

## Schedule : Administrative Staff

### SCHEDULE : MAS (A I)

Name of the post (1)	Number of posts (2)	Classification (3)	Scale of Pay (4)	Whether selection or Non-Selection (5)
Member Administrative Staff AI	Approved posts as per Annexure-I	Group 'C'	Rs.3050-75-3950-80-4590	Selection

Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972 (6)	Age limit for direct recruits (7)	Educational and other qualifications required for direct recruits (8)
Not applicable	30 years  (relaxation according to Government of India instructions)	Graduate in any discipline Knowledge of computer operation.

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continued from previous page SCHEDULE : MAS (A I)

<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions</b>	<b>Period of probation, if any</b>	<b>Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of posts to be filled by various methods</b>
(9)	(10)	(11)
Not applicable	One Year	Direct recruitment

<b>In case of recruitment by promotion/ deputation/ transfer (absorption), grades from which promotion/ deputation/ transfer (absorption) to be made</b>	<b>If a Departmental Promotion Committee exists, what is the composition thereof</b>	<b>Circumstances in which UPSC to be consulted in making recruitment</b>
(12)	(13)	(14)
Not applicable	Not applicable	Not applicable

## SCHEDULE : MAS (A II)

Name of the post (1)	Number of posts (2)	Classification (3)	Scale of Pay (4)	Whether selection or Non-Selection (5)
Member Administrative Staff A II	Approved posts as per Annexure-I	Group 'C'	Rs. 4000-100-6000	Selection

Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972 (6)	Age limit for direct recruits (7)	Educational and other qualifications required for direct recruits (8)
Not applicable	30 years  (Relaxation according to Government of India instructions)	<ol style="list-style-type: none"> <li>1) Graduate in any discipline</li> <li>2) Six months certificate course in computer operations.</li> <li>3) 3 years of working experience in relevant field or 1 year for a post graduate.</li> </ol>

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continued from previous page SCHEDULE : MAS (A II)

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of posts to be filled by various methods
(9)	(10)	(11)
Not applicable.	One Year	Direct recruitment

In case of recruitment by promotion/ deputation/ transfer (absorption), grades from which promotion/ deputation/ transfer (absorption) to be made	If a Departmental Promotion Committee exists, what is the composition thereof	Circumstances in which UPSC to be consulted in making recruitment
(12)	(13)	(14)
Not applicable.	Not applicable	Not applicable

## SCHEDULE : MAS (A III)

Name of the post (1)	Number of posts (2)	Classification (3)	Scale of Pay (4)	Whether selection or Non-Selection (5)
Member Administrative Staff AIII	Approved posts as per Annexure-I	Group 'C',	Rs. 4500-125-7000	Selection

Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972 (6)	Age limit for direct recruits (7)	Educational and other qualifications required for direct recruits (8)
Not applicable	35 years  (Relaxation according to Government of India instructions)	1) Graduate in any discipline 2) Minimum six month's certificate course in computers. 3) 7 years of working experience in relevant field or 5 years for a post graduate. Or Graduate with 40/80 wpm typing/shorthand and familiar with computer operations.

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continued from previous page SCHEDULE : MAS (A III)

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of posts to be filled by various methods
(9)	(10)	(11)
Not applicable.	One Year	Direct recruitment.

In case of recruitment by promotion/ deputation/ transfer (absorption), grades from which promotion/ deputation/ transfer (absorption) to be made	If a Departmental Promotion Committee exists, what is the composition thereof	Circumstances in which UPSC to be consulted in making recruitment
(12)	(13)	(14)
Not applicable	Not applicable	Not applicable

## SCHEDULE : MAS (A IV)

Name of the post (1)	Number of posts (2)	Classification (3)	Scale of Pay (4)	Whether selection or Non-Selection (5)
Member Administrative Staff AIV	Approved posts as per Annexure-I	Group 'B',	Rs. 5500-175-9000	Selection

Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972 (6)	Age limit for direct recruits (7)	Educational and other qualifications required for direct recruits (8)
Not applicable	35 years  (Relaxation according to Government of India instructions)	1) Graduate in any discipline 2) One year certificate course in computers. 3) 11 years of working experience in relevant field or 9 years for a post graduate.  Or Graduate with 50/100 wpm typing/shorthand, familiar with computer operations with 3 years relevant experience.

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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods
(9)	(10)	(11)
Not applicable.	One Year	Direct recruitment.

In case of recruitment by promotion/ deputation/ transfer (absorption), grades from which promotion/ deputation/ transfer (absorption) to be made	If a Departmental Promotion Committee exists, what is the composition thereof	Circumstances in which UPSC to be consulted in making recruitment
(12)	(13)	(14)
Not applicable	Not applicable	Not applicable

## SCHEDULE : MAS (A V)

Name of the post (1)	Number of posts (2)	Classification (3)	Scale of Pay (4)	Whether selection or Non-Selection (5)
Member Administrative Staff A V	Approved posts as per Annexure-I	Group 'B',	Rs. 6500-200-10500	Selection or Deputation / transfer (absorption).

Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972 (6)	Age limit for direct recruits (7)	Educational and other qualifications required for direct recruits (8)
Not applicable	35 years  (Relaxation according to Government of India instructions)	1) Graduate with 50% marks in any discipline or a postgraduate. 2) Familiar with computer operations. 3) 14 years of working experience in relevant field for graduates and 12 years for post graduates.

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continued from previous page SCHEDULE : MAS (A V)

<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions</b>	<b>Period of probation, if any</b>	<b>Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods</b>
(9)	(10)	(11)
Not applicable.	One Year	Direct Recruitment or Deputation / transfer (absorption).

<b>In case of recruitment by promotion/ deputation/ transfer (absorption), grades from which promotion/ deputation/ transfer (absorption) to be made</b>	<b>If a Departmental Promotion Committee exists, what is the composition thereof</b>	<b>Circumstances in which UPSC to be consulted in making recruitment</b>
(12)	(13)	(14)
<p>In case of deputation / transfer (absorption) of officers of the Central / State Govt. / PSUs / autonomous bodies:</p> <p>holding analogous posts on regular basis or (i) having 5 years regular service in the scale of pay 5500-175-9000 (ii) possessing the qualifications prescribed for direct recruitment as in column 8</p>	Not applicable	Not applicable

## SCHEDULE : MAS (A VI)

Name of the post (1)	Number of posts (2)	Classification (3)	Scale of Pay (4)	Whether selection or Non-Selection (5)
Member Administrative Staff AVI	Approved posts as per Annexure-I	Group 'A',	Rs. 8000-275-13500	Selection or Deputation / transfer (absorption).

Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972 (6)	Age limit for direct recruits (7)	Educational and other qualifications required for direct recruits (8)
Not applicable	35 years  (Relaxation according to Government of India instructions)	1) CA /LL.M or 2) Two years Full Time MBA / PG in Mass Communication LLB / CS / ICWA/ or equivalent relevant professional qualification with 3 years relevant experience.

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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Periods of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods
(9)	(10)	(11)
Not applicable.	One Year	Direct Recruitment or Deputation / transfer (absorption).

In case of recruitment by promotion/ deputation/ transfer (absorption), grades from which promotion/ deputation/ transfer (absorption) to be made	If a Departmental Promotion Committee exists, what is the composition thereof	Circumstances in which UPSC to be consulted in making recruitment
(12)	(13)	(14)
<p>In case of deputation / transfer (absorption) of officers of the Central / State Govt. / PSUs / autonomous bodies:</p> <p>holding analogous posts on regular basis or (i)having 5 years regular service in the scale of pay 6500-200-10500 (ii) possessing the qualifications prescribed for direct recruitment as in column 8</p>	Not applicable	Not applicable

## SCHEDULE : MAS (A VII)

Name of the post (1)	Number of posts (2)	Classification (3)	Scale of Pay (4)	Whether selection or Non-Selection (5)
Member Administrative Staff AVII	Approved posts as per Annexure-I	Group 'A'	Rs. 10000-325-15200	Selection or Deputation / transfer (absorption).

Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972 (6)	Age limit for direct recruits (7)	Educational and other qualifications required for direct recruits (8)
Not applicable	35 years  (Relaxation according to Government of India instructions)	1) CA /LL.M with 4 years experience or 2) Two years Full Time MBA / PG in Mass Communication / LLB / CS / ICWA/ or equivalent relevant professional qualification with 7 years relevant experience.

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## SCHEDULE : MAS (A VIII)

Name of the post (1)	Number of posts (2)	Classification (3)	Scale of Pay (4)	Whether selection or Non-Selection (5)
Member Administrative Staff AVIII	Approved posts as per Annexure-I	Group 'A'	Rs. 12000-375-16500	Selection or Deputation / transfer (absorption).

Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972 (6)	Age limit for direct recruits (7)	Educational and other qualifications required for direct recruits (8)
Not applicable	40 years  (Relaxation according to Government of India instructions)	1)CA /LL.M with 9 years experience or 2)Two years Full Time MBA / PG in Mass Communication / LLB / CS / ICWA/ or equivalent relevant professional qualification with 12 years relevant experience

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<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions</b>	<b>Periods of probation, if any</b>	<b>Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods</b>
(9)	(10)	(11)
Not applicable.	One Year	Direct Recruitment or Deputation / transfer (absorption).

<b>In case of recruitment by promotion/ deputation/ transfer (absorption) , grades from which promotion/ deputation/ transfer (absorption) to be made</b>	<b>If a Departmental Promotion Committee exists, what is the composition thereof</b>	<b>Circumstances in which UPSC to be consulted in making recruitment</b>
(12)	(13)	(14)
In case of deputation / transfer (absorption) of officers of the Central / State Govt. / PSUs / autonomous bodies:  holding analogous posts on regular basis or (i) having 5 years regular service in the scale of pay 10000-325-15200 (ii) possessing the qualifications prescribed for direct recruitment as in column 8	Not applicable	Not applicable

## SCHEDULE : MAS (A IX)

Name of the post (1)	Number of posts (2)	Classification (3)	Scale of Pay (4)	Whether selection or Non-Selection (5)
Member Administrative Staff AIX	Approved posts as per Annexure-I	Group 'A'	Rs. 14300-400-18300	Selection or Deputation / transfer (absorption).

Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972 (6)	Age limit for direct recruits (7)	Educational and other qualifications required for direct recruits (8)
Not applicable	45 years  (Relaxation according to Government of India instructions)	1)CA /LL.M with 14 years experience or 2)Two years Full Time MBA / PG in Mass Communication / LLB / CS / ICWA/ or equivalent relevant professional qualification with 17 years relevant experience

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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods
(9)	(10)	(11)
Not applicable.	One Year	Direct Recruitment or Deputation / transfer (absorption).

In case of recruitment by promotion/ deputation/ transfer (absorption), grades from which promotion/ deputation/ transfer (absorption) to be made	If a Departmental Promotion Committee exists, what is the composition thereof	Circumstances in which UPSC to be consulted in making recruitment
(12)	(13)	(14)
In case of deputation / transfer (absorption) of officers of the Central / State Govt. / PSUs / autonomous bodies:  holding analogous posts on regular basis or (i) having 5 years regular service in the scale of pay 12000-375-16400 (ii) possessing the qualifications prescribed for direct recruitment as in column 8	Not applicable	Not applicable

## SCHEDULE : MAS (A X)

Name of the post (1)	Number of posts (2)	Classification (3)	Scale of Pay (4)	Whether selection or Non-Selection (5)
Member Administrative Staff AX	Approved posts as per Annexure-I	Group 'A'	Rs. 16400-450-20000	Selection or Deputation / transfer (absorption).

Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972 (6)	Age limit for direct recruits (7)	Educational and other qualifications required for direct recruits (8)
Not applicable	50 years  Relaxation according to Government of India instructions.	1)CA /LL.M with 19 years experience or 2)Two years Full Time MBA / PG in Mass Communication / LLB / CS / ICWA/ or equivalent relevant professional qualification with 22 years relevant experience

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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods
(9)	(10)	(11)
Not applicable.	One Year	Direct Recruitment or Deputation / transfer (absorption).

In case of recruitment by promotion/ deputation/ transfer (absorption), grades from which promotion/ deputation/ transfer (absorption) to be made	If a Departmental Promotion Committee exists, what is the composition thereof	Circumstances in which UPSC to be consulted in making recruitment
(12)	(13)	(14)
In case of deputation / transfer (absorption) of officers of the Central / State Govt. / PSUs / autonomous bodies:  holding analogous posts on regular basis or (i) having 5 years regular service in the scale of pay 14300-400-18300 (ii) possessing the qualifications prescribed for direct recruitment as in column 8	Not applicable	Not applicable

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## SCHEDULE : MAS (A XI)

Name of the post (1)	Number of posts (2)	Classification (3)	Scale of Pay (4)	Whether selection or Non-Selection (5)
Member Administrative Staff AXI	Approved posts as per Annexure-I	Group 'A'	Rs. 18400-500-22400	Selection or Deputation / transfer (absorption).

Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972 (6)	Age limit for direct recruits (7)	Educational and other qualifications required for direct recruits (8)
Not applicable	55 years  Relaxation according to Government of India instructions.	1)CA /LL.M with 24 years experience or 2)Two years Full Time MBA / PG in Mass Communication / LLB / CS / ICWA/ or equivalent relevant professional qualification with 27 years relevant experience

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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods
(9)	(10)	(11)
Not applicable.	One Year	Direct Recruitment or Deputation / transfer (absorption).

In case of recruitment by promotion/ deputation/ transfer (absorption), grades from which promotion/ deputation/ transfer (absorption) to be made	If a Departmental Promotion Committee exists, what is the composition thereof	Circumstances in which UPSC to be consulted in making recruitment
(12)	(13)	(14)
In case of deputation / transfer (absorption) of officers of the Central / State Govt. / PSUs / autonomous bodies:  holding analogous posts on regular basis or (i) having 5 years regular service in the scale of pay 14300-400-18300 (ii) possessing the qualifications prescribed for direct recruitment as in column 8	Not applicable	Not applicable