

ANNEXURE III

Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel and Training and the Union Public Service Commission for amendment of approved Recruitment Rules.

1. (a) Name of the Post : Office Superintendent
(b) Name of the Ministry/Deptt. : Ministry of Culture, National Gallery of Modern Art, Jaipur House, New Delhi.
2. Reference No. in which Commission's Advice on Recruitment Rules was conveyed.
3. Date of notification of the original rules and Subsequent amendments (Copy of the original rules & subsequent amendments should be enclosed, duly flagged and reference :
The Principal rules were published vide G.S.R. No. 836 dated 4-8-1973 and were subsequently amended as under :-
G.S.R. 896 dated 18-8-1973
G.S.R. 592 dated 15-6-1974
G.S.R. 631 dated 22-6-1974
G.S.R. 748 dated 13-7-1974
G.S.R. 527 dated 16-7-1983
G.S.R. 1035 dated 29-9-1984
G.S.R. 1151 dated 10-10-1984
G.S.R. 185 dated 16-2-1985
GSR 51 dated 18-1-1986

| Column No. of the Schedule | Provisions in the approved/existing rules | Revised provisions proposed | Reasons for the revision proposed |
|----------------------------|--|--|--|
| 1 | Office Superintendent | Office Superintendent | No Change |
| 2. | 2 | (3) - 2015 | 2 existing and 1 newly created |
| 3. | General Central Service Class-III Non-Gazetted (Non-Ministerial) | General Central Service Group 'B' Non-Gazetted (Non-Ministerial) | Classification changed due to change in Grade Pay. |
| 4 | Rs. 500-20-650-25-750 | PB-2 Rs.9300-34800+G.P.Rs. 4200/- | As per 6 th Pay Commission Pay Scales |
| 5 | No Applicable | Not Applicable | No change proposed |
| 6 | No Applicable | No Applicable | No change proposed |
| 7 | No Applicable | No Applicable | No change proposed |

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| | | | |
| 8 | Not applicable | Not Applicable | No change proposed |
| 9 | Two years | Two years | No change proposed |
| 10 | By promotion from UDCs with 4 years' service in the grade | By promotion failing which by deputation. | No change proposed |
| 11 | Not Applicable | <p>By promotion amongst UDCs in the pay scale of 5200-20200 Grade Pay 2400/- with 10 years regular service in the grade and have successfully completed training of 2/4 weeks' duration in administration or finance course of institute of secretariat training and management (ISTM).</p> <p>Note 1: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying / eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying / eligibility service.</p> <p><u>Deputation</u></p> <p>a) Officers under the Central Government/State Governments/ UT administrations:-</p> <p>i) holding analogous posts on regular basis in the parent cadre/department or</p> <p>ii) with 6 years' service in the grade rendered after appointment thereto on regular basis in Pay Band-1(Rs.5200-20,200)with Grade Pay of Rs. 2800/-</p> <p>or</p> <p>iii) with 10 years' service in the grade rendered after appointment thereto on regular basis in Pay</p> | Changed as per requirement. |

Band-1(Rs.5200- 20,200) with Grade Pay of Rs. 2400/-

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 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 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

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| | | upgradation. | |
| 12 | Not Applicable | Group 'B' Departmental Promotion Committee : 1. Director, National Gallery of Modern Art -Chairman 2. Director/Deputy Secretary, Ministry of Culture-Member. 3. Under Secretary, Ministry of Culture-Member. | - |
| 13 | Not Applicable | Consultation with Union Public Service Commission is not necessary. | Change as suggested by DOPT. |

2. Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed, if necessary, for clarification/early decision.

1. Shri S.K. Singh
Under Secretary (M.I)
Ministry of Culture
Tel. No. 23380136

2. Prof. Rajeev Lochan,
Director
National Gallery of Modern Art
Jaipur House, New Delhi.
Tel. No. 23386111

Signature of the Officer sending the proposals

Telephone No. _____

Place :
Date

SCHEDULE

| Name of post | Number of post | Classification | Scale of pay | Whether selection post or non selection post | Age limit for direct recruits | Educational and other qualification required for direct recruits. |
|--------------|--|---|--|--|--|--|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. |
| Accountant | *1 (2015) *Subject to variation dependent on work load | General Central Service Group 'B', Non-Gazetted-Ministerial | PB-2, Rs. 9300-34800/- (Grade Pay Rs.4200/-) | Not applicable | Not exceeding 30 years (Relaxable for Government servants in accordance with the instructions or orders issued by the Central Government from time to time) 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, Andaman & Nicobar Islands or Lakshadweep). | Essential : 1. Bachelor's Degree of a recognized university. Note 1: Qualifications are relaxable at the discretion of the Staff Selection Commission or Competent Authority for reasons to be recorded in writing, in case of candidates otherwise well qualified. Note 2: Qualification regarding experience is relaxable at the discretion of the Staff Selection Commission or Competent Authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection the Staff Selection Commission or 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. |

| Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes. | 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 method. | In case of recruitment by promotion/ 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. |
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| 8. | 9. | 10. | 11. | 12. | 13. |
| Not applicable | Two years | <p>By direct recruitment</p> <p>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 Central Government/State Governments/UT administrations/Semi Govt./Autonomous Organizations:</p> <p>(a) (i) holding analogous posts on regular basis; or</p> <p>(ii) With 6 years regular service in post in the Pay Band Rs. 5200-20200 Grade Pay of Rs. 2800/- and</p> <p>(b) Possessing the qualifications and experience prescribed for direct recruits under Col. 7.</p> | Not applicable | <p>Group 'B' Departmental Confirmation Committee :</p> <ol style="list-style-type: none"> 1. Director, National Gallery of Modern Art -Chairman 2. Director/Deputy Secretary, Department of Culture-Member. 3. Under Secretary, Ministry of Culture – Member | Consultation with UPSC not necessary |

SCHEDULE

| Name of post | Number of post | Classification | Scale of pay | Whether selection post or non selection post | Age limit for direct recruits | Educational and other qualification required for direct recruits. |
|--------------|--|---|--|--|--|---|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. |
| Stenographer | *2 (2015) *Subject to variation dependent on work load | General Central Service Group 'B', Non-Gazetted-Ministerial | PB-2, Rs. 9300-34800/- (Grade Pay Rs.4200/-) | Not applicable | Not exceeding 30 years (Relaxable for Government servants in accordance with the instructions or orders issued by the Central Government from time to time) 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 | Essential : 1. Graduate of a recognized University/institution. 2. A speed of 100 words per minute in English stenography and 40 words per minutes in English Typewriting. Desirable Diploma in stenography from a recognized institution. Note 1: Qualifications are relaxable at the discretion of the Staff Selection Commission or Competent Authority for reasons to be recorded in writing, in case of candidates otherwise well qualified. Note 2: Qualification regarding experience is relaxable at the discretion of the Staff Selection Commission or Competent Authority in the case of |

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| | | | | | <p>Division of J&K State, Lahaul & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).</p> | <p>candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection the Staff Selection Commission or 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.</p> |
|--|--|--|--|--|---|--|

| Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes. | 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 method. | In case of recruitment by promotion/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. |
|---|-----------------------------|--|---|--|--|
| 8. | 9. | 10. | 11. | 12. | 13. |
| Not applicable | Two years | <p>Direct recruitment.</p> <p>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 Central Government/State Governments/ UT administrations/Semi Govt./ Autonomous Organizations:</p> <p>(a) (i) holding analogous posts on regular basis; or</p> <p>(ii) With 6 years regular service in post in the Pay Band Rs. 5200-20200 Grade Pay of Rs. 2800/- and</p> <p>(b) Possessing the qualifications and experience prescribed for direct recruits under Col. 7.</p> | Not applicable | <p>Group 'B' Departmental Confirmation Committee :</p> <ol style="list-style-type: none"> 1. Director, National Gallery of Modern Art - Chairman 2. Director/Deputy Secretary, Department of Culture-Member. 3. Under Secretary, Ministry of Culture – Member | Consultation with UPSC not necessary |

