' service in	
		the grade rendered after	
		appointment thereto on a	
		regular basis in posts in Pay	
		Band 2, Rs. 9300-34800/-	
		with Grade Pay Rs. 4200 or	
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parent equivalent in the cadre/department; and (b) Possessing the educational qualifications and experience prescribed for direct recruits under Col.7. 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: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Government shall ordinarily not exceed three years. The Maximuni age limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of applications. Note 3: For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by

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	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.	
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S. No	Description	Existing RRs, 2005	Final proposal based on discussion with J5(BP) and the Director, NBT on 25/05/2018 & 30&31/8/2018 taking into account 7 <sup>th</sup> CPC Pay	Justification/comments
•			Matrix and DOPT guidelines on RRs	
1.	Name of Post	Superintendent	Superintendent	-
2.	No. of Posts	Six (06)	Six (06)	-
3.	Classification	Group 'B' (Ministerial)	Group B (Non-Ministerial)	1
4.	Pay Band and Grade Pay/Pay Scale	Rs.5500-175-9000	Rs. 35400-112400 (Level 6)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Selection	Promotion mode of filling up
6.	Age limit for direct recruits	Below 30 years	Not exceeding 30 years	Ŧ
7.	Educational <b>and other</b> qualification required for direct recruits	<ul> <li>a) A Degree from a recognized university</li> <li>b) Five years experience in Administration, Exhibition, Sales or Publicity</li> </ul>	<ul> <li>a) A Degree from a recognized university</li> <li>b) Six years experience in Level 5 (Rs.29200-92300) in Administration, Exhibition, Sales or Publicity from Govt./Semi Govt./UTs/Autonomous Bodies/PSUs.</li> <li>c) Knowledge of administration or establishment work.</li> </ul>	Qualification as per existing RR of NBT. As per DOPT norms
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Qualifications will apply	Not applicable	-
9.	Period of probation, if any,	Two Years	Not applicable	As per DOPT norms
10.	Method of recruitment whether by direct recruitment or by	By promotion with 5 years regular service in the pay scale of Rs.5000-8000 in the Trust	By promotion failing which deputation failing both by direct recruitment	As per DOPT norms

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	promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	failing which by direct recruitment		
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	All employees with 5 years regular service in the pay scale of Rs.5000-8000 in the Trust	<u>Promotion</u> : 50% by promotion amongst the Assistants in Level 6 (Rs.35400-112400). 50% by promotion amongst the Senior Stenographers in Level 6 (35400-112400)	To impart upward mobilit to departmento candidates.
			Deputation : Incumbents holding analogous posts on regular basis in Level 6 (35400-112400) from Central govt./ State Govt// UTs/ semi Govt./ autonomous/ public sector institutions Or With six years regular service in post Level 5 (29200-92300) or equivalent, from Central govt./ State Govt/ UTs/ semi Govt./ autonomous/ public sector institutions and possessing the essential academic and professional qualifications and experience as prescribed	As per DOPT norms
12.	If a departmental Promotion Committee exists, what is the composition?	A Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from Controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-

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<b>5</b> . No	Description	Existing RRs, 2005	Final proposal based on discussion with J5(BP) and the Director, NBT on 25/05/2018 & 30&31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1.	Name of Post	Accountant	Accountant	π
2.	No. of Posts	Nine (09)	Nine (09)	-
3.	Classification	Group 'B' (Non-Ministerial)	Group B (Non- Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.5500-175-9000	Rs. 35400-112400 (Level 6)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Selection	Selection	-
6.	Age limit for direct recruits	21-30 years	Not exceeding 30 years	-
7.	Educational and other qualification required for direct recruits	Essential: a) A Degree from a recognized university b) 5 years experience in accounts/book keeping in Public Sector Organizations of repute Desirable: Knowledge of Government Financial Rules	<ul> <li><u>Essential:</u></li> <li>(i) B.Com from a recognized university/ Institute.</li> <li>(ii) Two years experience in Cash, Accounts and Budget work in a Government Office/ PSU/Autonomous body/ Statutory body.</li> <li><u>Desirable:</u> Knowledge of Government Financial Rules and handling of accounting software.</li> </ul>	As per Model RR d DOPT
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable	Age : No Qualification will apply.	-
9.	Period of probation, if any	Two years	02 Years for Direct Recruitment	*
10.	Method of recruitment whether by direct	Direct Recruitment	100 % Direct recruitment	

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	recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.			
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Not applicable	Not applicable	-
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the Controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-

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# RECTRUITMENT RULES FOR THE POST OF JUNIOR ACCOUNTS OFFICER/ACCOUNTANT

Name of post	No. of posts	Classification	1 5	Whether selection post or non-selection post
1	2	3	4	5
Junior Accounts	*(subject to variation	General Central	Pay Band-2	Selection ('Not
Officer/Accountant	dependent on workload.	Service, Group	(Rs. 9300-	Applicable' if promotion
	The year in which the	. 'B', Non-	34800), Grade	is not one of the
	indicated number exists	Gazetted,	Pay of Rs.	methods of
	should be given within	Ministerial	4200	recruitment.)
	brackets.)			

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direct recruits	qualifications required for direct recruits	qualifications prescribed for direct recruits will apply in the case of promotees	probation, if any	recruitment – whether by direct recruitment or by promotion/or by deputation/ and percentage of posts to be filled by various methods
6	7	8	9	10
years in accordance with the instructions or orders issued by the Central Government.)	<ul> <li>(i) Degree of a recognized</li> <li>University/Institute.</li> <li>(ii) 2 years experience</li> <li>in Cash, Account and Budget work in a</li> </ul>		Two years	Anyoneorcombinationofthefollowingmethodsofrecruitmentaspertherequirementsineachcase:(i)Promotionfailingwhichbydeputation;
date for determining the age limit shall be the closing date for	are relaxable at the discretion of the Staff	·		(ii)Deputation/ absorption failing which by Direct Recruitment
applications from candidates in India (and not the closing date prescribed for	be recorded in writing, in case of candidates otherwise well qualified.		: :	(iii) By Direct Recruitment
those in Assam	Director	Assistant Director ( National Book		

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that sufficient			
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ese communities	1		
sing the requisite	:	1	
nce are not likely			
vailable to fill up			1
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	ing experience is ole at the ion of the Staff on ission/Competent ity in the case of ates belonging to heduled Castes or aled Tribes if, at tage of selection Staff Selection Staff Selection ssion/Competent ity is of the h that sufficient r of candidates hese communities sing the requisite ince are not likely vailable to fill up osts reserved for	ble at the ion of the Staff on ission/Competent ity in the case of ates belonging to heduled Castes or aled Tribes if, at tage of selection Staff Selection Staff Selection ity is of the h that sufficient r of candidates hese communities sing the requisite nce are not likely vailable to fill up	ble at the ion of the Staff on ission/Competent ity in the case of ates belonging to neduled Castes or aled Tribes if, at tage of selection Staff Selection ssion/Competent ity is of the a that sufficient r of candidates nese communities sing the requisite nce are not likely vailable to fill up

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In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption 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
Promotion		Constitution with UPSC is necessary for direct recruitmen
withyears of regular service in the grade and have qualified the training in Cash & Accounts Work conducted by ISTM or equivalent.	promotion is one of the modes of recruitment) otherwise "Not	and when an officer is in the field
	Group B Departmental Confirmation Committee (for confirmation)	
Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered	is one of the modes of	
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	Otherwise "Not Applicable".	
probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.	Assistant Director (Establis) National Book all 1984,	

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#### Note 2:

For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1s: 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 service rendered be in the corresponding pay or pay scale extended based on the recommendations of the Pav Commission.

(To be omitted if promotion is not one of the methods of recruitment)

### Deputation / Absorption

(A) UDCs of CSCS with 8 years regular service in the grade; and(b) who have undergone training in cash and accounts work in the ISTM or equivalent and possessing two years experience of cash, accounts and budget work; failing which,

B. Officers under the Central Government:-

(a) (i) holding analogous posts on regular basis in <u>Dirthe</u> parent

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### cadre/department; or

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(ii) with six years' service in the grade rendered after appointment thereto on a regular basis in Pay Band-1 (Rs. 5200-20200) with Grade Pay of Rs. 2800 or equivalent in the parent cadre/department;

(iii) with eight years' regular service in the grade rendered after appointment thereto in PB-1 (Rs. 5200-20200) with GP of Rs. 2400 or equivalent in the parent cadre/department; and

(b) who have undergone training in cash and accounts work in the ISTM or equivalent course and possessing <u>two years'</u> experience of cash, accounts and budget work.

#### 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.

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#### Note-2

The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/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.

## Note 3:

For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> 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 prerevised scale of pay into one grade, for

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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.

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5. No	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018 & 30&31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1.	Name of Post	Librarian	Librarian	±
2.	No. of Posts	One (01)	One (01)	
3.	Classification	Group 'B' (Non-Ministerial)	Group B (Non-Ministerial)	±
4.	Pay Band and Grade Pay/Pay Scale	Rs.5500-175-9000	Rs.35400-112400 (Level 6)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Selection	
6.	Age limit for direct recruits	30 Years	Not exceeding 30 years	-
7.	Educational and other qualification required for direct recruits		<ul> <li><u>Essential:</u> <ul> <li>a) Bachelor's Degree in Library Science or Library and Information Science of a recognized university/Institute</li> <li>b) Two Years professional experience in a Library under Central/State Government/UTs/ Autonomous or Statutory organization/PSUs/University or Recognized Research or Educational institution.</li> <li><u>Desirable:</u></li> <li>Diploma in computer application from a recognized university or institute.</li> </ul></li></ul>	As per DOPT norms
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Qualification will apply	Age - No Qualifications - Yes	
9.	Period of probation, if any	Two Years	Two Years for direct recruits and promotes	As per DOPT norms

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10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Promotion through selection, failing which by direct recruitment	Promotion failing which by deputction/Short Term Contract failing both by direct recruitment	As per DOPT norms
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Library Assistants with five years regular service in the grade under the Trust	<ul> <li>Promotion: Amongst the Library Assistant in Level 5 (Rs. 29200-92300) with six years of regular service in the grade</li> <li><u>Deputation/Short Term Contract</u> Officers under the Central govt./ State Govt/ UTs/ PSUs/Autonomous organizations:</li> <li>a) (i) Holding analogous posts on a regular basis; or</li> <li>(ii) with six years regular service in the post in Level 5 (29200-92300) or equivalent</li> <li>(b) possessing the educational qualifications and experience prescribed for direct recruits under Col.7.</li> </ul>	To impart upward mobility to departmental candidates for promotion and as per DOPT norms.
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-

Director National Book Trust, India

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### MODEL RECRUITMENT RULES FOR THE POST OF LIBRARY & INFORMATION ASSISTANT

Name of Post	Number of post	Classification	Scale of Pay	Whether selection post or non- selection post	Age limit for direct recruits
1.	2.	3.	4.	5.	6.
Library & Information Assistant	Number *(Year of framing) *subject to variation dependent on workload	General Central Service Group B Non-Gazetted, Non-Ministerial	Pay Band 2 Rs. 9300-34800 Grade Pay Rs. 4200	Not applicable	Not exceeding 30 years (Relaxable for Government servant upto 5 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 for receipt of applications 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, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Anadaman & Nicobar Islands of Lakshadweep). (Not applicable – in case direct recruitment is not a method of recruitments)
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Educational and other qualifications required for direct recruits	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 by deputation/ absorption and percentage of the vacancies to be filled by various methods.
7.	8.	9.	10.
Essential: (i) Bachelors Degree in Library Science or Library and Information Science of a recognized University / Institute; (ii) Two years' professional experience in a Library under Central/State Government / Autonomous or Statutory organization/ PSU/ University or Recognized Research or Educational Institution. Desirable: Diploma in Computer Application from a recognized University or Institute. Note 1: Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified for reasons to be recorded. Note 2: The qualification(s) regarding experience is / are relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if, any stage of selection, the Competent 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	Age : No Educational Qualification: Yes (To the extent indicated in Col. 11)	Two years for direct recruits.	Any one or combination of the following methods of recruitment keeping in view the number of sanctioned posts / regular officers in the feeder grade – 1) Promotion/ Deputation *(including Short Term Contract) failing which by Direct Recruitment. 2) Deputation (including Short Term Contract) failing which Direct Recruitment. 3) percentage by promotion, failing which by deputation (including Short Term Contract), and percent by direct recruitment. 4) Direct recruitment (% for promotion/deputation (including Short Term Contract) or direct recruitment may be fixed taking into account the number of sanctioned posts / regular officers in the feeder grade). *In case it is suggested to take officer from non-Government bodies e.g. Universities, recognized Research Institutions, Public Undertakings, Autonomous bodies etc. In case direct recruitment is the only method of recruitment, the following note may be inserted-Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Government holding analogous posts on

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regular basis and possessing the qualifications prescribed for direct recruits under column 7.

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In case of recruitment / deputation / absorption, grades from which promotion / deputation / absorption to be made	If a departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
11.	12.	13.
Promotion/ Deputation (including Short Term Contract): Officers under the Central Government/State Government/Union Territories	Group 'B' DPC. (For considering confirmation)	Consultation with UPSC is necessary while
/PSUs/Autonomous Organizations-	commation	making appointment by deputation *(including Short Term Contract).
<ul> <li>(a) (i) Holding analogous posts on a regular basis; or</li> <li>(ii) With six years of regular service in the post in the Pay Band I of Rs. 5200-20200 Grade Pay Rs. 2800 or equivalent.</li> <li>(b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.</li> </ul>		*If deputation is without Short Term Contract, UPSC consultation is not necessary.
Departmental Library Clerk(s) in Pay Band-1 Rs. 5200-20200 Grade Pay Rs. 1900 with 10 years of regular service in the grade and possessing Bachelors Degree in Library Science or Library and Information Science of a recognized University/ Institute shall also be considered along with outsiders. In case he/ she is selected, the post shall be treated as having been filled by promotion. Otherwise, it will be treated as having been filled by Deputation (including Short Term Contract).		
Note: 1. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not exceed three years. 2. The maximum age limit for appointment by deputation (including Short Term Contract) /		
absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.		

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1	Description	Eviation DD		
No	Name of Post	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018 & 30&31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
2.	No. of Posts	Editorial Assistant	Editorial Assistant	7
3.		Seven (07)	Seven (07)	
	Classification	Group 'B' (Non-Ministerial)	Group B (Non-Ministerial)	
4.	Pay Band and Grade Pay/Pay Scale	Rs.5500-175-9000	Rs.35400-112400 (Level 6)	As per 7th CPC Pay
ō,	Whether Selection Post or Non-selection Post	Selection	Selection	Matrix
	Age limit for direct recruits ducational and other	30 Years	Not exceeding 30 years	
recta	<u>[</u> a	<ul> <li><u>Essential</u>:</li> <li>a) A Bachelor's Degree from a recognized university</li> <li>b) Proficiency in the specified language</li> <li>c) Working knowledge of English or Hindi</li> <li>d) Three years working experience in editing/ translating/proof-reading</li> </ul>	Essential1)A Bachelor's Degree from a recognizeduniversity with a good academic record in aspecified language concerned.2)At least three years' experience inediting/ translating/proof-reading of aGovernment or private organization of reputeengaged in publishing of books/magazines/printmedia.3)Adequate knowledge and experience ofwide range of readerships including e-contents.4)Working knowledge of Hindi or EnglishDesirable :a)Working knowledge of computer &publication related softwareb)Experience in translation from Englishto Hindi or vice-versac)Knowledge of production and/ormarketing of books.d)Word processing and techniques of	

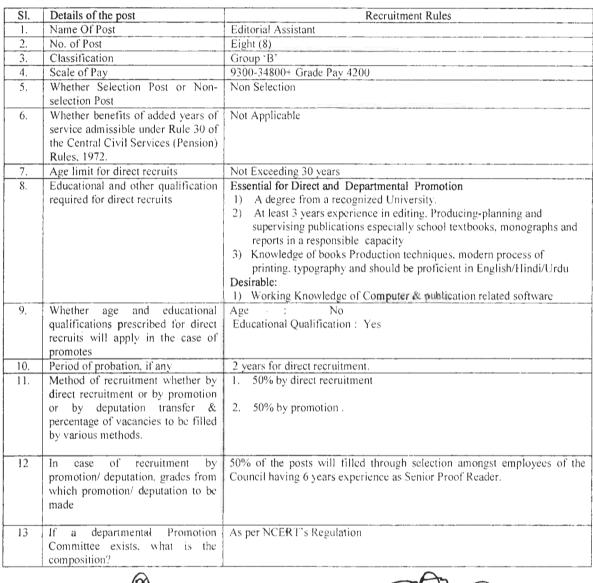
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable	Not applicable	-
9.	Period of probation, if any	Two Years	Two Years	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Direct recruitment	100% direct recruitment	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Not applicable	Not applicable	-
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Chairman of the Committee and three members	-

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# Recruitment Rules for the post of Editorial Assistant, Publication Division of NCERT

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<b>S</b> .	Description	Existing RRs, 2005	Final proposal based on discussion with	Justification/comments
No			JS(BP) and the Director, NBT on 25/05/2018 & 30&31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT	
			guidelines on RRs	
1.	Name of Post	Production Assistant	Production Assistant	-
2.	No. of Posts	Six (06)	Six (06)	
3.	Classification	Group 'B' (Non-Ministerial)	Group B (Non-Ministerial)	18
4.	Pay Band and Grade Pay/Pay Scale	Rs.5500-175-9000	Rs.35400-112400 (Level 6)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Selection	Selection	-
6.	Age limit for direct recruits	30 years	Not exceeding 30 years	-
7.	Educational and other qualification required for direct recruits	<ul> <li><u>Essential</u>: <ul> <li>a) Matriculation pass or equivalent with three years Diploma in Printing Technology from a recognized Institute or a degree from a recognized university with two years Post-graduate Diploma in Book Publishing with specialization in book production</li> <li>b) Three years practical experience in production of books in a press/publishing house of repute</li> </ul> </li> <li>Desirable :</li> </ul>	<ul> <li>Essential: <ul> <li>a) A Bachelor Degree in Printing Technology from a recognized University/Institution</li> <li>OR</li> </ul> </li> <li>A Bachelor degree with Post Graduate Diploma in book publishing with specialization in printing.</li> <li>b) At least three years experience in printing /Production of books, general publication, journals, cover-design, lay-out and all aspect of printing technology etc. in a reputed publishing/printing organization dealing with printing and publishing.</li> </ul>	To impar professionalism an efficiency, qualification experience modified an as per model RR of NCERT (copy enclosed plus functione requirement of NBT.
		a) Knowledge of typography and layout	<ul> <li>c) Thorough knowledge of calculating and estimating cost of production of publications.</li> </ul>	

			<u>Desirable</u> : a) Familiarity in computer based printing processes	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable	Not applicable	-
9.	Period of probation, if any	Two Years	Two years for direct recruits	•
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	By direct recruitment	100% direct reçruitment	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Not applicable	Not applicable	-
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Chairman of the Committee and three members	-

Director National Book/Trust, India

Assistant Director (Establishment) National Book Trust, India

### Recruitment Rules for the post of Production Assistant, NCERT

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SI. No.	Details of the Post	Recruitment Rules
1.	Name of Posts	Production Assistant
2	No of Posts	Eleven (11) (Subject to variation)
3	Classification	Not Applicable
4.	Scale of Pay	PB-II of Rs 9300-34800 Grade Pay 4200/-
5.	Whether Selection post or non selection Post	Not Applicable
6	Age lumit for direct recruits	Not Exceeding 30 years Relaxable for Govt servant's upto 05 years in accordance with the instructions orders issued by the Central Government. 10 years age relaxation for the employees of the Council. Note: The crucial date for determining the age limit shall be closing the date for receipt of applications fro candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Prades Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul an Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands Lakshadweep.
7	Educational and other qualifications required for direct recruits	
8	qualifications for direct recruits will	Familiarity in computer based printing processes Not Applicable
_	apply to promotees	
9	Period of probation, if any	2 Years for direct recruitments
10	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	100% by direct recruitment
11	In case of recruitment by promotion/deputation/transfer grade from which promotion/deputation/transfer is to be made.	

Director Buy Na lonal Book/Trust, India

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Assistant Director (Establishment) National Book Trust, Late

12	If a Departmental Promotion Committee	Departmental Confirmation Committee		
	exists, what is the composition?	(i) Joint Director, NCERT	-	Chairperson
		(II) Secretary, NCERT	-	Member
		<ul> <li>(iii) One Representative SC/ST category nominated by Director, NCERT</li> </ul>		Member
		(iv) One Representative Minority Community (nominated by Director, NCERT)		Member

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Assistant Director (Establishment) National Book Trust, India

Director National Book Trust, India

5. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018 & 30&31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1.	Name of Post	Artist	Artist	
2.	No. of Posts	One (01)	One (01)	-
3.	Classification	Group 'B' (Non-Ministerial)	Group B (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.5500-175-9000	Rs.35400-112400 (Level 6)	As per 7 <sup>th</sup> C <b>PC Pay</b> Matrix
5.	Whether Selection Post or Non-selection Post	N.A.	Non-Selection	Promotion proposed as mode of filling up
6.	Age limit for direct recruits	Below 35 years	Not exceeding 30 years,	
7.	Educational and other qualification required for direct recruits	<ul> <li><u>Essential</u>:</li> <li>a) Matriculation pass</li> <li>b) 4/5 years Diploma/degree in Commercial/Applied Art from a recognized institute</li> <li>c) 4 years experience of Commercial/Applied Art in an advertising agency/ publishing house/public sector undertaking</li> <li>d) Knowledge of book designing, illustration, printing and photography</li> </ul>	Essential: a) Bachelor Degree of Fine Arts (Four Years course) with specialization in Applied/Commercial Art from a recognized University/Institution. b) At least three years experience of Applied/Commercial Art in an advertising house/public sector organization with knowledge of layout, design, fine art work, calligraphy, cutting- pasting, pacemaker, etc <u>Desirable</u> : a) Experience in pavilion/exhibition designing b) Book production c) Knowledge of Photography and its application to designing d) working knowledge of computer and its software for designing	To improv professionalism an efficiency, qualification modified and as per th model RR of NCER (copy enclosed) plu functional requirement o NBT.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not <b>ap</b> plicable	Not applicable	-

Assistant Director (Establishment) National Book Trust, India

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Director Duy National Book Trust, India

9.	Period of probation, if any	Two years	Two Years for Direct Recruitment	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Transfer on deputation (including short term contract/promotion failing which by direct recruitment. As the field of promotion consists of only one post, the departmental candidates may also apply for deputation. In case he/she is selected it would be treated as having been filled by promotion.	Promotion by selection from Jr. Artist with ten years' experience in Level 4 (Rs. 25500- 81100) failing which by deputation failing which by direct recruitment.	To impart upward mobility to departmental candidates for promotion
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<ul> <li>a) Incumbents holding analogous posts on regular basis.</li> <li>b) With 5 years regular service in posts in the scale of Rs.4000-6000 or equivalent, and possessing the educational qualifications and experience prescribed as for direct recruits.</li> </ul>	<ul> <li>Promotion:</li> <li>Promotion from amongst Jr. Artists having not less than ten years' regular service in the Trust failing which by deputation.</li> <li>Deputation:</li> <li>Holding analogous post on regular basis in Level 6 (Rs.35400-112400) in the parent cadre or department from Central govt./ State Govt// UTs/ semi Govt./ autonomous/ public sector institutions and possessing the requisite educational qualification prescribed for direct recruitment. OR</li> <li>Officers having six years' regular service in Level 5 (Rs.29200-92300) from Central govt./ State Govt// UTs/ semi Govt./ autonomous/ public sector institutions and possessing the requisite educational gualification prescribed for direct recruitment. OR</li> </ul>	To impart upward mobility to departmental candidates for promotion. As per DOPT norms
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-

Assistant Director (Establishment) National Book Trust, India

Our Director Duy ational Book Trust, India

# Recruitment Rules for the post of Artist, NCERT

SI. No.	Details of the Post	Is of the Post Recruitment Rules		
1.	Name of Posts	Artist Gr-11		
2	No. of Posts	02 (two) (Subject to variation)		
3	Classification	Not applicable		
4.	Scale of Pay	PB-II Rs. 9300-34800 + Grade Pay 4200/-		
5	Whether Selection post or non selection Post			
6.	Age limit for direct recruits	Not exceeding 30 years Relaxable for Govt, servants upto 05 years in accordance with the instructions or orders issued by the Central Government. 10 years age relaxation for the employees of the Council <u>Note</u> . The crucial date for determining the age limit shall be closing the date for receipt of applications 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 Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chambe District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweeps		
7.	1 TO A TO THE STATE OF A TO TH	<ol> <li>Essential:         <ol> <li>Degree in Fine Art / Applied Art / Commercial Art from a recognized Institution</li> <li>At least 03 years experience in Commercial Art in the preparation of black and white and colour illustrations, cover Designs etc. of books and periodicals in a Publishing house of repute.</li> </ol> </li> <li>Desirable:         <ol> <li>Knowledge of printing techniques</li> <li>Knowledge of photography and its application to designing</li> <li>Working Knowledge of computer and its software for designing.</li> </ol> </li> </ol>		
8.		Age Educational Qualification No		
9		2 Years for direct recruitment		
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	1) 50% by direct recruitment		
11	In case of recruitment by promotion/deputation/trans fer grade which	For Promotion 50% by promotion from amongst Artists Grade -III having not less than 06 years regular service in the Grade Pay of Rs 2800/- in the Council. Note 1: 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.		

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Assistant Director (Establishment) National Book Trust, India

Director By National Book Trust, India

consideration for appointment on deputation. Similarly, the deputation is shall not be engine for consideration in appointment by promotion. Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding th appointment in the same or some other organization or department of the Central government shall ordinarily not excee three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing dat of receipt of applications. <b>Note 3</b> : For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to January. 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendati 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 in one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that gra pay or pay scale is the normal replacement grade without any upgradation.
By deputation from the Officials of the Central Govt /State Govt /Central Autonomous organization holding analogous p on regular basis in the parent cadre or department and possessing the requisite educational qualification prescribed for direct recruitment. OR Officers having 05 years regular service in the post drawing Grade Pay of Rs 2800 and possessing the requisite education qualification prescribed for direct recruitment. 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.
on regular basis in the parent cadre or department and possessing the requisite educational qualification prescribed for d recruitment. OR Officers having 05 years regular service in the post drawing Grade Pay of Rs 2800 and possessing the requisite educati

Assistant Director (Establishment) National Book Trust, India

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5. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018 & 30&31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1.	Name of Post	Assistant	Assistant	
2.	No. of Posts	Twenty Six (26)	Twenty Six (26)	-
3.	Classification	Group 'C' (Ministerial)	Group B (Non-Ministerial)	•
4.	Pay Band and Grade Pay/Pay Scale	Rs.5000-150-8000	Rs.35400-112400 (Level 6)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Selection in case of Limited Departmental Examination/Non-selection for promotion by seniority-cum-fitness	Promotion proposed as mode of filling up
6.	Age limit for direct recruits	30 years	Not exceeding 30 years	-
7.	Educational and other qualification required for direct recruits	a) A Degree from a recognized university b) 5 years experience in the scale of Rs.4000-6000 or equivalent under the Govt./semi Govt./State Govt./autonomous/public sector organization	<ul> <li>b) Tying speed in English with a minimum speed of 35 w.p.m. or in Hindi with a minimum speed of 30 w.p.m. on computer (3<sup>15</sup> per minutes and 30 w.p.m. correspondent to 10500 kdph/9000 kdph on an average of 5 key depression for each word).</li> <li><u>Desirable</u></li> </ul>	-
	- transfort	lirector (Establishment) Boek Trust, India National	Three years experience in General Administration/ Finance/HR/ Legal/Marketing/Public Relations in a Govt. department/statutory or autonomous bodies.	

8.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotions	Will not apply for promotion	Not applicable	-
9.	Period of probation, if any, for the direct recruits	Two Years	Two Years	
10.	Method of Rectt. Whether by direct rectt. Or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	75% by promotion failing which by direct recruitment 25% through direct recruitment	The method of appointment i.e. 50% by promotion by seniority-cum-fitness from UDCs in Level 4 (Rs.25500-81100). 25% by promotion by selection from Level 5 (29200-92300) failing which by deputation failing both by direct recruitment. 25% by promotion by selection from Level 4 (Rs.25500-81100) failing which by deputation failing both by direct recruitment.	To create avenues for career growth of youn qualified officials as we as officials as pe seniority equally.
111.	In case of rectt. by promotion/ deputation/transfer, grades from which promotion to be made	UDCs of the Trust having minimum five years regular service in the grade	<ul> <li>Promotion:</li> <li>50% by promotion by seniority-cum-titness amongst the UDCs in Level 4 (Rs.25500-81100) with minimum ten years' regular service.</li> <li>25% promotion by selection on the basis of written test from amongst Marketing Executive/DEO/ Library Assistants with six years' regular service in Level 5 (Rs.29200-92300) and</li> <li>25% promotion by selection on the basis of written test from amongst UDCs/Telephone Operators/Jr. Stenographers/Shop Assistants with ten years' regular service in Level 4</li> </ul>	Minimum qualifyin service below DOP criteria is prescribed t impart more opportunitie for departments candidates. As per DOPT norms

			direct recruitment. <u>Note</u> : Retention of existing eligibility service will be followed as per DOPT guidelines dated 31.12.2010.	
			<u>Deputation:</u> Holding analogous post on regular basis in the parent cadre or department from Central govt./ State Govt/ UTs/ semi Govt./ autonomous/ public sector institutions and possessing the requisite educational qualification prescribed for direct recruitment.	
			OR Officers having six years' regular service in Level 5 (Rs.29200-92300) from Central govt./ State Govt/ UTs/ semi Govt./ Autonomous/ public sector institutions	
			OR Officers having ten years' regular service in Level 4 (Rs.25500-81100) from Central govt./ State Govt/ UTs/ semi Govt./ Autonomous/ public sector institutions.	
12.	If a DPC/Selection on Committee exists what is the composition	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	- -

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Assistant Director (Establishment) National Book Trust, India

Bey Director National Book Trust, India

20-09-2018

#### New Delhi, the 28th February, 2002

**G.S.R 76.** - In exercise of the powers conferred by the proviso to article 309 of the constitution and in supersession of the Ministry of Parliamentary Affairs (Recruitment and Conditions of Service) Rules 1963, in so far as it relates to the post of Assistant 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 post of Assistant in the Ministry of Parliamentary Affairs, namely:.

**Short title and commencement**- (1) These rules may be called the Ministry of Parliamentary Affairs, Assistant Recruitment Rules, 2002.

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

2. Number of post, classification and scale of pay, The number of the said post, its classification and the scale of pay attached thereto shall be as specified in columns 2 to 4 of the schedule annexed hereto.

Methods of recruitment, age limit and qualifications, etc. The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (14) of the said schedule.

Disqualification: 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.

**Power to relax:-** Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing in consultation with the Union Public Service Commission, relax any of the provision of these rules with respect to any class or category of persons.

Saving- Nothing in these rules shall affects reservations, relaxation of age limit and other concessions required to be provided for the Scheduled castes. Schedule Tribes, Other Backward Classes. Ex-Servicemen and other special category of persons, in accordance with the orders issued by Central Government from time to time in this regard.

Name of post	Number of post	Classification	Scale of pay	Whether selection by merit or selection- cum- sonority or non selection post	Age limit for direct recruitment
<u> </u>	2	3	4	5	6
Assistant	*21(2002). * Subject: to variation on dependent on workload. Assistant Directo National Bool	Ministerial	Rs 5500- 175- 9000/-		As prescribed by Staff Selection commission for combined graduate level examination (Relaxable for Government servants up to five years in accordance with the instructions or orders issued by the Central Government).

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#### SCHEDULE

https://mpa.gov.in/MPA/recruit.aspx

admissible under Rule 30 of the Central Civil Service (pension) Rules, 1972direct recruitsqualifications prescribed for direct recruits will apply in the case of promoteesanyby direct recrui or by promotio deputation or absorption and percentage of the posts to be fille various method7891011Not applicableEssential: As prescribed by Staff Selection Commission for combined graduate level examination.NoTwo years for direct recruits and promotees(i) 50% by pron failing which b deputation: and recruits and promoteesNote: The qualifications are relax- able at the discrction of Landidate otherwise well qualified.If a departmental Promotion or disorption, grades from which promotion or deputation or absorption to be made.If a departmental PromotionCircumstances in which Unio Public Service Commission to consulted in making recruit what is its compositionCircumstances in which Unio Public Service Commission to consulted in making recruit what is its composition121314Promotion:/ Upper Division Clerks' with live years' regular service Upper Division Clerks' with tive years' regular serviceConsultation with Union Public Service Commission neces					Note: the crucial of for determining th age limit shall be to closing date for receipt of applications from candidates in India (and not the closin date prescribed for those in Assam Meghalaya Arunachal Pradesl Mizoram, Manipu Nagaland, Tripura Sikkim, Ladakh, Division of J&K State, Lahaul and Spiti District and Pangi sub-divisior Chamba District of Himachal Pradesh Andaman and Nicobar Islands of Lakshadweep)
Not applicableEssential: As prescribed by Staff Selection Commission for combined graduate level examination.NoTwo years for direct recruits and promotees(i) 50% by pron failing which b deputation: and promoteesNote: The qualifications are relax- able at the discretion of the Staff Selection Commission in case of candidate otherwise well qualified.NoTwo years for direct recruits and promotees(ii) 50% by dim recruits and promoteesIn case of requirement by promotion or deputation absorption, grades from which promotion or deputation or absorption to be made.If a departmental Promotion Commission to consulted in making recruitme what is its compositionCircumstances in which Unio Public Service Commission to consulted in making recruitme121314Promotion:// Upper Division Clerks' with five years' regular service(For considering Promotion): -Consultation with Union Public Service Commission necessar while appointing officer from	years of service admissible under Rule 30 of the Central Civil Service (pension) Rules,	qualification required for direct recruits	educational qualifications prescribed for direct recruits will apply in the case	probation, if	recruitment wheth by direct recruitm or by promotion o deputation or
Not applicableEssential: As prescribed by Staff Selection Commission for combined graduate level examination.NoTwo years for direct failing which b deputation: and promoteesNote: The qualifications are relax- able at the discretion of the Staff Selection Commission in case of candidate otherwise well qualified.NoTwo years for direct failing which b deputation: and promoteesIn case of requirement by promotion or absorption, grades from which promotion or deputation or absorption to be made.If a departmental PromotionCircumstances in which Unio Public Service Commission to consulted in making recruitment or absorption in the promotion or deputation or absorption in the promotion or deputation or 	7	8	9	10	1
absorption, grades from which promotion or deputation or absorption to be made.Promotion Committee exists what is its compositionPublic Service Commission to consulted in making recruitment121314Promotion:/ Upper Division Clerks' with five years' regular service(For considering confirmation): -Consultation with Union Public Service Commission necessar while appointing officer from	Not applicable	Staff Selection Commission for combined graduate level examination. Note: The qualifications are relax- able at the discretion of the Staff Selection Commission in case of candidate otherwise well	No	for direct recruits and	competitive examination conducted by the Staff Selection
Promotion:/       (For considering Promotion or Upper Division Clerks' with five years' regular service onfirmation): -       Consultation with Union Public Service Commission necessar while appointing officer from	absorption, grades from w	hich promotion or deputation	Promotion Committee exists what is its composition	Public Servic	e Commission to b naking recruitment
Promotion or Service Commission necessar Upper Division Clerks' with five years' regular service confirmation): - while appointing officer from		12			
in the grade. Assistant Director (Establishment)	Upper Division Clerks" w	ith five years' regular service	Promotion or	Service Com	nission necessary

https://mpa.gov.in/MPA/recruit.aspx

<ul> <li>(Note: where juniors who have completed their qualifying or eligibility services are being considered promotion, their seniors shall also be considered for promotion, provided they are not short of the requisite qualifying or eligibility service or two years , whicheve is less, and have successfully completed their probatio period, if prescribed.</li> <li><b>Deputation:</b></li> <li>Officers under the Central of State Government or Union Territories: - <ul> <li>(a)(i) holding analogous posts on regular basis in the parent Cadre /Department; or</li> <li>(ii) With three years' service in the grade rendered after appointment thereto on a regular basis in the scale of p of Rs.5000-8000/- or equivalent in the parent cadre/Department; or</li> <li>(iii) with six years' service in the grade rendered after appointment thereto on a regular basis in the scale of p pointment there to on a regular basis in the scale of p pointment there to on a regular basis in the scale of pay of Rs. 4000-6000 or equivalent in the parent cadre/Department; and</li> <li>(b) Possessing the educational qualifications prescribed under column 8.</li> <li>Note: - The department Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation shall not be eligible for consideration for appointment of promotion.</li> <li>(Period of deputation including period of deputation in another ex-eadre post held immediately preceding this appointment in the same or some of other organization or department by deputation shall be 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)</li> </ul> </li> </ul>	<ul> <li>Parliamentary Affairs-Chairman</li> <li>2. Deputy Secretary, (Adm.) Ministry of Parliamentary Affairs-Member</li> <li>3. Nominee of other Ministry or Department of the rank of Under Secretary and above-Member</li> </ul>	Government or Union deputation basis	
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P.S. MALHOTRA, Under Secy.

Note. - Principal rules of the Ministry were published in the Gazetted of India. vide notification no.G.S.R.1850 dated 29th November 1963 and subsequently amended from time to time and last such amendment was made vide Notification No.GSR457 (E) dated29th may 1995

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Assistant Director (Establishment) MINISTRY OF PARLIAMENTARY AFFAIRS National Boald Trast No. 4 Director New Delhi, the 27 the June, 2001 Nutional Book Trust, India



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S. N₀	Description	the Director, NBT on 25/05/2018 & 30&31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs		Justification/comment:
1.	Name of Post	Senior Stenographer	Senior Stenographer	*
2.	No. of Posts	Eight (08)	Eight (08)	•
3.	Classification	Group 'C' (Ministerial)	Group B (Ministerial)	÷
4.	Pay Band and Grade Pay/Pay Scale	<b>Rs.50</b> 00-150-8000	Rs.35400-112400 (Level 6)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Selection in case of Limited Departmental Examination/Non-selection for promotion by seniority-cum-fitness	3.00
6.	Age limit for direct recruits	30 years	Below 30 years	
7.	Educational and other qualification required for direct recruitsa)Matriculation with shorthand and typing speeds of 120 wpm in English/100 wpm in Hindi and 45 wpm typewritingb)Training word processing and secretarial practice including noting/drafting, handling of routine correspondence, files, appointments, engagement etc.		Senior Secondary with shorthand and typing speeds of 100 wpm in English/100 wpm in Hindi and 45 wpm typewriting.	As per DOPT norm
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Qualification will apply	Not applicable	-
9.	Period of probation, if any	Two Years	Two Years for direct recruits and promotees	-

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10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	<ul> <li>75% by promotion through selection on the basis of stenography test and service record failing which by direct recruitment</li> <li>25% by direct recruitment</li> </ul>	Promotion: 75% by promotion by seniority-cum-fitness 25% by promotion through selection failing which by deputation	To create avenues for career growth of young qualified person as wel as officials as per seniority.
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Junior Stenographers with five years regular service in the post in the Trust	Promotion:75% by promotion by seniority-cum-fitness amongstJunior Stenographers in Level 4 (Rs.25500-81100)with ten years' regular service in the grade.25% by promotion through selection from JuniorStenographer in Level 4 (Rs.25500-81100) with tenyears' regular service in the Trust on the basis ofshorthand and typing test at the speed of 100 w.p.m.in English/Hindi and 45 w.p.m. typewriting failingwhich by direct recruitmentDeputation:Holding analogous post on regular basis in Level 6(Rs.35400-112400 in the parent cadre or departmentfrom Central govt./ State Govt// UTs/ semi Govt./autonomous/ public sector institutionsand possessing the requisite educational qualificationprescribed for direct recruitment.OROfficers having ten years' regular service in Level 4(Rs.25500-81100) from Central govt./ State Govt//UTs/ semi Govt./ autonomous/ public sectorinstitutions.	As per DOPT norms
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-

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## RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE I IN NON-SECRETARIAT ORGANISATIONS

]	2	3	4	5	6
Name of Post	Number of Posts	Classification	Pay Band and Grade Pay or Pay Scale	Whether Selection Post or Non- selection Post	Age limit for direct recruits
Stenographer Grade I	* (year of framing) * subject to variation dependent on workload	General Centrai Service, Group B Non-Gazetted, Ministerial	Pay Band-2 Rs. 9300-34800 plus Grade Pay Rs. 4200	Selection	Not applicable

Assistant Director (Establishment)

National Book Trust, India

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7	8	9	10	11	12	13
Educational and other qualifications equired for lirect recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of	Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled	In case of recruitment 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 the Union Public Service Commission is to be consulted in making recruitmen:
Not applicable	promotees Not applicable	Two years for promotees	by various methods By promotion failing which by deputation	Promotion: Stenographers Grade II in the Pay Band I with Grade Pay of Rs. 2400 with ten years regular service in the grade. Note 1: 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.	Particulars of the Departmental Promotion Committee must be given while framing Recruitment Rules	Consultation with Union Public Service Commission is necessary for any relaxation or amendment of the provisions of the recruitment rules

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				Note 2:
	-			For the purpose of computing
			t ž	minimum qualifying service for
				promotion, the service rendered on
				a regular basis by an officer prior to
				1 <sup>st</sup> 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
		i.		extended based on the
	į.	l.		recommendations of the Pay
				Commission.
				Deputation:
				Officers holding the post of
		1		Stenographer under the Central
	-			Government
				(a) (i) holding analogous post on
				regular basis in the parem
				cadre or department; or
				(ii) with ten years regular
				service in the Pay Band 1 with
				Grade Pay of Rs.2400 or
				equivalent
				Note 1:
		4		
				The departmental officers in the
				feeder category who are in the direct
	PLO			Rey

Assistant Director (Establishment) National Book Trust, India

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Director National Book Trust, India C

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:

Period of deputation including the period of deputation in another excadre post held immediately preceding this appointment in the same or some other organisation 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

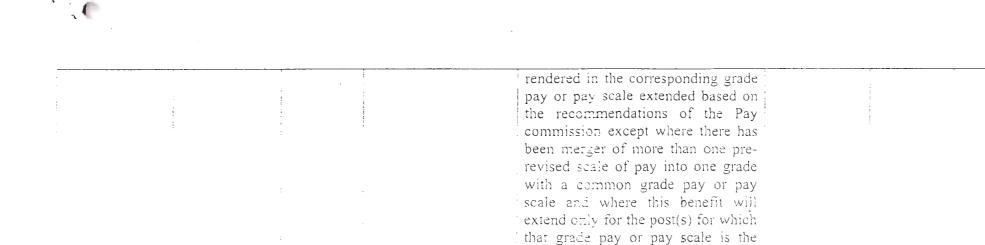
#### Note 3:

For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to  $1^{st}$  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



National Book Trust, India

Assistant Director (Establishment) National Book Trust



Assistant Director (Establishment)

National Book Trust, India

Director National Book Trust, India

any upgradation.

normal replacement grade without

5. No.	Description	Existing RRs, 2005	Final proposal based on discussion with J5(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/Comments
1.	Name of Post	Junior Hindi Translator	Junior Hindi Translator	
2,	No. of Posts	One (01)	One (01)	-
3.	Classification	Group 'C'	Group C (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.5000-150-8000	Rs.35400-112400 (Level 6)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Selection	Selection	-
6.	Age limit for direct recruits	30 years	Not exceeding 30 years.	-
7.	Educational and other qualification required for direct recruits	Master's Degree of a recognized University or equivalent in Hindi or English with English or Hindi as a medium of examination in degree level Desirable: Degree or Diploma in translation from Hindi to English and vice-versa from a	Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as	As per Model RR DOPT
		recognized university 5 years experience of using/applying terminology in Hindi and translation work from English to Hindi or vice versa preferable of technical literature	the medium of examination at the degree level OR 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 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 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 a compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level AND	
			Recognized diploma or certificate course in translation from Hindi to English and 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.	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable	-
9.	Period of probation, if any	Two years	02 Years for Direct Recruitment	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Direct recruitment	Direct Recruitment	As per DOPT norms
11.	In case of recruitment by promotion/deputation,	Not applicable	Not applicable	

And Assistant Director (Establishment) National Book Trust, India

By Director National Book Trust, India

C	grades from which promotion/deputation to be made			
1	Promotion Committee	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Chairman of the Committee and three members	-

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Assistant Director (Establishment) National Book Trust, India

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# RECRUITMENT RULES FOR THE POST OF JUNIOR TRANSLATOR IN SUBORDINATE OFFICES OF GOVERNMENT OF INDIA/UNION TERRITORIES

	Number post	of Classification	Pay Band and Grade Pa	y Whether selection post or non-selection post
1	2	3	4	5
Junior Translator	*		al PB-2, Rs. 9300-34800 B' Grade Pay Rs.4200 n-	Not Applicable

\* Subject to variation dependent on workload. The year in which the indicated number exists should be given within brackets.

Assistant Director (Establishment) National Book Trust, India

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Director National Book Trust, India

	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	probation, any	of if
6	7	8	9	
servants upto 5 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 for receipt of applications 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 Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)	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 OR 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 OR 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;	Not Applicable	2 years	

Associated Director (Establishment) National Book Trust, India Director (Frust, India

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OR		
Master's degree of a		
recognized University in		
any subject other than		
Hindi or English, with		
English medium and		
Hindi as a compulsory		1
or elective subject or as		
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	i i	
degree level;		
AND		
Recognized Diploma or		
Certificate course in		
translation from Hindi		
to English & 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	·	i

Assistant Director (Establishment) National Book Trust, India

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Director National Book Trust, India Note 1: Qualifications are relaxable at the discretion of the Staff Selection Commission /Competent Authority in the case of candidates otherwise well qualified. 1

Note 2: The ' qualification(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 candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

Assistant Director (Establishment)

Director National Book Trust, India

direct recruitment or by promotio	
by deputation/ absorption and percentage of the vacancies to be by various methods	l_the_promotion/deputation/absorption to be made filled
10	11
Direct recruitment	Not applicable
Note	
"Vacancies caused by the incum being away on deputation or illness or study leave or under circumstances for duration of one or more may be filled on deput basis from officers of Ce Government:-	long other year ration

(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".

Assistant Director (Establishment) National Book Trust, India Director Buy National Book Trust, India

If a	a Departn	nental Promo	tion	Comm	ittee	Circumstances in which Union Public Service Commission is to
exis	ts, what is	s its compositi	on			be consulted in making recruitment
12						13
То	include	composition	of	DPC	for	Consultation with U.P.S.C. not necessary
con	firmation.					

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Assistant Director (Establishment) National Book Trust, Iudia

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Sr. No,	Name of the Post	6th CPC Pay Band	6th CPC Grade Pay	7th CPC Pay Matrix	Level	Sanctione d Strength	In Position	Vacant	Remarks
1	Director	37400-67000	8700	118500-214100	13	1	1	0	
2	Joint Director(A&F)	15600-39100	7600	78800-209200	12	1	0	1	
3	Joint Director (Prod.)	15600-39100	7600	78800-209200	12	1	0	1	
4	Chief Editor & Joint Director	15600-39100	7600	78800-209200	12	1	0	1	
5	Manager (Sales & Marketing)	15600-39100	7600	78800-209200	12	1	0	1	
6	Deputy Director (Cost & Finance)		6600	67700 208700	11	1	0	1	
7	Deputy Director (Art)	15600-39100	6600	67700-208700	11	1	1	0	
8	Deputy Director	15600-39100	6600	67700-208700	11	4	4	0	
9	Editor	15600-39100	6600	67700-208700	11	4	4	0	
10	Editor (Trg& Promotional Activities)	15600-39100	6600	67700-208700	11	1	1	0	
11	Regional Manager	15600 39100	6600	67700-208700	11	3	2	1	
12	Assistant Director	15600-39100	5400	56100-177500	10	8	7	1	
12	Assistant Director (Production)	15600-39100	5400	56100-177500	10	5	5	0	As 1 AD(P) officer in charge in (SRO)
14	Assistant Editor	15600-39100	5400	56100-177500	10	15	12	3	As 1 AE ON DEPUTATIC N IN (ERO NBT OFFICE)
15	Library-cum- Documentation Officer	15600-39100	5400	56100-177500	10	1	0	1	
16	PS to Chairman	15600-39100	5400	56100-177500	7	1	1	0	
17	Accounts Officer	9300-34800	4600	44900-142400	7	2	2	0	
18	Computer Programmer	9300-34800	4600	44900-142400	7	T	0	1	
19	Sr. PA to Director	9300-34800	4600	44900-142400	7	1	1	0	
20	Artist	9300-34800	4200	44900-142400	1.	1	1	0	
21	Librarian	9300-34800	4200	44900-142400	7	1	0	1	-
22	Superintendent	9300-34800	4200	35400-112400	6	6	6	0	
23	Accountant	9300-34800	4200	35400 112400	6	9	8	1	
24	Editorial Assistant	9300-34800	4200	35400 112400	6	7	6	1	
25	Production Assistant	9300 34800	4200	35400-112400	6	6	6	0	
26	Assistant	9300-34800	4200	35400 112400		-			
27	Jr. Hindi Translator	9300-34800	4200	35400 112400	6	26	19	7	
28	Sr. Stenographer	9300 34800	4200	35400-112400		1			
29	Markeling Executive	5200 20200	2800	A CONTRACTOR OF A CONTRACTOR OFTA CONTRACTOR O	6	8	5	3	
12			1	29200-92300	5	. 5	4	1	1
30	Data Entry Operator	5200-20200	2800	29200-92300	5	2	2	0	
31	Library Assistant	5200-20200	2800	29200 92300	5	2	2	0	
32	Upper Division Clerk	5200-20200	2400	25500-81100	4	22	19	3	
33	Jr. Stenographer	5200 20200	2400	25500-81100	4	19	12	7	
34	Shop Assistant	5200-20200	2400	25500 81100	4	3	3	0	
35	Telephone Operator- cum-Receptiontist	5200 20200	2400	25500-81100	4	1	0	1	
36	Jr. Artist	5200-20200	2400	25500 81100	2	1	1	0	
37	Lower Division Clerk	5200-20200	1900	19900 63200	2	35	11	24	
38	Hindi Typist	5200-20200	1900	19900 63200	2	1	1	0	
39	Jr. Library Assistant	5200 20200	1900	19900 63200	2	1 1		0	
40	Driver	5 110-20200	1900	19900 63200	2	10	5	5	
41	Gestner Operator	5:400 20200	1900	19900 63200	2	2	1		
42	Multi-Tasking Staff (Group 'D')	5203-20200	1800	18000 56900	1		34	1 19	
	Coursel out	1	1						

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### **QUALIFYING SERVICE FOR PROMOTION**

3.12.2 The qualifying service for promotion from one grade to another is necessary so that there is no premature promotion or undue jump in pay and also to ensure that the officer has sufficient opportunity to demonstrate his competence/potential for holding the higher post.

The period of qualifying service varies from post to post depending upon the scale of pay and the experience, required for manning the higher post. Broadly, the following qualifying service for promotion from one grade to another may be followed as a guide:

Field of Promotion						
From Grade Pay (in Rs)	To Grade Pay (in Rs)	Qualifying Service				
		(in years)				
1800	1900	3 years				
1900	2000	3 years				
1900	2400	8 years				
2000	2400	5 years				
2400	2800	5 years				
2400	4200	10 years				
2800	4200	6 years				
4200	4600	5 years				
4200	4800	6 years				
4200	5400	8 years				
4200	6600	10 years				
4600	4800	2 years				
4600	5400	3 years				
4600	6600	7 years				
4800	5400	2 years				
4800	6600	6 years				
5400	6600	5 years				
6600	7600	5 years				
6600	8700	10 years				
7600	8700	5 years				
-600	8900	6 years				
\$700	8900	2 years				
00)~*	10000	3 years				
000	10000	2 years				
( <b>**</b> ))0	HAG	3 years				
HAG	IIAG + Scale	l year				
FAG	Apex Scale	2 years				
G - Scale	Apex Scale	l year				

DI No. AB 14017/61/2008-Estt. (RR) dated 24.3.2009 and dated

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Arsistant Director (Establishment) National Book Trust, India



## Details of Recruitment Rules in NBT (method) for Group 'A', 'B' & 'C' posts

Sr. No.	Name of the Post	Pay Band+ Grade	Pay Matrix & Level(as	Sanctioned Strength	As per DOPT	As per other Organiza- tion	Specially made for NBT as per
		Pay (as per 6 <sup>th</sup> CPC)	per 7 <sup>th</sup> CPC)				functional requirement
01	Director	37400- 67000+8700	118500- 214100 Level 13	01	DOPT (+)	-	DOPT and functional requirement of NBT
02	Joint Director	15600- 39100+7600	78800- 209200 Level 12	01	DOPT (+)		DOPT and functional requirement of NBT
03	Chief Editor & Joint Director	15600- 39100+7600	78800- 209200 Level 12	01	-	NCERT(+)	NCERT and functional requirement of NBT
04	Joint Director (Prod.)	15600- 39100+7600	78800- 209200 Level 12	01	-	NCERT(+)	NCERT and functional requirement of NBT
05	Manager (S&M)	15600- 39100+7600	78800- 209200 Level 12	01	-	NCERT(+)	NCERT and functional requirement of NBT
06	Deputy Director	15600- 39100+6600	67700- 208700 Level 11	04	DOPT(+)	2	DOPT and Qualification as per existing RRs of NBT_
07	Deputy Director (C&F)	15600- 39100+6600	67700- 208700 Level 11	01	-	NCERT(+)	NCERT and functional requirement of NBT
08	Deputy Director (Art)	15600- 39100+6600	67700- 208700 Level 11	01		NCERT(+)	NCERT and functional requirement of NBT
09	Editor	1 <b>5600-</b> 39100+6600	67700- 208700 Level 11	04	-	NCERT(+)	NCERT and functional requirement of NBT
10	Assistant Director	15600- 39100+5400	56100- 177500 Level 10	08	DOPT(+)		DOPT and Qualification as per existing RRs of NBT
11	Assistant Director (Prod.)	15600- 39100+5400	56100- 177500 Level 10	05	-	NCERT(+)	NCERT and functional requirement of NBT
12	Assistant Editor	15600- 39100+ <b>5400</b>	56100- 177500 Level 10	15	-	NCERT(+)	NCERT and functional requirement of NBT
13	Library- cum- Documentation Officer	15600- 39100+ <b>5400</b>	56100- 177500 Level 10	01	DOPT	-	•
14	PS to Chairman	15600- 39100+5400	56100- 177500 Level 10	01		Authority for Advance Rulings Ministry of Finance	

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Assistant Director (Establishment) National Book Trust, India



Director National Book Trust, India

1	Accounts Officer	9300- 34800+4600	44900-142400 Level 7	02	DOPT	-	-
6	Computer Programmer	9300- 34800+4600	44900-142400 Level 7	01	DOPT	-	-
7	Sr. PA to Director	9300- 34800+4600	44900-142400 Level 7	01	DOPT	-	-
8	Superintendent	9300- 34800+4200	354000- 112400 Level 6	06	-	-	Functional requirement of NBT
19	Accountant ·	9300- 34800+4200	354000- 112400 Level 6	09	DOPT	-	-
20	Librarian	9300- 34800+4200	354000- 112400 Level 6	01	DOPT	-	-
21	Editorial Assistant	9300- 34800+4200	354000- 112400 Level 6	07	-	NCERT	-
22	Production Assistant	9300- 34800+4200	354000- 112400 Level 6	06	-	-	Functional requirement of NBT
23	Artist	9300- 34800+4200	354000- 112400 Level 6	01	-	NCERT	-
24	Assistant	9300- 34800+4200	354000- 112400 Level 6	26		Ministry of Parliamentary Affairs	-
25	Sr. Stenographer	9300- 34800+4200	354000- 112400 Level 6	08	DOPT	-	-
26	Jr. Hindi Translator	9300- 34800+4200	354000- 112400 Level 6	01	DOPT	-	
27	Marketing Executive	5200-	29200-92300	05		NCERT	-
28	Library Assistant	20200+2800 5200-	Level 5 29200-92300	02		NCERT	-
29	Data Entry Operator	20200+2800 5200- 20200+2800	Level 5 29200-92300 Level 5	02	DOPT		-
30	Upper Division Clerk	5200- 20200+2400	25500-81100 Level 4	22	DOPT	-	-
31	Telephone Operator -cum-Receptionist	5200- 20200+2400	25500-81100 Level 4	01	-	NCERT	-
32	Jr. Stenographer	5200- 20200+2400	25500-81100 Level 4	19	DOPT		
33	Shop Assistant	5200- 20200+2400	25500-81100 Level 4	03	-	-	Functional requirement of NBT
34	Jr. Artist	5200- 20200+2400	25500-81100 Level 4	01		NCERT	-
35	Lower Division Clerk	5200- 20200+1900	19900-63200 Level 2	35	DOPT	· · · ·	÷
36	Hindi Typist	5200- 20200+1900	19900-63200 Level 2	10	DOPT	-	-
37	Jr. Library Assistant	5200- 20200+1900	19900-63200 Level 2	01	-	NCERT	-
38	Gestetner Operator	5200- 20200+1900	19900-63200 Level 2	02	-	-	Functional requiremen of NBT
39	Driver	5200- 20200+1900	19900-63200 Level 2	10	DOPT	-	-
40	Multi-Tasking Staff (Group 'D')	4440- 7440+1800	18000-56900 Level 1	53	DOPT	-	

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Assistant Director (Establishment) National Book Prust, India

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Director National Book Trust, India

S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/Comments
1.	Name of Post	Marketing Executive	Marketing Executive	-
2.	No. of Posts	Five (05)	Five (05)	-
3.	Classification	Group 'C' (Non-Ministerial)	Group C (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.4500-125-7000	Rs.29200-92300 (Level 5)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Selection	-
6.	Age limit for direct recruits	21-30 years	Below 27 years.	As per DOPT Guideline:
7.	Educational and other qualification required for direct recruits	<ul> <li>a) A degree from a recognized university</li> <li>b) Knowledge of English and Hindi and at least one language of the region for which the appointment is to be made</li> <li>c) Five years experience in book selling</li> </ul>	<ul> <li>Essential: <ol> <li>Degree from a recognized University.</li> <li>Having at least three years' experience in Sales and Sales Promotion in a reputed publishing organization.</li> <li>Working knowledge of English &amp; Hindi/Regional language</li> </ol> </li> <li>Desirable: <ol> <li>Diploma in Sales/ Marketing/ Business Administration.</li> <li>Working Knowledge of computer</li> </ol> </li> <li>Note: The requirement of regional languages to be mentioned at the time of advertisement on each occasion depending on the requirement.</li></ul>	Experience specified to improve professionalism and efficiency. As per Model RR of NCERT (copy enclosed).

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8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Qualifications will not apply	Age : No Qualification : Yes	-
9.	Period of probation, if any	Two Years	Two Years for direct recruits	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	<ul> <li>a) 80% by direct recruitment</li> <li>b) 20% by promotion from the Shop Assistants having 3 years regular service in the grade failing which by direct recruitment</li> </ul>	25% by promotion among the Shop Assistants	To provide adequate promotional avenues to departmental candidates in the feeder grade.
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Promotion by selection from the Shop Assistants having 3 years regular service in the grade failing which by direct recruitment	Method of recruitment i.e. 75% direct recruitment and 25% by promotion among the Shop Assistants having five years' regular service in the Level 4 (Rs.25500-81100).	To provide adequate promotional avenues to departmental candidates in the feeder grade.
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-

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## Recruitment Rules for the post of Marketing Executive, NCERT

SLNo.	Details of the Post	Recruitment Rules
1.	Name of Posts	Marketing Executive
2.	No. of Posts	Eight (08) (Subject to variation)
3.	Classification	Not applicable
4.	Scale of Pay	PB-II Rs 9300-34800+ Grade Pay 4200/-
5.	Whether Selection post or non selection Post	Not applicable
6.	recruits	Not Exceeding 30 years (Relaxable for Govt servant's upto 05 years in accordance with the instructions or orders issued by the Central Government. 10 years age relaxation for the employees of the Council. <u>Note:</u> The crucial date for determining the age limit shall be closing the date for receipt of applications 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 Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)
7.		Essential: 1. Degree from a recognized University. 2. Having at least 03 years' experience in Sales and Sales Promotion in a reputed publishing organization. Desirable: 1. Diploma in Sales/ Marketing/ Business Administration. 2. Working Knowledge of computer
8.	Whether age and educational qualifications for direct recruits will apply to promotees	Not applicable
9.		2 years for direct recruitment.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	

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Director National Book T----

	promotion/deputation/trans fer grade which promotion/deputation/trans fer to be made			
12.		Departmental Confirmation Committee		
		(i) Joint Director, NCERT	- Chairperson	
		(ii) Secretary, NCERT	- Member	
	composition'?	<ul> <li>(iii)One Representative SC/ST category nominated by Director. NCERT</li> </ul>	- Member	
		(iv)One Representative Minority Community nominated by Director, NCER?	- Member	

Assistant Director (Establishment) National Book Trust, India

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5. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1.	Name of Post	Library Assistant	Library Assistant	-
2.	No. of Posts	Two (02)	Two (02)	
3.	Classification	Group 'C' (Non-Ministerial)	Group 'C' (Non-Ministerial)	
4.	Pay Band and Grade Pay/Pay Scale	Rs.4500-7000 (Pre-revised) - Revised Pay Band Rs.5200-20200/Pay Grade Rs.2800	Rs.29200-92300 (Level 5)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Non-Selection	ā.
6.	Age limit for direct recruits	30 Years	Below 27 years.	As per DOPT Guidelines
7.	Educational and other qualification required for direct recruits	<ul> <li>a) A Degree in Library Science or its equivalent from a recognized university</li> <li>b) Five years working experience as Library Assistant or Professional Assistant in the pay scale of Rs.4500-7000 in a Library</li> </ul>	<ul> <li>Essential <ol> <li>Graduate in Arts/Science/ Commerce or any other discipline or any other higher qualification with 50% from recognized university/institute.</li> <li>B. Lib. Sc. /B.L.I. Sc. With 50% marks</li> </ol> </li> <li>Desirable <ol> <li>4 years experience in the field of library &amp; information science.</li> <li>Knowledge of library software.</li> <li>One year course in computer with knowledge of Word, Excel and Power point</li> </ol></li></ul>	As per Model RR of NCERT (copy enclosed).
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the	Qualifications will apply	Age - No Qualifications - Yes	-

Assistant Director (Establishment) National Book Trust, India

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National Book Trust, India

	case of promotes			
9.	Period of probation, if any	Two Years	Two Years	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	By promotion failing which by direct recruitment	Promotion by seniority-cum-fitness failing which by deputation failing which both by direct recruitment	-
	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Jr. Library Assistants with five years regular service in the grade under the Trust	Promotion :Jr. Library Assistants with ten years' regularservice in Level 2 (Rs.19900-63200) in theTrust failing which by direct recruitmentDeputation:Holding analogous post on regular basis in the parentcadre or department from Central govt./ StateGovt// UTs/ semi Govt./ autonomous/ public sectorinstitutions and possessing the requisite educationalqualification prescribed for direct recruitment.OROfficers having five years' regular service in Level 4(Rs.25500-81100) from Central govt./ State Govt/UTs/ Autonomous/ public sector institutions .	
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-

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Assistant Director (Establishment) National Book Trust, India

Director National Book Trust, India

# Recruitment Rules for the post of Semi Professional Assistant, NCERT

SI.	Details of the post	Recruitment Rule			
1.	Name Of Post	Semi Professional Assistant			
2.	No. of Post	18			
3.	Classification	Group 'C'			
4.	Scale of Pay	5200-20200 Grade Pay Rs.2800 PB-1			
5.	Whether Selection Post or Non- selection Post	Non- Selection			
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable			
7.	Age limit for direct recruits	Not Exceeding 27 years,			
8.	Educational and other qualification required for direct recruits	<ul> <li><u>Essential</u> <ul> <li>i) Graduate in Arts/Science/ Commerce or any other discipline or any other higher qualification with 50% marks</li> <li>ii) B. Lib. Sc. /B.L.I. Sc. With 50% marks</li> </ul> </li> </ul>			
		<ul> <li>Desirable <ol> <li>4 years experience in the field of library &amp; informatio science.</li> <li>Knowledge of library software.</li> <li>One year course in computer with knowledge of Word Excel and Power point</li> </ol> </li> </ul>			
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No			
10.	Period of probation, if any	2 years for direct recruits.			
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<ol> <li>75% by direct recruitment</li> <li>2.25% by promotion</li> </ol>			
12.	In case of recruitment by	regular service in the Grade Pay of Rs.1900/- failing which b			
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT Regulation			

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Assistant Director (Establishment) National Book Trust, India Director National Book Trust, India

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5. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/Comments
1.	Name of Post	Data Entry Operator	Data Entry Operator	-
2.	No. of Posts	Two (02)	Two (02)	
3.	Classification	Group 'C' (Non-Ministerial)	Group C (Non-Ministerial)	
4.	Pay Band and Grade Pay/Pay Scale	Rs.4500-125- <b>7</b> 000	Rs.29200-92300 (Level 5)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Selection	
6.	Age limit for direct recruits	30 years	Below 27 years.	As per DOPT Norms
7.	Educational and other qualification required for direct recruits	<ul> <li><u>Essential</u>:</li> <li>a) A degree from a recognized university</li> <li>b) Diploma/Certificate in Computer Applications</li> <li>c) 5 years experience in EDP environment including Data Entry Operations</li> </ul>	Essential:1) 12th Standard pass or equivalent in science stream with mathematics as a subject from a recognized board with one year Diploma in Computer Application ORDOEACC- 'A' Level from a recognized institute and two years' experience in EDP work in a Government office/PSU/Statutory/Autonomous Organization/ Recognized Institution.ORBachelorDegree in Computer Applications/Information Technology/Computer Science of a recognized university Institute	As per DOPT Norr (copy enclosed).

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			<ol> <li>A speed test of not less than 15000 key depressions per hour for data entry work to be ascertain to speed test on computer.</li> </ol>	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Only qualifications will apply	Age - No Qualifications - Yes	-
9.	Period of probation, if any	Two Years	Two years for direct recruits	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer &percentage of vacancies to be filled by various methods.	Promotion by Selection on the basis of practical test and service records failing which by direct recruitment	Promotion by selection failing which by deputation failing which both by direct recruitment	_
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	UDC/Jr. Steno. Of the Trust with three years regular service in the grade possessing the qualifications prescribed for direct recruitmen	Promotion:Promotion by selection from UDC/Jr. Steno. With five years regular service in Level 4 (Rs.25500- 81100)ORLDC with ten years service in Level 2 (Rs.19900- 63200) on the basis of practical test and service records failing which by direct recruitment.Deputation: Holding analogous post on regular basis in the parent cadre or department from Central govt./ State Govt./ UTs/ semi Govt./ autonomous/ public sector institutions and possessing the requisite educational qualification prescribed for direct recruitment.	As per DOPT no
			OR	
h	National Book	(Establishment)		

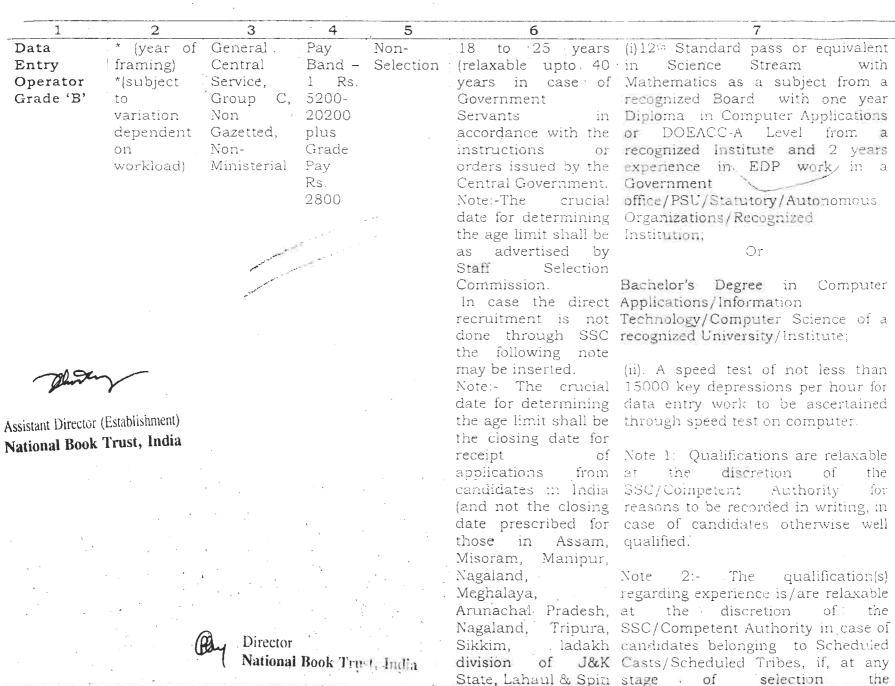
			Officers having five years' regular service in Level 4 (Rs.25500-81100) from Central govt./ State Govt// UTs/ semi Govt./ autonomous/ public sector institutions.	
12.	If a departmental	Committee comprising Director, NBT as	Committee comprising Director, NBT as	-
	Promotion Committee	Chairman of the Committee and 4 members	Chairman of the Committee and three members	
	exists, what is the	including one representative from the	including one representative from the	
	composition?	controlling Ministry	controlling Ministry	

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Assistant Director (Establishment) National Book Trust, India

Director National Book Trust, India



Districts and Pangu SSC/Competent Authority is of the Sub Division of opinion that sufficient number of Chamba District of candidates belonging to these Himachal Pradesh, communities possessing the Andaman & Nicobar requisite experience are not likely to or be available to fill up the vacancies Islands Lakshadweep. reserved for them.

Assistant Director (Establishment) National Book Trust, India

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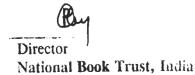
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	Two years for direct	Any one or a combination of	Promotion	(i)Group 'C' DPC	Not Applicable	
	recruits, Nil	the following	(Designation of the feeder	(for considering		
	for	methods of	post) in PB-1, Rs. 5200-	promotion) (The		!
	promotees.	recruitment as	20200/- with Grade Pay of	detailed composition		
		per	Rs. 2400/- with five years'	may be given if		
		requirement	regular service in the grade	promotion is one of		
		and availability	and have successfully	the methods or		
		of feeder	completed training of	recruitment)		
		posts:-	weeks in the relevant areas			
		•	(to be prescribed).	(ii)Group 'C'		
		Promotion	· •	Departmental		
		failing which by	Note 1:	Confirmation		
		deputation	Where juniors who have	Committee		
		failing both by	completed their qualifying			
		direct	or eligibility service are	(for considering		
		recruitment	being considered for	confirmation of		
Thenday			promotion, their seniors	direct recruits)		
		Or	would also be considered			
ant Director (Establis	shment)		provided they are not short	(The detailed		
ant Difector (Estates	India	Deputation	of the requisite qualifying	composition may be		
ional Book Trust,	Andre	failing which by	or eligibility service by	given if direct		÷.,
		direct	more than half of such	recruitment is one of		
		recruitment	qualifying or eligibility	the methods of		
			service or 2 years.	recruitment)		
		Or	whichever is less, and have			
			successfully completed			
		(iii) Direct		(iii)'Not applicable' if.		,
		Recruitment	promotion to the next		•	•
			higher grade alongwith	prescribed as the		۰,
			their juniors who have			
			already completed such			· •
			qualifying or eligibility			
(Bay			service.			
irector			Note 2:			
	et India		For the purpose of			
ational Book The	st, <b>inqua</b>		computing minimum	: :		

Assistant Director (Establishment) National Book Trust, India



qualifying for service the promotion, 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 Pav 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.

#### Deputation

Officers under the Central Governments:-

(a) (i) holding analogous posts on regular basis in the parent cadre/ Department; or

(ii) With 5 years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-1,

Rs. 5200-20200/- with Grade Pay Rs. 2400 or equivalent in the parent cadre/department; and

(b) Possessing the educational qualifications

C

Assistant Director (Establishment) National Book Trust, India

Director National Book Trust, India and experience prescribed for direct recruits under Col.7.

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

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

Note 3: For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer

Assistant Director (Establishment) National Book Trust, India

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 without grade any upgradation.

Director National Book Trust, India

1	2	3	4	5	б	7
Data Entry	. = (year of	General	Pay	Not	18 to 25 years	(a). 12th Standard pass in Science
Operator	framing)	Central	Band -	Applicable	(relaxable upto 40	Stream with Mathematics as a
Grade 'A'	"(subject	Service,	1 Rs.		years in case of	subject from a recognized Board
	to	Group C,	5200-		Government	or equivalent.
	variation	Non-	20200		Servants in	
	dependent	Gazetted,	with		accordance with the	(ii). A speed test of not less that
	on	Non-	Grade			15000 key depressions per hou
	workload)	Ministerial	Pay Rs.		5	for data entry work to b
			2400		Central	ascertained through speed test or
					Government.	computer.
1					Note:-The crucial	
					date for determining	
stant Director (Estal	olishment)				the age limit shall	
tional Book Trus	st, India					SSC/Competent Authority for
Cional Boon	,			•	Staff Selection	reasons to be recorded in writing
					Commission.	in case of candidates otherwise
					In case the direct	well qualified.
(a)					recruitment is not	
E.	9				done through SSC	
Director	)				the following note	
National Bo	ok Trust, India				may be inserted.	
	and and an and a second	1			Note:- The crucial	
					date for determining	
					the age limit shall	
					be the closing date	
					for receipt of	
					applications from	
					candidates in India	
					(and not the closing	
					date prescribed for	
			*		those in Assam,	
					Misoram, Manipur,	
					Nagaland,	
					Meghalaya,	
					Arunachal Pradesh,	
					Nagaland, Tripura,	
					Sikkim, ladakh	
					division of J&K	

0					48	
)1	2	3	4	5	б	.7
Data Entry Operator Grade 'A'	<ul> <li>(year of framing)</li> <li>(subject to variation dependent on workload)</li> </ul>	Central Service, Group C, Non- Gazetted,	Pay Band – 1 Rs. 5200- 20200 with Grade Pay Rs. 2400	Not Applicable	(relaxable upto 40 years in case of Government Servants in accordance with the instructions or	<ul> <li>(a). 12<sup>a</sup> Standard pass in Science</li> <li>Stream with Mathematics as a subject from a recognized Board or equivalent.</li> <li>(ii). A speed test of not less than 15000 key depressions per hour for data entry work to be ascertained through speed test on computer.</li> </ul>
ssistant Director (Estal ational Book True Director National Bo		<b>I</b> .			Note:-The crucial date for determining the age limit shall be as advertised by Staff Selection Commission. In case the direct recruitment is not done through SSC the following note may be inserted. <b>Note:-</b> The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Misoram, Manipur,	Note Qualification is relaxable at the discretion of the SSC/Competent Authority for reasons to be recorded in writing, in case of candidates otherwise
					applications from candidates in India (and not the closing date prescribed for those in Assam,	

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	State, Lahaul &	
	Spiti Districts and	
	Pangu Sub Division	
	of Chamba District	
	of Himachal	
	Prad <b>esh, Andam</b> an	
	& Nicobar Islands	
	or Lakshadweep.	

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Not       Two years       Direct recruitment.       Not applicable.       Group       C Not Applicable         Applicable       Note:-       Vacancies       Departmental         caused       by       the       Committee       for         incumbent being away       Committee       for       considering         leave or study leave or       confirmation       considering         under       other       (detailed composition         circumstances       for       given)         more may be filled, on       deputation from the         officials of the Central       Government         Government       holding         analogous       posts <on< td="">         regular       basis         prescribed       for         prescribed       for         under col. 7.       direct</on<>	8 9	10	11	12		13
	2	Note:- Vacancies caused by the incumbent being away on deputation or long leave or study leave or under other circumstances for a duration of one year or more may be filled, on deputation from the officials of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct	, 7,	Departmental Confirmation Committee considering confirmation (detailed compo of the DCC m	for sition	Not Applicable

National Book Trust, India

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5. N₀.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/Comments
1.	Name of Post	Telephone Operator-cum-Receptionist	Telephone Operator-cum-Receptionist	
2.	No. of Posts	One (01)	One (01)	-
3.	Classification	Group 'C' (Non-Ministerial)	Group C (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.4000-100-6000	Rs.25500-81100 (Level 4)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Selection	Selection	
6.	Age limit for direct recruits	Between 18 and 25 years	Below 27 years.	As per DOPT Guidelines
7.	Educational and other qualification required for direct recruits	<ul> <li>a) A degree from a recognized university</li> <li>b) Training in the operation of PBX from a recognized university/department</li> <li>c) Fluency in Hindi and English</li> <li>d) Clear voice and pronunciation and pleasing personality</li> </ul>	<u>Essential:</u> a) A Degree from a recognized University b) Fluency in Hindi and English	As per Model RR of NCERT (copy enclosed <del>).</del>
8.	Whether age and Not applicable educational qualifications prescribed for direct recruits will apply in the case of promotees		Age : No Qualification : Yes	-
9.	Period of probation, if any	Two Years	Two years for direct recruits	-
10.	Method of recruitment whether by direct recruitment or by	By direct recruitment	Promotion by selection failing which by direct recruitment	To provide adequate promotional avenues to departmental candidates in

0	promotion or by deputation transfer & percentage of vacancies to be filled by various methods.			the feeder grade.
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Not applicable	LDCs in Level 2 (Rs.19900-63200) with at least eight years' regular service.	To provide adequate promotional avenues to departmental candidates in the feeder grade.
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	1	-

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Assistant Director (Establishment) National Book Trust, India

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National Book Trust, India

## Recruitment Rules for the post of Receptionist, Publication Division of NCERT

Sr. No.	Details of the post	Recruitment Rules
1.	Name of Posts	Receptionist
2.	No. of Posts	2
3.	Classification	Central Civil Service Group 'C' (Non-Gazetted Ministerial)
4.	Scale of Pay	PB-1 Rs. 5200-20200 + GP Rs. 2400/-
5.	Whether Selection post or non selection Post	Not Applicable
6.	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	No
7.	Age limit for direct recruits	Not exceeding 27 years
8.	Educational and other qualifications required for direct recruits	Essential: I. Graduate from a recognised University 2. Should be able to speak fluently Hindi & English
9.	Whether age and educational qualifications for direct recruits will apply to promotees	Not Applicable
10.	Period of probation. if any	2 years for direct recruitment
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation /transfer to be made	Not Applicable
13.	If a DPC exists, what is the composition	As per NCERT's Regulation

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Assistant Director (Establishment) National Book Trust, India

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Director National Book Trust, India

S. N₀.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/Comments
1.	Name of Post	Upper Division Clerk	Upper Division Clerk	-
2.	No. of Posts	Twenty Two (22)	Twenty Two (22)	-
3.	Classification	Group 'C' (Ministerial)	Group C (Ministerial)	-
4.	Pay Band and <b>Grade</b> Pay/Pay Scale	Rs.4000-100-6000	Rs.25500-81100 (Level 4)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Selection in case of Limited Departmental Examination/Non-selection for promotion by seniority-cum-fitness	_
6.	Age limit for direct recruits	Between 18 & 25 years	Below 27 years	As per DOPT Guidelines
7.	Educational and other qualification required for direct recruits	<ul> <li>a) A degree from a recognized university</li> <li>b) Three years regular service in the grade of LDC in the scale of Rs.3050-4590</li> </ul>	Essential: A degree from a recognized University or equivalent	As per Model RR o DOPT
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Qualification will not apply for promotion	Age : No Qualification : No but experience as per Col. 11	-
9.	Period of probation, if any	Two Years	Two years for direct recruits	-
10.	Method of recruitment whether by direct recruitment or by	a) 75% on the basis of seniority-cum-fitness failing which by direct recruitment	75% by Promotion by seniority-cum-fitness 25% by promotion through Limited	•

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	promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	<ul> <li>b) 25% by promotion through selection on the basis of written test and interview among the LDCs of the Trust having minimum three years regular service in the grade and possessing prescribed qualification for direct recruitment</li> </ul>	Departmental Test failing which by direct recruitment	
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	LDCs of the Trust having minimum three years regular service in the grade	Promotion:75% by promotion by seniority-cum-fitness amongst the LDCs and Hindi Typist in Level 2 (Rs.19900-63200) with eight years of regular service failing which by deputation failing which direct recruitment25% by promotion by selection amongst the LDCs and Hindi Typist with eight years of regular service failing which by deputation failing which by direct recruitmentNote :Retention of existing eligibility service will be followed as per DOPT guidelines dated 31.12.2010.	As per DOPT norms
			Deputation:OfficersoftheCentral/StateGovernment/AutonomousBodies/UTs/semi Govt./public sector institutions and possessingthe requisite educational qualification prescribed fordirect recruitment.(i)Holding analogous post on regularbasis; or(ii)With eight years regular service inLevel2(Rs.19900-63200) ofLower Division Clerk or equivalent	
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-

National Book Trust, India

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National Book Trust, India

### model Recruitment Rules for the post of Upper Division Clerk

mame of Post Upper Division Clerk Number of Post \* (year of framing) "Subject to variation dependent on workload <sup>i</sup>Classification General Central Service Group C1 3 Non-Gazetted, Ministerial Pay Band - 1 Rs, 5200-20200 Pay Band and Grade Pay. Δ Grade Pay Rs 2400 Whether selection post of non-Non-Selection. If promotion is one of 5 the methods of recruitment selection post Not applicable', if promotion is not lone of the methods of recruitment Whether benefit of added years of No. 5 service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 Age limit for direct recruitment Between 18 and 27 years of age 7 (relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government) for Note: The сгасіа date determining the age limit shall be as fixed DY the Staff Selection. Commission (Where recruitment is Selection through Staff Inot -Commission, date tor crucia: determining the age (imit shall be the last date for receipt of applications ( Degree of a recognized University or <sup>1</sup> Educational and other qualifications 8 required for direct recruits. equivalent Not applicable 9 Whether age and educational -gualifications prescribed for direct recruitment will apply in the case of promotees Two years for direct recruitment. "Mr." Period of propation of any 40 for promotees.

Assistant Director (Establishment) National Book Trust, India

Director

National Book Trust, India

feshod of recruitment whether by direct recruitment or by promotion or Coy deputation (absorption, and percentage of the vacancies to be filled by various methods.

1. By promotion failing which by deputation, or

2 \_\_\_% by promotion and \_\_\_% by deputation, or

3 %by promotion and. %by direct recruitment.

4. Direct recruitment

Note 1 - Organizations should indicate the methods :51 recruitment taking into account their needs and the strength inf the feeder grade.

Note 2 - A partion of the vacancies may also be filled by Limited Departmental Competitive Examination, in this regard The eligibility service for the Departmental Examination shall be five years reputar service in the Lower Division Clerk grade in the concerned organization

In case of recruitment by promotion or Promotion deputation/ absorption grades from which promotion/deputation/absorption to be Rs (1900) with 8 years service in the. made :

Lower Division Crerk (Grade Pay of grade

Note :

Where juniors who have completed their qualifying or eligibility service. are being considered for promotion, their senior would also bel considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying lengibility 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.

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Assistant Director (Establishment) National Book Trust, India

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Director National Book Trust, India

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Note 1:

For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to: 1<sup>st</sup> Japary, 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 рау/рау scale extended based ตก the recommendations of the Pay Commission.

Deputation

Officers of the Central Government

(iii) holding analogous post on regular basis; or
 (iv) with eight years regular service in

the grade of Lower Division Clerk or equivalent

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

Period of deputation including the period of deputation in another excadre post held immediately preceding this appointment in the same or some other organization or department of the Contral Government shall ordinarily not exceed three years

Assistant Diageor (Establishment) National Book Trust, India

Director National Book Trust, India

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

Note:

For the purpose of appointment on deputation/absorption basis, the service rendered on a regular pasis by an officer pror to 1<sup>st</sup> 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 rendered in Service 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 prerevised scale of pay into one grade with a common Grade Pay/Pay scale and where this benefit will extend only for the post or posts for which that Grade Pay or Pay scale is the normal replacement grade without any upgradation.

13 exists, what is its composition

If Departmental Promotion Committee Group C Departmental Promotion Committee. (Full composition to be indicated)

> if promotion is not one of the methods of recruitment, the column may be filled as 'Not applicable' Not applicable

Circumstances in which Union Public 14 Service Commission is to be consulted in making recruitment.

Assistant Director (Ed. National Book Trust, India

Director

National Book Trust, India

S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/Comments
1.	Name of Post	Jr. Stenographer	Jr. Stenographer	-
2.	No. of Posts	Nineteen (19)	Nineteen (19)	-
3.	Classification	Group 'C' (Ministerial)	Group C (Non-Ministerial)	<u> </u>
4.	Pay Band and Grade Pay/Pay Scale	Rs.4000-100-6000	Rs.25500-81100 (Level 4)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Selection in case of Limited Departmental Examination/Non-selection for promotion by seniority-cum-fitness	5
6.	Age limit for direct recruits	18 & 25 years	Below 27 years.	As per DOPT Guidelines
7.	Educational and other qualification required for direct recruits	Matriculation with shorthand and typing speeds of 80 wpm in English/40 wpm in English/Hindi respectively having working knowledge of computer operations	<ul> <li><u>Essential</u>:</li> <li>a) 12<sup>th</sup> class pass or equivalent from a recognized Board or University.</li> <li>b) Skill Test Norms : Dictation - 10 mts @ 80 w.p.m. with transcription - 50 mts (English) OR 65 mts (Hindi) on computers.</li> </ul>	As per Model RR o DOPT guidelines
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Qualifications will apply	Age : No Qualification : Yes	-
9.	Period of probation, if any	Two Years .	02 Years for Direct Recruitment	-

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10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	<ul> <li>75% by direct recruitment</li> <li>25% by promotion through limited departmental examination open for LDCs/Junior Library Assistants having minimum two years of regular service in the grade failing which by direct recruitment</li> </ul>	75% by direct recruitment 25% by promotion through limited departmental examination from LDCs/Hindi Typist/Junior Library Assistant	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	LDCs/Junior Library Assistants with three years regular service in the scale of Rs.3050-4590	75% by direct recruitment 25% by promotion through limited departmental examination open for LDCs/Hindi Typist/Junior Library Assistant having eight years of regular service in Level 2 (Rs.19900- 63200) failing which by direct recruitment	As per DOP⊤ norms
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-

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Assistant Director (Establishment) National Book Trust, India

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Director National Book Trust, India

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1	2	3	4	5	6	7
Name of Post	No. of Posts	Classification	Pay Band and Grade Pay	Whether Selection Post or Non- selection Post	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension)Rules, 1972	i Age fimit for direct recruits
Stenographer Grade II	* (year of framing) * subject to variation dependent on workload	General Central Service Group C Non-Gazettted, Ministerial	PB-1 Rs. 5200- 20200, Grade Pay Rs. 2400	Not applicable	Not applicable	18-27 years (Relaxable for Govt. servants upto 40 years in accordance with instructions or orders issued by
many					-	the Central Govt.) Note: The crucial date for determining the lage limit shall
stant Director (Establis ional Book Trust,						be as advertised by the Staff Selection Commission

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Buy National Book Trust, India

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	· •	.10	· · · · · · · · · · · · · · · · · · ·	(1)	. : 7	1-1
ucational and other	Whether age	Period of	Method of recruitment	In case of recraitment	11 Departmental	Cheumstanees
alifications required	. &	Probation, if	whether by direct	by promotion/	Promotion	in which the
direct recraits	educational	any	recruitment or by	deputation/absorption	Committee	Union Public
	qualification		promotion or by deputation	, grades from which	exists, what is	Service
	s prescribed		/absorption and percentage	promotion/deputation	its composition	Commission is
	for direct		of vacancies to be filled by	/absorption to be		to be consulted
	recruits will		various methods	made		in making
	apply in the					, recruitment
	case of					1
	promotees					
12 <sup>th</sup> class pass or	Not	Two years	Direct recruitment through	Not applicable	Group C DPC	Notapplicable
privalent from a	applicable		Staff Selection		For continuation	:
cognized Board or		1	Commission		i i	:
niversity			Note: Vacancies caused by		il.	
		1	the incumbent being away		1 1 1	
) Skill Test Norms			on deputation or long .		2	1
ictation: 10 mts a 80			illness or study leave or		1	
.p.m.	Am		under other eireunstances		3.	•
ranscription	Sun		for a duration of one year		1 1	
5 mls.(Eng.)	and Dimentan (	n an the second s	or more may be filled on			Т
- tutal ( the second for the second	ant Director (fistab		deputation from the			
lanual Typewriter) Nati	onal Book Trus	, India	officials of the central			
			Government holding			
0 mts. (Eng.), 65 mts.			analogous posts or regular			
(lindi)			basis and possessing the			
On Computer)			qualifications prescribed			
			for direct recruits at Col. 8			1.

5. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/Comments
1.	Name of Post	Shop Assistant	Shop Assistant	₩.
2.	No. of Posts	Three (03)	Three (03)	*
3.	Classification	Group 'C' (Non-Ministerial)	Group C (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.4000-100-6000	Rs.25500-81100 (Level 4)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Selection	<u> </u>
6.	Age limit for direct recruits	21-30 years	Below 27 years.	As per DOPT Guidelines
7.	Educational and other qualification required for direct recruits	<ul> <li>a) A degree from a recognized university</li> <li>b) Working knowledge of English and Hindi</li> <li>c) Three years experience in book selling</li> </ul>	Essential: a) A degree from a recognized university or diploma in sales and Marketing or sales promotion b) Three years experience in marketing of books or journals or consumer products/services. c) Working knowledge of English & Hindi Desirable : Knowledge of regional language	As per existing RRs ar functional requirement of NBT.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Only qualifications will apply	Age : No Qualification : No Experience as per Col.11	-
9.	Period of probation, if any	Two years for Direct recruits.	Two years	-

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10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer &percentage of vacancies to be filled by various methods.	Promotion by selection from the LDCs having minimum three years of regular service in the grade and possessing the qualifications and experience as prescribed for the direct recruitment, failing which by direct recruitment	Promotion by selection failing which by direct recruitment	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Promotion by selection from the LDCs having minimum 3 years of regular service and possessing the qualifications and experience as prescribed for the Direct recruits, failing which by Direct recruitment	100%Promotion by selection through limited departmental examination from the LDCs having minimum three years of regular service in Level 2 (Rs.19900-63200) and possessing the experience as prescribed for the direct recruitment, failing which by direct recruitment	-
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	
N	Assistant Director (Establishment) National Book Trust, India	Director National Book Trust,	India	

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5. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/Comments
1.	Name of Post	Jr. Artist	Jr. Artist	25
2.	No. of Posts	One (01)	One (01)	
3.	<b>Classif</b> ication	Group 'C' (Non-Ministerial)	Group C (Non-Ministerial)	•
4.	Pay Band and Grade Pay/Pay Scale	Rs.4000-100-6000	Rs.25500-81100 (Level 4)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Selection	Selection	Promotion not a mode of filling up
6.	Age limit for direct recruits	18 to 25 years	Below 27 years.	As per DOPT Guidelines
7.	Educational and other qualification required for direct recruits	<ul> <li>Essential :</li> <li>e) Matriculation pass with minimum one year certificate course in commercial/Applied Art from a recognized Institution</li> <li>f) 3 years experience of Commercial/Applied Art in an advertising house/public sector organization with knowledge of layout, design, final art work, calligraphy, cutting-pasting, page making, etc.</li> <li><u>Desirable</u> :</li> <li>Experience of dark room</li> </ul>	Essential:a) Bachelor Degree in Fine Arts (Four Years course) with specialization in Applied/Commercial Art from a recognized University/Institution with two years' experience.OR10+2 with three years Diploma in Applied Art(Commercial Art) from a recognized institution with three years experience.b) Experience in the preparation of black & white and Colour illustrations, cover-designs, layout work etc, of books and periodicals in a publishing house of repute.Desirable :	To impart professionalis and efficiency qualification/experience, modified. As per Model RR o NCERT (Copy enclosed)
	Assistant Director (E		<u></u>	

			<ol> <li>Experience in pavilion/exhibition designing</li> <li>Book production</li> <li>Knowledge of Photography and its application to designing</li> <li>Working knowledge of computer and its software for designing</li> </ol>	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable	Not applicable	-
9.	Period of probation, if any	Two Years	Two Years	:e)
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Direct recruitment	Direct recruitment	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Not applicable	Not applicable	-
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-

# Recruitment Rules for the post of Artist Gr.III, NCERT

SI.	Details of the post	Recruitment Rules
1.	Name Of Post	Artist Grade-III
2.	No. of Post	One (01)
3.	Classification	Group 'C'
4.	Scale of Pay	5200-20.200+ Grade Pay 2800
5.	Whether Selection Post or Non- selection Post	Not Applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 27 years,
8.	Educational and other qualification required for direct recruits	Essential: 1. Degree in Bachelor of Fine Art with specialization in Applied Art (Commercial Art) from a recognized Institution with two year experience. OR
		<ul> <li>10+2 with three years diploma in Applied Art (Commercial Art) from a recognized institution with 03 years experience.</li> <li>2. Experience in the preparation of black and white and colour illustrations, cover-designs, layout work etc. of books and periodicals in a publishing house of repute.</li> <li>Desirable:</li> </ul>
		<ol> <li>Knowledge of printing techniques.</li> <li>Knowledge of photography and its application to designing.</li> <li>Working Knowledge of computer and its software for designing.</li> </ol>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	100% direct recruitment
12	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Not Applicable
13	If a departmental Promotion Committee exists, what is the composition?	As per NCERT regulation

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Assistant Director (Establishment) National Book Trust, India

Ca Director National Book Trust, India

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S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/Comments
1.	Name of Post	Lower Division Clerk	Lower Division Clerk	
2.	No. of Posts	Thirty Five (35)	Thirty Five (35)	_
3.	Classification	Group C (Ministerial)	Group C (Non-Ministerial)	
4.	Pay Band and Grade Pay/Pay Scale	Rs.3050-75-3950-80-4590	Rs.19900-63200 (Level 2)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Selection	
6.	Age limit for direct recruits	18 to 25 years	Below 27 years	As per DOPT Norms
7.	Educational and other qualification required for direct recruits	Matriculation with minimum typing speed of 30 wpm in English/25 wpm in Hindi	<ul> <li>Essential:</li> <li>a) 12<sup>th</sup> Pass or equivalent from a recognized Board or University</li> <li>b) A typing speed of 35 w.p.m. in English OR 30 w.p.m. in Hindi on computers (correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression for each word).</li> </ul>	As per Model RR of DOPT
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Qualification and typing speed will apply	Age - No Qualifications - Yes	-
9.	Period of probation, if any	Two Years	Two Years	
10.	Method of recruitment whether by direct recruitment or by Assistant Director	<ul> <li>a) 70% by direct recruitment</li> <li>b) 30% by promotion through selection of departmental employees on the specified (Establishment)</li> </ul>	85% by direct recruitment 10% of the vacancies shall be filled from	-

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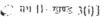
	promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	grades and possessing prescribed qualifications on the basis of typing and written test failing which by direct recruitment.	amongst the Group C staff in Level 1 (Rs.18000-56900) and who possesses the 12 <sup>th</sup> pass or equivalent qualification and have rendered three 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 the candidates belonging to the SC and ST). 5% of the vacancies shall be filled on promotion by seniority-cum-fitness basis from Group 'C' employees who have three years' regular service in Level 1 (Rs.18000-56900).	
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Group 'D' (supporting) staff like Attendant, Record Sorter, Peon-cum-Messenger, Frash/Cleaner having minimum five years regular in the Group 'D' in the Trust and possessing qualifications prescribed for direct recruitment	85% by direct recruitment 10% by promotion by selection amongst MTS in Level 1 (Rs.18000-56900) with minimum three years regular service in the grade possessing qualification prescribed for direct recruitment on the basis of a departmental qualifying test. 5% by promotion by seniority-cum-fitness from MTS in Level 1 (Rs.18000-56900) with minimum three years regular service in the grade	As per Gazette of India dated 5 <sup>th</sup> August 2015
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative: from the controlling Ministry	-

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Assistant Director (Establishment) National Book Trust, India

Director National Book Trust, India



करने दाले ऐसे कर्मचारियों की संख्या उपलब्ध
िक्तियों की संख्या से अशिक हो, तो ऐसे अतिरिक्त
कर्षवारियों के नाम पर अगले वर्षों में होते वाली
रिक्तियों को भएने के लिए विचार किया जाएगा
ताकि परीक्षा को पहले पास करने वाले कर्मचारियों
के नाम पर परीका को बाद में प्रांस करने बाले
कर्मचारियों से पहले विचार किया जा सके।
(iii) 5 प्रतिशत रिक्तियों को 1800/-रू के ग्रेड वेतन
वाने गयों में 3 वर्ष की नियमित सेवा पूरी कर चुके
समुह-ग कर्षचादियों में ने वरीयता-सह-उपयुक्तता के
आधार पर भरा जाएगा।

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पदोन्तनि अथवा प्रतितिगुक्ति अथवा आपेलन द्वारा भरे जाने के	यदि विभागीय पदोलाति समिति है, तो इसकी संरचना क्या है	वे परिस्थितियां जिनमें भर्ती करने के लिए संघ लोक नेवा
मासने गें, वे ग्रेड जिनमें गे		) अयोग (जूपीएससी) से परामर्श
पदोन्नति/प्रतिनियुक्ति अथवा		किया जाएगा।
आमेलन किया जाएगा।	· · · · · · · · · · · · · · · · · · ·	
(11)	(12)	(13)
कॉलम 10 में उल्लेख किए गए	मगूह 'ग' विभागीय पद्येत्वति समिति (स्वामीजरण दे तिम्) .	- स्वयू गहीं ।
अनुत्तार	(1) संचार लेखा नियंत्रक/	
	महानिदेशक (तष्ट्रीय संचार विन्त संस्थान) -अध्यक्ष	
	(2) प्रशासन प्रभारी कनिष्ठ प्रशासनिक -सदम्य	
	चेड लग के अधिकादी	
	(3) रुप संचार लेखा निवंत्रक/उप निदेशकसदस्य	

## [पता. य. 19-01/2011-एसईए-111-अ. थ्रे.लि.]

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मौरभ के तिवारी, उप महानिदेशक (ईम्ल्डिएफ)

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National - Jok Trust, 1

## MINISTRY OF COMMUNICATION AND INFORMATION TECHNOLOGY

#### (Department of Telecommunication)

#### NOTIFICATION

#### New Delhi, the 5th August, 2015

G.S.R. 619(E).-In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Telecommunications. Telecommunications Accounts (Lower Division Clerks, Junior Accountants and Senior Accountants) Recruitment Rules, 1988, in so far as it relates to the posts of Lower Division Clerk 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 Group C<sup>+</sup> post of Lower Division Clerks, in the Department of Telecommunications, namely :-

- (1) These rules may be called the Department of Telecommunications, in the offices of Controller of Communication Accounts //National Institute of Communication Finance, Group (C) Lower Division Clerk posts Recruitment Rules, 2015.
- (2) They shall come into force on the date of their publication in the official Gazette.
- Number of post, classification and the Pay Band and Grade Pay or Pay Scale. The number of post, its classification and the Pay Band and Grade Pay or Pay scale attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rates.
- Method of recruitment, age limit, qualifications, etc.-The method of (comment to the said post, age limit: qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the aforesaid Schedule.

Director Vational Book Level. India

4. . Disqualification. - No person ,-

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

shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under 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.

Power to relax. - Where the Central Government is of the opinion that it is necessary or expedient to do so, it 5. may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Savings. - Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required 6. to be provided for the Scheduled Castes, the Scheduled Tribes, ex- Servicemen, and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regards,

Name of	Number	Classification	Pay Band and	Whether	Age limit for direct recruits
posti	of post		Grade Pay or	selection post or	
	1	•	Pay Scale	non- selection	1
	-	i 1 .	-	l post	
(1)	(2)	(3)	(4)	(5)	(6)
Lower	371.5	General Central	Pay Band-L	Non selection	Between 18 and 27 years
Division	(2015) -	Service, Group-C.	Rs.5200-20200		(Relaxable for Government)
Clerk	*Subject	Non- Gazetted.	Plus Grade Pay		servants up to .40 years in
	to	Ministerial	of Rs. 1900/-		accordance with instructions
,	variation -				or orders issued by the
	dependent				Central Gevernment from
	00				time to time).
	workload			i.	Note: The crucial date for
•					determining the age limit
	· .				shall be as advertised by the
			1	-	Staff Selection Commission.

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Educational and other qualifications required for	Whether age and educational	Period of Probation if	Method of recruitment whether by direct recruitment or by promotion or by
direct recruits	qualifications prescribed for direct recruits will	any	deputation / absorption and percentage of vacancies to be filled by various
	apply in the case of promotees	-	methods
(7)	(8)~	(9)	(10)
ومستحصي المستحكين الأصحابية والالال	Yes, to the extent	Two years	(1)85% by direct recruitment through
from a recognised Board or	-indicated in Col.10.	1	Staff Selection Commission.
Diniversity.			(ii)10% of the vacancies shall: filled
			from amongst the Group- C Staff in the
(ii) )A typing speed 35 w.p.m.			Grade Pay of Rs.1800/- and who
in English or 30 w.p.m. in			possess 12 <sup>th</sup> Class pass or equivalent qualification and have rendered 3 years
Hindi on computer.			regular service in the grade, on the
(35w.p.m and 30.p.m		]	basis of departmental qualifying
<ul> <li>correspond to 10500 KDPH</li> <li>9000 KDPH on an average of</li> </ul>			examination. The maximum age limit
5 key depressions for each		i	for eligibility for examination is 45
word)		1	years (50 years of age for the
,			candidates belonging to the Schedule
•			Caste and Schedule Tribe
			communities).
		1	Notes if more of each annihiling thus
		4	Assignant Director (E ishment)
Rey Dir	ector		National Boot Trust, India

National Book Trust, India

National Book Trust, India

#### भारत को राजपत : अम्बधरण

	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 a
	a later examination.
	(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 Grade
	Pay of Rs.1800.

In case of recruitment by	If Departmental Promotion Committee exists, what is its	Circumstances in
promotion or deputation or	composition	which the Union
absorption, grade from		Public Service
which promotion or		Commission is to
deputations absorption to be		be consulted in
made.		making
•		recruitment
(11)	(12)	(13)
As stated in Column 10,	Group- C. Departmental Promotion Committee (for confirmation ) :	Not applicable.
	1. Controller of Communication Accounts Director General	
	(National Institute of Communication Finance) - Chairman.	
	2. Junior Administrative Grade -level officer in charge of	,
	Administration - Member	
	3. Deputy Controller of Communication. Accounts / Deputy Director.	
	Member	

## [1 No. 19-01/2011-SEA-III-LDC] SAURABH K. TIWARI, DDG(E&F)

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Assistant Director (Establishment) National Book Trust, India

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 Printed by the Manager, Government of India Press, Ring Rood, Mayapuri, New D2thi-115061 and Published by the Controller of Publications, Delho-110084



S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1.	Name of Post	Hindi Typist	Hindi Typist	-
2.	No. of Posts	One (01)	One (01)	1 <b>-</b> .
3.	Classification	Group 'C' (Non Ministerial)	Group C (Non-Ministerial)	: <u>-</u>
4.	Pay Band and Grade Pay/Pay Scale	Rs.3050-75-3950-80-4590	Rs. 19900-63200 (Level 2)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Selection	•
6.	Age limit for direct recruits	18 to 25 years	Below 27 years	As per DOPT Guideline
7.	Educational and other qualification required for direct recruits	Matriculation with minimum typing speed of 25 wpm in Hindi	<ul> <li>Essential:</li> <li>a) 12<sup>th</sup> Pass or equivalent from a recognized Board or University</li> <li>b) Typing speed of minimum speed 30 w.p.m. in Hindi on computers (correspond to 9000 KDPH on an average of 5 key depressions for each word).</li> <li>Desirable: Knowledge of English typing Note:</li> <li>Appointment shall be made through a written test followed by skill test.</li> </ul>	As per DOPT Guidelines
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the	Qualification and typing speed will apply	Not applicable	-

Assistant Director (Establishment) National Book Trust, India

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Director National Book Trust, India

	case of promotes			
9.	Period of probation, if any	Two Years	Two Years for direct recruits	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	<ul> <li>a) 70% by direct recruitment</li> <li>b) 25% by promotion through selection of departmental employees on the specified grades and possessing prescribed qualifications on the basis of typing and written test failing which by direct recruitment</li> </ul>	Direct Recruitment	
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Employees of the Trust in the lower grades with minimum 5 years regular service in the grade in the Trust possessing qualification prescribed for direct recruitment	Not applicable	-
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Not applicable	-

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Assistant Director (Establishment) National Book Trust, India ' Director / National Book Trust, India ् भग [] - खण्ड 3(i)]

1		करने वाले ऐसे कर्मचारियों की संख्या उपलब्ध
		रिक्तियों की संख्या से अधिक हो, तो ऐसे अतिरिक्त
		कर्मचारियों के नाम पर अगले वर्षों में होने वाली
1		ी वितयों को भएने के लिए विचार किया जाएगा
		ताकि परीक्षा को पहले पास करने वाले कर्मचारियों।
		वे नाम पर परीक्षा को बाद में प्राप्त करने काले 👘
		कर्मचारियों से पहले विचार किया जा सके।
		(iii) 5 प्रतिकृत रिकितयों को 1800/-रू. के ग्रेड वेतन
		वाले गदों में 3 वर्ष की नियमित सेवा पूरी कर चुके
*		रामुह-ग कर्मचारियों में ने वरीयता-सह-उपयुक्तता के
l	* 7	आधार पर भरत जाएगा।

यडि विभागीय तदोन्तति समिति है, तो इसकी संरचता क्या है	ये परिस्थितियां जिनमें भर्ती करने के लिए संव लोक मेवा
	) आयोग (यूपीएससी) से परामर्श
	किया जाएगा।
	,
(12)	(13)
मगून 'न' विभारीन पहांचनि यमिति (स्थार्थाञ्चन हे निम्)	सार्य गहीं ।
(1) संचार लेखर निवंचल/	
महानिदेशक (सप्ट्रीय संचार वित्त संस्थान) -अध्यक्ष	
(2) प्रशासन प्रभारी कनिष्ठ प्रशासनिक -सदम्ध	
ेंग्रेट स्तर के अधिकारी	
(3) इप संचार लेखा नियंत्रक/उप निदेशकसदस्य	
	(12) समूह 'स' विभारीत पद्येच्लति भसिति (स्थार्थास्टरण के लिम्) (1) संचार लेखर नियंत्रक,/ महानिदेशक (राष्ट्रीय संचार वित्त संस्थान) -अध्यक्ष (2) प्रधानन प्रभारी कनिष्ठ प्रशासनिक -सदस्य प्रेट स्तर के अधिकारी

### [फा. म. 19-01/2011-एसईए-111-अ. फ्रे.लि.]

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मौरभ के तिवारी, उप महानिदेशक (इंग्एडाएक)

Assistant Director (Establishment)

### MINISTRY OF COMMUNICATION AND INFORMATION TECHNOLOGY

#### (Department of Telecommunication)

#### NOTIFICATION

#### New Delhi, the 5th August, 2015.

G.S.R. 619(E).-In exercise of the powers conferred by the provisa to article 309 of the Constitution and in supersession of the Department of Telecommunications. Telecommunications Accounts (Lower Division Clerks, Junior Accountants and Senior Accountants) Recruitment Rules, 1988, in so far as it relates to the posts of Lower Division Clerk 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 Group C<sup>+</sup> post of Lower Division Clerks, in the Department of Telecommunications, namely -

- 1. Short title and Commencement. -
  - (1) These rules may be called the Department of Telecommunications, in the offices of Controller of Communication Accounts / National Institute of Communication Finance, Group (C) Lower Division Clerk posts Recruitment Rules, 2015.
  - (?) They shall come into force on the date of their publication in the official Gazette.
- Number of post, classification and the Pay Band and Grade Pay or Pay Scale. The number of post, its classification and the Pay Band and Grade Pay or Pay scale attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.
- Method of recruitment age limit, qualifications, etc. The method of recruitment to the said post, age limit: qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the aforesaid Schedule.

4. Disqualification. - 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 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.

- 5. Power to relax. Where the Central Government is of the opinion that it is necessary or expedient to do so, it may, by order, and for reasons to be recorded in writing, telax any of the provisions of these rules with respect to any class or category of persons.
- 6. Savings. Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex- Servicemen, and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regards.

### SCHEDULE

Name of post	Number of post	Classification	Pay Band and Grade Pay or Pay Scale	Whether selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Lower Division Clerk	371* (2015) *Subject to variation dependent on workload	Géneral Central Service, Group-C, Non- Gazetted. Ministerial	Pay Band-1. Rs.5200-20200 Plus Grade Pay of Rs.1900/-	Non selection	Between 18 and 27 years (Relaxable for Government servants up to 40 years in accordance with instructions or orders issued by the Central Government from time to time). Note: The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.

· · · ·	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees (8)~	Period of Probation if any (9)	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods
<ul> <li>(i) 12th pass or equivalent from a recognised Board or University.</li> <li>(ii) )A typing speed 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.</li> <li>(35w.p.m and 30.p.m correspond to 10500 KDPH on an average of 5 key depressions for each page.</li> </ul>	-indicated in Col.10.	Two years	<ul> <li>(1)85% by direct recruitment through Staff Selection Commission.</li> <li>(1)10% of the vacancies shall: filled from amongst the Group- C Staff in the Grade Pay of Rs.1800/- and who possess 12<sup>th</sup> 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 the</li> </ul>
worg)		- Alexandre	candidates belonging to the Schedule Caste and Schedule Tribe communities) Notes if more of such analogies that Director (Establishment)

Assistant Director (Latential India National Book Trust, India

Director National Book Trust, India -anz 3(i)]

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		the number of vacancies availab
	1	under Clause (ii) qualified at th
		examination, such excess number of
		employees shall be considered f
		filling the vacancies arising in the
ł		subsequent years so that the employed
1	1	
	5	qualifying at an earlier examination a
		, considered before those who qualify
		a later examination.
	1	(iii) 5% of the vacancies shall be fille
 · · · · · · · · · · · · · · · · · · ·		-on-seniority- cum- fitness basis fro
		Group- C employees who have 3 yea
		regular service in posts with the Grad
		Pay of Rs. 1800.

In case of recruitment by promotion or deputation or absorption, grade from which promotion or deputation absorption to be made.	If Departmental Promotion Committee exists, what is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment
(11)	. (12)	(13)
As stated in Column 10,	Group- C. Departmental Promotion Committee (for confirmation.) :	Not applicable.
	1. Controller of Communication Accounts Director General	
-	(National Institute of Communication Finance) - Chairman	
	2. Junior Administrative Grade -level officer in charge of	
•	Administration - Member	· .
	3. Deputy Controller of Communication. Accounts "Deputy Director-	
	Member	

### II No. 19-01/2011-SEA-III-LDC) SAURABH K. TIWARI, DDG(E&F)

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Assistant Director (Establishment) National Book Trust, India

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Printed by the Manager, Government of India Press, Ring Rossi, Shappurr, Sees Rellie-Hildest and Published by the Controller of Pollifermore, Define 140034

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5. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1.	Name of Post	Jr. Library Assistant	Jr. Library Assistant	-
2.	No. of Posts	One (01)	One (01)	-
3.	Classification	Group 'C' (Non-Ministerial)	Group C (Non-Ministerial)	
4.	Pay Band and Grade Pay/Pay Scale	Rs.3050-75-3950-80-4590	Rs.19900-63200 (Level 2)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Selection	Selection	-
6.	Age limit for direct recruits	18-25 years	Below 27 years	As per DOPT Guideline
7.	Educational and other qualification required for direct recruits	<u>Essential</u> : a) Matriculation pass b) Certificate in Library Science <u>Desirable</u> : Two years experience of working in a Library	<ul> <li>Essential: <ol> <li>12<sup>th</sup> Pass</li> <li>Certification/Diploma in Library Science/Library and Information Science from a recognized institution.</li> </ol> </li> <li>Desirable: <ol> <li>Three years experience in the field of Library and Information Science with knowledge of Library Software</li> <li>Six month computer course from a recognized institute</li> </ol> </li> </ul>	As per Model RR NCERT (copy enclosed)
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable	Age : No Qualification : Yes	-

	case of promotes			
9.	Period of probation, if any	Two Years	Two Years -	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer &percentage of vacancies to be filled by various methods.	Direct recruitment	Direct recruitment -	
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Not applicable	Not applicable -	
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	

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Assistant Director (Establishment) National Book Trust, India

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Director ( National Book Trust, India

## Recruitment Rules for the post of Senior Library Attendant, NCERT

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SI. No.	Details of the Post	Proposed Recruitment Rules				
1.	Name of Posts	Senior Library Attendant				
2.	No. of Posts	8 (Subject to variation)				
3	Classification	Not applicable				
4.	Scale of Pay	PB-1 of Rs 5200-20200 Grade Pay Rs 1900/-				
5.	Whether Selection post or non selection Post					
6.	Age limit for direct recruits	Not Exceeding 27 years. Relaxable for Govt. servants upto 05 years in accordance with the instructions or orders issued by the Central Government. 10 years age relaxation for the employees of the Council <b>Note:</b> The crucial date for determining the age limit shall be closing the date for receipt of applications 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 Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)				
7.	Educational and other qualifications required for direct recruits	Essential: 1. 12 <sup>th</sup> pass 2. Certificate/Diploma in Library Science /Library and Information Science from a recognised Institution. <b>Desirable:</b> 1) Three year experience in the field of library and information science, knowledge of library software ii) Six month Computer course from a recognized institution				
8	Whether age and educational qualifications for direct recruits will apply to promotees	Age				
9	Period of probation, if any	2 years for direct recruitment.				
10	Method of recruitment	75% by Direct Recruitment 25% by promotion failing which by deputation.				
11.	In case of recruitment by promotion/deputation/trans fer grade which promotion/deputation/trans fer to be made	For Promotion 25% by promotion from amongst Junior Library Attendant having 03 years regular service in the Grade Pay of Rs.1800/- in the Council. Note 1: 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 in the successful of such qualifying or eligibility are probation period.				

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Assistant Director (Establishment) National Book Trust, India

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1		Note 2: 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.
		For Deputation
		By deputation from the Officials of the Central Govt /State Govt /Central Autonomous organization holding analogous post
		on regular basis in the parent cadre or department and possessing the requisite educational qualification prescribed for direct
		recruitment.
		OR
		Officers having 06 years regular service in the post drawing Grade Pay of Rs. 1800 and possessing the requisite educational qualification prescribed for direct recruitment.
		Note I: 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: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this.
Ì		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.
		Note 3. For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1 <sup>st</sup> 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.
		Departmental Confirmation/Promotion Committee
		(i) Secretary, NCERT - Chairperson
	exists, what is the composition?	(ii) One Representative SC/ST category - Member nominated by Director, NCERT
	-	(iii) One Representative Minority Community - Member nominated by Director, NCERT
5.0.0		(iv) Dy Secretary, concerned Esti - Member

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Assistant Director (Establishment) National Book Trust, India

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S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs		
1.	Name of Post	Gestetnor Operator	Gestetnor Operator	-	
2.	No. of Posts	Two (02)	Two (02)	-	
3.	Classification	Group D (Ministerial)	Group C (Non Ministerial)	_	
4.	Pay Band and Grade Pay/Pay Scale	Rs.3050-75-3950-80-4590	Level 2 (Rs.19900-63200)		
5.	Whether Selection Post or Non-selection Post	Not applicable	Non-selection	-	
6.	Age limit for direct recruits	18 to 25 years	Below 27 years		
7.	Educational and other a) Class VIII qualification required for b) 2 years' experience in the field. direct recruits		Senior Secondary Pass	As per DOPT norm	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Qualification will apply	Not applicable	-	
9.	Period of probation, if any	Two Years	Not applicable		
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by		100% by promotion.	-	

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	various methods.			
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Attendants with 3 years regular service in the post in the Trust.	100% by promotion amongst the MTS in Level 1 (Rs.18000-56900) with three years regular service. Note: The selected person should be capable of operating photocopiers and also able to read Elementary English/Operation manual for the machines.	-
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry.	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-

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Assistant Director (Establishment) National Book Trust, India

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National Book Trust, India

5. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account "7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/comment
1.	Name of Post	Driver	Driver	-
2.	No. of Posts	Ten (10)	Ten (10) [Four for LMV and Six for HMV]	-
3.	Classification	Group 'C' (Non-Ministerial)	Group 'C' (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.3050-75-3950-80-4590	Rs.19900-63200 (Level 2)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Selection in case of Limited Departmental Examination	-
6.	Age limit for direct recruits	18 to 25 years	Below 27 years' (Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government.)	-
7.	Educational and other qualification required for direct recruits	Essential : (i) Class VIII (ii) Must possess appropriate valid heavy driving commercial license with minimum three years working experience (iii) Knowledge of automobile mechanics	<ul> <li><u>Essential</u> <ul> <li>Possession of a valid driving license for Heavy Motor Vehicle;</li> <li>Knowledge of motor mechanism ("the candidate should be able to remove minor-defects in vehicle);</li> <li>Experience of driving a heavy motor vehicle for at least 3 years.; and</li> <li>Pass in 10<sup>th</sup> standard.</li> </ul></li></ul>	As per DOPT norms (copy enclosed)
8.	Whether age and	Qualification will apply	<u>Desirable:</u> 3 years' service as Home Guard/Civil Volunteers. Age – No	-

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Qualification will apply	Age - No Qualifications - Yes	-
9.	Period of probation, if any	Two Years	Two years	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer &percentage of vacancies to be filled by various methods.	<ul> <li>a) 40% by promotion through selection of departmental employees in the prescribed grades through skill test and interview by Selection Committee failing which by direct recruitment</li> <li>b) 60% by direct recruitment</li> </ul>	40% by promotion through selection of departmental employees in the prescribed grades through skill test by Selection Committee failing which by direct recruitment 60% by direct recruitment	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Group 'D' employees of the Trust holding regular group 'D' post with minimum two years service possessing qualifications as prescribed for direct recruitment	Amongst MTS in Level 1 (Rs.18000-56900) of the Trust holding regular post with minimum three years service possessing qualifications as prescribed for direct recruitment	-
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-

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Assistant Director (Establishment) National Book Trust, India

By Director

## No. AB-14017/10/2014-Estt (RR) (3104937) Government of India Ministry of Personnel, PG and Pensions Department of Personnel & Training New Delhi

Dated the 4 July, 2014

## OFFICE MEMORANDUM

## Subject: Model Recruitment Rules for the Staff Car Driver category of posts review regarding.

The model RRs for the post of Staff Car Driver (Ordinary Grade) issued vide this Department OM No. AB-14017/73/07-Estt. (RR) dated 7.11.2007 which also included the brief provisions for higher grade of the Staff Car Driver category posts have been reviewed and for higher Grades framed in the light of promotion scheme for Staff Car Drivers issued vide OM No. 22036/1/92-Estt. (D) dated 30.11.1993 as subsequently modified vide OM dated 27.7.1995, OM dated 15/2/2001 and vide OM dated 13.2.2002 and the replacement scales as per CCS (RP) Rules. The UPSC has also been consulted while framing the model RRs of these posts. Accordingly, the revised Model Recruitment Rules for the same are enclosed as Annexure to this Office Memorandum.

2. Ministries / Departments may review the existing rules and notify the revised rules conforming to the Model Recruitment Rules. These may also be forwarded to all autonomous/ statutory bodies for adoption. The Ministry of Home Affairs is also requested to forward these Model RRs to the UT Administrations for appropriateaction.

Hindi version will follow, 3.

Assistant Director (Establishment) National Book Trust, India

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- All Ministries/ Departments of Government of India.
- 2. The President's Secretariat. New Delhi.
- The Vice-President's Secretariat, New Delhi 3
- 1. The Prime Minister's Office, New Delhi.
- The Cabinet Secretariat, New Delhi. 5.
- 6. The Comptroller and Auditor General of India, New Delhi.
- The Union Public Service Commission, New Delhi. 7.
- 8. The Staff Selection Commission, New Delhi

4National Book Trust. India

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(Mukta Goel) Director (E-I) Ph. 23092479

Name Post	of Number of post	Classifica- tion	Pay Band and Grade Pay/ Pay Scale	Whether selection post or non- selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees
1.	2.	3.	4.	5.	6.	7.	8.
Staff (	}	General	Pay Band I	Not	18 - 25 years* (Relaxable for	Essential:	Not Applicable
Driver	*(Year of	Central	Rs. 5200-	applicable	Government servants upto 40	(i) Possession of a valid driving	
(ordina	y framing)	Service	20200		years in accordance with the	license for motor cars;	
(prade)		Group 'C	Grade Pay		instructions or orders issued by	(ii) Knowledge of motor mechanism	
	*subject	Non-	Rs.1900		the Central Government.)	(The candidate should be able to	
	to	Gazetted,			Note: The crucial date for	remove minor-defects in vehicle);	
	variation	Non-			determining the age limit shall	(iii) Experience of driving a motor	
	dependent	Ministerial			be the closing date for receipt	car for at least 3 years.; and	
	on				of applications from candidates	(iv) Pass in 10 <sup>th</sup> standard.	
	workload				in India (and not the closing	Desirable:	
					date prescribed for those in	3 years' service as Home Guard/	
					Assam, Meghalaya, Arunachal	Civil Volunteers.	
					Pradesh, Mizoram, Manipur,		
Ì				i	Nagaland, Tripura, Sikkim,	Note 1: The qualification regarding	
					Ladakh Division of J&K State,	experience is relaxable at the	
					Lahaul & Spiti District and Pangi Sub Division of Chamba	discretion of the competent authority. Note 2: In the case of candidates	
				ļ	District of Himachal Pradesh,	belonging to the Scheduled Castes or	
				Ì	Anadaman & Nicobar Islands	Scheduled Tribes if at any stage of	
					of Lakshadweep).	selection, the competent authority is	
					of national neopy.	of the opinion that the sufficient	
1					* If the 'direct recruitment' is to	number of candidates with requisite	
					be made by 'direct open	experience is not likely to be	
					competitive Examination, the	available to fill up the vacancy	
					age limit would be 18-27 years.	reserved for them.	
	lan ind				and a second		Contd/-

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

Director National Book Trust, India

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National Book Trust, India

5. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 <sup>th</sup> CPC Pay Matrix and DOPT guidelines on RRs	Justification/Comments
1.	Name of Post	Multi Tasking Staff (MTS)	Multi Tasking Staff (MTS)	-
2.	No. of Posts	53 (2013) subject to variation depending on workload	53 (Fifty Three) subject to variation depending on workload	-
3.	Classification	Group C (Non-Ministerial)	Group C (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	PB 1 - Rs.5200-20200 + GP 1800/-	Rs.18000-56900 (Level 1)	As per 7 <sup>th</sup> CPC Pay Matrix
5.	Whether Selection Post or Not Applicable     Selection       Non-selection Post     Selection		-	
6.	Age limit for direct recruits	Between 18 to 25 years	Below 25 years.	As per DOPT guidelines
7.	Educational and other qualification required for direct recruits	Essential: Matriculation or equivalent examination OR ITI Certificate in one of the relevant subject to be prescribed as the minimum qualification where technical duties are considered necessary Note: The erstwhile Group D posts such as Peon, Packer, Office Attendant, Daftary, Cleaner, Junior Gestetnor Operator, Farash, etc. shall be redesignated as Multi Tasking Staff and they shall required to perform the prescribed duties as per the DoPT guidelines issued vide OM No. AB-14017/6/2009- Estt(RR) dated 30.4.2010 and as per the requirement of the Trust from time to time.	Essential: Matriculation or equivalent pass. OR ITI pass	As per DOPT norms <u>Justification:</u> The erstwhile Group posts such as Peor Packer, Offic Attendant, Daftary Cleaner, Junior Gestetno Operator, Farash, etc shall be redesignated a Multi Tasking Staff an they shall required t perform the prescribe duties as per the DoP guidelines issued vide O/ No. AB-14017/6/2009 Estt(RR) date 30.4.2010 and as per the requirement of the Trus from time to time.

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By National Book Trust, India

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8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable	Not applicable	
9.	Period of probation, if any	Two Years	Two Years	2
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Direct recruitment	Direct recruitment	_
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Not applicable	Not applicable	-
12.	If a departmental Promotion Committee exists, what is the composition?	As per NBT regulation.	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-

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Assistant Director (Establishment) National Book Trust, India

Director

National Book Trust, India

## ANNEX-I

Model Recruitment Rules for the posts which were in Group 'D' Scales prior to Sixth Pay Commission and which have been placed in Group 'C'- Pay Band – 1 (Rs. 5200-20200)+ Grade Pay Rs. 1800/-

1.	Name of Post	IN (To be indicated by the	
		Ministry/Department/Organization concerned)	
2.	Number of Post	(number) * (year of framing)	-
3	,	*Subject to variation dependent on workload	
3.	Classification	General Central Service Group 'C' Non-Gazetted, Non-Ministerial	
4	Pay Band and Grade Pay	Pay Band – 1 (Rs. 5200-20200) + Grade Pay Rs. 1800/-	
5	Whether selection post or non selection post	Not applicable	
6	Whether benefit of added years of service admissible under Rule 30 of the CCS(Pension) Rules, 1972	Not applicable	
7	Age limit for direct recruitment	Between 18 and 25 years of age	
		Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and	

age limit shall be the closing date for 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 & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).

In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.

(Designation of MULTI-TASKING STAFF may be adopted for some of the more common categories as indicated in Annex II).

Director

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8	Educational and other qualifications required for direct recruits	Matriculation or equivalent pass
		OR
		ITI pass*
		*May be adopted as per special requirements of the post, if any
Э	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
10	Period of probation, if any	Two years
11	Method of recruitment whethe4r by direct recruitment or by promotion or by deputation /absorption and percentage of the vacancies to be filled by various methods	By direct recruitment.
12	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable
13	If DPC exists, what is its composition	Group 'C' Departmental Promotion Committee for considering confirmation (specific composition to be indicated)
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

Assistant Director (Establishment) National Book Trust, India

Director National Book Trust, India