

F.No. NICS-A-12(18)/03/2025-Adm.(e-162314)

Government of India

Ministry of Labour & Employment

Directorate General of Employment

Dated: 30 April, 2025.

CIRCULAR

Subject: Amendment of Recruitment Rules for Group C Posts at NICS, Noida.-reg

The undersigned is directed to say that as per DOPT's Office Memorandum No.AB-14017/61/2008-Estt. (RR) dated 13.10.2015 and No.DOPT-1668752814415 Dated 18 November, 2022, for framing/amendment of Recruitment Rules (RRs). The amendments are to be uploaded on the website of respective Ministries/Departments for 30 days for inviting comments from the stake holders.

2. Therefore, it is proposed to amend "coloum no. 1, i.r.t. Name of the Post, 2 i.r.t Classification 6, i.r.o "Age", Col no 7 i.r.o "Essential Qualification" of Recruitment Rules, Col no 10, Method of Recruitment for Recruitment" to Group C Posts at - National Institute for Career Service (Group 'C', Non Gazetted Posts) Recruitment Rules, 1968 published in the Gazette of India: Part-II- Section-3-Sub Section (i) July-Sep 1968 for the mentioned Posts::

(I) PROOF READER

Col no. and details	Existing	Proposed/ As per 7 CPC
4. Scale of pay	Initial Pay: 168-8-256-EB-8-280-10-300. PB-1 Rs.5200-20200+GP 2400 (pre-revised 6 th CPC)	Pay Level-5 (Rs. 29200-92300)
6. Age limit for directs recruits	Between 18 and 25 years of age	Between 18 and 27 years (Relaxable upto 35 years for Government Servants in accordance with instruction issued by the Central Government).
7. Educational & other qualifications required for direct recruits	Essential Matriculation or equivalent with 3 years' experience in proof Readings in English and Hindi Desirable Certificate in Proof Reading from a recognised Central /State Institution.	Essential: A Post Graduate Degree with English or Hindi from a recognised University or Equivalent and conversant with the art of Proof Reading. Desirable : (i) Practical Experience in the relevant field of Proof Reading. (ii) Completed the 3 months training course in translation work conducted by the Central Translation Bureau or from any recognised Institute/Organisation.
10. Method of rectt. Whether by director by promotion or deputation/transfer and % of the vacancies to be filled by various methods.	Transfer or deputation failing which by direct recruitment	Promotion failing which by Transfer on deputation/ transfer failing which by direct recruitment
11. In case of rectt by promotion/deputation/transfer, grades from which	Transfer or Deputation: Person working in similar or equivalent	Promotion: UDC with 5 years of regular service in the post in the level 4 7CPC or PB-1, GP-2400/-6CPC. Possessing the qualification

promotion/deputation/transfer to be made	grade in other central Govt. Offices (Period of deputation not exceeding 3 years)	and experience prescribed for direct recruit in Cloumn 7. <u>Transfer on deputation/Transfer:</u> Officers of Central Government: (i) Holding analogous posts or with five years regular service in a post in Level 4 7CPC (ii) Possessing the qualification and experience prescribed for direct recruit in Cloumn 7 (iii) The period of Deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other department / organisation shall ordinarily not exceed 3 years.
12. If a D.P.C exists what is its composition	N.A.	Group "C" Departmental Promotion Committee 1. Director of Employment , NICS or Joint Director of Employment, NICS - as Chairman 2. Deputy Director of Employment, / Assistant Director of Employment , NICS or DGE HQ - Member 3. A Group A officer belonging to SC/ST - Member

(II) STENOGRAPHER

Col no. and details	Existing	Proposed/ As per 7 CPC
6. Age limit for direct recruits	NA.	Between 18 and 27 Years (Relaxable for Government servants upto 40 years in accordance with the instructions and orders issued by the Central Government) Note: The crucial date for determining the age limit shall be fixed by the Staff Selection Commission.
7. Educational & other qualifications required for direct recruits	N.A	Essential Qualification: 12 th Pass or its equivalent from recognised Board or University; Skill Test: Time Allowed-10 minutes @ 80 w.p.m. Skill Test will be conducted by Staff Selection Commission. Transcription : 65 minutes (Hindi)/50 minutes (English) (On Computer with speed of 8000 corpses per hour.
10. Method of Rectt. Whether by direct or by promotion or deputation/transfer and % of the vacancies to be filled by various methods.	Promotion failing which by deputation or transfer	Direct Recruitment.

12. If a D.P.C exits what is its composition	N.A.	<p>Group "C" Departmental Promotion Committee</p> <p>1. Director of Employment , NICS or Joint Director of Employment, NICS - as Chairman</p> <p>2. Deputy Director of Employment, / Assistant Director of Employment , NICS or DGE HQ - Member</p> <p>3.A Group A officer belonging to SC/ST - Member</p>
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(III) UPPER DIVISION CLERK

Col no. and details	Existing	Proposed/ As per 7 CPC
Classification	General Central Services, class III, Non-Gazetted, (Ministerial)	General Central Services, Group 'C' Non-Gazetted, (Non-Ministerial)
10. Method of rectt. Whether by director by promotion or deputation/transfer and % of the vacancies to be filled by various methods.	By promotion failing which by deputation	Promotion failing which by deputation- cum- absorption
11. In case of rectt by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	<p>Promotion: LDCs with 5 year service in the grade.</p> <p>Deputation; LDCs with 5 year service in the grade with experience in Estt. work maintenance of stock register.</p>	<p>Promotion: Lower Division Clerk/Hindi Typist with 8 year regular service in NICS. Note : The eligibility list for promotion shall be prepared with reference to the date of completion by the officers of the prescribed qualifying service in the respective grade or Post.</p> <p>Deputation cum Absorption: Officers of the Central Government (i) holding analogous post on regular basis in the parent cadre; or (ii) with 8 year regular service in the grade of Lower Division Clerk / Hindi Typist (Level 2 in Pay Matrix) or equivalent.</p> <p>Note: 1The departmental officer in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion. Note 2. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same of some other organisation or department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be</p>

		"Not exceeding 56 years " as on the closing date of receipt of application.
12. If a D.P.C exits what is its composition	Class III , D.P.C	Group "C" D.P.C. Composition: Group "C" Departmental Promotion Committee 1. Director of Employment, NICS or Joint Director of Employment, NICS - Chairman 2. Deputy Director of Employment/ Assistant Director of Employment, NICS - Member 3. A Group A officer belonging to SC/ST as Member

(IV) CASHIER

Col no. and details	Existing	Proposed/ As per 7 CPC
11. In case of rectt by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion: LDCs with 5 year service in the grade. Deputation: LDCs with 5 year service in the grade in central Government Office with having experience of handling Pay/ T.A /Contingent bills budget etc. with ability to handle cash and accounts. (period of deputation ordinarily not exceeding 3 years)	Promotion: LDCs with 8 year service in the grade. Deputation: LDCs with 8 year service in the grade in central Government Office with having experience of handling Pay/ T.A /Contingent bills budget etc. with ability to handle cash and accounts. (period of deputation ordinarily not exceeding 3 years)
12. If a D.P.C exits what is its composition	Class III , D.P.C	Group "C" D.P.C. Composition: Group "C" Departmental Promotion Committee 1. Director of Employment, NICS or Joint Director of Employment, NICS- Chairman 2. Deputy Director of Employment/ Assistant Director of Employment, NICS - Member 3. A Group A officer belonging to SC/ST - Member

(V) HINDI TYPIST

Col no. and details	Existing	Proposed/ As per 7 CPC
3. Classification	General Central Services, class III, Non-Gazetted, (Non-Ministerial)	General Central Services, Group 'C' Non-Gazetted, (Non-Ministerial)
6. Age limit for directs recruits	21 years and below	Between 18 and 27 Years of age(Upper age is relaxable for candidate belonging to Scheduled Caste or Scheduled Tribe or other Backward classes or Differently abled persons or Ex- Serviceman or departmental and Government employees in accordance with the

		instructions or orders issued by the Central Government).
7. Educational & other qualifications required for direct recruits	<p><u>Essentials</u></p> <p>(i) Matriculation or equivalent qualification from a recognised Board or University.</p> <p>(ii) Minimum speed of 30 w.p.m. in typewriting provided that :-</p> <p>(a) person not possessing the said qualification in typing may be appointed subject to the condition that he will not be eligible for drawing increment in the pay scale or for Quasi permanency or for confirmation in the grade till he acquires a speed of 30 words per minute in typing and</p> <p>(b) a physically handicapped person who is otherwise qualified to hold a clerical post but does not possess the said qualification in typing may be appointed subject to the condition that the medical board attached to the special Employment Exchange for the handicapped person is not in a fit condition to be able to type</p> <p>(iii) For Steno-typist: - A speed of 80 words in shorthand & 40 words P.M in typing.</p>	<p>Essential Qualification: 12th Class or equivalent qualification from a recognised Board or University.</p> <p>Skill Test: Time Allowed: 10 minutes Computer Typing Speed: English : 35 w.p.m (10500 KDPH) Hindi : 30 w.p.m (9000 KDPH)</p> <p>The Skill test to be conducted by Staff Selection Commission or Staff Selection Board.</p> <p>Note: The Qualification are relaxable at the discretion of Competent Authority in the case of candidates otherwise well qualified.</p>
8. Whether age and other educational qualifications prescribed for the direct recruitments will apply in case of promotes.	N.A	Educational Qualification- Yes Age - No
10. Method of rectt. Whether by direct or by promotion or deputation/transfer and % of the vacancies to be filled by various methods.	Direct Recruitment	50% (Fifty Percent) by promotion failing which by deputation. 50% (Fifty Percent) by direct recruitment.
11. In case of rectt by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	N.A	Promotion: Multi-Tasking Staff in level 1 in the pay matrix (Rs.18000 - 56900) with three years regular service and having essential

		<p>qualifications and skill of typing prescribed in Column (7).</p> <p>Note: The eligibility list for promotion shall be prepared with reference to the date of completion by the officials of the prescribed qualifying service in the respective grade or post.</p> <p>Direct Recruitment: Through Staff Selection Commission</p>
12. If a D.P.C exits what is its composition	Class III D.P.C. Composition:	<p>Group "C" Departmental Promotion Committee</p> <p>1. Director of Employment, NICS or Joint Director of Employment, NICS as Chairman</p> <p>2. Deputy Director/Assistant Director of Employment as Member</p> <p>3. A Group A officer belonging to SC/ST as Member</p>

(VI) LOWER DIVISION CLERK

Col no. and details	Existing	Proposed/ As per 7 CPC
1. Name of post	Lower Division Clerks (including Steno-typists)	Lower Division Clerks
3. Classification	General Central Services, class III, Non-Gazetted, (Non-Ministerial)	General Central Services, Group 'C' Non-Gazetted, (Non-Ministerial)
6. Age limit for direct recruits	21 years and below	<p>Between 18 and 27 Years of age (Upper age is relaxable for candidate belonging to Scheduled Caste or Scheduled Tribe or other Backward classes or Differently abled persons or Ex- Serviceman or departmental and Government employees in accordance with the instructions or orders issued by the Central Government).</p> <p>Note: The crucial date for determining the age limit shall be fixed by the SSC. (Where recruitment is not through SSC, Crucial date for determining the age limit shall be the last date for receipt of application)</p>
7. Educational & other qualifications required for direct recruits	<p><u>Essentials</u></p> <p>(i) Matriculation or equivalent qualification from a recognised Board or University.</p> <p>(ii) Minimum speed of 30 w.p.m. in typewriting provided that :-</p> <p>(a) person not possessing the said</p>	<p>Essential Qualification: 12th Class or equivalent qualification from a recognised Board or University.</p> <p>Skill Test: Time Allowed: 10 minutes Computer Typing Speed: English : 35 w.p.m (10500 KDPH) Hindi : 30 w.p.m (9000 KDPH)</p>

	<p>qualification in typing may be appointed subject to the condition that he will not be eligible for drawing increment in the pay scale or for Quasi permanency or for confirmation in the grade till he acquires a speed of 30 words per minute in typing and</p> <p>(b)a physically handicapped person who is otherwise qualified to hold a clerical post but does not possess the said qualification in typing may be appointed subject to the condition that the medical board attached to the special Employment Exchange for the handicapped person is not in a fit condition to be able to type</p> <p>(iii) For Steno-typist: - A speed of 80 words in shorthand & 40 words P.M in typing.</p>	<p>The Skill test to be conducted by Staff Selection Commission or Staff Selection Board.</p> <p>Note: The Qualification are relaxable at the discretion of Competent Authority in the case of candidates otherwise well qualified.</p>
8. Whether age and other educational qualifications prescribed for the direct recruitments will apply in case of promotes.	N.A	Educational Qualification- Yes Age - No
10. Method of rectt. Whether by director by promotion or deputation/transfer and % of the vacancies to be filled by various methods.	Direct Recruitment	50% (Fifty Percent) by promotion failing which by deputation. 50% (Fifty Percent) by direct recruitment.
11. In case of rectt by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	N.A	<p>Promotion: Multi-Tasking Staff in level 1 in the pay matrix (Rs.18000 – 56900) with three years regular service and having essential qualifications and skill of typing prescribed in Column (7).</p> <p>Note: The eligibility list for promotion shall be prepared with reference to the date of completion by the officials of the prescribed qualifying service in the respective grade or post.</p> <p>Direct Recruitment: Through Staff Selection Commission</p>
12. If a D.P.C exists what is its composition	NA	<p>Group “C” Departmental Promotion Committee</p> <p>1. Director of Employment, NICS or Joint Director of Employment, NICS as Chairman</p>

		2. Deputy Director/Assistant Director of Employment as Member 3.A Group A officer belonging to SC/ST as Member
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(VII) MULTI TASK STAFF

Col no. and details	Existing	Proposed/ As per 7 CPC
10. Method of rectt. Whether by director by promotion or deputation/transfer and % of the vacancies to be filled by various methods.	By direct recruitment	By direct recruitment through Staff Selection Commission. Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more may be filled on Deputation form officials of Central Government holding analogous post on regular basis and possessing the qualification prescribed for direct recruits under column 7
12. If a D.P.C exits what is its composition	Class IV DPC	Group "C" Departmental Promotion Committee 1. Director of Employment, NICS or Joint Director of Employment, NICS - Chairman 2. Deputy Director of Employment / Assistant Director of Employment - Member 3. Group A Office belonging to SC/ST - Member

3. In view of the above the above amendments are be uploaded into DGE website for seeking Comments from stakeholders.

4. All the stakeholders are requested to go through the proposed amendment and furnish their comments, if any, to the undersigned within a period of one month i.e. from the date of its uploading in the website. In case, no comments received till the last date, the Department will proceed further for taking necessary action for amendment of aforementioned Draft Recruitment Rules.

This issues with the approval of Competent Authority.



(Reeta)

Joint Director of Employment
NICS, Noida

Copy to

- i) Dr. Shilija Singh – JDE – with a request to upload the amendment into DGE website for seeking comments from Stakeholder.
- ii) Shri Manish Diwakar, Under Secretary , DGE, S.S. Bhawan N. Delhi – for information
- iii) All Stakeholder