

**BYE - LAWS**

**ZONAL  
CULTURAL CENTRE**

**RECRUITMENT & SERVICE  
RULES – 2014**

*Banakasudha*

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## ZONAL CULTURAL CENTRE

### Recruitment & Service Rules - 2014

1. **CHAPTER – I GENERAL:** In exercise of powers conferred under Clause \_\_\_ of the Rules and Regulations of the \_\_\_\_\_ Zonal Cultural Centre, \_\_\_\_\_, the Bye – Laws /Rules governing recruitments and service conditions of the Zone are framed and issued with the approval of Executive Board in its meeting held on \_\_\_\_\_ as hereunder:

1.1 **Short title and commencement:** These Rules shall be called "The \_\_\_\_\_ Zonal Cultural Centre Recruitment & General conditions of Service Rules - 2014".

1.1.1 These Rules shall come into force from the date these are adopted by the Executive Board of the \_\_\_\_\_ Zonal Cultural Centre thereafter also referred to as \_\_\_\_\_ZCC, and immediately from that date onwards the \_\_\_\_\_ Zonal Cultural Centre existing recruitment rules will cease to be in operation.

1.1.2 The Executive Board of the \_\_\_\_\_ Zonal Cultural Centre which is responsible for running the centre, reserves to itself the right without giving any previous notice in this behalf to amend, alter or add to any of these rules in conformity with the existing status and the norms set up by the Board not inconsistent with the Memorandum of Association and Rules and Regulations of the Society and to bring such amendment, or alteration or addition into effect from such date as it may fix.

1.2. **Application:** These Rules shall apply to every employee of 'The \_\_\_\_\_Zonal Cultural Centre but shall not apply to –

1.2.1 Persons recruited on adhoc basis, contract basis or engaged on daily wages for specified jobs and for specified period by the ....Z.C.C. and to persons appointed on deputation from State Govt./Central Govt./Semi Govt., as they are governed by FR9(25).

1.2.2 Any person for whom any special provision in this regard has been made.

The employees covered in (i) & (ii) above will be governed by the service conditions as will be notified for their respective appointment.

1.3 **Definition:** Unless the context otherwise requires, the various terms used in these rules mean:

(a)'Authorities' means -

- (i) Chairman of the ....ZCC
- (ii) 'Governing Body' of the ....ZCC.
- (iii) 'Executive Board' of the ....ZCC.
- (i) 'Director' of the ....ZCC.

(b)'Appointing Authority' means-

The authority empowered to make appointment to the service in ....Z.C.C. of which the employee is for the time being a member, will be unless otherwise provided,

- (i) The Executive Board of the ....Z.C.C. in consultation with the Government of India in respect of Director
- (ii) The Executive Board of .....in respect of Group A
- (iii) Director of ....Z.C.C. in respect of all other employees of the Centre



- (c) 'Centre' means 'the .....Zonal Cultural Centre'.
- (d) 'Central Government' means the Government of India.
- (e) 'Chairman' means Chairman of the Governing Body of the Centre.
- (f) 'Controlling Authority' means
  - (i) Executive Board in relation to all other posts.
  - (ii) Director in relation to all posts in Group 'B', 'C' and 'D'.
- (g) 'Director' means the Director of .... Z. C. C.
- (h) 'Disciplinary Authority' means the authority competent under these Rules to impose on an employee of ....Z.C.C. any of the penalties specified in Rule 11 of the Central Civil Services (Classification, Control and Appeal) Rules 1965 as amended by the Government of India / .... Z. C. C. from time to time.
- (i) 'Executive Board' means the Executive Board of the ....Z.C.C.
- (j) "Employee' means the person appointed by the appointing authority of the ....Z.C.C. in accordance with these Service Rules against a sanctioned post. Regarding the existing regular employees, they shall be deemed to have been appointed.
- (k) 'Foreign Service' means service for which an employee receives his pay from any source other than the funds of the Centre.
- (l) 'Governing Body' means the Governing Body of the .... Z. C. C.
- (m) 'Governor' means Governor of the State in which the Head Quarters of the ....Z.C.C. is situated.
- (n) 'Head of Department' means the Director, ..... Z. C. C.
- (o) 'Head of the Office' means an officer of the Centre so designated by the Director, ....Z.C.C.
- (p) 'Powers' includes administrative powers of the Chairman, Governing Body, Executive Board and Director etc. as given in these Rules.



- (q) 'Rules' means Service Rules framed herein by ..... Z. C. C. and Central Government Rules as amended from time to time by the Government of India and as adopted by .....Z. C. C, in part or full in following matters: -
- (i) 'Fundamental Rules' for General Conditions of service.
  - (ii) 'Central Civil Service' (Leave) Rules 1972 for Leave.
  - (iii) 'Supplementary Rules' for Travelling allowances.
  - (iv) 'Central Civil Services (Conduct) Rules 1964'.
  - (v) 'Employees Provident Fund and miscellaneous provision Act 1952' and CCS (CPF) Rules for Contributory Provident Fund, wherever applicable.
  - (vi) Central Civil Services (Classification, Control and Appeal) Rules 1965 for disciplinary matters.
  - (vii) General Financial Rules for financial matters including advances,
  - (viii) Central Medical Attendance Rules, 1944.
- (r) 'Recruitment Rules' means recruitment rules of the .... Z. C. C. given in Schedule 'A'.
- (s) 'Schedule' means schedule to these Rules.
- (t) 'States' means all the member constituent States/UT's of the ....Z.C.C. and or as amended from time to time by the Central Government.
- (u) 'Sanctioning Authority' means the Government, Governing Body, Executive Board, Chairman, or the Director as the case may be, in relevant context in these Rules and in case of doubt the decision of Chairman shall be Final.

Any word of expression used but not defined in these rules shall have the meaning assigned to it in the Memorandum of Association / orders issued by the..... Z. C. C. from time to time,

- 1.3. **Authentication;** All orders and decision under these Rules shall be authenticated by the signature of the Director.

## 2. CHAPTER – II OFFICE PROCEDURE AND CONTROL:

### 2.1 Office procedure:

- (a) The Director is the administrative head of the ..... Z. C. C.
- (b) Subject to the instructions issued by the Governing Body / Executive Board / Chairman, all orders regulating the internal administration & determining and affecting the day to day working of ..... Z. C. C. shall be issued by the Director.
- (c) The duties of all the Officers and Staff of the..... Z. C. C. shall be prescribed by the Director who shall also exercise necessary supervision and disciplinary control.

### 2.2 Responsibility of cash:

- (i) The procedure / instructions laid down by the Central Government for their offices, as laid down in General Financial Rules etc. will apply mutatis mutandis for.... Z. C. C.
- (ii) The cashier or any staff, who handles cash, should give security / execute bond as provided by the Central Government for their offices and will be responsible for proper custody, disbursement and accounting.

### 2.3 Transfer of charge:

- (i) When an officer / staff is relieved of his charge, he / she should give for the information of his / her successor, a list of all the important matters pertaining to his / her charge, important documents, valuables, electronic data, key etc. This should be got acknowledged by the relieving officer / staff.



- (ii) The Director may, if necessary transfer any employees to any post or office within ..... Z. C. C.
- (iii) If necessary, the employees of ZCC may also be transferred with their post to any other ZCC's with the mutual consent of the Director of that Zone.

## 2.4 Control:

- (a) All the financial and administrative powers of Head of Department and disciplinary authority under the provision of the Central Government Financial Rules, CCS (conduct) Rules, CCS (CCA) Rules, Contributory provident Fund Rules, medical Rules etc. as referred to in the Service Rules are vested in the Director, ..... Z. C. C.
- (b) The Appellate powers and Reviewing Powers are vested in the Member(s) of the Governing Body nominated for the purpose and Chairman of the ..... Z. C. C., as the case may be.

## 2.5. General conditions of Service:

### (i) Whole time employment

- (a) The whole time of an employee shall be at the disposal of the ....Z. C. C. and he / she may be employed by the..... Z. C. C. for the performance of such duties as may be assigned to him / her from time to time.
- (b) Without prejudice to sub clause (a) above, an employee may be:
  - (i) Required to undergo a course of study, training or instructions within or outside of India.
  - (ii) Required to serve the.....Z.C.C. at any place and in any post, not lower than the post to which he is substantively appointed and
  - (iii) Transferred on deputation to Foreign Service.
- (c) Every employee shall abide by and comply with these rules and regulations of the ....Z.C.C. and all orders and directions of his superior authorities in the ....Z.C.C.



- (d) Every employee shall extend utmost courtesy and attention to all persons with whom, he / she has to deal with in the course of his / her duties.
- (e) Every employee shall endeavour to promote the interest of the....Z.C.C. and shall not act in any manner prejudicial thereto.
- (f) No employee shall act contrary to the objectives of the ....Z.C.C. The promotion of the objectives of the ....Z.C.C. shall be given priority over personal needs to the extent of time and energy reasonably expected to be given to the affairs of the....Z.C.C. by an employee.
- (g) No employee shall engage in any act of corruption or nepotism or promote the cause of oneself or one's relative while engaging in activities on behalf of the ....Z.C.C.
- (h) Without prior permission of his / her controlling authority no employee shall allow any recognition, honour, employment or other tangible or intangible benefit to be given to him / her relative nor agree to publication of his / her work or that of his / her relatives or publication about him / her relative by the ....Z.C.C. as soon as he / she comes to know that he / she is likely to become a party directly or indirectly to any decision resulting in him / her relative getting aforesaid benefit or honour.
- (i) Every employee shall abide by the constitution and rules and regulations of the ....Z.C.C. and he / she shall respect all decisions of the ....Z.C.C.
- (j) No employee shall engage himself in drunken or other socially unacceptable behaviour and in any case shall not be under influence of alcohol or drugs in the premises of the ....Z.C.C.
- (k) Every employee shall maintain utmost integrity and acts fairly and in just manner in all activities connected with the ....Z.C.C. and not engage in morally unacceptable behaviour or any behaviour as will bring down the good image of the ....Z.C.C.

- (l) Every employee shall make payment to the ....Z.C.C. of all dues outstanding against him/her or demanded from him / her within the time required to be paid,
- (m) Every employee of ....Z.C.C. shall file Annual Properly returns in accordance with the equivalent provisions of Government of India in this regard.
- (n) No employee shall accept any fee, honorarium, scholarship, fellowship for any work done by him / her for anybody other than the ....Z.C.C. without prior approval of the competent authority.
- (o) Any action by an employee which is contrary to the above rules will constitute misconduct and the employee shall be liable to disciplinary action under the rules.

### **3. CHAPTER - III CONSTITUTION OF SERVICE:**

#### **3.1 Creation of posts and classification:**

##### **3.1.1. Constitution of Service -**

- (a) Persons recruited/promoted to the service before the commencement of these rules and
- (b) Persons recruited/promoted to the service in accordance with the provision of these rules.

##### **3.1.2. Creation / abolition of posts:** The Governing Body shall decide -

- (a) The abolition of any grade or category of posts
- (b) The transfer of any post from one category to another
- (c) The reduction of posts including the service either on permanent or temporary basis on the proposal of Director
- (d) The procedure for appointment and service condition of the technical, administrative, ministerial and other staff of.....Z.C.C.

### 3.1.3 Classification of posts, qualification and scale of pay etc.

- (a) The classification, qualification, scale of Pay etc. shall be in accordance with the provisions contained in Schedule 'A' as amended from time to time.
- (b) All posts in.....Z. C.C. shall, subject to amendment made by ....Z.C.C., from time to time be classified as follows: -

Sr. No.	Description of posts, Classification of Posts
1.	A post carrying a Grade pay(GP)of Rs.5400/-      Group 'A' per month and above
2.	A post carrying a GPof Rs. 4200/-      Group 'B' maximum per month but less than the GP of Rs. 5400/-
3.	A post carrying GP of Rs. 1900/-      Group 'C' maximum per month but less than the GP of Rs. 4200 /-

## 4. CHAPTER-IV - RECRUITMENT AND APPOINTMENT:

### 4.1. Appointing authorities:

As defined in rule 3(b) of chapter I

### 4.2. Mode of Recruitment:

Recruitment to a post under the Centre shall be made in accordance with the Recruitment Rules for that post. The mode of recruitment will be -

- (i) By Promotion,
- (ii) By Direct Recruitment.
- (iii) By Deputation / Short Term contract.



#### 4.3. Condition for eligibility for direct recruitment: -

No candidate shall be treated to be eligible for the posts referred to in the schedule - 'A' until and unless he / she fulfil the following conditions: -

- (i) The upper age limit shall be as prescribed in the RRs on the crucial date of eligibility.
- (ii) The upper age limit shall be relaxable up to maximum of 5 years if a candidate belongs to a Schedule Caste and Schedule Tribe and three years for Backward Class as specified by the Government of India from time to time. The upper age limit shall also be relaxable for appointment on compassionate grounds and for appointment of project affected persons, Ex-Servicemen etc as may be notified by the Government of India from time to time.
- (iii) In the case of existing contractual employees, the upper age limit shall be relaxable up to the corresponding years of service rendered by him/her as on the first day of July of that year in which the vacancy is published.
- (iv) Only Indian citizens by birth or by domicile shall be eligible for service in the Centre. Those claiming Indian Citizenship by domicile shall obtain necessary certificate from concerned District magistrate or competent authority and submit it to the ....Z.C.C.
- (v) The character of a candidate for direct recruitment must be such as to render him / her suitable in all respects for employment under the Centre. The appointing authority shall satisfy itself after perusal of character certificates from two-gazetted officer to be submitted by the candidate concerned at the time of appointment.
- (vi) No person who has more than one wife living or who having a spouse living, marries in any case in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment to service, and

- (vii) No woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment to service provided - that the Central Government / ....Z.C.C may, if satisfied that there are special grounds, exempt any person from the operation of this condition.
- (viii) Educational qualification - The minimum standards of educational qualification necessary for appointment to various posts are given in Schedule 'A'Part-I of the Rules.

#### 4.4. Procedure for direct recruitment:

##### 4.4.1. General

- (i) The procedure of selection, appointment etc. will be regulated in accordance with the orders issued by the appointing authority of the ....Z.C.C. from time to time.
- (ii) The orders of Government of India and ....Z. C. C. for reservation of S. C / S. T candidates will be applicable both in direct recruitment and promotion.
- (iii) The Director, after arriving at a decision to fill in the post by direct recruitment, shall have
  - (a) the advertisement made, in at least two prominent local news paper, two national dailies, Employment News and / or
  - (b) Obtain name of the candidates from the Employment Exchange against requisition from ....Z.C.C.

4.4.2. **Procedure:** The Appointing Authority shall decide the procedure of selection whether written or interview or skill test or combination of them.

- (A) The Director shall form the selection Committee with a view to laying down the syllabus and making all necessary arrangement to hold the examination, evaluation and declaration of results.



- (B) While issuing offer of the appointment to a selected candidate, a clear period of 30 days from the date of issue of offer may be allowed and should be indicated in the offer of appointment.

The Director may extend this period of 30 days to the following extent;

- (i) Without any limit where the delay is due to non-completion of medical formalities. The panel seniority will remain intact.
- (ii) In other cases up to a maximum period of two month beyond the last date of joining can be granted. Seniority will be fixed with reference to the date of appointment of the candidate.

#### 4.5. **Compassionate Appointment:**

The cases of appointment on compassionate ground will be considered on case to case basis by the Executive Board whose decision in the matter shall be final as per rules of the Central Government.

#### 4.6. **Fitness:** Following actions should be ensured before appointment: -

- (i) **Verification of character and antecedents before employment:**

Orders issued by Government of India / ....Z.C.C. from time to time in this regard should be observed. The appointing authority will ensure that the candidate possesses good character and antecedents.

The candidate should also furnish a certificate of good character having special reference to the previous two years and if he / she ever in service before, he / she should be required to produce a copy of the record of his / her service. A person who is found to have obtained employment by the concealment of his / her antecedence will ordinarily be dismissed.



(ii) **Oath of allegiance:**

All entrants to Centre's Service should take oath of allegiance to the Constitution of India and taking of oath should be made one of the term and condition of their appointment.

(iii) **Marital Status:**

The candidate should submit a declaration regarding his / her marital status in the prescribed format,

(iv) **Medical Certificate:**

The candidate should produce a certificate regarding medical fitness in the prescribed format from such Medical Officer as approved by the ....Z. C. C along with the joining report.

## 5. CHAPTER – V - SENIORITY AND PROMOTION:

### 5.1. Seniority:

1. Seniority of an employee of the Centre regularly appointed to a post according to the rules shall be determined by the order of merit indicated at the time of initial appointment and not according to the date of confirmation i.e. in the case of direct recruits, the relative seniority will be determined by the order of merit in which they are selected for such appointment and in case of promotion, the seniority shall be in order in which they are recommended for such promotion by the D. P. C.

### 5.2. Gradation list:

A gradation list containing following details as obtained on 1<sup>st</sup> January of each year will be prepared as follows:

Sl. No.	Full name & educational qualification	Whether belongs to SC or ST or OBC	Date of commencement of continuous service	Date of continuous app-ointment/ Promotion	Date of successful completion of Probation	Post of which confirmed & date of confirmation	Pay & Date of last increment	Remarks
1	2	3	4	5	6	7	8	9

### 5.3. Promotion:

(i) **General:**

The recruitment rules for each group 'A', 'B', 'C' and 'D' posts mentioned in schedule - to these Rules specifically state the eligibility for promotion to a post or grade,

(ii) **Method:**

Appointments by promotion of the employees of the Centre to 'selection' as well as 'non selection' posts in accordance with the provisions of the Recruitment rules shall be made from amongst all the eligible employees of the Centre who have put in the minimum required length of continuous service on the first day of January of the year in which the selection is to be made. The procedure and rules applicable to the Central Government employees shall be followed unless otherwise provided by the Centre.

(iii) **Vacancies:**

Actual number of vacancies to be filled by promotion should be assessed calendar year wise as accurately as possible, taking into account vacancies arising due to death, retirement, resignation, deputation for a period of more than a year, new posts / additional posts on long term basis etc. and accounting for deputationists expected to return to their parent organization.

(iv) **Crucial date:**

Crucial dates for eligibility of candidates will be 1<sup>st</sup> January.

(v) **Reservation:**

The instructions on reservation for Scheduled Castes, Scheduled Tribes & Other Backward Classes issued by Government of India in this regard will apply on reservation in promotion.



There will be no reservations in promotion for Other Backward Classes, Ex-servicemen etc.

(vi) **Conditions of eligibility for promotion:**

- (I) Age limit will be no bar for promotion from lower level to higher level post.
- (II) Promotion avenues will be worked out from the lower post to higher post in each channel.
- (III) The candidate must possess the required educational qualification / technical qualification and experience for the higher post as shown in relevant column in Schedule 'A'.
- (IV) The Executive Board may relax the qualification in exceptional cases.

(vii) **Adhoc Promotion:**

- (I) Purely short term vacancies caused by leave, short term deputation, training etc. may be filled by adhoc promotion. Adhoc appointments made to fill in short term vacancies should be only by promotion of Centre's official on seniority-cum-fitness basis, after proper screening of their records and not by direct recruitment.
- (II) Total period must be limited to one year only.
- (III) Whenever promotion is made on adhoc basis the fact that the appointment is adhoc and that such appointments will not bestow on the person a claim for regular appointment on that post and that adhoc service rendered would not count for the purpose of seniority in that grade and for eligibility for promotion, confirmation, should be spell out clearly in the order of appointment,

(viii) **Proforma Promotion:**

- (I) An official serving outside his / her regular line of promotion because of deputation, training etc. is not allowed to suffer



loss of promotion due in his / her regular line, when his / her turn for promotion in the regular line comes, he / she may be allowed by a special order of (he appointing authority proforma promotion and granted the pay of that scale or grade, if that be more advantageous to him / her subject to the condition below: -

- (II) The officer concerned should have been considered fit for promotion in the regular line.
- (III) All his / her seniors and at least one of his / her juniors should have been promoted to the higher scale or grade in his / her regular line.
- (IV) The benefit will be admissible to only one officer against one vacancy.
- (V) When the eligible senior most officer serving outside the regular line does not require benefit of promotion, the benefit can be passed on to the next senior most officer serving outside regular line but his / her written option will be obtained to this effect,

(ix) **Refusal of Promotion:**

When an official declines promotion to a higher grade, offered to him / her, he / she has to make a written request to the appointing authority for declining the same giving reasons therefore. The request may be acceded to if the reasons adduced are acceptable but if the reasons adduced by the official for his / her refusal of promotion are not acceptable to the appointing authority, the promotion may be enforced. If the official still refuses, such refusal of promotion would entail no fresh offer of promotion being made to him / her for one year from the date of refusal.

(x) **Probation on Appointment:**

- (a) confirm the probationer/ issue the orders regarding satisfactory completion of probation, as the case may be, if the probation has been completed to the satisfaction of the competent authority; or
- (b) extend the period of probation or terminate the services of the probationer appointed by direct recruitment or in case of a person appointed by promotion, revert him / her to the post held by him / her prior to his / her appointment to the said post, as the case may be, in accordance with the relevant rules and regulations of the Government of India in this regard, if the probationer has not completed the period of probation satisfactorily.
- (c) There will be, no probation for a person promoted from one grade to another within the same group of the posts.
- (d) After the probation if the work of the employees / officer is found satisfactory in the next three year he / she will be made permanent in that particular cadre, subject to relevant rules and the availability of permanent post.
- (e) The assessment of each official shall be made on a fair, just and non-discriminatory evaluation of the confidential reports of the officer for the preceding 3 years.

1. The Group 'B', 'C' and 'D' employees of the Centre will be entitled to the benefits of three financial upgradation on completion of 10, 20, 30 years of continuous regular service in a particular grade pay as introduced by the Central Government as 'Modified Assured Career Progression Scheme



(MACPS)', as adopted by the Central Govt employees and as decided by the Executive Board in the matter of extension of scheme to Centre's employees in accordance with the financial and administrative convenience of the Centre. However, the employees who have already got 3 promotions/upgradation of pay, will not get any further upgradation.

2. The scheme envisages merely placement in the higher pay scale / grant of financial benefits on personal basis and shall, therefore, neither amount to functional / regular promotion nor would require creation of new posts for the purpose.
3. The scheme is not applicable to Group 'A' services, Casual Employees, Adhoc and Contract Employees.

(xii) **Lien:**

The existing rules for lien of the Government of India will be also applicable to the employees of the Centre.

## 6. CHAPTER – VI - CONFIRMATION:

Confirmation will be made only once in the service of an employee which will be in the entry grade and on successful completion of probation. The case will be considered by the D. P. C. and specific order of confirmation, will be issued by competent authority, if found fit.

## 7. CHAPTER-VII – SELECTION AND DEPARTMENTAL PROMOTION COMMITTEE:

- 7.1. **Function:** The suitability of candidates for selection to a post shall be considered by a Selection Committee in an objective and impartial manner, while the suitability of the candidates for promotion will be considered by Departmental Promotion Committee hereinafter also referred to as D. P. C. The Departmental Promotion Committee shall judge the suitability of employees, officers for promotion.



## 7.2. Composition: Selection Committee/D. P. C. will consist of:

(a) In the case of Group 'A' and 'B': -

- (i) A member of EB to be ..... Chairman  
nominated by the Chairman, ZCC
- (ii) A member of the Executive Board .... Member
- (iii) One nominee of Ministry of ... Member  
Culture
- (iv) A representative of S. C. / S. T. .... Member  
wherever necessary.
- (v) Director, ..... Z. C. C. .... Member Secretary

(b) In the case of Group 'C':

- (i) A member of EB to be ... Chairman  
nominated by the Chairman, ZCC
- (ii) One nominee of Ministry of .....Member  
Culture
- (iii) A representative of S. C. / S. T. .... Member  
wherever necessary.
- (iv) Director, ..... Z. C. C. .... Member Secretary

## 7.3. Frequency of Departmental Promotion Committee:

The D. P. C. should be convened at regular annual intervals to draw panels, which could be utilized for making promotion against the vacancies occurring during the course of one year. However, the convening of annual meetings of the D. P. C. may be dispensed with only after a certificate has been issued by the appointing authority that there are no vacancies to be filled

by promotion or no officials are due for confirmation during the year in question.

**7.4. Procedure to be observed, by Departmental Promotion Committee: -**

**(a) Non Selection Method:**

The promotions are to be made on non selection basis, the Departmental Promotion Committee need not make a comparative assessment of the records of officials and they should categorize the officials as 'Fit' or 'Not yet fit' for promotion on the basis of assessment of their records of service. The officials categorized fit should be placed in the panel in the order of their seniority in the grade from which promotions are to be made. It should be borne in mind that it is only performance above average and performance, which is really noteworthy which, should entitle an officer to recognition and suitable rewards in the matter of promotion,

**(b) Sealed cover Procedure where case is pending / contemplated: -**

In the case of officials who are under suspension or whose conduct is under investigation or against whom disciplinary proceedings have been initiated or about to be initiated, the officials suitability for promotion should be assessed at the relevant time by the D. P. C. without taking into consideration the disciplinary case / criminal prosecution pending or contemplated and a finding reached whether, if the officer had not been suspended or his / her conduct had not come under investigation, he / she would have been recommended "Fit" or "not yet fit" for selection- The assessment of the D. P. C. and the grading awarded by it will be kept in a sealed cover superscribing "Findings regarding suitability, for promotion to the

grade / post of ----- in respect of Shri / Smt. -----  
-----, Not to be opened till termination of disciplinary case".

(c) **Adverse remarks:**

- (i) Where adverse remarks in the confidential record of an official concerned have not been communicated to him / her, this fact should be given due weightage by the D. P. C. while assessing the suitability of the official concerned for promotion / confirmation.

In case, where decision on the representation of officials against adverse remarks has not been taken or the time allowed for submission of representation is not over, the D. P. C. may in their discretion defer the consideration of the case pending decision of the representation.

(d) **Punishment no bar:**

An official whose increments have been withheld or who has been reduced to a lower stage in the time-scale, cannot be considered on that account to be ineligible for promotion to higher grade as the specific penalty of withholding promotion has not been imposed on him / her. The suitability of the officer for promotion should be assessed by the D. P. C. as and when occasion arise for such assessment, in assessing the suitability the D. P. C. will take into account the circumstances leading to the imposition of the penalty and decide whether in the light of general service record of the official and the fact of the imposition of the penalty, he / she should be considered suitable for promotion. Where however, the D. P. C. considers that in spite of the penalty the official is suitable for promotion, the official should not be promoted during the pendency of the penalty.



(e) **Deputation**

The claims of officials who are away on deputation, Foreign Service etc. should also be taken into account by the D. P. C. while considering cases of promotion / confirmation.

7.5. **Papers to be put up to Departmental Promotion Committee:**

In the case of promotions, the proposal shall be placed before the Departmental Promotion Committee in the pro forma prescribed by the Government of India for civil employees.

7.6. **Validity of the proceedings of Departmental Promotion Committee when one member is absent:**

The proceedings of the Departmental Promotion Committee shall be valid and can be acted upon notwithstanding the absence of any of its members other than the Chairman.

7.7 **Processing and implementation of the recommendation of Departmental Promotion Committee:**

- (a) The recommendation of the Departmental Promotion Committee is advisory in nature and should be duly approved by the appointing authority.
- (b) When the appointing authority disagrees with the recommendations of the Departmental Promotion Committee, he should indicate the reason for disagreeing and refer the matter to Departmental Promotion Committee for reconsideration. If he disagrees again he may submit the papers to the Chairman whose decision shall be final.

7.8. **Other Matters:**

The Decision of the Director/Departmental Promotion Committee shall be final in other matters, if any.

## **8. CHAPTER - VIII- PAY, ALLOWANCES, FEE AND HONORARIUM: -**

8.1. **Scale of pay:** - The scale of pay applicable to the employees of ....Z.C.C. are given in schedule to these Rules.

### **8.2. Drawal of Pay: -**

- (a) An employee shall be entitled to the pay of the post to which he / she assumes charge of the post.
- (b) Except for the month of March, pay for the month generally shall become payable on the last working day of the month as in the case of Central Government.

### **8.3. Allowances:**

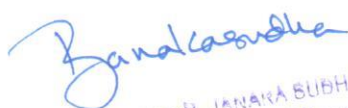
The employees of ....Z.C.C. shall be entitled to Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Transport Allowance, Children Educational Allowance as admissible from time to time to civil employees of Government of India.

### **8.4. Fixation of Initial Pay, Drawl of increments etc.:**

Unless otherwise provided in these Rules, the orders of the Central Government as amended from time to time and the orders and decision there under regarding fixation of initial pay on appointment / promotion / re-employment after retirement, drawl of increments, salary and allowances during leave etc. are applicable, mutatis mutandis to the employees of ....Z.C.C.

### **8.5. Special Pay, Personal Pay, Honorarium and Fee:**

The Director of ....Z.C.C. may sanction in special circumstances, such special pay, personal pay, honorarium or fee to an employee of ....Z.C.C. on such condition as he / she may deem fit in conformity with Central Government Rules and Orders in force.

  
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## **9. CHAPTER - IX- LEAVE / ENCASHMENT OF LEAVE:**

### **9.1 Leave:**

Unless otherwise provided by the ....Z.C.C., the regular employees of the Centre shall be governed by the Central Civil Service (Leave) Rules 1972, as amended from time to time, applicable to the Central Government employees.

### **9.2. Encashment of Leave:**

An employee of the Centre, who retires or his / her family in case of his/her death while in service, will be entitled to cash equivalent of the leave salary admissible for the number of days at the credit of the employee on the last day of his / her service, subject to a maximum of 300 days and also in respect of half pay leave in the manner prescribed in the C.C.S-(Leave Rules)1972, as applicable to the Central Government employees.

## **10. CHAPTER - X- MEDICAL FACILITIES:**

The employees of the Centre will be eligible for reimbursement of medical expenses as per Government of India (C. S. M. A.) Rules and in accordance with the CGHS rates provided that Executive Board shall have powers to prescribe maximum limit for reimbursement taking into account the financial position of the Centre.

## **11. CHAPTER-XI- ADVANCES:**

Permanent Employees of the Centre shall be entitled to the grant of advance for the purchase / construction of house, for the purchase of conveyance etc. in accordance with the rules and regulation applicable to the Central Government employees but will be subject to such terms and conditions as may be prescribed by the Governing Body keeping in view the financial position of the Centre.

## **12. CHAPTER-XII - TRAVELLING ALLOWANCE:**



The Central Government Rules regarding Travelling Allowance and daily allowance applicable to Central Government employees and supplementary orders keeping in view the requirements of the Centre as decided by Governing Body of the Centre shall be applicable to the employees, provided further that the class of journey for travel may be reduced by the Director taking into account the financial position of the Centre.

### 13. CHAPTER-XIII- GROUP INSUARANCE SCHEME:

The existing Group Insurance Scheme shall continue.

### 14. CHAPTER - XIV- CONFIDENTIAL REPORT: -

#### (a) Forms:

The confidential report of each officer and staff of the ....Z. C. C. shall be maintained in such formats as are applicable to the Central Government employees.

#### (b) Periodicity:

Assessment of Confidential Reports shall be written annually according to the Financial year.

#### (c) Purpose:

Assessment of Confidential Reports is the main criteria for confirmation, promotion, review for premature retirement etc. Reports are meant so that the merit and hard work of the employee are recognized. Adverse remarks should also be brought to notice of the employee.

#### (d) Applicability:

An annual confidential report on the work and conduct of each Group A, B, C, and D employees of ....Z. C. C. shall be written in the prescribed forms by an officer under whom he / she has

worked for three months or more during the year under report.

(e) **Reporting officer / Reviewing Officer:**

The officer immediately superior to the employee concerned should write the Confidential Report and the next higher authority who has supervised the work of the employee for not less than three months will be the Reviewing Officer.

(f) **In case of relative:**

If the employee concerned happens to be a relative. Reporting or Reviewing, as the case may be, will be done by the next higher authority.

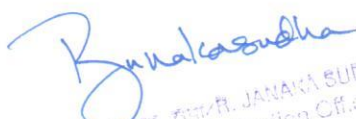
(g) **Procedure:**

Procedure laid down by the Government of India for their employees and the instructions issued by the Director, ....Z. C. C. in this regard will be followed.

## 15. CHAPTER - XV- ....Z.C.C. CONDUCT RULES:

1. Without prejudice to these Service Rules, the standing orders of the Central Government regarding the conduct of all the Government servants in civil employ, such as the Central Government Services (Conduct) Rules 1964, as amended from time to time, and the orders and decision hereunder are applicable mutatis mutandis to all the officers and staff of the ....Z.C.C. subject to following exceptions: -

(a) All the powers under C. C. S. (Conduct) Rules are vested in Director. ....Z.C.C. unless otherwise mentioned.

  
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- (b) The Director, ....Z.C.C. can make any change (s) or amend any rule for Centre's employees, as and when required in the interest of ....Z.C.C. with the approval of the Governing Body.
- (c) The term Government and Government servants / employees used in C. C. S. (Conduct) Rules 1964 will mean ....Z.C.C. and ....Z.C.C. employees respectively.

## 16. CHAPTER - XVI- ....Z.C.C. DISCIPLINARY RULES :

### 16.1 Penalties and appeal

- (a) Without prejudice to these service rules, the standing orders of the Central Government servants regarding the procedure to be followed in disciplinary cases against Government Servants, as laid down in the Central Civil Services (Classification, Control and Appeal) Rule 1965, as amended from time to time and the orders and decision thereunder are applicable mutatis mutandis to all the officer and staff of the ....Z.C.C subject to following:

The Appointing Authority in respect of the officers and employees (except those who are on deputation to the Centre) of the Centre will be the Disciplinary Authority. The Appellate Authority will be the Executive Board and the Revisionary Authority will be the Governing Body.

- (b) The Director, ....Z.C.C., can make any change (s) or amend any rule for their employees, as and when required with prior approval of Governing Body.
- (c) The terms Government and Government servant / employee used in C. C. S. (C. C. A.) Rules, 1965 mean ....Z.C.C. and ....Z.C.C. employees respectively.

### 16.2 Dismissal, Removal and suspension: -



The Pay and allowances of an employee of the Centre who is dismissed or compulsorily retired and is reinstated, or during the period of his / her suspension and after it is revoked shall be governed by the relevant provisions in the Government of India rules in this behalf.

**17. CHAPTER-XVII- DEPUTATION OF EMPLOYEES / OFFICERS:** The deputation of employees of the .....ZCC shall be regulated in accordance with the Central Government as well as the following rules:

- 17.1. An employee / officer of the Centre may be sent on deputation subject to his / her consent and previous permission of the Director. The Director while sending an official on deputation shall satisfy himself/ herself that the work of the Centre may not get affected due to such deputation.
- 17.2 The period of deputation shall be restricted up to maximum of three years and in exceptional cases may be extended by one year at a time but the total period of deputation shall not exceed the limit of five years.
- 17.3 Centre may take the officer on deputation for a maximum period of three years, however, in exceptional cases the period may be extended by two years at a time but the total period of deputation shall not exceed the limit of five years.
- 17.4 In the case of necessity the Centre may take the officer on deputation as per rule '3' but the same officer shall not be taken on deputation for second term before a gap of five years.
- 17.5 The terms and conditions of Central Government employees on deputation to ....Z.C.C. shall be governed by the Rules and Orders of Central Government as laid down in this behalf.
- 17.6 The terms of the deputation shall be as mutually agreed between the Director of the Centre and the appointing authority of the department to which the deputationists is being placed or the appointing authority of the

department from which the deputationists is being placed to the Centre, as the case may be.

- 17.7. The officer on deputation in Centre shall not be absorbed in the service of the Centre.

## 18. CHAPTER-XVIII – RETIREMENT:

- 18.1 An employee shall retire from the service of the Centre on his / her attaining the age of superannuation as may be applicable to the employees of the Central Government from time to time. No employee shall be granted extension beyond retirement age except under exceptional circumstances and subject to such conditions as may be prescribed by the Executive Board of the Centre which will further be subject to instructions issued in this behalf by the Central Government from time to time,
- 18.2 Notwithstanding anything contained in these Rules, the Executive Board of the Centre will have the absolute right to retire any employee by giving him / her 3 months' notice or 3 months' pay and allowances in lieu thereof in the Public interest :-
- i. if he / she is Group 'A' or Group 'B' service and had entered Government service before attaining the age of 35 years, after he / she has attained the age of 50 years;
  - ii. In any other case after he / she has attained the age of 55 years.
- 18.3 After completion of 20 years of qualifying service an employee of the Centre by giving 3 months' notice in writing to the appointing authority retire from the service. The notice thus given requires acceptance by the appointing authority. The appointing authority may not accept the said notice in case disciplinary proceedings are pending or contemplated against the employee for imposition of major penalty warranting removal or



dismissal from service or where prosecution is pending or contemplated against him / her.

## **19. CHAPTER-XIX- RESIGNATION, TERMINATION AND QUITTING OF SERVICE:**

### **19.1 Resignation:**

- 19.1.1 An employee may, by giving a clear and unconditional notice of one month in writing to the Appointing Authority may resign from the service of ....Z.C.C.
- 19.1.2 The acceptance of resignation is subject to clearance of vigilance case, departmental inquiry / investigation, if pending, and all departmental dues.
- 19.1.3 The resignation will be effective when it is accepted by the authority concerned and the employee is actually relieved of his / her duties.
- 19.1.4 The resignation will be deemed to have been automatically withdrawn if requested by the employee before acceptance. Withdrawal may also be accepted by the competent authority after acceptance of resignation but before the employee is relieved.

### **19.2: Termination of 'Temporary Service:**

- 19.2.1 The Central Civil Services (Temporary Service) Rule 1965 and orders thereunder issued by the Central Government will apply, mutatis mutandis to the temporary employees of the S.C. Z. C.C.
- 19.2.2 The authorities mentioned in the aforesaid rules shall be the authorities of ....Z.C.C.
- 19.2.3 Without prejudice to any other provision the service of a temporary employee shall terminate:
  - (a) if his / her appointment is made for a specified period, on the expiry of such period OR
  - (b) if his / her appointment is made against a temporary post, on the abolition of the post or on the expiry of the period for which the post is created.

## **20. CHAPTER - XX- Pensionary Benefits:**

## 20.1 General:

Pensionary benefits admissible under CPF/EPF/NPS, whichever is subscribed to by the employees, or as applicable to the Central Government Employees and adopted by the Executive Board by the centre shall be applicable for all categories of employees of the .... ZCC.

## 21. CHAPTER-XXI- MISCELLANEOUS MATTERS:

### 21.1 Residuary Service Matters:

Any other matter relating to the conditions of service of an employee of the Centre, for which no provision has been made in these rules, shall be regulated, mutatis mutandis by the corresponding rules, orders, instruction etc. applicable to the Central Government Employees and subject to such modification, if any, as may be deemed fit and proper by the Governing Body of the .....Z. C.C.

### 21.2 Service Book:

21.2.1 The ....Z.C.C. shall maintain a service book of each officer and staffs in such format as are applicable to the Central Government Employees.

21.2.2 The Service Book will be opened from the date of the first appointment.

21.2.3 The Service Book shall be kept in the custody of the Director or any officer nominated by him.

21.2.4 Every step in official's career should be recorded and each entry authenticated by the Administrative Officer or any other officer so authorized by the Director. The entry in Service Book of such authorised officer or Administrative Officer will be authenticated by the Director.

21.2.4 Special entries like suspension order, interruption of service, reduction to a lower post, technical resignation, C. P. F. Account Number, HomeTown Address etc. should be noted in the service book.

21.2.5 The service book will be shown to each employee every year and his / her signature obtained.

### 21.3 Power to relax:



Notwithstanding anything contained in these rules, the Executive Board may relax any of the provisions of these rules in exceptional cases in the interest of the Centre.

#### 21.4 Legal proceedings:

After the commencement of these Rules, the proper forum for any dispute regarding the service matter of any employee / officer shall be the High Court of judicature at..... (Place/State where the ZCC Hqrs. is located).

#### 21.5 Removal of Doubts:

If any doubt arises:

- (a) Whether these Rules or any of them apply to any person or
- (b) Whether any person to whom these Rules apply belongs to a particular service or
- (c) Regarding interpretation or application of any of the provisions of these Rules;

The matter shall be referred to the Governing Body of the Centre whose decision on the same shall be final.

### 22. CHAPTER - XXII- POWER TO MAKE / AMEND RULES:

The Director.....Z.C.C., with (he approval of the Executive Board of the Centre, may add, delete or amend any provision(s) of these Rules.

### 23. SAVING CLAUSE:

- (i) The posts given in Schedule 'A' are in replacement of existing sanctioned posts in similar pay scale/grade pay in the zone.
- (ii) The vacant posts over and above these 33 posts, if any, shall stand abolished.
- (iii) The post whose replacement is not available in the existing sanctioned post will require approval for creation with the approval of competent authorities.

- (iv) The existing employees will be redesignated only in cases of identical pay scale/Grade pay. The left over employees will continue to hold the same posts unless the equivalent post is created or till retirement.
- (v) The length of service rendered by the existing regular employees will be counted for promotion even after change in designation as per these service rules.

  
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## SCHEDULE 'A'

### Part I

#### Scale of Pay/Grade Pay/Pay Band

Sl. No	Name of posts	Group	Scale Pay	Grade Pay	Pay Band	No. of Posts
1.	Director	A	Rs. 37400 - 67000/-	8700 (Minimum)	PB-4	1
2.	Deputy Director	A	Rs. 15600 - 39100/-	6600	PB-3	2
3.	Assistant Director	B	Rs. 15600 - 39100/-	5400	PB-3	4
4.	Administrative-cum Accounts Officer	B	Rs. 9300-34800/-	4800	PB-2	2
5.	Programme Executive	B	Rs. 9300 - 34800/-	4200	PB-2	3
6.	Assistant Programme Executive	C	Rs. 5200 - 20200/-	2400	PB-1	4
7.	Exhibition Assistant	C	Rs. 5200 - 20200/-	2400	PB-1	1
8.	Accountant	B	Rs. 9300 - 34800/-	4200	PB-2	1
9.	Assistant	B	Rs. 9300-34800	4200	PB-2	3
10.	Junior Assistant	C	Rs. 5200 - 20200/-	2800	PB-1	5
11.	Stenographer Grade I	B	Rs. 9300 - 34800/-	4200	PB-2	1
12.	Stenographer Grade II	C	Rs. 5200 - 20200/-	2400	PB-1	2
13.	Assistant Engineer(Civil/ Electrical)	B	Rs. 9300 - 34800/-	4600	PB-2	2
14.	Documentation Officer	B	Rs. 9300 - 34800/-	4600	PB-2	1
15.	Junior Translator	B	Rs. 9300 -	4200	PB-2	1

			34800/-			
					<b>Total</b>	<b>33</b>

- The total no. of posts in ZCC may be limited to the no. as above. However, the sanctioned strength may be increased or decreased depending upon the type of infrastructure available with the ZCC, at present. Some posts may be abolished once it is decided to outsource the works to agencies.
- The work of Cashier and Caretaker will be handled by Junior Assistant. The work of Estate Supervisor/Manager/PRO/Liaison Officer will be looked after by Assistant. However, such incumbent will be entitled for additional allowance/remuneration.
- The existing posts except the post of Director, to be merged into one common cadre as above. On such merger, the inter-se seniority of officers & staff members in the entire previous cadre, if any, shall be maintained as per the respective dates of joining the earlier posts equivalent to the posts in the common cadre.
- All the present group D posts will stand abolished when the posts become vacant and to be replaced by outsourcing the work to agencies

*Banalsudha*

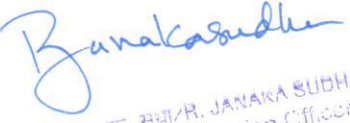
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## Schedule 'A'

### Part II

#### Recruitment Rules (Annex)

  
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**Schedule 'A'**  
**Part III**  
**Age**

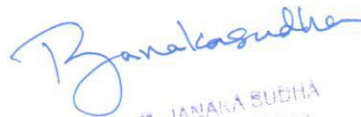
The age limit for direct recruitment on regular post will be as below:-

Sl. No	Name of posts	Age not exceeding
1.	Programme Executive	30 years
2.	Assistant Programme Executive	18-25 years
3.	Accountant	30 years
4.	Documentation Officer	30 years
5.	Junior Assistant	18-25 years
6.	Stenographer Grade II	18-25 years
7.	Assistant Engineer(Civil/ Electrical)	30 years
8.	Junior Translator	30 years
9.	Exhibition Assistant	18-25 years

**Notes :-**

- (1) The upper age limit will be relaxable in case of **SC/ST/OBCs** by number of years as fixed by Government of India.
- (2) The upper age limit will be relaxable in case of appointments on compassionate grounds and appointment of project affected persons/ ex-servicemen etc as may be notified by Government of India from time to time.
- (3) The upper age limit will be relaxable in case of all the departmental candidates upto the number of years of service rendered by them on contract basis as on the cut of date.

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## Programme Division

1.	Name of the Post	<b>Deputy Director (Programme)</b>
2.	No. of post (s)	1
3.	Classification	Group-A
4.	Scale of Pay (Revised)	₹ 15,600 – 39,100 + GP ₹ 6600
5.	Whether Selection Post or Non-Selection Post	N.A.
6.	Age limit for direct recruitment	N.A.
7.	Educational and other qualifications required for direct recruitment	N.A.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	N.A.
9.	Period of probation, if any	N.A.
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	Promotion failing which by Deputation/Short Term Contract
11.	In case of recruitment by deputation/ short-term contract, grades from which deputation/ short-term contract to be made.	<p><b>Promotion:</b></p> <p>Assistant Director with 5 years of regular service.</p> <p><b>Deputation:</b></p> <p>Officers working in Central Government/State Governments or their autonomous bodies/Universities and have experience in the field related to Art &amp; Culture :</p> <ol style="list-style-type: none"> <li>Holding analogous post on regular basis, OR</li> <li>Having 3 years of regular service in the scale of Rs. 15600-39100 + GP 5400, OR</li> <li>Having 5 years of combined regular service</li> </ol>



		<p>in the scale of Rs. 15600-39100 + GP 5400 and GP 4800.</p> <p><b>Short Term Contract:</b></p> <p>i. Cultural personalities in the field of Art &amp; Culture of at least 10 years standing and experience in a responsible capacity of planning/ projecting/ organizing National or State level cultural programmes such as festivals, workshops, seminars or exhibitions in the field of music/ dance/ theatre/ visual art/ folk arts;</p> <p>ii. Possessing Bachelor Degree; and</p>
12.	Composition of Selection Committee	As per Service Rules.
13.	Remarks	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 shall ordinarily not exceed 3 years. The period of short term contract shall be three years.

  
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1.	Name of the Post	Assistant Director (Programme)
2.	No. of post (s)	2
3.	Classification	Group-B
4.	Scale of Pay (Revised)	₹ 15,600 - 39,100 + GP ₹ 5400
5.	Whether Selection Post or Non-Selection Post	N.A.
6.	Age limit for direct recruitment	30 years
7.	Educational and other qualifications required for direct recruitment	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>i) Bachelor's Degree in any discipline,</li> <li>ii) Minimum 8 years of working experience in cultural field with Central Government/State Governments or their autonomous bodies/Universities OR reputed cultural organisations.</li> </ul> <p><b>Desirable:</b></p> <p>Knowledge and fluency in written and spoken Hindi and English languages.</p>
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	No
9.	Period of probation, if any	1 year
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	Promotion failing which by Deputation/Short Term Contract. Failing both by direct recruitment.
11.	In case of recruitment by deputation/ short-term contract, grades from which deputation/ short-term contract to be made.	<p><b>Promotion:</b></p> <p>Programme Executive with 8 years of regular service.</p> <p><b>Deputation:</b></p> <p>Officers working in Central Government/State Governments or their autonomous bodies/Universities and have experience in the field related to Art &amp; Culture :</p>

		<p>i) Holding analogous post on regular basis, OR</p> <p>ii) Having 3 years of regular service in the scale of Rs. 9300-34800 + GP 4600, OR</p> <p>iii) Having 5 years of combined regular service in the scale of Rs. 9300-34800 + GP 4800 and GP 4200.</p> <p><b>Short Term Contract:</b></p> <p>i) Cultural personalities in the field of Art &amp; Culture of at least 8 years standing and experience in a responsible capacity of planning/ projecting/ organizing National or State level cultural programmes such as festivals, workshops, seminars or exhibitions in the field of music/ dance/ theatre/ visual art/ folk arts; and</p> <p>ii) Possessing Bachelor Degree.</p>
12.	Composition of Selection Committee	As per Service Rules.
13.	Remarks	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 shall ordinarily not exceed 3 years. The period of short term contract shall be three years.

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1.	Name of the Post	<b>Programme Executive</b>
2.	No. of post (s)	3
3.	Classification	Group-B
4.	Scale of Pay (Revised)	₹ 9300 - 34800 + GP ₹ 4200
5.	Whether Selection Post or Non-Selection Post	N.A.
6.	Age limit for direct recruitment	30 years
7.	Educational and other qualifications required for direct recruitment	<b>Essential:</b> <ul style="list-style-type: none"> <li>(i) Bachelor's Degree in any discipline,</li> <li>(ii) Minimum 5 years of working experience in cultural field with Central Government/State Governments or their autonomous bodies/Universities OR reputed cultural organisations.</li> </ul> <b>Desirable:</b> <p>Knowledge and fluency in written and spoken Hindi and English languages.</p>
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees.	No
9.	Period of probation, if any	1 year for DR
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	Direct Recruitment - One Promotion - Two. Failing which by Deputation. Failing both by Direct Recruitment.
11.	In case of recruitment by promotion/deputation/ short-term contract, grades from which deputation/ short-term contract to be made.	<b>Promotion:</b> Assistant Programme Executive/Exhibition Assistant with 8 years of regular service.
12.	Composition of Selection Committee	As per Service Rules
13.	Remarks	--

1.	Name of the Post	Assistant Programme Executive
2.	No. of post (s)	4
3.	Classification	Group-C
4.	Scale of Pay (Revised)	₹ 5200 - 20200 + GP ₹ 2400
5.	Whether Selection Post or Non-Selection Post	N.A.
6.	Age limit for direct recruitment	18-25 years
7.	Educational and other qualifications required for direct recruitment	<p><b>Essential:</b></p> <p>Bachelor's Degree in any discipline,</p> <p><b>Desirable:</b></p> <p>i) Experience of working in cultural field with Central Government/State Governments or their autonomous bodies/Universities OR reputed cultural organisations.</p> <p>ii) Knowledge and fluency in written and spoken Hindi and English languages.</p>
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotes	N/A
9.	Period of probation, if any	1 year
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by deputation/ short-term contract, grades from which deputation/ short-term contract to be made.	N/A
12.	Composition of Selection Committee	
13.	Remarks	

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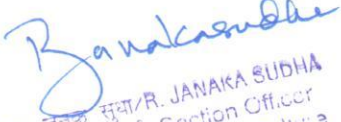
1.	Name of the Post	Exhibition Assistant
2.	No. of post (s)	1
3.	Classification	Group-C
4.	Scale of Pay (Revised)	₹ 5200 - 20200 + GP ₹ 2400
5.	Whether Selection Post or Non-Selection Post	N/A
6.	Age limit for direct recruitment	18-25 years
7.	Educational and other qualifications required for direct recruitment	<p><b>Essential:</b></p> <p>Bachelor's Degree in any discipline,</p> <p><b>Desirable:</b></p> <p>i) Experience of working in the field of Arts and Designing with Central Government/State Governments or their autonomous bodies/Universities OR reputed cultural organisations.</p> <p>ii) Knowledge and fluency in written and spoken Hindi and English languages.</p> <p>iii) knowledge of Computer aided Drawing and Designing</p>
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees.	N.A.
9.	Period of probation, if any	1 year
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by deputation/ short-term contract, grades from which deputation/ short-term contract to be made.	N.A.
12.	Composition of Selection Committee	As per Service Rules
13.	Remarks	--



## Administration & Accounts Divisions

1.	Name of the Post	Deputy Director ( Admn. & Accounts)
2.	No. of post (s)	1
3.	Classification	Group-A
4.	Scale of Pay (Revised)	₹ 15,600 – 39,100 + GP ₹ 6600
5.	Whether Selection Post or Non-Selection Post	N.A.
6.	Age limit for direct recruitment	N.A.
7.	Educational and other qualifications required for direct recruitment	N.A.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotes	N.A.
9.	Period of probation, if any	N.A.
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	Promotion failing which by Deputation
11.	In case of recruitment by deputation/ short-term contract, grades from which deputation/ short-term contract to be made.	<p><b>Promotion:</b></p> <p>Assistant Director with 8 years of regular service.</p> <p><b>Deputation:</b></p> <p>Officers working in Central Government/State Governments or their autonomous bodies/Universities:</p> <ul style="list-style-type: none"> <li>i) Holding analogous post on regular basis, OR</li> <li>ii) Having 3 years of regular service in the scale of Rs. 15600-39100 + GP 5400, OR</li> <li>iii) Having 5 years of combined regular service in the scale of Rs. 15600-39100 + GP 5400 and 9300-34800 + GP 4800; and</li> <li>iv) Knowledge of Accounts &amp; Administrative</li> </ul>

		matters.
12.	Composition of Selection Committee	As per Service Rules
13.	Remarks	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 shall ordinarily not exceed 3 years.

  
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 भारत सरकार/Government of India  
 नई दिल्ली/New Delhi

1.	Name of the Post	Assistant Director ( Admn. & Accounts)
2.	No. of post (s)	2
3.	Classification	Group-B
4.	Scale of Pay (Revised)	₹ 15,600 - 39,100 + GP ₹ 5400
5.	Whether Selection Post or Non-Selection Post	N.A.
6.	Age limit for direct recruitment	N.A.
7.	Educational and other qualifications required for direct recruitment	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>Bachelor's Degree in any discipline.</li> <li>Proficiency in computer including working knowledge of MS Office.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>Experience of working in the field of administration with Central Government/State Governments or their autonomous bodies/Universities OR reputed cultural organisations.</li> <li>Knowledge and fluency in written and spoken Hindi and English languages.</li> </ol>
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotes	N.A.
9.	Period of probation, if any	N.A.
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	Promotion failing which by Deputation. Failing both, by direct recruitment
11.	In case of recruitment by deputation/ short-term contract, grades from which deputation/ short-term contract to be made.	<p><b>Promotion:</b></p> <p>Administrative-cum-Accounts Officer with 2 years of regular service.</p>

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		<p><b>Deputation:</b></p> <p>Officers working in Central Government/State Governments or their autonomous bodies/Universities:</p> <ul style="list-style-type: none"> <li>i) Holding analogous post on regular basis, OR</li> <li>ii) Having 2 years of regular service in the scale of Rs. 9300-34800 + GP 4800, OR</li> <li>iii) Having 3 years of regular service in the scale of Rs. 9300-34800 + GP Rs. 4600.</li> <li>iv) Having 5 years of combined regular service in the scale of Rs. 9300-34800 + GP 4800 and GP 4200; and</li> <li>v) Knowledge of Accounts &amp; Administrative matters.</li> </ul>
12.	Composition of Selection Committee	As per Service Rules
13.	Remarks	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 shall ordinarily not exceed 3 years.

*Banaka Subha*

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1.	Name of the Post	<b>Administrative-cum-Accounts Officer</b>
2.	No. of post (s)	2
3.	Classification	Group-B
4.	Scale of Pay (Revised)	₹ 9300-34800 + GP ₹ 4800
5.	Whether Selection Post or Non-Selection Post	N.A.
6.	Age limit for direct recruitment	30 years
7.	Educational and other qualifications required for direct recruitment	<b>Essential:</b> <ul style="list-style-type: none"> <li>i) Bachelor's Degree in any discipline.</li> <li>ii) Proficiency in computer including working knowledge of MS Office.</li> <li>iii) Knowledge of Accounts &amp; Administrative matters.</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>i) Experience of working in the field of administration with Central Government/State Governments or their autonomous bodies/Universities OR reputed cultural organisations.</li> <li>ii) Knowledge and fluency in written and spoken Hindi and English languages.</li> </ul>
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotes	N.A.
9.	Period of probation, if any	N.A.
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	Promotion failing which by Deputation failing both by direct recruitment
11.	In case of recruitment by deputation/ short-term contract, grades from which deputation/	<b>Promotion:</b> Assistant/Accountant with 6 years of regular service.

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	short-term contract to be made.	<p><b>Deputation:</b></p> <p>Officers working in Central Government/State Governments or their autonomous bodies/Universities:</p> <ul style="list-style-type: none"> <li>i) Holding analogous post on regular basis, OR</li> <li>ii) Having 2 years of regular service in the scale of Rs. 9300-34800+GP 4600</li> <li>iii) Having 3 years of regular service in the scale of Rs. 9300-34800 + GP 4200.</li> <li>iv) Knowledge of Accounts &amp; Administrative matters.</li> </ul>
12.	Composition of Selection Committee	As per Service Rules
13.	Remarks	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 shall ordinarily not exceed 3 years.

  
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1.	Name of the Post	Accountant
2.	No. of post (s)	1
3.	Classification	Group-B
4.	Scale of Pay (Revised)	₹ 9300 - 34800 + GP ₹ 4200
5.	Whether Selection Post or Non-Selection Post	N.A.
6.	Age limit for direct recruitment	30 years
7.	Educational and other qualifications required for direct recruitment	<p><b>Essential:</b></p> <p>i) Bachelor's Degree in Commerce.</p> <p>iii) Proficiency in computer including working on Tally and MS Office.</p> <p><b>Desirable:</b></p> <p>iv) Experience of working in the field of accounts with Central Government/State Governments or their autonomous bodies/Universities OR reputed cultural organisations.</p> <p>v) Knowledge and fluency in written and spoken Hindi and English languages.</p>
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees.	No.
9.	Period of probation, if any	1 year
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	Promotion failing which by deputation failing both by Direct Recruitment
11.	In case of recruitment by promotion/deputation/ short-term contract, grades from which deputation/ short-term contract to be made.	<p><b>Promotion:</b></p> <p>i) Junior Assistant with 6 years of regular service.</p> <p>ii) With Cash &amp; Accounts Training conducted by</p>

		<p>ISTM.</p> <p><b>Deputation:</b></p> <p>Officers working in Central Government/State Governments or their autonomous bodies/Universities:</p> <p>i) Holding analogous post on regular basis, OR</p> <p>ii) Having 3 years of regular service in the scale of Rs. 9300-34800+GP 2800 or combined 5 years of service in the GP of Rs. 2800 + 2400</p> <p>iii) With Cash &amp; Accounts Training conducted by ISTM or qualified SAS Examination conducted by Audit.</p>
	Composition of Selection Committee	As per Service rules
13.	Remarks	--

  
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1.	Name of the Post	Assistant
2.	No. of post (s)	3
3.	Classification	Group-B
4.	Scale of Pay (Revised)	₹ 9300-34800 + GP ₹ 4200
5.	Whether Selection Post or Non-Selection Post	N.A.
6.	Age limit for direct recruitment	30 years
7.	Educational and other qualifications required for direct recruitment	<p><b>Essential:</b></p> <p>ii) Bachelor's Degree in any discipline. vi) Proficiency in computer.</p> <p><b>Desirable:</b></p> <p>i) Experience of working in the field of administration with Central Government/State Governments or their autonomous bodies/Universities OR reputed cultural organisations. ii) Knowledge and fluency in written and spoken Hindi and English languages.</p>
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotes	No
9.	Period of probation, if any	1 year
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	<p>Direct Recruitment – One</p> <p>Promotion – Two. Failing which by Deputation. Failing both by Direct Recruitment.</p>
11.	In case of recruitment by promotion/deputation/ short-term contract, grades from which deputation/ short-term contract to be made.	<p><b>Promotion:</b></p> <p>Junior Assistant with 6 years of regular service.</p> <p><b>Deputation:</b></p> <p>Officers working in Central Government/State</p>



		<p>Governments or their autonomous bodies/Universities:</p> <p>i) Holding analogous post on regular basis, OR</p> <p>ii) Having 3 years of regular service in the scale of Rs. 9300-34800+GP 2800 or combined 5 years of service in the GP of Rs. 2800 + 2400</p>
12.	Composition of Selection Committee	As per Service Rules
13.	Remarks	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 shall ordinarily not exceed 3 years.

  
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1.	Name of the Post	Junior Assistant
2.	No. of post (s)	5
3.	Classification	Group-C
4.	Scale of Pay (Revised)	₹ 5200 - 20200 + GP ₹ 2400
5.	Whether Selection Post or Non-Selection Post	N/A
6.	Age limit for direct recruitment	18-25 years
7.	Educational and other qualifications required for direct recruitment	<p><b>Essential Qualifications:</b></p> <p>i) 10+2 from any recognized Board/ University.  ii) Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi or bilingual on computer.  iii) Proficiency in computer operation, noting and drafting.</p> <p><b>Desirable Qualifications:</b></p> <p>Diploma in Computer Application from a recognized Institution.</p>
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotes	N.A.
9.	Period of probation, if any	1 year
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	<p>i. 80% by direct recruitment.  ii. 20% by promotion from the existing MTS and isolated cadre posts.</p>
11.	In case of recruitment by promotion/ deputation/ short-term contract, grades from which deputation/ short-term contract to be made.	<p><b>Promotion:</b></p> <p>5 years of regular service as Cook, Driver, Library Attendant, MTS or any other technical post in the grade of ₹ 5200-20200 + GP ₹ 1900 and above having the requisite qualification and other prescribed requirements for direct recruitment.</p>
12.	Composition of Selection Committee	As per Service Rules
13.	Remarks	--

1.	Name of the Post	Stenographer Grade I
2.	No. of post (s)	1
3.	Classification	Group-B
4.	Scale of Pay (Revised)	₹ 9300 - 34800 + GP ₹ 4200
5.	Whether Selection Post or Non-Selection Post	N.A.
6.	Age limit for direct recruitment	N.A.
7.	Educational and other qualifications required for direct recruitment	N.A.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	N.A.
9.	Period of probation, if any	N.A.
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	Promotion failing which by deputation
11.	In case of recruitment by promotion/deputation/ short-term contract, grades from which deputation/ short-term contract to be made.	<p><b>Promotion:</b> Stenographer Grade II with 8 years of regular service.</p> <p><b>Deputation:</b></p> <p>Officials working in Central Government/State Governments or their autonomous bodies/Universities:</p> <ul style="list-style-type: none"> <li>i) Holding analogous post on regular basis, OR</li> <li>ii) Having 3 years of regular service in the scale of Rs. 9300-34800+GP 2800 or combined 5 years of service in the GP of Rs. 2800 + 2400 as Stenographer.</li> </ul>
12.	Composition of Selection Committee	As per Service Rules
13.	Remarks	Nil

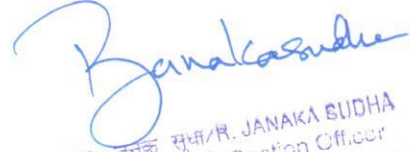


1.	Name of the Post	<b>Stenographer Grade II</b>
2.	No. of post (s)	2
3.	Classification	Group-C
4.	Scale of Pay (Revised)	₹ 5200 - 20200 + GP ₹ 2400
5.	Whether Selection Post or Non-Selection Post	N.A.
6.	Age limit for direct recruitment	18-25 years
7.	Educational and other qualifications required for direct recruitment	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i) 10+2 from any recognized Board/ University.</li> <li>ii) Minimum speed of 80 w.p.m. in shorthand (dictation time 10 minutes &amp; transcription time 50 minutes for English and 65 minutes for Hindi in computer.</li> <li>iii) Proficiency in computer operation, noting and drafting.</li> </ul> <p><b>Desirable Qualifications:</b></p> <p>Diploma in Computer Application from a recognized Institution.</p>
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotees	N.A.
9.	Period of probation, if any	1 year
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by deputation/ short-term contract, grades from which deputation/ short-term contract to be made.	N.A.
12.	Composition of Selection Committee	As per Service Rules
13.	Remarks	Nil

## Technical Posts

1.	Name of the Post	Documentation Officer
2.	No. of post (s)	1
3.	Classification	Group-B
4.	Scale of Pay (Revised)	₹ 9300 - 34800 + GP ₹ 4600
5.	Whether Selection Post or Non-Selection Post	N/A
6.	Age limit for direct recruitment	30 years
7.	Educational and other qualifications required for direct recruitment	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>i) Bachelor's Degree in any discipline.</li> <li>ii) Proficiency in computer including working on MS Office.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>i) Diploma/Degree in IT/Computer Science.</li> <li>ii) Experience of working in the field of art &amp; culture with Central Government/State Governments or their autonomous bodies/Universities OR reputed cultural organisations.</li> <li>iii) Knowledge and fluency in written and spoken Hindi and English languages.</li> </ul>
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotes	N.A.
9.	Period of probation, if any	1 year
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by deputation/ short-term contract, grades from which	N.A.

	deputation/ short-term contract to be made.	
12.	Composition of Selection Committee	As per Service Rules
13.	Remarks	Nil

  
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1.	Name of the Post	Assistant Engineer (Civil)
2.	No. of post (s)	1
3.	Classification	Group-B
4.	Scale of Pay (Revised)	₹ 9300 - 34800 + GP ₹ 4600
5.	Whether Selection Post or Non-Selection Post	N/A
6.	Age limit for direct recruitment	30 years
7.	Educational and other qualifications required for direct recruitment	<b>Essential:</b>  Diploma/Bachelor's Degree in Civil Engineering.  <b>Desirable:</b>  i) Knowledge and fluency in written and spoken Hindi and English languages. ii) 5 years experience of working in the relevant field.
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotes	N.A.
9.	Period of probation, if any	1 year
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by deputation/ short-term contract, grades from which deputation/ short-term contract to be made.	N.A.
12.	Composition of Selection Committee	As per Service Rules
13.	Remarks	Nil

1.	Name of the Post	Assistant Engineer (Electrical)
2.	No. of post (s)	1
3.	Classification	Group-B
4.	Scale of Pay (Revised)	₹ 9300 - 34800 + GP ₹ 4600
5.	Whether Selection Post or Non-Selection Post	N/A
6.	Age limit for direct recruitment	30 years
7.	Educational and other qualifications required for direct recruitment	<p><b>Essential:</b></p> <p>Diploma/Bachelor's Degree in Electrical Engineering.</p> <p><b>Desirable:</b></p> <p>i) Knowledge and fluency in written and spoken Hindi and English languages.</p> <p>ii) 5 years experience of working in the relevant field.</p>
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotes	N.A.
9.	Period of probation, if any	1 year
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by deputation/ short-term contract, grades from which deputation/ short-term contract to be made.	N.A.
12.	Composition of Selection Committee	As per Service Rules
13.	Remarks	Nil

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1.	Name of the Post	Junior Hindi Translator
2.	No. of post (s)	1
3.	Classification	Group-B
4.	Scale of Pay (Revised)	₹ 9300 - 34800 + GP ₹ 4200
5.	Whether Selection Post or Non-Selection Post	N.A.
6.	Age limit for direct recruitment	30 years
7.	Educational and other qualifications required for direct recruitment	<p><b>Essential:</b></p> <p>Bachelor's Degree from recognised university with Hindi as main subject.</p> <p><b>Desirable:</b></p> <p>Experience in Hindi Translation job.</p>
8.	Whether the age and qualification prescribed for direct recruitment will apply in case of promotes	N.A.
9.	Period of probation, if any	1 year
10.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by deputation/ short-term contract, grades from which deputation/ short-term contract to be made.	N.A.
12.	Composition of Selection Committee	As per Service Rules
13.	Remarks	Nil



