

## Schedule : Miscellaneous Staff

### SCHEDULE : MMS (M I)

Name of the post	Number of posts	Classification	Scale of Pay	Whether selection or non-selection
(1)	(2)	(3)	(4)	(5)
Member Miscellaneous Staff M1	Approved posts as per Annexure-I	Group 'D'	Rs. 2550-55-2660-60-3200	Selection

Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Age limit for direct recruits	Educational and other qualifications required for direct recruits
(6)	(7)	(8)
Not applicable	30 years  (Relaxation as per Government of India instructions).	a) Matriculate b) Minimum of three years of experience in an office with knowledge in handling/upkeep of office equipment.

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<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, grades from which promotion/ deputation/ transfer 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 : MMS (M II)

<b>Name of the post</b>	<b>Number of posts</b>	<b>Classification</b>	<b>Scale of Pay</b>	<b>Whether selection or non-selection</b>
(1)	(2)	(3)	(4)	(5)
Member Miscellaneous Staff MII	Approved posts as per Annexure-I	Group 'D'	Rs. 2610-60-3150-65-3540	Selection

<b>Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972</b>	<b>Age limit for direct recruits</b>	<b>Educational and other qualifications required for direct recruits</b>
(6)	(7)	(8)
Not applicable	35 years  (Relaxation as per Government of India instructions).	a) Matriculate b) Minimum of eight years of experience in an office with knowledge in handling/upkeep of office equipment.

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<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	Selection.

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

## SCHEDULE : MMS (M III)

Name of the post	Number of posts	Classification	Scale of Pay	Whether selection or non-selection
(1)	(2)	(3)	(4)	(5)
Member Miscellaneous Staff MIII	Approved posts as per Annexure-I	Group 'D'	Rs. 2650-65-3300-70-4000	Selection

Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Age limit for direct recruits	Educational and other qualifications required for direct recruits
(6)	(7)	(8)
Not applicable	40 years  (Relaxation as per Government of India instructions).	a) Matriculate b) Minimum of 13 years of experience in an office with knowledge in handling/upkeep of office equipment.

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<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	Selection

<b>In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer 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