


**RECRUITMENT RULES FOR THE POST OF ADMINISTRATIVE OFFICER IN
TOWN AND COUNTRY PLANNING ORGANISATION, MINISTRY OF HOUSING AND URBAN AFFAIRS**

SCHEDULE

Name of the post	Number of Posts	Classification	Level in the Pay Matrix	Whether selection or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Administrative Officer	1* (2018) *Subject to variation dependent on workload	General Central Service, Group B Gazetted, Ministerial	Level-8	Selection	Not Applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	Period of probation, if any,	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods
(7)	(8)	(09)	(10)
Not Applicable	Not Applicable	Not Applicable	By Promotion failing which by deputation including short term contract.

In case of recruitment by promotion or deputation or absorption Level in the Pay Matrix from which promotion or deputation or absorption to be made	If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Commission is to be consulted
(11)	(12)	(13)
<p>I Promotion: Office Superintendent in Level-6 in the Pay Matrix with six years regular service in the Level-6 and undergone Basic Management Service Course Organized by any Government Institute.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher level along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Deputation (ISTC):-</p> <p>a) Officers of the Central Government or State Governments or Union Territories or University or Public Sector undertaking or Semi-Government or Statutory or Autonomous Organisations:-</p> <p>(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with two years service in the Level rendered after appointment there to or a regular basis in posts in the Level-7 in the Pay Matrix or equivalent in the present cadre or Department; or</p> <p>(iii) with six years service in the Level rendered after appointment there to or a</p>	<p>Group B Gazetted Departmental Promotion Committee (for considering Promotion)</p> <ol style="list-style-type: none"> 1. Chief Planner/Additional Chief Planner – Chairman 2. Town and Country Planner – Member 3. Associate Town and Country Planner – Member 4. An officer of the rank of Under Secretary to the govt. of India in the M/o Housing and Urban Affairs to be nominated by Joint Secretary, M/o Housing and Urban Affairs/Chairman, Town and Country Planning Organization. - Member 	<p>Consultation with Union Public Service Commission necessary not necessary.</p>


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regular basis in posts in the Level-6 in the Pay Matrix or equivalent in the present cadre or Department; and

b) Possessing the following educational qualifications and experience:-


(i) degree of a recognized University or Institute or equivalent;

(ii) Two years experience of administration, establishment and accounts work in the Central Government or State Government or Union Territories or University or Public Sector undertaking or Semi-Government or Statutory or Autonomous Organization:-

Note 1: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation and similarly, deputation shall not be eligible for appointment by promotion.

Note 2: Period of deputation (ISTC) including the period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or department of the Central Government shall ordinarily not exceed three years.

Note 3: (The maximum age limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of applications.)


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