


RECRUITMENT RULES FOR THE POST OF JUNIOR SECRETARIAT ASSISTANT IN TOWN AND COUNTRY PLANNING ORGANISATION, MINISTRY OF HOUSING URBAN AFFAIRS

SCHEDULE

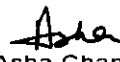
Name of the post	Number of Posts	Classification	Pay in the Pay Matrix	Whether selection or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Junior Secretariat Assistant	16* (2018) *Subject to variation dependent on workload	General Central Service. Group C Non-Gazetted. Ministerial	Level-2	Non-Selection	Between 18 and 27 years (Relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government.) Note 1: The crucial date for determining the age limit shall be as fixed by the SSC. Note 2: When recruitment is not through SSC, the crucial date for determining the age limit shall be the last date for receipt of application

Educational and other qualifications required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes	Period of probation, if any,	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods
(7)	(8)	(09)	(10)
Not Applicable	Not Applicable	Two Years	85% by direct recruitment through Staff Selection Commission. (ii) 10% vacancies shall be filled by Limited Departmental Competitive Examination from amongst Group 'C' (MTS) employees who are in the Level-1 in the Pay Matrix and who possess 12 th class pass or equivalent from a recognized Board or University and have rendered 3 years regular service in the Level. The maximum age limit for eligibility is 45 years (50 years of age for the Scheduled Caste and Scheduled Tribes). Note: If more such employees than the number of vacancies available under Clause (ii) Qualified at the examination, such excess number of employees shall be considered for filling vacancies arising in the


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		<p>subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</p> <p>(iii) 5% of vacancies shall be filled on seniority-cum-fitness basis from Group 'C' MTS employees who have rendered 3 years regular service in posts in the Level-1 in the Pay Matrix.</p>
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In case of recruitment by promotion or deputation or absorption grades 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>Promotions: Group 'C' MTS employees in the Level-1 in the Pay Matrix with three years regular service in the grade.</p> <p>Note: 1 Where juniors who have completed their three years such qualifying or eligibility service are being considered for promotion (i) 10% vacancies shall be filled by Limited Departmental Competitive Examination from amongst Group 'C' (MTS) employees who are in the Level-1 in the Pay Matrix and who possess 12th class pass or equivalent from a recognized Board or University and have rendered 3 years regular service in the Level. The maximum age limit for eligibility is 45 years (50 years of age for the Scheduled Caste and Scheduled Tribes).</p> <p>Note: (i) If more of such employees than the number of vacancies available under Clause (ii) Qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</p> <p>(iii) 5% of vacancies shall be filled on seniority-cum-fitness basis from Group 'C' MTS employees who have rendered 3 years regular service in posts in the Level-1 in the Pay Matrix.</p>	<p>Group 'C' Departmental Promotion Committee (for considering Promotion or Confirmation)</p> <p>1. Additional Chief Planner or Town and Country Planner – Chairman</p> <p>2. Town and Country Planner – Member</p> <p>3. Associate Town and Country Planner – Member</p> <p>4. An officer of Under Secretary's grade belonging to Scheduled Caste or Scheduled Tribe category nominated by Ministry of Urban Development - Member</p> <p>5. Administrative Officer – Member</p>	<p>Not Applicable</p>


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