


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

SCHEDULE

Name of the post	Number of Posts	Classification	Level in the Pay Matrix	Whether selection or non-selection post	Age Limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Senior Secretariat Assistant	10* (2018) *Subject to variation dependent on workload	General Central Service, Group C Non-Gazetted, Ministerial	Level-4	Selection (for UDC) Non-Selection for (Promotion)	Not Applicable

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

In case of recruitment by promotion or deputation or absorption grades from which promotion or deputation or absorption to be made	If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(11)	(12)	(13)
<p>Seventy Five percent by promotion or selection and Twenty Five percent by selection failing which by deputation by merit through Departmental Competitive Examination Limited to Departmental Junior Secretariat Assistant.</p> <p>Promotion: The Departmental Junior Secretariat Assistant in the Level-2 (Rs.19900-63200/-) in the pay matrix with eight years regular service in the level.</p> <p>Promotion by limited Competitive Examination:</p> <p>The Departmental Junior Secretariat Assistant in the Level-2 (Rs.19900-63200/-) in the pay matrix with five years regular service in the level.</p> <p>Note: 1 Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provide they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their</p>	<p>Group 'C' Departmental Promotion Committee (for considering Promotion & Confirmation):</p> <ol style="list-style-type: none"> 1. Additional Chief Planner or Town and Country Planner – Chairman 2. Town and Country Planner, Town and Country Planning Organization – Member 3. Associate Town and Country Planner, Town and Country Planning Organization – Member 4. An officer of the rank of Under Secretary to the Government of India in the Ministry of Housing and Urban Affairs to be nominated by Joint Secretary, Ministry of Housing and Urban Affairs/Chairman, Town and Country Planning Organisation- Member 5. Administrative Officer, Town and Country Planning 	<p>Consultation with Union Public Service Commission necessary not necessary.</p>


 आशा चन्द्रा / Asha Chandra
 प्रशासनिक अधिकारी / Admn. Officer
 नगर एवं ग्राम नियोजन संगठन / TCPO
 भारत सरकार / Govt. of India
 आवासन और शहरी कार्य मंत्रालय
 Ministry of Housing & Urban Affairs



Schedule

ASST.

Handwritten signature or initials.

5.

probation period for promotion to the next higher grade along with their junior who have already completed such qualifying or eligibility service.

Deputation (ISTC)

a) Officers of the Central Government or State Governments or Union Territories or University or Public Sector undertaking or Semi-Government or Statutory or Autonomous Organisation:-

(i) holding analogous post on regular basis in the present cadre or department or
(ii) with five years service in the level-3 (Rs.)post of Junior Secretariat Assistant Level-2 in the Pay Matrix.

(ii) with eight years service in the Level rendered after appointment there to or a regular basis in posts in the Level-2 (Rs.19900-63200/-) in the Pay Matrix or equivalent in the parent cadre or Department:

b) Possessing the following educational qualifications and experience:

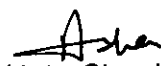
(i) Degree of a recognized University or Institute or equivalent;

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

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

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

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


आशा चन्द्रा / Asha Chandra
प्रशासनिक अधिकारी / Admn. Oficer
नगर एवं ग्राम नियोजन संगठन / TCPO
भारत सरकार / Govt. of India
आवासन और शहरी कार्य मंत्रालय
Ministry of Housing & Urban Affairs