

**NATIONAL CAPITAL REGION PLANNING BOARD**  
**(MINISTRY OF URBAN DEVELOPMENT)**  
**New Delhi, the 25<sup>th</sup> October, 2006**

No. A- 12011/1/2005-Estt.- In exercise of the powers conferred by Section 37 of the National Capital Region Planning Board Act, 1985, the Board hereby makes, with the previous approval of the Central Government, the following regulations:-

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 These Rules will be called the “National Capital Region Planning Board Recruitment & Promotion Rules, 2006”. These rules will cover all officers and employees of the Board falling into four cadres as given in 1.3.
- 1.2 These Rules shall come into force from the date of their approval. All recruitment and selection of officers and employees will be done based on the recruitment criteria laid down for each post.
- 1.3 The number of posts, their classification and scales of pay attached thereto shall be as specified in the Rules: The posts will be grouped under the following Cadres:
- (i) Technical Cadre,
  - (ii) Administration & Finance Cadre,
  - (iii) Secretarial Cadre,
  - (iv) Lower Subordinate Staff.  
(covering Group ‘D’ employees)

**2. SELECTION COMMITTEE**

- 2.1 In accordance with the NCRPB Notification No.K-14011/13/85-NCRPB, dated 8.7.1985 (copy enclosed at Annexure-A, the power to create posts and appoint persons against such posts are with the Personnel Group.

**Personnel Group:**

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| 1. Secretary, Ministry of Urban Development                      | - | Chairman. |
| 2. Secretary (Expenditure) or his representative                 | - | Member    |
| 3. Secretary in charge of NCR work in the State of Haryana       | - | Member    |
| 4. Secretary in charge of NCR work in the State of Rajasthan     | - | Member    |
| 5. Secretary in charge of NCR work in the State of Uttar Pradesh | - | Member    |
| 6. Secretary in charge of NCR work in the State of NCT-Delhi     | - | Member*   |
| 7. Member Secretary, NCR Planning Board                          | - | Convenor  |

- \* In partial modification of NCRPB Gazette notification *ibid*, the Secretary in-charge of NCR work in the State of NCT-Delhi has been included as member of the Personnel Group.

- a) The Group will have full powers to create posts in the Board.
  - b) Selection of personnel for appointment against posts, the maximum of scale of pay of which exceeds Rs. 15,200 (Fifth CPC) will be made by the Group and appointment of persons selected by the Group will be made after it is approved by the Chairman, NCR Planning Board (Minister for Urban Development, GOI).
  - c) Selection and appointment of posts the maximum of scale of pay of which is equal to or less than Rs. 15,200/- will be made by the Member Secretary.
- 2.2. The panel prepared by the Personnel Group or the Selection Committee as the case may be shall be valid for a period of one year.
- 2.3 Selection and appointment of posts the maximum of scale of pay of which is equal to or less than Rs. 15,200 (Fifth CPC) will be made by the Member Secretary, NCRPB with the help of a Selection Committee. The Committee will be chaired by Member Secretary, NCR Planning Board and with Director (A&F)/CRP as one of the members depending upon the posts and one subject expert from outside to be nominated by Member Secretary. The Selection Committee may co-opt any other member to the Committee depending upon the requirement.

### **3. DEPARTMENTAL PROMOTION COMMITTEE**

The Departmental Promotion Committee will be constituted by the Member Secretary for promotion to posts where he is the Appointing Authority.

### **4. FILLING UP OF SHORT TERM VACANCIES**

Whenever short-term vacancies are caused by the regular incumbents proceeding on leave for 45 days or more, study leave, deputation, etc. of less than one year duration, they may be filled up by giving ad-hoc promotion to the senior most employee who is otherwise eligible for promotion as per the requirements of these Rules subject to good Annual Confidential Record in accordance with DOPT orders on the subject issued from time to time. Such promotion to leave vacancies will not give any claim to the employee for regular appointment/ promotion.

### **5. INTERVIEW**

The selection of the candidates under the Recruitment Rules will be made through interview by the Personnel Group or the Selection Committee as the case may, in addition to written test / skill test wherever prescribed under the Rules.

### **6. REMOVAL OF DIFFICULTIES**

The Personnel Group, NCR Planning Board may from time to time issue such general or specific directions as may be necessary to remove difficulties in the operation of any of the provisions of these Rules. In case of any doubt regarding interpretation of these Rules, the

decision of the Personnel Group with Secretary (UD), Ministry of Urban Development as its Chairman, will be final and binding.

**7. RECOGNITION OF DEGREES / DIPLOMA**

The degrees / diplomas awarded by Indian Universities established by an Act of the Central or State Legislature; Institutions of national importance set up under an Act of Parliament; institutions considered as 'deemed universities' by the University Grants Commission; institutions recognised by the All India Council of Technical Education or other councils accredited by the Ministry of HRD; or institutions recognised by the Department of Education; Ministry of HRD, Government of India.

**8. AGE RELAXATION**

Age relaxation as laid down in the Central Government Rules shall apply to all the posts. If within the existing age norms, suitable candidates are not available, the Personnel Group chaired by Secretary (UD), M/o Urban Development, Government of India and the Selection Committee chaired by Member Secretary, NCR Planning Board, will be competent to relax the age of candidates for posts where the maximum of scale of pay exceeds Rs. 15,200 and for posts where the maximum of scale of pay is Rs. 15,200 or below respectively.

**9. REALLOCATION OF EXISTING SANCTIONED POSTS IN THE TECHNICAL CADRE**

There are ten sanctioned technical posts and these are reallocated into three spheres: Urban and Regional Planning, Project Development, Appraisal and Management and Demographic Assessment & Social Infrastructure Management. In the sphere of Urban and Regional Planning, the planning team will consist of 5 specialists: urban planning, regional planning, housing, environmental planning and transport planning. In the sphere of Project Development, Appraisal and Management, the technical team will consist of 3 specialists: water resource management, power engineering and GIS as applied to rural-urban planning and human settlements. In the sphere of Demographic Assessment and Social Infrastructure Management, the technical team will consist of 2 specialists: economist with experience in demography and a sociologist with experience in the informal sector or social housing.

**10. APPOINTING AUTHORITY, DISCIPLINARY AUTHORITY & APPELLATE AUTHORITY**

In continuation and pursuance of the selection process indicated in Rule 2 above, the Member Secretary, NCR Planning Board will be the Appointing Authority and Disciplinary Authority for all employees of the Board. The Appellate Authority will be the Secretary (UD), Ministry of Urban Development, Government of India, who is also the Chairman of the Personnel Group.

**11. CONFIDENTIAL REPORTS**

The Reporting, Reviewing and Accepting Authority for all the posts in the Board are given at **Annexure-B**

## 12. PROMOTION

Integrity will be the main criteria for employees to be considered for departmental promotion. In case of departmental promotion, who come under the consideration zone 40% marks will be for Annual Confidential Reports and 40 % for the skill for the post/departmental examination and 20% for interview.

## 13. COVERAGE OF RULES

The rules will cover new recruits. In case of existing employees, they can be considered for benefit of promotion / revised scale of pay from prospective date only if they fulfill the educational qualification for the post and possess the requisite skills under the rules. These rules will not apply for posts which already stand advertised as per existing rules.

14 As per Notification No. A-12018/97-PMC-NCRPB, dated 17<sup>th</sup> June, 1997, Assessment Scheme for Technical Officers of the Board has also been provided. The scheme was inadvertently left out in respect of Planning Assistant and Draughtsman (Civil) of the Board, whose job is also technical in nature. The Assessment Scheme will also be extended to the said posts as per the following eligibility for assessment/threshold:-

### 14.1 PLANNING ASSISTANT

| Grade | Scale Rs.   | Eligibility for Assessment (Years)                                   | Minimum Percentage of threshold |
|-------|-------------|--|---------------------------------|
| 1     | 2           | 3  | 4                               |
| I     | 8000-13500  | 7, 8, 9 and after remaining for one year at the maximum of the scale | 70                              |
| II    | 10000-15200 | 8,9,10 and after remaining for one year at the maximum of the scale  | 75                              |
| III   | 12000-16500 | 10,11 and after remaining for one year at the maximum of the scale   | 75                              |

### 14.2 DRAUGHTSMAN (CIVIL)

| Grade | Scale Rs.   | Eligibility for Assessment (Years)                                   | Minimum Percentage of threshold |
|-------|-------------|--|---------------------------------|
| 1     | 2           | 3  | 4                               |
| I     | 5500-9000   | 7, 8, 9 and after remaining for one year at the maximum of the scale | 70                              |
| II    | 8000-13500  | 8,9,10 and after remaining for one year at the maximum of the scale  | 75                              |
| III   | 10000-15200 | 10,11 and after remaining for one year at the maximum of the scale   | 75                              |

## Chief Regional Planner

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| 1.  | Name of Post  | <b>Chief Regional Planner</b>  |
| 2.  | No. of Posts  | One.   |
| 3.  | Classification  | Group 'A'.   |
| 4.  | Scale of pay  | Rs.18400-500-22500 (Fifth CPC).  |
| 5.  | Whether Selection Post or non-Selection post.   | Selection post.  |
| 6.  | Whether benefit of added years of service admissible under rule 30 of the C.C.S.(Pension Rules),1972.   | Not Applicable.  |
| 7.  | Age limit for direct recruits   | Not exceeding 55 years.  |
| 8.  | Education and other qualifications required for direct recruits.  | <p><b>Essential:</b></p> <p>(i) Post Graduate Degree in Planning with minimum 55 % marks with specialization in Urban/Regional Planning from a recognised university or equivalent.</p> <p>(ii) 18 years experience in a responsible position in the field of town and regional planning of which at least 10 years shall be in formulating and implementing urban and regional plan.</p> <p><b>Preferential :</b> F.I.T.P. (India).</p>   |
| 9.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.  | There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.  |
| 10. | Period of Probation, if any.  | One year for direct recruit.   |
| 11. | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods. | <p><b>Method :</b> Selection through transfer on deputation in the case of Government employees or promotion in the case of internal candidate or contract in the case of candidates from the open market.</p> <p><b>Period:</b> Period of deputation will be initially for three years extendable by two years on a year to year basis on the basis of performance assessment. Contractual appointment will be initially for a period of three years extendable by two years on a year to year basis on the basis of performance assessment.</p> <p>In case of meritorious performance, the Board reserves the right to absorb a deputationist or contractual</p> |

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|     |  | appointee on permanent basis with the consent of the person concerned.   |
| 12. | In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made. | <p>Joint Director in the Board, who fulfill the requisite qualification and experience will be eligible to apply for the post for direct induction. In case any such person is selected, he will be treated as on fresh appointment on a regular basis.</p> <p><b>Deputation:</b> Officers under the Central Govt. / State Govts. /Union Territory Govts. /Public Sector Undertakings/semi-Govt./Autonomous or Statutory organizations:-</p> <p>(i) holding analogous posts on regular basis in the parent cadre/department or</p> <p>(ii) with three years service in the grade rendered after appointment thereto on regular basis in the scale of Rs. 14,300-18,300 or total seven years in pay scale of Rs. 12000-375-16500 or equivalent in the parent cadre or department possessing requisite qualification and experience.</p> |
| 13. | If a DPC exists what is its composition.   | Selection by Personnel Group and appointment to be made after approval by the Chairman of the Board. The composition of the Personnel Group, as per the NCRPB Notification No. K- 14011/13/85-NCRPB, dated 8.7.1985.   |

### Joint Director (Technical)

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| 1. | Name of Post  | <b>Joint Director (Technical)</b>  |
| 2. | No. of Posts  | <p><b>Two</b></p> <p>1. Joint Director, Urban Planner (one post)</p> <p>2. Joint Director, Water/Solid Waste/Sewerage (WSS) (one post)</p> |
| 3. | Classification  | Group 'A'.   |
| 4. | Scale of pay  | Rs. 12000-375-16500 (Fifth CPC).   |
| 5. | Whether Selection Post or non-Selection post.   | Selection post.  |
| 6. | Whether benefit of added years of service admissible under rule 30 of the C.C.S.(Pension Rules),1972. | Not Applicable.  |
| 7. | Age limit for direct recruits.  | Not exceeding 50 years.  |

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| 8.  | Education and other qualifications required for direct recruits.  | <p><b>Essential:</b></p> <p><b>Joint Director, Urban Planner</b><br/>BE (Civil) / MA (Geography)/B. Arch. / Bachelor of Planning and Masters in Planning with minimum 55 % marks with 9 years experience in preparation and implementation of Regional Plans and execution and monitoring of infrastructure projects.</p> <p><b>Preferential:</b> candidates with specialization in Urban Planning will be given preference.</p> <p><b>Joint Director, Water/Solid Waste / Sewerage (WSS).</b></p> <p>BE (Civil) and M-Tech with minimum 55 % marks with 9 years experience in planning, execution and monitoring of infrastructure projects relating to water management/solid waste management/sewerage.</p> <p><b>Preferential:</b> candidates with specialization in Water Resource Management will be given preference.</p> |
| 9.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.  | <p>There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.</p> <p>Internal candidates belonging to the Project Development, Appraisal and Management team and the Demographic Assessment and Social Infrastructure team will be eligible for promotion on the planning side provided they pass the Associate in Town Planning Examination (AITPE) of the Institute of Town Planners, India.</p>  |
| 10. | Period of Probation, if any.  | Two years in case of appointment through direct induction method subject to Central Government Rules.  |
| 11. | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods. | <p><b>Method:</b> Selection through transfer on deputation in the case of Government employees or promotion in the case of internal candidate or contract in the case of candidates from the open market.</p> <p><b>Period:</b> Period of deputation will be initially for three years extendable by two years on a year to year basis on the basis of performance assessment.<br/>Contractual appointment will be initially for a period of three years extendable by two years on a year to year basis on the basis of performance assessment.</p> <p>In case of meritorious performance, the Board reserves the right to absorb a deputationist or contractual</p>  |

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|     |  | appointee on permanent basis with the consent of the person concerned.  |
| 12. | In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made. | Officers under Central Govt. or State Govts. or Union Territory Govts. or Public Sector Undertakings or semi-Govt. or autonomous or statutory organizations:-<br>(i) holding analogous posts on regular basis in the parent cadre/department :or<br>(ii) with three years service in the grade rendered after appointment thereto on regular basis in the scale of Rs. 10,000-15,200 or equivalent in the parent cadre or department. |
| 13. | If a DPC exists what is its composition.   | Selection by Personnel Group and appointment to be made after approval by the Chairman of the Board. The composition of the Personnel Group, as per the NCRPB Notification No. K- 14011/13/85-NCRPB, dated 8.7.1985.  |

### Deputy Director (Technical)

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| 1. | Name of Post   | <b>Deputy Director (Technical)</b>  |
| 2. | No. of Posts   | <b>Two</b><br>1. Deputy Director (Power) – (one post)<br>2. Deputy Director (GIS) – (one post)  |
| 3. | Classification   | Group 'A'.  |
| 4. | Scale of pay   | Rs. 10000-325-15200 (Fifth CPC).  |
| 5. | Whether Selection Post or non-Selection post.  | Selection post.   |
| 6. | Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules),1972. | Not Applicable.   |
| 7. | Age limit for direct recruits.   | Not exceeding 50 years.   |
| 8. | Education and other qualifications required for direct recruits.                                       | <b>Essential:</b><br><b>Deputy Director (Power)</b><br>BE (Electrical) and M-Tech with minimum 55 % marks with 7 years experience in planning, execution and monitoring of infrastructure projects relating to power.<br><b>Preferential:</b> candidates with specialization in Power Engineering will be given preference.<br><b>Deputy Director (GIS)</b><br>BE (Civil) / MA (Geography) / B. Arch. / Bachelor of Planning and M.Sc. in GIS / M. Tech. with minimum |

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|     |  | <p>55 % marks with 7 years experience in planning, execution and monitoring of projects. The candidates having specialisation in Disaster Management and working knowledge of GIS softwares will be given preference.</p> <p><b>Preferential:</b> candidates with specialization in remote sensing and Geographic Information System (GIS) will be given preference.</p>   |
| 9.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.   | <p>There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.</p> <p>Internal candidates belonging to the Project Development, Appraisal and Management team and the Demographic Assessment and Social Infrastructure team will be eligible for promotion on the planning side provided they pass the Associate in Town Planning Examination (AITPE) of the Institute of Town Planners, India.</p>  |
| 10. | Period of Probation, if any.   | Two years in case of appointment through direct induction method subject to Central Government Rules.  |
| 11. | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods. | <p><b>Method :</b> Selection through transfer on deputation in the case of Government employees or promotion in the case of internal candidate or contract in the case of candidates from the open market.</p> <p><b>Period:</b> Period of deputation will be initially for three years extendable by two years on a year to year basis on the basis of performance assessment.</p> <p>Contractual appointment will be initially for a period of three years extendable by two years on a year to year basis on the basis of performance assessment.</p> <p>In case of meritorious performance, the Board reserves the right to absorb a deputationist or contractual appointee on permanent basis with the consent of the person concerned.</p> |
| 12. | In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.                                       | <p>Officers under Central Govt. or State Govts. or Union Territory Govts. or Public Sector Undertakings or semi-Govt. or autonomous or statutory organizations:-</p> <p>(i) holding analogous posts on regular basis in the parent cadre/department :or</p> <p>(ii) with three years service in the grade rendered after appointment thereto on regular basis in the scale</p>   |

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|     |  | of Rs. 8,000-13,500 or equivalent in the parent cadre or department.   |
| 13. | If a DPC exists what is its composition. | The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K-14011/13/85-NCRPB, dated 8.7.1985. |

### Assistant Director (Technical)

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| 1. | Name of Post   | <b>Assistant Director (Technical)</b>  |
| 2. | No. of Posts   | <b>Five</b><br>1. Assistant Director (Housing)- (one post)<br>2. Assistant Director (Environmental Planning)- (one post)<br>3. Assistant Director (Transport /Traffic Engineering)- (one post)<br>4. Assistant Director (Sociology)- (one post)<br>5. Assistant Director (Economics)- (one post)   |
| 3. | Classification   | Group 'A'.   |
| 4. | Scale of pay   | Rs. 8000-275-13500 (Fifth CPC).  |
| 5. | Whether Selection Post or non-Selection post.  | Selection posts-direct induction/promotion.  |
| 6. | Whether benefit of added years of service admissible under rule 30 of the C.C.S.(Pension Rules),1972 | Not Applicable.  |
| 7. | Age limit for direct recruits  | Not exceeding 35 years.  |
| 8. | Education and other qualifications required for direct recruits.                                     | <b>Essential:</b><br><b>1. Assistant Director (Housing)</b><br>B. Arch. and Masters in Planning with minimum 55 % marks with two years experience in planning, execution and monitoring of projects.<br><b>Preferential:</b> candidates with specialisation in housing will be given preference.<br><b>2. Assistant Director (Environmental Planning)</b><br>M.A. Geography / BE (Civil) / B. Arch. and Masters in Planning with minimum 55 % marks with two years experience in planning, execution and monitoring of projects<br><b>Preferential:</b> candidates with specialisation in Environmental Planning will be given preference. |

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|     |  | <p><b>3. Assistant Director (Transport /Traffic Engineering)</b><br/>BE (Civil) and M. Tech. with minimum 55 % marks with two years experience in planning, execution and monitoring of projects relating to transport.<br/><b>Preferential:</b> candidates with specialisation in Transport Engineering or Traffic Engineering will be given preference.</p> <p><b>4. Assistant Director (Sociology)</b><br/>BA (Hons.) in Economics / Sociology / History / Geography and Masters in Sociology with minimum 55 % marks with two years experience in planning, execution and monitoring of projects.</p> <p><b>5. Assistant Director (Economics)</b><br/>BA (Hons.) Economics with Masters in Economics with minimum 55 % marks.<br/><b>Preferential:</b> Candidates having diploma / degree in demography will be given preference.</p> |
| 9.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees  | <p>There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.</p> <p>Internal candidates belonging to the Project Development, Appraisal and Management team and the Demographic Assessment and Social Infrastructure team will be eligible for promotion on the planning side provided they pass the Associate in Town Planning Examination (AITPE) of the Institute of Town Planners, India.</p>   |
| 10. | Period of Probation, if any  | Two years.  |
| 11. | Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods. | Direct recruitment.   |
| 12. | In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.                                       | ---   |
| 13. | If a DPC exists what is its composition.   | The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K-14011/13/85-NCRPB, dated 8.7.1985.  |

**Planning Assistant \***

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| 1.  | Name of Post  | <b>Planning Assistant</b>   |
| 2.  | No. of Post   | One.  |
| 3.  | Classification  | Group 'B'.  |
| 4.  | Scale of pay  | Rs. 5500-175-9000 (Fifth CPC).  |
| 5.  | Whether Selection Post or non-Selection post.   | Selection post - direct induction.  |
| 6.  | Whether benefit of added years of service admissible under rule 30 of the C.C.S.(Pension Rules),1972  | Not applicable.   |
| 7.  | Age limit for direct recruits.  | Not exceeding 35 years.   |
| 8.  | Education and other qualifications required for direct recruits.  | <b>Essential:</b> Diploma in Engineering (Civil)/Diploma in Architecture of three years full time duration or equivalent with minimum 55 % marks.<br><b>Preferential:</b> Candidate with two years experience in GIS, Urban Planning and working experience in GIS softwares. |
| 9.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.  | There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.   |
| 10. | Period of Probation, if any.  | Two years.  |
| 11. | Method of Recruitment: Whether by direct recruitment. or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods. | Direct induction.   |
| 12. | In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.  | Internal candidates who are AITPE or fulfill the qualifications and experience laid down for the post would also be eligible to apply for any post related to Planning.   |
| 13. | If a DPC exists what is its composition.  | The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K-14011/13/85-NCRPB, dated 8.7.1985.  |

\* Since the post of Planning Assistant is an isolated post and is technical in nature, Assessment Scheme as applicable to the other technical officers of the Board will also be extended to this post.

**Draughtsman (Civil)\***

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| 1.  | Name of Post   | <b>Draughtsman (Civil)</b>   |
| 2.  | No. of Posts   | One.   |
| 3.  | Classification   | Group 'C'.   |
| 4.  | Scale of pay.  | Rs. 4000-100-6000 (Fifth CPC).   |
| 5.  | Whether Selection Post or non-Selection post.  | Selection- direct induction.   |
| 6.  | Whether benefit of added years of service admissible under rule 30 of the C.C.S.(Pension Rules),1972.  | ---  |
| 7.  | Age limit for direct recruits.   | Not exceeding 35 years.  |
| 8.  | Education and other qualifications required for direct recruits.   | ITI Certificate of 2 years duration in drawing/ tracing or the relevant field or equivalent.   |
| 9.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.   | There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.  |
| 10. | Period of Probation, if any  | Two years.   |
| 11. | Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods. | Direct induction basis.  |
| 12. | In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.                                       | ---  |
| 13. | If a DPC exists what is its composition.   | The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K-14011/13/85-NCRPB, dated 8.7.1985. |

\* Since the post of Draughtsman (Civil) is an isolated post and is technical in nature, Assessment Scheme as applicable to the other technical officers of the Board will also be extended to this post.

**Director (Administration & Finance)**

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| 1.  | Name of Post   | <b>Director (Administration &amp; Finance)</b>   |
| 2.  | No. of Post  | One.   |
| 3.  | Classification   | Group- 'A'.  |
| 4.  | Scale of pay   | Rs. 14300-400-18300 (Fifth CPC).   |
| 5.  | Whether Selection Post or non-Selection post.  | Deputation initially for a period of four years, extendable by one year.   |
| 6.  | Whether benefit of added years of service admissible under rule 30 of the C.C.S.(Pension Rules),1972.  | ---  |
| 7.  | Age limit for deputation   | Not exceeding 50 years.  |
| 8.  | Education and other qualifications required for direct recruits.   | MBA in Financial Management or Chartered Accountant or ICWA.<br>[In case of officers from Civil Services (IAS, Central Services Group 'A') the above qualifications will only be a desirable qualification].   |
| 9.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.   | Not applicable.  |
| 10. | Period of Probation, if any.   | Not applicable.  |
| 11. | Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods. | Deputation.<br>The vacancy will be informed to DOPT through administrative ministry to fill up the post on Central Staffing Pattern, failing which the vacancy will be advertised as per the extent procedures.  |
| 12. | In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.                                       | The recruitment will be on deputation from All India Services, Central Services-Group 'A', working in an analogous post with a minimum of 4 years service in Group 'A' post in the scale of Rs. 12,000-16,500 or cumulated 9 years services in the scale of Rs. 10,000-15,200 and Rs. 12,000-16,500 with experience in the field of finance, mobilization of resources, bonds and other debts instruments through budgetary and extra budgetary resources. |
| 13. | If a DPC exists what is its composition.   | Selection by Personnel Group and appointment to be made after approval by the Chairman of the Board. The composition of the Personnel Group, as per the NCRPB Notification No. K- 14011/13/85-NCRPB, dated 8.7.1985.   |

### Joint Director (Project Monitoring Cell)

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|-----|---|--|
| 1.  | Name of Post  | <b>Joint Director (Project Monitoring Cell)</b>  |
| 2.  | No. of Posts  | One.   |
| 3.  | Classification  | Group- 'A'.  |
| 4.  | Scale of pay  | Rs. 12000-375-16500 (Fifth CPC)/Consolidated remuneration between Rs.28,380-38,573/- for contractual engagement.   |
| 5.  | Whether Selection Post or non-Selection post.   | Selection post: Selection through direct induction / transfer on deputation / short-term contract.   |
| 6.  | Whether benefit of added years of service admissible under rule 30 of the C.C.S.(Pension Rules),1972.   | Not applicable.  |
| 7.  | Age limit for direct recruits.  | i) For deputation – Not exceeding 50 years.<br>ii) For Contractual engagement – Not exceeding 45 years.  |
| 8.  | Education and other qualifications required for direct recruits.  | <b>Essential:</b> BE (Civil) with minimum 55 % marks and MBA with 9 years experience in project development, formulation and management of different types of infrastructure projects.<br><b>Preferential:</b> Candidates with degree in Cost and Works Accountancy or MBA (Finance) would be given preference.  |
| 9.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.  | There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.<br><br>Internal candidates belonging to the Project Development, Appraisal and Management team will be eligible for promotion on the planning side provided they pass the Associate in Town Planning Examination (AITPE) of the Institute of Town Planners, India. |
| 10. | Period of Probation, if any.  | Two years in case of appointment through direct induction method subject to Central Government Rules.  |
| 11. | Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various | <b>Method:</b> Selection through transfer on deputation in the case of Government employees or promotion in the case of internal candidate or contract in the case of candidates from the open market.   |

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|     | methods.  | <p><b>Period:</b> Period of deputation will be initially for three years extendable by two years on a year to year basis on the basis of performance assessment.</p> <p>Contractual appointment will be initially for a period of three years extendable by two years on a year to year basis on the basis of performance assessment.</p> <p>In case of meritorious performance, the Board reserves the right to absorb a deputationist or contractual appointee on permanent basis with the consent of the person concerned.</p>   |
| 12. | In case of Recruitment. by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made. | <p>i) On deputation from Govt. of India or States/Autonomous Bodies/Public Sector Undertakings/Statutory Bodies/Public Sector Companies/ partly/wholly funded by Central/State Governments with a minimum 4 years service in the scale of Rs.10,000-15,200 or accumulated 9 years of service in the scale of Rs.8,000-13,500 and Rs.10,000-15,200, with experience in appraisal, execution and monitoring of infrastructure projects.</p> <p>ii) For contractual appointees from the open market – Apart from essential qualification as stated at Sr. No. 8 above, the candidate should have experience in appraisal and monitoring of physical or social infrastructure projects for at least nine years in a Private Sector Company/Registered Society/Trust of Repute/Reputed Firm.</p> |
| 13. | If a DPC exists what is its composition.  | Selection by Personnel Group and appointment to be made after approval by the Chairman of the Board. The composition of the Personnel Group, as per the NCRPB Notification No. K- 14011/13/85-NCRPB, dated 8.7.1985.  |

### Joint Director (Finance)

|    |                |   |
|----|----------------|---|
| 1. | Name of Post   | <b>Joint Director (Finance)</b>   |
| 2. | No. of Post    | One.  |
| 3. | Classification | Group 'A'.  |
| 4. | Scale of pay   | Rs. 12000-375-16500 (Fifth CPC) / Consolidated remuneration between Rs. 28,380-38,573/- for contractual engagement. |

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| 5.  | Whether Selection Post or non-Selection post.   | Selection post: Selection through direct induction/transfer on deputation / short-term contract.   |
| 6.  | Whether benefit of added years of service admissible under rule 30 of the C.C.S.(Pension Rules),1972.   | Not applicable.  |
| 7.  | Age limit for direct recruits.  | i) For deputation – Not exceeding 50 years.<br>ii) For contractual engagement – Not exceeding 45 years.  |
| 8.  | Education and other qualifications required for direct recruits.  | <b>Essential:</b> M.B.A. (Finance)/CA/ICWA or equivalent as recognized by Govt. of India with minimum 55 % marks with 9 years experience in appraisal of infrastructure projects.<br><br>[in case of officers from Civil Services (IAS, Central Services Group ‘A’) the above qualifications will only be a desirable qualification].<br><br><b>Preferential:</b> The candidate should have experience in the field of financial appraisal and monitoring of projects, resource mobilization from capital markets. The candidate should have reasonable exposure to public sector accounting and auditing practices in line with the requirements of Comptroller & Auditor General of India. |
| 9.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.  | There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.  |
| 10. | Period of Probation, if any.  | Two years in case of appointment through direct induction method subject to Central Government Rules.  |
| 11. | Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods. | <b>Method:</b> Selection through transfer on deputation in the case of Government employees or promotion in the case of internal candidate or contract in the case of candidates from the open market.<br><br><b>Period:</b> Period of deputation will be initially for three years extendable by two years on a year to year basis on the basis of performance assessment.<br><br>Contractual appointment will be initially for a period of three years extendable by two years on a year to year basis on the basis of performance assessment.<br><br>In case of meritorious performance, the Board reserves the right to absorb a deputationist or contractual                            |

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|     |  | appointee on permanent basis with the consent of the person concerned.  |
| 12. | In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made. | <p>i) On deputation from Govt. of India or States/Autonomous Bodies/Public Sector Undertakings/Statutory Bodies/Public Sector Companies/ partly/wholly funded by Central/State Governments with a minimum 4 years service in the scale of Rs.10,000-15,200 or accumulated 9 years of service in the scale of Rs.8,000-13,500 and Rs.10,000-15,200, with experience in appraisal, execution and monitoring of infrastructure projects.</p> <p>ii) For contractual appointees from the open market – Apart from essential qualification as stated at Sr. No. 8 above, the candidate should have experience in appraisal and monitoring of physical or social infrastructure projects for at least nine years in a Private Sector Company/Registered Society/Trust of Repute/Reputed Firm.</p> |
| 13. | If a DPC exists what is its composition.   | Selection by Personnel Group and appointment to be made after approval by the Chairman of the Board. The composition of the Personnel Group, as per the NCRPB Notification No. K- 14011/13/85-NCRPB, dated 8.7.1985.  |

### Finance & Accounts Officer

|    |  |   |
|----|--|---|
| 1. | Name of Post   | <b>Finance &amp; Accounts Officer</b>   |
| 2. | No. of Posts   | One.  |
| 3. | Classification   | ---   |
| 4. | Scale of pay   | Rs. 10000-325-15200 (Fifth CPC).  |
| 5. | Whether Selection Post or non-Selection post.  | Selection- direct recruitment/deputation.   |
| 6. | Whether benefit of added years of service admissible under rule 30 of the CCS (Pension Rules), 1972. | ---   |
| 7. | Age limit for direct recruits.   | Not exceeding 50 years.   |
| 8. | Education and other qualifications required for direct recruits.                                     | <b>Essential:</b><br>MA (Hons.) Economics/M.Com/MBA (Finance) or equivalent degree in finance from a recognized University with seven years experience. |

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|     |  | <b>Preferential:</b> ICWA /CA.<br><b>Experience:</b> Officers from Central/State Govt. Organization or Public Sector Undertaking with three years in the pay scale of Rs. 8,000-13,500 or equivalent in the parent cadre or who fulfill the requisite qualification will also be eligible to apply. |
| 9.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.   | Internal candidates holding the position of Assistant Director/ Assistant Accounts Officer with 8 years experience in the post will be eligible to apply for the post and there will be no age and qualification restrictions in their case.  |
| 10. | Period of Probation, if any.   | Two years in case of direct recruitment.  |
| 11. | Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods. | Direct recruitment/ Deputation initially for a period of three years, extendable by two years.<br>.   |
| 12. | In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.                                       | ---   |
| 13. | If a DPC exists what is its composition.   | The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K-14011/13/85-NCRPB, dated 8.7.1985.  |

### **Deputy Director (Administration)**

|    |  |   |
|----|--|---|
| 1. | Name of Post   | <b>Deputy Director (Administration)</b>   |
| 2. | No. of Posts   | One.                                      |
| 3. | Classification   | ---                                       |
| 4. | Scale of pay   | Rs. 10000-325-15200 (Fifth CPC).          |
| 5. | Whether Selection Post or non-Selection post.  | Selection- direct recruitment/deputation. |
| 6. | Whether benefit of added years of service admissible under rule 30 of the CCS (Pension Rules), 1972. | ---                                       |
| 7. | Age limit for direct recruits  | Not exceeding 50 years.                   |

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| 8.  | Education and other qualifications required for direct recruits.   | <b>Essential:</b> Post Graduate in Social Sciences or in any other subject with Post Graduate Diploma in Personnel Management / HRD from a recognized University with seven years experience in Human Resource Development / Administration.<br><b>Preferential:</b> MBA (Personnel Management)<br><b>Experience:</b> Officers from Central/State Govt. Organization or Public Sector Undertaking with three years in the pay scale of Rs. 8,000-13,500 or equivalent in the parent cadre or who fulfill the requisite qualification will also be eligible to apply. |
| 9.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.   | Internal candidates holding the position of Assistant Director/ Assistant Accounts Officer with 8 years experience in the post will be eligible to apply for the post and there will be no age and qualification restrictions in their case.   |
| 10. | Period of Probation, if any.   | Two years in case of direct recruitment.   |
| 11. | Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods. | Direct recruitment/ Deputation initially for a period of three years, extendable by two years.<br>.  |
| 12. | In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.                                       | ---  |
| 13. | If a DPC exists what is its composition.   | The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K-14011/13/85-NCRPB, dated 8.7.1985.   |

#### **Assistant Director (Administration/Establishment)**

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|----|---|---|
| 1. | Name of Post                                  | <b>Assistant Director (Administration/Establishment)</b>                      |
| 2. | No. of Posts                                  | Two   |
| 3. | Classification                                | Group 'B'.  |
| 4. | Scale of pay                                  | Rs. 6500-200-10500 (Fifth CPC).   |
| 5. | Whether Selection Post or non-Selection post. | Non-selection for promotion.<br>Selection post for internal competitive test. |

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| 6.  | Whether benefit of added years of service admissible under rule 30 of the C.C.S.(Pension Rules),1972.  | Not applicable.   |
| 7.  | Age limit for direct recruits  | No age limit.   |
| 8.  | Education and other qualifications required for direct recruits.   | ---   |
| 9.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.   | There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.   |
| 10. | Period of Probation, if any.   | ---   |
| 11. | Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods. | <p>(i) 50% by way of departmental competitive examination from amongst Assistant Gr. I, Accounts Assistant and Steno Gr. 'C' who have rendered not less than 5 years approved service. The examination will be conducted in noting drafting in Hindi and English and also on Rules and Regulations.</p> <p>(ii) 50% by promotion from amongst Assistant Gr. I/ Accounts Assistant, who have rendered not less than 8 years approved service on the recommendations of the Selection Committee on the basis of interview.</p>  |
| 12. | In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.                                       | <p>Promotion from amongst Assistant Gr.- I/ Accounts Asstt. who have rendered not less than 8 years approved service.</p> <p>Eligible for non-functional scale of Rs. 8000-275-13500 (Fifth CPC) after completion of four years of approved service in the pay scale of Rs. 6500-200-10500 subject to their vigilance clearance. They will continue to remain Group 'B' in accordance with M/o. Personnel, P.G. and Pensions (Department of Personnel and Training Order No. 21/36/03-CS1, dated 13-11-2003 (copy enclosed at <b>Annexure-C</b>). This has been adopted in pursuance of the NCRPB Regulations 1986 vide Notification No. C-11031/1/86-NCRPB, dated 3-3-1986, under Regulation 3 under the heading 'Salaries and allowances of officers and employees' The pay and all other allowances except House Rent Allowance of officers and employees of the Board shall be the same as those prescribed by the Central Government for its employees of similar status (copy enclosed at <b>Annexure D</b>).</p> |

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| 13. | If a DPC exists what is its composition. | The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K-14011/13/85-NCRPB, dated 8.7.1985. |
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### Assistant Director (Finance)

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| 1.  | Name of Post   | <b>Assistant Director (Finance)</b>  |
| 2.  | No. of Posts   | Two.   |
| 3.  | Classification   | Group 'B'.   |
| 4.  | Scale of pay   | Rs. 6500-200-10500 (Fifth CPC).  |
| 5.  | Whether Selection Post or non-Selection post   | Non-selection for promotion.<br>Selection post for departmental competitive test.  |
| 6.  | Whether benefit of added years of service admissible under rule 30 of the C.C.S.(Pension Rules),1972.  | Not applicable.  |
| 7.  | Age limit for direct recruits.   | No age limit.  |
| 8.  | Education and other qualifications required for direct recruits.   | ---  |
| 9.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.   | There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.  |
| 10. | Period of Probation, if any.   | ---  |
| 11. | Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods. | (i) 50% by way of departmental competitive examination from amongst Assistant Gr. I, Accounts Assistant and Steno Gr. 'C' who have rendered not less than 5 years approved service. The examination will be conducted in noting drafting in Hindi and English and also on Rules and Regulations with special emphasis on General Financial Rules.<br><br>(ii) 50% by promotion from amongst Assistant Gr. I/ Accounts Assistant, who have rendered not less than 8 years approved service (4 years in Administration and 4 years in Accounts) on the recommendations of the Selection Committee on the basis of interview. |

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| 12. | In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made. | <p>Promotion from amongst Assistant Gr.- I/ Accounts Asstt. who have rendered not less than 8 years approved service.</p> <p>Eligible for non-functional scale of Rs. 8000-275-13500 (Fifth CPC) after completion of four years of approved service in the pay scale of Rs. 6500-200-10500 subject to their vigilance clearance. They will continue to remain Group 'B' in accordance with M/o. Personnel, P.G. and Pensions (Department of Personnel and Training Order No. 21/36/03-CS1, dated 13-11-2003 (copy enclosed at <b>Annexure-C</b>. This has been adopted in pursuance of the NCRPB Regulations 1986 vide Notification No. C-11031/1/86-NCRPB, dated 3-3-1986, under Regulation 3 under the heading 'Salaries and allowances of officers and employees' The pay and all other allowances except House Rent Allowance of officers and employees of the Board shall be the same as those prescribed by the Central Government for its employees of similar status (copy enclosed at <b>Annexure D</b>).</p> |
| 13. | If a DPC exists what is its composition.   | The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K- 14011/13/85-NCRPB, dated 8.7.1985.  |

### Private Secretary

|    |  |   |
|----|--|---|
| 1. | Name of Post   | <b>Private Secretary</b>  |
| 2. | No. of Posts   | Two.  |
| 3. | Classification   | Group 'B'.  |
| 4. | Scale of pay   | Rs. 6500-200-10500 (Fifth CPC).   |
| 5. | Whether Selection Post or non-Selection post.  | Non-selection for promotion.<br>Selection post for departmental competitive test.   |
| 6. | Whether benefit of added years of service admissible under rule 30 of the C.C.S.(Pension Rules),1972.          | ---   |
| 7. | Age limit for direct recruits.   | Not Applicable.   |
| 8. | Education and other qualifications required for direct recruits  | Not Applicable.   |
| 9. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees. | There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post. |

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| 10. | Period of Probation, if any.   | ---  |
| 11. | Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods. | (i) 50% through selection on the basis of departmental competitive test on the pattern of CSS (Govt. of India) from amongst Stenographers Grade 'C' who have rendered not less than 5 years of approved service.<br><br>(ii) 50% on promotion on non-selection method by DPC from amongst Stenographers Grade 'C' who have rendered not less than 8 years of approved service on the basis of seniority subject to rejection of unfit and on the recommendations of the DPC.   |
| 12. | In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.                                       | From amongst Stenographers Grade 'C' who have rendered not less than 8 years of approved service. Eligible for non-functional scale of Rs. 8000-275-13500 (Fifth CPC) after completion of four years of approved service in the pay scale of Rs. 6500-200-10500 subject to their vigilance clearance. They will continue to remain Group 'B' in accordance with M/o. Personnel, P.G. and Pensions (Department of Personnel and Training Order No. 10/3/2004-CS.II (Part-I), dated 24-6-2005 (copy enclosed at <b>Annexure-E</b> . This has been adopted in pursuance of the NCRPB Regulations 1986 vide Notification No. C-11031/1/86-NCRPB, dated 3-3-1986, under Regulation 3 under the heading 'Salaries and allowances of officers and employees' The pay and all other allowances except House Rent Allowance of officers and employees of the Board shall be the same as those prescribed by the Central Government for its employees of similar status (copy enclosed at <b>Annexure D</b> ). |
| 13. | If a DPC exists what is its composition.   | The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K-14011/13/85-NCRPB, dated 8.7.1985.   |

### Accounts Assistant/ Assistant Grade I

|    |                |   |
|----|----------------|---|
| 1. | Name of Post   | <b>Accounts Assistant/Assistant Grade I</b>   |
| 2. | No. of Posts   | Four.   |
| 3. | Classification | Group 'C'.  |
| 4. | Scale of pay   | Rs. 5500-175-9000 (Fifth CPC).<br><br>As applicable to Central Government employees (reference DOPT OM No. 2/1/90-CS.IV, dated 31 <sup>st</sup> |

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|     |  | July, 1990 copy enclosed at <b>Annexure-F</b> . This has been adopted in pursuance of the NCRPB Regulations 1986 vide Notification No. C-11031/1/86-NCRPB, dated 3-3-1986, under Regulation 3 under the heading 'Salaries and allowances of officers and employees' The pay and all other allowances except House Rent Allowance of officers and employees of the Board shall be the same as those prescribed by the Central Government for its employees of similar status (copy enclosed at <b>Annexure D</b> ). |
| 5.  | Whether Selection Post or non-Selection post.  | Non-selection for promotion.<br>Selection post for departmental competitive test.  |
| 6.  | Whether benefit of added years of service admissible under rule 30 of the C.C.S.(Pension Rules),1972.  | ---  |
| 7.  | Age limit for direct recruits.   | Not Applicable.  |
| 8.  | Education and other qualifications required for direct recruits.   | Not Applicable.  |
| 9.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.   | There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.  |
| 10. | Period of Probation, if any.   | ---  |
| 11. | Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods. | i) 50% by promotion on the result of departmental competitive examination limited to Asstt. Gr. II and Stenos Gr. 'D' who have completed three years approved service. The competitive examination will be held on noting, drafting, Rules and Regulations.<br><br>ii) 50% by promotion from Assistant Gr. II who have rendered not less than 5 years approved service on non-selection basis, on the recommendations of the DPC.  |
| 12. | In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.                                       | From Assistant Grade-II, who have rendered not less than five years approved service on non-selection basis on the recommendations of the DPC.   |
| 13. | If a DPC exists what is its composition.   | The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K-14011/13/85-NCRPB, dated 8.7.1985.   |

## Hindi Translator

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|-----|--|--|
| 1.  | Name of Post   | <b>Hindi Translator</b>  |
| 2.  | No. of Posts   | One.   |
| 3.  | Classification   | Group 'C'.   |
| 4.  | Scale of pay   | Rs. 5500-175-9000 (Fifth CPC).<br>as applicable to Central Government employees (reference Department of Official Language, M/o. Home Affairs, Office Order No. S/13/6/2002/Rashtiya Rajbhasha Sewa, dated 19 <sup>th</sup> February, 2003 copy enclosed at <b>Annexure-G</b> . This has been adopted in pursuance of the NCRPB Regulations 1986 vide Notification No. C-11031/1/86-NCRPB, dated 3-3-1986, under Regulation 3 under the heading 'Salaries and allowances of officers and employees' The pay and all other allowances except House Rent Allowance of officers and employees of the Board shall be the same as those prescribed by the Central Government for its employees of similar status (copy enclosed at <b>Annexure D</b> ). |
| 5.  | Whether Selection Post or non-Selection post.  | Selection post-direct induction.   |
| 6.  | Whether benefit of added years of service admissible under rule 30 of the C.C.S.(Pension Rules),1972.          | Not applicable.  |
| 7.  | Age limit for direct recruits.   | Not exceeding 30 years.  |
| 8.  | Education and other qualifications required for direct recruits.   | <b>Essential:</b> Master's Degree of recognised University in English/Hindi with Hindi/English as a compulsory and elective subject at Degree level and Diploma in Translation from a recognized Institute, with 2 years working experience in Translation from English to Hindi or vice-versa.<br><b>Preferential:</b> Working knowledge of Hindi typing and Hindi software.  |
| 9.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees. | There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.  |
| 10. | Period of Probation, if any  | ---  |

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| 11. | Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods. | Direct Recruitment.<br>Internal candidates having the requisite qualifications will also be eligible to apply.<br>Skill test will be conducted before the interview for selection to the post. |
| 12. | In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.                                       | ---  |
| 13. | If a DPC exists what is its composition.   | The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K-14011/13/85-NCRPB, dated 8.7.1985.               |

### Stenographer Grade 'C'

|    |   |  |
|----|---|--|
| 1. | Name of Post  | <b>Stenographer Grade 'C'</b>  |
| 2. | No. of Posts  | Six.   |
| 3. | Classification  | ---  |
| 4. | Scale of pay  | Rs. 5500-175-9000 (Fifth CPC).<br>Pay scale as applicable to Central Government employees (reference DOPT OM No. 2/1/90-CS.IV, dated 31 <sup>st</sup> July, 1990 copy enclosed at <b>Annexure-F</b> . This has been adopted in pursuance of the NCRPB Regulations 1986 vide Notification No. C-11031/1/86-NCRPB, dated 3-3-1986, under Regulation 3 under the heading 'Salaries and allowances of officers and employees' The pay and all other allowances except House Rent Allowance of officers and employees of the Board shall be the same as those prescribed by the Central Government for its employees of similar status (copy enclosed at <b>Annexure D</b> ). |
| 5. | Whether Selection Post or non-Selection post.   | Selection post for Departmental Competitive Test.  |
| 6. | Whether benefit of added years of service admissible under rule 30 of the C.C.S.(Pension Rules),1972. | ---  |
| 7. | Age limit for direct recruits.  | Not exceeding 28 years.  |
| 8. | Education and other qualifications required for direct recruits.                                      | <b>Essential:</b> Graduation with a speed of 120 W.P.M. in Shorthand and 40 W.P.M. in typing in English and/or 100 W.P.M. in Hindi Shorthand and 35 W.P.M. in Hindi Typing   |

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|     |  | and Diploma in computer applications.<br><b>Preferential:</b> Preference will be given to candidates having requisite speed both in Hindi and English shorthand and typing.   |
| 9.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.   | There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.   |
| 10. | Period of Probation, if any.   | Two years in case of appointment through direct induction method subject to Central Government Rules.   |
| 11. | Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods. | <p>(i) 75% by promotion through non-selection method from amongst departmental Stenographers Grade 'D' who have rendered 5 years service on the basis of seniority subject to the rejection of unfit and on the recommendations of the DPC. It would be essential for all candidates to attend the requisite speed for Hindi and English typing and shorthand as given at Sr. No. 8 above during the skill test.</p> <p>(ii) 25% by direct recruitment from amongst candidates possessing minimum qualification of Graduation and speed of 120 W.P.M. in shorthand and 40 W.P.M. in typing and on the basis of competitive tests in General English/ General Knowledge and shorthand/ typing, age not exceeding 28 years. Age may be relaxed in respect of internal candidates. Preference will be given to candidates having requisite speed both in Hindi and English shorthand and typing.</p> <p>Since there is no promotion for Stenographers Grade 'C' they would be eligible for financial upgradation after a period of 12 years under the Assured Career Progression scheme of DOPT O.M. No. 35034/97/-Estt. (D), dated 9<sup>th</sup> August, 1999.</p> |
| 12. | In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.                                       | From amongst internal Stenographers Grade 'D' who have rendered five years service on the basis of the seniority.   |
| 13. | If a DPC exists what is its composition.   | The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K- 14011/13/85-NCRPB, dated 8.7.1985.   |

## Assistant Grade II (UDC)

|     |  |  |
|-----|--|--|
| 1.  | Name of Post   | <b>Assistant Grade II (UDC)</b>  |
| 2.  | No. of Posts   | Seven.   |
| 3.  | Classification   | Group 'C'.   |
| 4.  | Scale of pay   | Rs. 4000-100-6000 (Fifth CPC).   |
| 5.  | Whether Selection Post or non-Selection post.  | Selection post- direct induction.  |
| 6.  | Whether benefit of added years of service admissible under rule 30 of the C.C.S.(Pension Rules),1972.  | Not applicable.  |
| 7.  | Age limit for direct recruits.   | Not exceeding 28 years.  |
| 8.  | Education and other qualifications required for direct recruits.   | <b>Essential:</b> Graduation in any subject with typing speed of 30 W.P.M. in English/25 W.P.M. in Hindi and knowledge of computer operation.<br><b>Preferential:</b> Preference would be given to those having good speed for typing / shorthand both in Hindi/English. |
| 9.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.   | There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.  |
| 10. | Period of Probation, if any.   | ---  |
| 11. | Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods. | By direct recruitment.   |
| 12. | In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.                                       | ---  |
| 13. | If a DPC exists what is its composition.   | The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K-14011/13/85-NCRPB, dated 8.7.1985.   |

## Stenographer Grade 'D'

|     |  |  |
|-----|--|--|
| 1.  | Name of Post   | <b>Stenographer Grade 'D'</b>  |
| 2.  | No. of Posts   | Seven.   |
| 3.  | Classification   | ---  |
| 4.  | Scale of pay   | Rs. 4000-100-6000 (Fifth CPC).   |
| 5.  | Whether Selection Post or non-Selection post.  | Selection- direct induction.   |
| 6.  | Whether benefit of added years of service admissible under rule 30 of the C.C.S.(Pension Rules),1972.  | Not applicable.  |
| 7.  | Age limit for direct recruits.   | Not exceeding 28 years.  |
| 8.  | Education and other qualifications required for direct recruits.   | <b>Essential:</b> Graduation in any subject and speed of 80 W.P.M. in English Shorthand and 40 W.P.M. in English Typing and possessing diploma in computer applications.<br><b>Preferential:</b> Preference will be given to candidates having good speed in Hindi shorthand and typing also.  |
| 9.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.   | There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.  |
| 10. | Period of Probation, if any.   | Two years in case of appointment through direct induction method subject to Central Government Rules.  |
| 11. | Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods. | Direct Recruitment. Internal candidates having the requisite qualifications will also be eligible to apply. Selection will be made on the basis of skill test and interview.<br><br>Since there is no promotion for Stenographers Grade 'D' they would be eligible for financial upgradation after a period of 12 years under the Assured Career Progression scheme of DOPT O.M. No. 35034/97/- Estt. (D), dated 9 <sup>th</sup> August, 1999. |
| 12. | In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made  | Direct Recruitment basis.  |

|     |   |  |
|-----|---|--|
| 13. | If a DPC exists what is its composition | The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K-14011/13/85-NCRPB, dated 8.7.1985. |
|-----|---|--|

### Staff Car Driver

|     |   |   |
|-----|---|---|
| 1.  | Name of Post  | <b>Staff Car Driver</b>   |
| 2.  | No. of Posts  | Four.   |
| 3.  | Classification  | ---   |
| 4.  | Scale of pay  | Rs. 3050-75-3950-80-4590 (Fifth CPC).   |
| 5.  | Whether Selection Post or non-Selection post.   | Selection post- direct induction.   |
| 6.  | Whether benefit of added years of service admissible under rule 30 of the C.C.S.(Pension Rules),1972.   | ---   |
| 7.  | Age limit for direct recruits.  | Not exceeding 28 years.   |
| 8.  | Education and other qualifications required for direct recruits.  | <b>Essential:</b> Sr. Secondary school passed from a recognized school and valid driving licence of light vehicles with at least two years experience of driving, vehicles in a Government / Semi-Government/Public Sector Undertakings/autonomous bodies. Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles.)<br><br><b>Desirable:</b> Preference would be given to graduate candidates in any subject. |
| 9.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.  | There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.   |
| 10. | Period of Probation, if any.  | Two years   |
| 11. | Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods. | Direct Recruitment.<br><br>Internal candidates having the requisite qualifications, experience and possessing valid driving licence for LMV will also be eligible to apply. Selection will be made on the basis of skill test and interview.  |

|     |  |  |                |               |      |
|-----|--|--|----------------|---------------|------|
| 12. | In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made. | The promotion from the ordinary grade to special grade will be in accordance with the DOPT OM No. F. No. 43019/54/96-Estt (D), dated 15-2-2001 (copy enclosed at <b>Annexure H</b> ). The Staff Car Drivers shall be placed in different grades of Staff Car Drivers as follows :-   |                |               |      |
|     |  | S.N.   | Grade          | Pay Scales    | %age |
|     |  | 1.   | Ordinary Grade | Rs. 3050-4590 | One  |
|     |  | 2.   | Grade-II       | Rs. 4000-6000 | One  |
|     |  | 3.   | Grade-I        | Rs. 4500-7000 | One  |
| 4.  | Special Grade  | Rs. 5000-8000  | One            |               |      |
| 13. | If a DPC exists what is its composition.   | <p><b>Selection for appointment:</b> The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K-14011/13/85-NCRPB, dated 8.7.1985.</p> <p><b>Promotion:</b> The promotion will be on the basis of combined continued seniority of the employees in the grade and on the recommendations of the DPC subject to rejection of unfit.</p> <p><b>Constitution of DPC:</b></p> <p>Director (A&amp;F) : Chairman<br/> Jt. Director (Finance) : Member<br/> Dy. Director (A) : Member<br/> One representative from SC/ST/OBC : Member</p> |                |               |      |

**Junior Assistant (Peon/ Chowkidar/ House Keeper / Tea/Coffee Maker)**

|    |  |   |
|----|--|---|
| 1. | Name of Post   | <b>Junior Assistant</b>   |
| 2. | No. of Posts   | Ten   |
| 3. | Classification   | Group 'D'.  |
| 4. | Scale of pay   | Rs. 2550-55-2660-60-3200 (Fifth CPC).   |
| 5. | Whether Selection Post or non-Selection post   | Selection- direction induction.   |
| 6. | Whether benefit of added years of service admissible under rule 30 of the C.C.S.(Pension Rules),1972 | ---   |
| 7. | Age limit for direct recruits  | Not exceeding 28 years.   |
| 8. | Education and other qualifications required for direct recruits                                      | <b>Essential:</b> Sr. Secondary school passed from a recognized school / institutions. The candidate should be able to read and write Hindi and English or a regional language. |

|     |  |  |
|-----|--|--|
|     |  | <b>Desirable:</b> Possessing valid driving licence for LMV / Working knowledge of English/ Hindi typing/computer applications.   |
| 9.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees  | ---  |
| 10. | Period of Probation, if any  | Two years.   |
| 11. | Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods. | Direct Recruitment.  |
| 12. | In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made  | The promotion from the scale S1 to S5 will be in accordance with the DOPT OM No. AB.14017/2/97-Estt. (RR), dated 3-2-2003 (copy enclosed at <b>Annexure-I</b> ). The minimum qualifying service required to be completed for promotion will be as follows :-<br>(i) S-1 (Rs. 2550-3200) to S-2A (2610-4000) : 4 Years<br>(ii) S-2A (Rs. 2610-4000) to S-4 (Rs. 2750-4400) : 4 Years<br>(iii) S-2A (Rs. 2610-4000) to S-5 (3050-4590) : 6 Years   |
| 13. | If a DPC exists what is its composition  | <b>Selection for appointment:</b> The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K- 14011/13/85-NCRPB, dated 8.7.1985.<br><br><b>Promotion:</b> The promotion will be on the basis of combined continued seniority of the employees in the grade and on the recommendations of the DPC subject to rejection of unfit.<br><b>Constitution of DPC:</b><br><br>Director (A&F) : Chairman<br>Jt. Director (Finance) : Member<br>Dy. Director (A) : Member<br>One representative from SC/ST/OBC : Member |

**Recruitment Rules relating to posts in the Transport Cell of the NCR Planning Board**

**Commissioner Transport**

|     |   |  |
|-----|---|--|
| 1.  | Name of the Post  | <b>Commissioner Transport</b>  |
| 2.  | No. of posts  | 1 (One)  |
| 3.  | Classification  | Group 'A', Gazetted.   |
| 4.  | Scale of Pay  | Rs. 18,400-500-22,400.   |
| 5.  | Whether selection post or non-selection post  | Not applicable.  |
| 6.  | Age limit for direct recruits   | Preferably below 50 years.   |
| 7.  | Whether benefit of added years of service admissible under Rule 30 of CCS (Pension Rules), 1972   | Not applicable.  |
| 8.  | Educational and other qualifications required for direct recruits:-   | <p>Possessing the following educational qualifications and experience:-</p> <p><b>Essential:-</b></p> <p>(i) Degree in Civil or Electrical or Mechanical or Structural Engineering from a recognized university or equivalent.</p> <p>(ii) 15 years' experience including 5 years experience in areas of appraisal of feasibility or detailed project report, project financing, project monitoring or quality control of projects, preferably in large projects of mass transport system.</p> <p><b>Desirable:-</b></p> <p>The officer should have vast and varied experience in planning, design and construction of major rail construction projects. Preferably should have experience of working in the Ministry of Railways or any other Ministry.</p> |
| 9.  | Period of Probation, if any   | Not applicable.  |
| 10. | Whether age and educational qualifications prescribed for direct recruit will apply in the case of promotees and deputationist                                  | Yes.   |
| 11. | Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the vacancies to be filled by various methods | Deputation.<br>(Initially for a period of two years. The post is temporary and will be abolished as soon as the work is completed. The term of engagement shall be reduced or extended on requirement basis).  |

|     |   |   |
|-----|---|---|
| 12. | In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made | Officers under Central Govt. or State Govts. or Union Territory Govts. or Public Sector Undertakings or semi-Govt. or autonomous or statutory organizations:-<br>(i) holding analogous posts on regular basis in the parent cadre / department: or<br>(ii) with three years service in the grade rendered after appointment thereto on regular basis in the scale of Rs. 14,300-18,300 or equivalent in the parent cadre or department. |
| 13. | If a DPC exists, what is its composition  | Selection of personnel for appointment against the post will be made by the Personnel Group as per NCRPB gazette notification, dated 8 <sup>th</sup> July, 1985.  |
| 14. | Circumstances in which UPSC is to be consulted in making recruitment  | Not applicable.   |

The qualification for planning as recognized by the All India Council for Technical Education would only be admissible.

#### **Assistant Director (Transport)**

|    |   |  |
|----|---|--|
| 1. | Name of the Post  | <b>Assistant Director (Transport)</b>  |
| 2. | No. of posts  | 1 (One)  |
| 3. | Classification  | Group 'A', Gazetted.   |
| 4. | Scale of Pay  | Rs. 8,000-275-13,500.  |
| 5. | Whether selection post or non-selection post  | Not applicable.  |
| 6. | Age limit for direct recruits   | Preferably below 35 years.   |
| 7. | Whether benefit of added years of service admissible under Rule 30 of CCS (Pension Rules), 1972 | Not applicable.  |
| 8. | Educational and other qualifications required for direct recruits                               | <b>Essential:-</b><br>Degree or equivalent in Urban / Regional Planning or Engineering or Architecture OR Post Graduate degree in Economics with 4 years experience in planning execution and monitoring of projects.<br>OR<br>Master's Degree in Urban / Regional Planning / Engineering / Architecture with 2 years experience in planning, executing and monitoring of projects.<br><b>Preferential:-</b><br>Experience in planning, survey, design and construction of major rail construction projects. |

|     |   |  |
|-----|---|--|
| 9.  | Period of Probation, if any   | Not applicable.  |
| 10. | Whether age and educational qualifications prescribed for direct recruit will apply in the case of promotees and deputationist                                  | Yes.   |
| 11. | Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the vacancies to be filled by various methods | <b>Deputation</b><br>(Initially for a period of two years. The post is temporary and will be abolished as soon as the work is completed. The term of engagement shall be reduced or extended on requirement basis).  |
| 12. | In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made                                 | Officers under Central Govt. or State Govts. or Union Territory Govts. or Public Sector Undertakings or semi-Govt. or autonomous or statutory organizations:-<br><br>(i) holding analogous posts on regular basis in the parent cadre / department on regular basis in the scale of Rs. 8000-275-13500 for a period of two / four years as the case may be as mentioned under Essential Qualification at Srl. No. 8 above. |
| 13. | If a DPC exists, what is its composition  | Selection and appointment to this post will be made by Member Secretary (as per NCRPB gazette notification, dated 8 <sup>th</sup> July, 1985).   |
| 14. | Circumstances in which UPSC is to be consulted in making recruitment  | Not applicable.  |

The qualification for planning as recognized by the Institute of Town Planners / All India Council for Technical Education would only be admissible.

### **Private Secretary**

|    |   |  |
|----|---|--|
| 1. | Name of the Post  | <b>Private Secretary</b>                                       |
| 2. | No. of posts  | 1 (One)  |
| 3. | Classification  | Group 'B'.   |
| 4. | Scale of Pay  | Rs. 6,500-200-10,500.  |
| 5. | Whether selection post or non-selection post  | Non- selection.  |
| 6. | Age limit for direct recruits   | Preferably below 50 years.                                     |
| 7. | Whether benefit of added years of service admissible under Rule 30 of CCS (Pension Rules), 1972 | Not applicable.  |
| 8. | Educational and other qualifications for direct recruits  | <b>Essential:-</b><br>Graduation from a recognized University. |
| 9. | Period of Probation, if any   | --   |

|     |   |  |
|-----|---|--|
| 10. | Whether age and educational qualifications prescribed for direct recruit will apply in the case of promotees and deputationist                                  | Yes.   |
| 11. | Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the vacancies to be filled by various methods | <b>Deputation</b><br>(Initially for a period of two years. The post is temporary and will be abolished as soon as the work is completed. The term of engagement shall be reduced or extended on requirement basis)   |
| 12. | In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made                                 | Officers under Central Govt. or State Govts. or Union Territory Govts. or Public Sector Undertakings or semi-Govts. or autonomous or statutory organizations and holding analogous posts on regular basis or 8 years regular service as Stenographer in the scale of Rs. 5,500-9000. |
| 13. | If a DPC exists, what is its composition  | Selection and appointment to this post will be made by Member Secretary (as per NCRPB gazette notification, dated 8 <sup>th</sup> July, 1985).   |
| 14. | Circumstances in which UPSC is to be consulted in making recruitment  | Not applicable.  |

H.S. Anand  
Member Secretary  
National Capital Region Planning Board

(To be published in the Gazette of India Part III- Section 4)

No. K. 14011/13/85-NCR  
NATIONAL CAPITAL REGION PLANNING BOARD  
'C' WING, NIRMAN BHAWAN  
NEW DELHI, date the 8<sup>th</sup> July, 1985.

NOTIFICATION

In exercise of the powers conferred by Section 32 of the National Capital Region Planning Board Act, 1985 the National Capital Region Planning Board, (hereinafter called the Board) hereby makes the following delegations:

I. Functions, powers and duties under clauses (b), (c) & (e) of sub-section 2 of section 22:

To identify individual projects against schemes approved by the Board for funding by the Board, to release instalments for the same and for carrying out a constant review of the progress of the projects, the functions powers and duties of the Board are delegated to the following persons in the Group:-

PROJECT SANCTIONING AND MONITORING GROUP:

|      |  |   |           |
|------|--|---|-----------|
| i)   | Secretary, Ministry of Works and Housing.                              | - | Chairman. |
| ii)  | Secretary (Expenditure) or his representative.                         | - | Member.   |
| iii) | Adviser, Planning Commission or his representative.                    | - | Member.   |
| iv)  | Joint Secretary in charge of NCR in the Ministry of Works and Housing. | - | Member.   |
| v)   | Secretaries-in-charge of NCR work in the States and Delhi UT.          | - | Member.   |
| vi)  | Chief Planner, TCPO, New Delhi.  | - | Member.   |
| vii) | Member Secretary, NCR Planning Board.                                  | - | Convenor. |

1) The group is empowered to sanction loans and grants for the implementation of sub-regional plans and projects plans and for the development of the counter-magnet area identified by the Board in accordance with the rules.

2) The group will also exercise the powers to commission surveys and studies on behalf of the Board.

II. Delegation of functions, powers and duties under Section 31 of the Act:

Subject to the limits and conditions mentioned below the Board delegates its powers to create posts and appoint persons against such posts to the following persons in the Group to be called the personnel Group:-

### PERSONNEL GROUP:

- |      |   |   |           |
|------|---|---|-----------|
| i)   | Secretary, Ministry of Works and Housing.                           | - | Chairman. |
| ii)  | Secretary (Expenditure) or his representative.                      | - | Member.   |
| iii) | Secretary in charge of NCR work<br>in the State of Haryana.         | - | Member.   |
| iv)  | Secretary in charge of NCR of Work<br>in the State of Rajasthan.    | - | Member.   |
| v)   | Secretaries-in-charge of NCR work<br>in the State of Uttar Pradesh. | - | Member.   |
| vi)  | Member Secretary, NCR Planning Board.                               | - | Convenor. |

- a) The Group will have full powers to create posts in the Board.
- b) Selection of personnel for appointment against posts, the maximum of scale of pay of which exceeds Rs. 1,600/- will be made by the Group and appointment of persons selected by the Group will be made after it is approved by the Chairman.
- c) Selection and appointment of posts the maximum of scale of pay of which is equal to or less than Rs. 1,600/- will be made by the Member Secretary.

### III. Delegation of powers under Sub-section 22(2) (a):

The functions, powers and duties of the Board (i) to incur administrative expenses of the Board under clause (a) of sub-section 2 of section 22, and (ii) to exercise administrative control and to administer the terms and conditions of employment of the officers and employees of the Board as stipulated in the regulations, is delegated to the Member Secretary as detailed below:-

| Sl. No. | Nature of power                              | Extent of power.  |
|---------|--|---|
| 1.      | Operation of bank accounts                   | (a) power to open accounts for the Board in accordance with the rules.<br>(b) to authorise any employee or employees of the Board to operate the account individually or jointly. |
| (1)     | (2)  | (3)   |
| 2.      | Purchase of Office furniture and equipments. | Full powers for purchase, running and maintenance and repairs of machinery including office furniture and equipments.   |
| 3.      | Purchase of stationery.                      | Full powers.  |
| 4.      | Telephone Charges.                           | Full power. Full power to get new telephone connection, payment of rentals call charges, etc.   |

| (1) | (2)   | (3)  |
|-----|---|--|
| 5.  | (a) creation of posts in the Board.   | Full power to be exercised by the Personnel Group.   |
|     | (b) selection of candidates for appointments in the Board.  | (a) selection and appointment to posts the maximum of scale of pay of which is more than Rs. 1600/- will be done by the Personnel Group and will be subject to approval by Chairman.<br>(b) selection to other posts to be made by the Member Secretary. |
|     | (c) appointments in the Board.  | (a) All appointments to posts, the maximum of scale of pay of which exceeds Rs. 1600/- will be made in the name of Board.<br>(b) In respect of others the appointments will be made by the Member Secretary.   |
| 6.  | Purchase and maintenance of staff car/ vehicles.  | Full power for purchase, running, maintenance and repair.  |
| 7.  | Printing charges.   | Full power.  |
| 8.  | Contingency expenditure   | Full power.  |
| 9.  | Power to grant conveyance allowances to employees of the Board.   | Full power. The rate and condition of the allowance should be the same as are applicable to the Central Govt. servants.  |
| 10. | To grant honorarium to persons working in the Board as also persons other than these working in the Board for services rendered by them to the Board. | Upto Rs. 1000/- in each case.  |
| 11. | To grant earned leave and other kinds of leave to staff working in the Board.   | Full power.  |
| 12. | Grant of leave salary advance.  | Full power.  |
| 13. | To sanction advance of TA to the staff working in the Board including LTC as applicable under the Govt. rules.  | To the extent admissible under the Central Govt. rules.  |

| (1) | (2)  | (3)   |
|-----|--|---|
| 14. | To exercise all powers of controlling officer for travelling allowance bills   | Full power.   |
| 15. | To incur expenditure on entertainment during:<br>(a) Meetings of the Board.<br>(b) Meeting of the Group.<br>(c) Meetings of the Committee.<br>(d) Other official meetings.   | Full power.<br>Full power.<br>Subject to a ceiling of Rs. 2000/- in a quarter.<br>Subject to a ceiling of Rs. 1000/- per month. The above ceilings will be subject to relaxation by the Chairman if the circumstances so warrant. |
| 16. | To sanction purchase of drawing stationery.  | Full power.   |
| 17. | To advertise in newspapers and journals.   | Full power.   |
| 18. | To sanction OTA to eligible staff.   | Full power.   |
| 19. | Sanction of permanent advance of imprest.  | Full power.   |
| 20. | Grant of advance to employees of the Board for the purchase of bicycle.  | Full power.   |
| 21. | To incur expenditure on provision of liveries to Peons/ Drivers.   | Full power.   |
| 22. | Approval of tour of officers/ employees of the Board.<br>i) Through entitled class.<br>ii) Journey by air or by class higher than the entitled class.<br>iii) Reimbursement of actual expenditure of boarding/ lodging for officers/ employees while on tour in special cases subject to ceiling as prescribed in Govt. rules. | Full power.<br>Full power.<br>Full power.   |

| (1) | (2)  | (3)         |
|-----|--|-------------|
| 23. | Non-interest bearing advance; Festival advance/ Medical advance in special cases/ advances for natural calamities subject to rules as prescribed in GFR 1963, FR/SR and other instructions issued by the Govt. of India from time to time. | Full power. |
| 24. | Comprehensive insurance of vehicles.   | Full power. |

Any other administrative expenses of the Board the power to incur which has not been included in the list above shall be incurred by the Member Secretary with the approval of the Chairman of the Board.

Sd/-  
(M. SHANKAR)  
MEMBER SECRETARY (NCR)

To

The Manager,  
Government of India Press,  
Faridabad.

**Annexure-B**

| <b>Classification of the posts (strictly as per CCS (CCA) Rules)</b>   | <b>Scale of the posts (Rs.)</b>                                | <b>Reporting Officer</b>                              | <b>Reviewing Officer</b> | <b>Accepting Officer</b>                |
|--|--|---|--------------------------|---|
| <b>Group A</b><br><br>(Central Civil post carrying a pay or a scale of pay with a maximum of not less than Rs. 13,500)                           | Commissioner Transport   | Member Secretary                                      | Member Secretary         | Secretary (UD) Chairman Personnel Group |
|  | Chief Regional Planner   | Member Secretary                                      | Member Secretary         | Secretary (UD) Chairman Personnel Group |
|  | Director   | Member Secretary                                      | Member Secretary         | Secretary (UD) Chairman Personnel Group |
|  | Joint Director (Fin.)  | Director (A&F)  | Member Secretary         | MS                                      |
|  | Joint Director (PMC)   | Director (A&F)  | Member Secretary         | MS                                      |
|  | Joint Director (Tech.)   | Chief Regional Planner                                | Member Secretary         | MS                                      |
|  | Dy. Director (Tech.)   | Joint Director (Tech.)                                | CRP                      | MS                                      |
|  | Dy. Director (Admn.)   | Director (A&F)  | Member Secretary         | MS                                      |
| Assistant Director (Tech.)   | Joint Director (Tech.)   | CRP   | MS                       |   |
| Assistant Director (Transport)   | Commissioner Transport   | Member Secretary                                      | MS                       |   |
| <b>Group B</b><br><br>(A Central Civil post carrying a pay or a scale of pay with a maximum of not less than Rs. 9,000 but less than Rs. 13,500) | Assistant Director (Estt.)                                     | Dy. Director (Admn.)                                  | Dir (A&F)                | MS                                      |
|  | Assistant Director (Admn.)                                     | Dy. Director (Admn.)                                  | Dir (A&F)                | MS                                      |
|  | Assistant Accounts Officer                                     | Dy. Dir. (Admn.)/FAO                                  | JD(F)/Dir(A&F)           | MS                                      |
|  | Private Secretary  | Member Secretary                                      | Member Secretary         | MS                                      |
|  | Planning Assistant   | Jt. Dir (Tech)  | CRP                      | MS                                      |
| <b>Group C*</b><br><br>(A Central Civil post carrying a pay or a scale of pay with a maximum of Rs. 4,000, but less than Rs. 9,000.              | Assistant Gr-I   | Dy. Dir. (Admn.)/FAO                                  | JD(F)/Dir (A&F)          | Dir (A&F)                               |
|  | Accounts Assistant   | DD (A)/FAO  | JD (F)                   | Dir (A&F)                               |
|  | PS/ Stenographer Gr 'C'  | Concerned Reporting Officer                           | --                       | --                                      |
|  | Hindi Translator   | Dy. Director (A)                                      | Dir. (A&F)               | Dir (A&F)                               |
|  | Stenographer Gr 'D'  | Concerned Reporting Officer                           | --                       | --                                      |
|  | Tracer   | AD (Tech.)  | Joint Dir. (T)           | CRP                                     |
| Assistant Gr-II  | AD (A/E)/FAO   | DD (A)/JD(F)  | Dir (A&F)                |   |
| Driver   | VCO  | DD (A)  | Dir (A&F)                |   |
| <b>Group D*</b><br><br>(A Central Civil post carrying a pay or a scale of pay the maximum of which is Rs. 4000 or less.                          | Junior Assistant /Chowkidar/Tea and Coffee Maker/ House Keeper | AD (A) / AD(E) / PS to MS for staff in MS Secretariat | Dy. Director (A)         | Dir. (A&F)                              |

Reporting officers for all staff in MS Secretariat will be PS to MS, who will initiate report and reviewing will be done by MS.

No. 21/36/03-CS.I  
Government of India  
Ministry of Personnel, P.G. and Pensions  
(Department of Personnel & Training)

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
New Delhi, dated the 13<sup>th</sup> November, 2003

**ORDER**

Sub: Introduction of Non Functional scale of Rs. 8000-275-13500/- to Section Officers of Central Secretarial Service (CSS)-

.....

The Government had set up a Committee on Cadre Restructuring of Central Secretariat Service (CSS) in February, 2001. This Committee submitted its report in February, 2002. One of the recommendations of this Committee was that all regular Section Officers of CSS, who have completed 4 years service in that grade may be placed in the non-functional pay scale of Rs. 80000-275-13500. After careful consideration, this recommendation has been accepted by the Government. Accordingly, this order is being issued.

2. The cadre authorities of CSS may grant the non-functional pay scale of Rs. 8000-275-13500 to the Section Officers of CSS in accordance with the following parameters:-

- (i) The non-functional pay scale of Rs. 8000-275-13500 is admissible to the Section Officers of CSS on completion of 4 years of approved service in that grade subject to their vigilance clearance.
  - (ii) The Section Officers, who are granted this non-functional pay scale of Rs. 8000-275-13500 will continue to remain in Group 'B' (Gazetted) and their eligibility for promotion to Grade I (Under Secretary) of CSS will be reckoned on the basis of total period spent in both the scales of S.O. counted together.
  - (iii) Officers who are placed in the above non-function pay scale will be entitled to the benefit of pay fixation under F.R.22(I)(a)(2).
3. This order is effective from 3<sup>rd</sup> October, 2003.
4. Necessary Notification relating to amendment to the CSS Rules will be issued separately.

Sd/-  
(Devki Nandan Gupta)  
Deputy Secretary to the Govt. of India  
Telephone: 24624893

To

All Cadre Authorities of CSS.  
D.S./Dir., Estt/Admn.  
Min./Deptt. of Urban & Emp.  
New Delhi.

(To be published in the Gazette of India Part III Section IV)

No. C. 11031/1/86-NCRPB  
Government of India  
NCR Planning Board  
Nirman Bhavan

New Delhi, dated the 3.3.1986.

**NOTIFICATION**

In exercise of the powers conferred by Section 37 of the National Capital Region Planning Board Act, 1985 the Board hereby makes, with the previous approval of the Central Government, the following regulations:-

1. **Short title and commencement:**

- i) These regulations may be called the National Capital Region Planning Board Regulations, 1986.
- ii) These shall become operative from the date on which the Board came into existence.

2. **Definition:**

In these regulations unless the context otherwise requires:

- i) 'Act' means the National Capital Region Planning Board Act, 1985.
- ii) 'Board' means the National Capital Region Planning Board as constituted under Section 3 of the Act.

3. **Salaries & allowances of officers and employees:**

The pay and all other allowances except House Rent Allowance of officers and employees of the Board shall be the same as those prescribed by the Central Government for its employees of similar status.

4. **Grant of Leave:**

In the matter of grant of leave the officers and employees of the Board shall be governed by the Central Civil Service (Leave) Rules, 1972 as applicable to the employees of the Central government and orders issued by the Central Government thereunder from time to time.

5. **House Rent Allowance:**

The officers and employees of the Board at Delhi shall be entitled to twenty per cent (20%) of their pay as House Rent Allowance. Other conditions for the House Rent Allowance shall be the same as are applicable to the Central government servants.

6. Pension, gratuity, retirement benefits and general provident fund:

The officers and employees of the Board shall be entitled to pension, gratuity, other retirement benefits and general provident fund, at such rates and under such conditions as are applicable to the Central Government servants.

7. Other conditions of service:

Unless expressly provided for in these regulations to the contrary, the other terms and conditions of service of the officers and employees of the Board shall be governed, as far as may be, by the Fundamental and Supplementary Rules, General Financial Rules, Central Civil Service (Temporary Service) Rules, 1965, Central Civil Services (Medical Attendance) Rules, 1944, Central Government employees Group Insurance Scheme, 1980, etc., and by orders and decisions issued by the Central Government under those rules from time to time as applicable to the employees of the Central Government.

8. Conduct Rules:

The Central Civil Service Conduct Rules, 1955 as amended from time to time, will be applicable to the employees of the Board.

9. Disciplinary proceedings:

The Central Civil Services (Classification, control and Appeal) Rules, 1965 as amended from time to time shall apply in relation to the employees of the Board as they apply in relation to the employees of the government. Powers under these rules vested in the President shall be exercised by the Chairman and those of Head of Department by the Member Secretary.

10. Deputationists:

The officers and employees of the Board who are working in the Board on deputation from the Central or the State Governments or from the local, development or other statutory authorities or undertakings of the Central or State Governments shall be governed by those terms and conditions which are specified in the order of deputation by the loaning authority. With request to other terms and conditions which are not specified in the order, they will be governed by the above regulations applicable to the employees of the Board.

Sd/-  
(M. SHANKAR)  
MEMBER SECRETARY

To

The Manager,  
Government of India Press,  
Faridabad.

**Annexure-‘E’**  
**Immediate**

F.No.10/3/2004-CS.II (Pt.1)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

3<sup>rd</sup> Floor, Lok Nayak Bhavan, Khan Market, New Delhi  
Dated the 24<sup>th</sup> June, 2005

**ORDER**

Subject: Introduction of Non Functional scale of Rs.8000-275-13500/- to Private Secretaries (Grade ‘A’ & ‘B’ (Merged)) of Central Secretariat Stenographers’ Service (CSSS) -

The Government had set up a “Group of Officers” on Cadre Structure of Central Secretariat Stenographers’ Service (CSSS) in October, 2003. This Group submitted its’ report in February, 2004. One of the recommendations of this Group was that all regular Private Secretaries (Steno Grade ‘A’ & ‘B’ (Merged)) (Rs.6500-10500) of CSSS, who have completed 4 years’ approved service in that grade may be placed in the non-functional pay-scale of Rs.8000-275-13500. After careful consideration, this recommendation has been accepted by the Government. Accordingly, this order is being issued.

2. The cadre authorities of Central Secretariat Stenographers’ Service (CSSS) may grant the non-functional pay scale of Rs.8000-275-13500 to the Private Secretaries (Steno Grade ‘A’ & ‘B’ (Merged)) of CSSS in accordance with the following parameters:-

(i) The non-functional pay-scale of Rs.8000-275-13500 is admissible to the Private Secretaries of CSSS on completion of 4 years of ‘approved service’ in that grade, subject to their vigilance clearance.

(ii) The Private Secretaries, who are granted this non-functional pay-scale of Rs.8000-275-13500 will continue to remain in Group ‘B’ (Gazetted) and their eligibility for promotion to the post of Principal Private Secretary of CSSS in the pay scale of Rs.10000-15200 will be reckoned on the basis of total period of service spent in both the pay scales (Rs.6500-10500 and Rs.8000-13500) of Private Secretary, counted together.

(iii) Officers who are placed in the above non-functional pay scale will be entitled to the benefit of pay fixation under F.R.22 (I)(a)(2).

3. This order is effective from 3<sup>rd</sup> October, 2003 and such Private Secretaries will be entitled to draw the arrears from 3<sup>rd</sup> October, 2003 accruing on account of their pay fixation in non-functional pay scale.

4. Necessary Notification relating to amendment to the CSSS Rules will be issued separately.

Sd/-  
**(G.S. PUNDIR)**  
Under Secretary to the Govt. of India  
Tele. No. 24623107

To

All Cadre Authorities of CSSS.

No. 2/1/90-CS.IV  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

New Delhi, dated the 31<sup>st</sup> July, 1990

**OFFICE MEMORANDUM**

Subject: Revision of Scale of Pay of Assistant Grade of Central Secretariat Service and Grade 'C' Stenographers of Central Secretariat Stenographers Service.

The undersigned is directed to say that the question regarding revision of scale of pay for the post of the Assistants in the Central Secretariat etc., has been under consideration of the Government in terms of order dated 23<sup>rd</sup> May, 1989 in OA No. 1538/87 by the Central Administrative Tribunal, Principal Bench, New Delhi for some time past. The President is now pleased to prescribed the revised scale of Rs. 1640-60-2600-EB-75-2900 for the pre-revised scale of Rs. 425-15-500-EB-15-560-20-700-EB-25-800 for duty posts included in the Assistant Grade of Central Secretariat Service and Grade 'C' Stenographers of Central Secretariat Stenographers Service with effect from 1.1.1986. The same revised pay scale will also be applicable to Assistants and Stenographers in other Organisations like Ministry of External Affairs which are not participating in the Central Secretariat Service and Central Secretariat Stenographers Service but where the posts are in comparable grades with same classification and pay scales and the method of recruitment through Open Competitive Examination is also the same.

2. Pay of the Assistants and Grade 'C' Stenographers in position as on 1.1.1986, shall be fixed in terms of Central Civil Service (Revised Pay) Rules 1986. The employees concerned shall be given option to opt for the revised scale of pay from 1.1.1986 or subsequent date in terms of Rule 5 ibid, read with Ministry of Finance O.M. No. 7(52)-E.III/86 dated 22.12.1986 & 27.5.1988 in the form appended to Second Schedule of the rule ibid. This option should be exercised within three months of the date of issue of this O.M. The option once exercised shall be final.
3. Formal amendment to CSS(RP) Rules, 1986 will be issued in due course.
4. This issues with the concurrence of Ministry of Finance (Department of Expenditure) vide their U.O. No.7(43)/IC/89 dt. 30.7.90.

Sd/-  
(Gurnihal Singh Pirzada)  
Under Secretary to the Govt. of India

सं.13/6/2002-रा0भा0 (सेवा)

भारत सरकार  
गृह मंत्रालय  
राजभाषा विभाग  
.....

लोकनायक भवन, खान मार्केट  
नई दिल्ली, दिनांक : 19 फरवरी, 2003

कार्यालय आदेश

केन्द्रीय सचिवालय राजभाषा सेवा के कनिष्ठ अनुवादक तथा वरिष्ठ अनुवादक के पदों का निम्नलिखित अपग्रेडेड वेतनमान दिनांक 11.2.2003 से किए जाने हेतु राष्ट्रपति जी की संस्वीकृति सूचित की जाती है:-

| क्र. सं | पदनाम          | वर्तमान वेतनमान    | अपग्रेडेड वेतनमान                                 |
|---------|----------------|--------------------|---|
| 1.      | कनिष्ठ अनुवादक | 5000-150-8000/-रु. | 5500-175-9000/-रु.<br>(दिनांक 11.2.2003 से लागू)  |
| 2.      | वरिष्ठ अनुवादक | 5500-175-9000/-रु. | 6500-200-10500/-रु.<br>(दिनांक 11.2.2003 से लागू) |

- यह कार्यालय आदेश वित्त एवं कंपनी कार्य मंत्रालय (व्यय विभाग) द्वारा उनके यू.ओ. सं. 70/11/2000-आई.सी. दिनांक 13.2.2003 के अंतर्गत दी गई स्वीकृति से जारी किया जा रहा है।
- सभी मंत्रालयों/विभागों/संबद्ध कार्यालयों से अनुरोध है कि इस संबंध में तत्काल आवश्यक कार्रवाई करें।

हस्ता0/-  
(मदन लाल गुप्ता )  
संयुक्त सचिव, भारत सरकार  
दूरभाष : 24611031

भारत सरकार के सभी मंत्रालय/विभाग तथा सम्बद्ध कार्यालय ।

F.No. 43019/54/96-Estt.(D)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

New Delhi- 110001.  
February 15, 2001

**OFFICE MEMORANDUM**

Subject: Promotion Scheme for Staff Car Drivers

The undersigned is directed to say that the Principal Bench of the Central Administrative Tribunal (CAT), New Delhi in their judgement dated 5.5.2000 in the case of Central Government Staff Car Drivers' Association and Bikram Singh Vs. Union of India in O.A. No. 2529/96 has directed as under:-

*".....to grant the applicants the pay scale of Rs. 1400-2300/- for the Master Craftsman/ Head Staff Car Driver, presently existing in the Railways, from the date of filling of the OA and to grant arrears and to allow consequential benefits."*

2. Accordingly, the matter has been examined in consultation with the Ministries of Law, Finance and Railways and it has been decided to implement, with effect from 8.11.1996 (which is the date of filing of the O.A. No. 2529/96), the above mentioned direction of CAT as in the succeeding paragraphs in modification of the existing orders (copies enclosed) on the subject:-

- (i) DoP&T O.M. No.22036/1/92-Estt(D) dated 30.11.1993;
- (ii) DoP&T O.M. No.22036/1/92-Estt(D) dated 27.7.1995; and
- (iii) DoP&T O.M. No.35034/3/97-Estt(D) dated 1.6.19998.

3. A new Grade for Staff Car Drivers to be called "Special Grade" shall be introduced in the scale of pay of Rs. 5000-8000/- with effect from 8.11.1996.

4. Promotion to the Special Grade shall be by non-selection (seniority-cum-fitness) from Grade I with 3 years' regular service in Grade-I of staff Car Drivers. The revised ratio in which the posts of Staff Car Drivers shall be placed in different grades of Staff Car Drivers shall be as follows:-

| <u>S. No.</u> | <u>Grade</u>   | <u>Pay scales</u> | <u>Percentage</u> |
|---------------|----------------|-------------------|-------------------|
| 1.            | Ordinary Grade | Rs. 3050-4590     | 30                |
| 2.            | Grade-II       | Rs. 4000-6000     | 30                |
| 3.            | Grade-I        | Rs. 4500-7000     | 35                |
| 4.            | Special Grade  | Rs. 5000-8000     | 5                 |

5. The Orders shall take effect from 8.11.1996. Hence, the posts of Staff Car Drivers as on 8.11.1996 should be apportioned among the four grades in terms of the ratio mentioned above and promotions should be made to different grades accordingly with effect from 8.11.1996 to the extent

of short fall in the relevant grade(s). Arrears of pay and allowances should also be allowed with effect from 8.11.1996 as directed by the CAT.

6. If as on the date of issue of this Office Memorandum there is excess regular promotion already made in any grade as compared to the revised ratio mentioned above, such promotion shall be allowed to the excess incumbents on personal basis from the date of their initial promotion to that grade till they are covered within the revised ratio prescribed above but the period of such promotion on personal basis shall not count towards the eligibility service for further promotion.

7. All Ministries/ Departments are requested to bring the above decisions to the notice of all concerned for immediate action including necessary amendments in the Recruitment Rules.

Sd/-  
(K.K. JHA)  
Director (Establishment)

To

All Ministries/Departments of the Government of India.

Copy to:

1. The President's Secretariat, New Delhi.
2. The Prime Minister's Office, New Delhi.
3. The Rajya Secretariat, New Delhi.
4. The Lok Sabha Secretariat, New Delhi.
5. Registrar General, The Supreme Court of India.
6. Registrar, Central Administrative Tribunal, Principal Bench, New Delhi.
7. The Comptroller and Auditor General of India, New Delhi.
8. The Union Public Service Commission, New Delhi.
9. The Staff Selection Commission, New Delhi.
10. National Commission for SCs/STs, New Delhi.
11. National Commission for OBCs, New Delhi.
12. All State Governments, Union Territory Administrations.
13. All attached/ subordinate office under the Ministry of Personnel, Public Grievances and Pensions, Ministry of Home Affairs.
14. All Sections in the Ministry of Personnel, Public Grievances and Pensions.
15. The Secretary, Staff Side, National Council (JCM), 9, Ashoka Road, New Delhi.
16. The General Secretary, Central Government, Staff Car Drivers' Association, Moti Bagh, New Delhi.
17. Shri Bikram Singh, s/o. Shri Umed Singh, House No. 348, Sector- XII, R.K. Puram, New Delhi.
18. NIC (DoP&T) for placing this O.M on the website of DoP&T.
19. Establishment (D) Section, DOP&T, (500 copies).

No. AB.14017/2/97-Estt.(RR)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

New Delhi, the 3<sup>rd</sup> February, 2003

**OFFICE MEMORANDUM**

Subject: Minimum Qualifying Service for promotion from and to the New scale of S-2A.

In Annexure 'A' to this Department's OM No. 14017/2/97-Estt.(RR) dated 25.5.98, the revised qualifying service required to be completed for promotion from one grade to another had been prescribed with the request that necessary action to amend Recruitment Rules be taken inter-alia incorporating these revised periods. The need for further amendments to some of the provisions therein has been examined in consultation with the Union Public Service Commission taking into account that in O.M. No. 6/1/98-IC-I dated 12.2.01, Department of Expenditure, Ministry of Finance have introduced a new elongated pay scale (to be designated as S-2A pay scale) of Rs. 2610-60-2910-65-3300-70-4000 as replacement for the pre-revised pay scale of Rs. 775-1150. It has accordingly been decided that the minimum qualifying service required to be completed for promotion from S-1 to S-2A and from S-2A to S-4 and S-5 will be as below:-

- i) S-1 (Rs. 2550-3200) to S-2A (2610-4000) : 4 years
- ii) S-2A (Rs. 2610-4000) to S-4 (Rs. 2750-4400) : 4 years
- iii) S-2A (Rs. 2610-4000) to S-5 (Rs. 3050-4590) : 6 years

2. Various administrative Ministries/ Departments are requested to carry out suitable amendments to their Recruitment Rules, wherever necessary, in the light of the above guidelines.

3. Hindi version follows.

Sd/-  
(S.J. Kumar)  
Under Secretary to the Government of India  
Tel. 2309 4254

To

All Ministries/Departments of the Government of India.

Copy to:

1. The President's Secretariat, New Delhi.
2. The Prime Minister's Office, New Delhi.
3. The Cabinet Secretariat, New Delhi.
4. The Rajya Sabha Secretariat, New Delhi.
5. The Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi with their reference to their letter No. 2/14/97-RR dated 17.1.03.
8. The Staff Selection Commission, New Delhi.
9. All attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
10. Establishment Officer and Secretary, ACC.
11. All Officers and Sections in the Department of Personnel.
12. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
13. All Staff Members of National Council (JCM)
14. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions.
15. Establishment (RR Division) (200 copies)