CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING (C-DAC)

RECRUITMENT RULES

An Autonomous Scientific Society

of

Ministry of Electronics & Information Technology

Government of India

CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING

सी डैक
CDAC

CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING

RECRUITMENT RULES OF C-DAC

(Incorporating Corresponding 7th Pay Commission Scales)

In exercise of powers conferred under the Bye-laws of C-DAC, this Recruitment Policy for the staff of C-DAC is formulated as follows:

1. **Short Title & Enactment:**

The Policy shall be called '**Recruitment Rules of C-DAC**.

2. **Applicability & Scope of the Rules:**

The Rules will govern the recruitment of Scientific & Technical (S&T), & Non Scientific & Technical (Non S&T) staff in C-DAC.

3. **Classification of Posts:**

All members of the staff of the Society, except those paid from contingencies, are classified as under:

Sr. No	Description of Posts	Classification of Posts
1.	Posts at Level 10 and above in the Pay matrix	Group 'A'
2.	Posts at Level 6, and 7 in the Pay matrix	Group 'B'
3	Posts at Level 1, 2, 4 and 5 in the Pay matrix	Group 'C'

4. **Mode of Recruitment:** Recruitment to the various posts shall be made by any of the following methods:

4.1 On deputation / permanent absorption from other Societies of the Administrative Ministry, Central / State Governments, PSUs etc.
4.2 By Promotion.
4.3 Staff of the Society possessing specified requirements.
4.4 Direct recruitment from the open market through advertisement (Including web based advertisement).
4.5 Direct recruitment of specialists on a tenure or short-term contract/ consultancy basis.
4.6 Campus recruitment from Institutions of repute including C-DAC's courses.
4.7 By search if suitable employee is not selected or selected employee does not join after 3 advertisements.
4.8 By inviting exceptionally meritorious candidate/ eminent personality.
4.9 Any other mode with prior approval of the Council.
4.10 One time absorption of contract employees on regular scale of pay. (Please refer to Bye-laws of C-DAC Clause 18.1.5).

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5. **Terms and Conditions of Service of the Employees of the Society**

The employees of the Society, other than the Director General and Executive Directors are divided into the four categories namely

(a) **Member Technical Staff Group A (MTS-A)**
(b) **Member Technical Staff Below Group A (MTS-B)**
(c) **Member Administrative Staff Group A (MAS-A)**
(d) **Member Administrative Staff Below Group A (MAS-B)**

The support services such as house keeping, security, transport and travel booking etc. shall be outsourced to the maximum extent possible to enable the Society minimise its staff strength in such categories.

6. **Qualifications and experience norms for Recruitment**

Age, qualifications and experience for various posts will be as per schedules attached.

(a) **Schedules MTS 'A'-1 to MTS 'A'-6 are for recruitment of Group A S&T staff.**
(b) **Schedules MAS 'A' -1 to MAS 'A'-5 are for Group A Non S&T staff.**
(c) **Schedules MTS 'B' -1 to MTS 'B'-5 are for Below Group A S&T staff and**
(d) **Schedules MAS 'B' -1 to MAS'B'-6 for Below Group A Non S&T staff.**

7. **Procedure for Direct Recruitment:**

The following procedure shall be followed for filling up vacancies under Direct Recruitment through advertisement: -

7.1. **Release of Advertisement**

7.1.1 All posts in the Society including research personnel and induction /Facilitation trainees shall normally be filled by advertisement and the Appointing Authority to the post shall decide whether a particular post is to be filled by advertisement, by invitation, by promotion from amongst the members of the staff of the Society or by a deputationist. Where a post is to be filled by direct recruitment, an advertisement shall be released in the newspapers in such a way that appropriate regions of the country are covered. Generally, a minimum of 2 weeks time from the date of appearance of the advertisement should be given for receipt of online applications. The advertisement should be hosted on C-DAC website also.

7.1.2 When advertisements are released, copies thereof may be simultaneously sent, where applicable, to the concerned Employment Exchange.

7.1.3 To reduce expenditure on advertisement, an abridged notification could be released through newspapers with an advice to see complete details on C-DAC's website.

7.2. **Qualifications and experience:**

The qualifications and experience prescribed (in attached schedules) are the minimum required for the posts. The prescribed experience should have been obtained after acquiring the prescribed educational qualification.

A candidate with higher educational qualifications / experience than the minimum prescribed should be considered only for the post for which he / she has applied and not for any other higher posts. Similarly, a candidate who has applied for a specific post should not be considered for a lower post on the grounds that he possesses only lower qualification / experience.

7.3. **Age:**

Maximum/Minimum age limit would be as mentioned in the schedules. The crucial date for determining eligibility for being considered would be the last date fixed for receipt of applications. Relaxation in age to SC, ST and OBC etc. would be given as per instructions issued by Government from time to time.

7.4. **Application fees:**

Application fee may be fixed by the Appointing Authority.
No fee shall be charged from female candidates and candidates belonging to SC, ST & PwD category.

7.5. **Screening Committee:**

Applications received in response to an advertisement and nominations received from the employment exchange will be screened by a screening committee who will verify the applications and satisfy that the conditions regarding age, educational qualifications, experience etc. prescribed are satisfied. Where the applications received are too many and it is not considered practicable to call all candidates for test / interview, the applications will be short-listed and a smaller number will be considered on the recommendations of the screening committee. Possibility of enhancing the advertised standards to limit the number of candidates being called for test / interview shall be clearly indicated in the advertisement. The screening committee will consist of 2 or more members nominated by the authority competent to make appointment to the post.

The candidates recommended by the screening committee will be called for a written test / skill test and / or interview by the selection committee. In cases where the recruitment rules do not provide for a test, the authority competent to make appointment to the post may order conducting a test when considered necessary.

7.6. **Selection Committee:**

The authority competent to make appointment to the post shall constitute a Selection Committee and will also nominate one from among them as the Chairman of the Committee. The selection shall be made on the basis of personal interview and any other method the Selection Committee may adopt where there is no laid down method. The quorum for meeting of the Selection Committee is four Members including 2 External Members.

The level (pay scale) of the Members of the Selection Committee shall be at least one level above the level to which the selection is being carried out. The Committees shall be constituted with the approval of the Appointing authority. Normally, the following criteria would be followed for composition of the Selection Committee.

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- External Expert in the relevant field, at an appropriate level from S&T organization under Central or State Government.
- External Expert in the relevant field, at an appropriate level from Academics
- 2 Internal Experts within C-DAC in the relevant field, at an appropriate level
- Representative of HR/Personnel Department

Govt of India instructions will be followed to include representative of SC/ST. Efforts should also be made to associate member of minority community/woman/ physically disabled.

7.7. **Arranging Written Test for the Candidates:**

7.7.1 Where required, written test may be conducted to shortlist the screened in candidates and those who qualify may only be interviewed. For technical trades, practical test may also be held besides the written test, if so deemed necessary.

7.7.2 The candidates recommended for interview shall not normally be more than ten times of the number of vacancies proposed to be filled up. The report of the performance of candidates in the tests will be made available to Selection Committee.

7.7.3 The applicants should be required to file attested copies of their certificates and testimonials and originals should be produced at the time of interview.

7.7.4 Records of the written test, practical test or interviews held by the Selection Committee, along with the recommendations of the Committees should be preserved in the Administration for at least a period of 2 years or till the recruitment files are retained, whichever is later.

7.8. **Proceedings of Selection Committees:**

The Selection Committee constituted by the authority competent to make appointment to the post shall meet on a date fixed by the Chairman of the Committee. A copy of the advertisement and particulars of all the candidates called for interview are forwarded to each member of the Selection Committee. The Selection Committee considers the credentials and interviews the candidates called. The Selection Committee shall decide weight age to be given to test(s) and interview for selection of candidates.

The names of selected candidates shall be mentioned in the order of merit in the minutes of the selection committee. The Selection Committee also recommends the starting basic pay or total emoluments/consolidated pay in the grade in each case.

7.9. **Fixation of the Salary to be offered**

The starting pay of the employees on their appointment at the Society shall normally be at the minimum of the scale of pay. The Appointing Authority to the post has the power to fix, on recommendation of the Selection Committee, the initial pay of an incumbent at a stage higher than the minimum of scale in respect of the post, limited to a maximum of five increments.

Where the Selection Committee considers that the starting pay of a candidate selected should be fixed at a stage higher than the minimum, it shall take into

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consideration the following factors and shall record detailed reasons for recommending such higher pay, which shall be specifically brought to the notice of the Appointing Authority while seeking approval to the minutes of the Selection:

- The qualifications possessed by the candidate in the relevant field over and above those prescribed for the post or those adopted for short listing the candidates;
- Any specialized knowledge/experience of which the candidate has a documentary evidence and which would be relevant to the duties and responsibilities attached to the post;
- Years of experience in a similar or higher category of work;
- Salary last drawn in the case of those coming from Government or Semi-Government Department/Institutions etc.
- Comparison with the pay drawn by the incumbents in the same grade/post.

While all the above five points should be considered together as a whole, maximum weightage should be given to the comparison with the pay drawn by the incumbents in the same grade/post in the Society so that the new appointments do not create imbalance in the salary structure of the existing incumbents in the same post and in the same grade.

7.10. **Reports of Selection Committees**

The report of the Selection Committee to be signed by all the members present.

7.11. **Approval of recommendations of Selection Committee**

Recommendations of Selection Committee are to be approved by the Appointing Authority to the post, before offering appointments.

7.12. **Offers of appointment**

Offers of appointment are issued on approval of the recommendations of the Selection Committee. The offer of appointment indicates the salary offered, the rates of allowances, the duration of the appointment and other terms and conditions of service as applicable from time to time and prescribes the date by which acceptance of offer is to be communicated by the candidate.

A candidate who is offered an appointment in the Society should join on or before stipulated time. However, the Appointing Authority to the post may extend the joining time on request, for genuine reasons, but not beyond 6 months from the date of offer.

The candidate will be directed to get himself examined for physical fitness by the prescribed Medical authority. On production of a satisfactory certificate of physical fitness, the offer of appointment becomes operative. Offer of appointment will be signed by the Appointing Authority or by any other officer to whom the power has been delegated.

7.13. **Oath of Allegiance**

All appointees to the Society are required to take an oath of allegiance to the Constitution of India in the prescribed form. Conscientious objectors to oath taking may make a solemn affirmation in the prescribed form.

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7.13.1 The affirmation can be taken/made in English or Hindi or in any official regional language with which the employee is conversant.

7.13.2 Full-time appointees, who are foreign nationals, are also required to take/make an oath/affirmation in the prescribed form.

7.13.3 The taking of oath should be included in the terms of appointment of persons to the service of the Society.

7.13.4 A record should be maintained of full-time employees who have taken/made the prescribed oath/affirmation.

7.13.5 The oath/affirmation should be taken/made before the Appointing Authority or an Officer who may be authorized in this behalf.

7.14. **Validity of Panel/Waitlist**

The recommendations of a Selection Committee will remain valid only for a period of one year from the date of approval by the competent authority. During this period, if a vacancy arises in one of the areas advertised for selection, for any reason including a selected candidate declining the offer or not joining by the prescribed date, the offer could be made to the next candidate on the panel. However, if a candidate is placed on the waiting list against a particular candidate, the waiting list shall automatically lapse on the date the particular candidate joins the Society, or one-year limitation, whichever is earlier.

7.15. **Contribution to travel expenses:**

7.15.1. **For Interview**

The candidates called for interview for the posts in Level 14 of the Pay Matrix and above will be reimbursed return economy class airfare. The candidates called for interview for the posts in Level 13 and 13 A of the Pay Matrix may be reimbursed return first class / II AC railway fare and others may be reimbursed to and fro II sleeper class railway fare by shortest route.

7.15.2 **For Joining the Post:**

Appointees to posts in the society in Level 13 of the Pay Matrix and above will be entitled to reimbursement of actual expenses incurred on traveling by air/rail/bus for self and family. Transportation of personal effect from the place from which they came over to the society also will be reimbursed at actuals limited to Rs 25,000/-

The reimbursement will be allowed subject to the condition that the appointees undertake to remain with the Society for a minimum period of two years. If the employee leaves the Society before completing service for two years, the amount paid to him will have to be refunded by him to the Society.

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7.16. **Medical examination on first appointment:**

Certificate of Physical Fitness: Every employee shall, prior to taking up his appointment, be medically examined and be certified fit for service by the medical officer/ hospital approved by the Society.

7.17. **Verification of Character and Antecedents:**
HRD department will get verification of character and antecedents of selected candidate done. Selected candidate may be allowed to join the post provisionally pending verification.

8. **Appointment on Deputation / Permanent Absorption:**

8.1. Appointment on deputation, where it is provided for and if considered expedient, will be made as per Govt of India guidelines. Pay fixation shall be as per GOI guidelines. C-DAC will ensure that the relaxation from the rule of absorption is obtained from Department of Pension & Pensioners' Welfare, DOPT, and Government of India in each case before initiating any action on filling up of any vacancy by Deputation at C-DAC

8.2. **Permanent Absorption**

With a view to attract experienced and talented persons and to maintain continuity of such employees, the Society may offer appointment to employees of Govt. organizations on permanent absorption basis at the time of their initial selection or at a later date while they are on deputation. Pay fixation shall be as per GOI guidelines.

9. **Reservations and Concessions in Appointments**
Government of India guidelines on the subject will be followed.

10. **Appointment of non-Indians**

The appointment of non-Indians should be made only in very exceptional circumstances and then also only on contract for the minimum period necessary. Whenever it is proposed to appointment of non-Indians, suitable steps should be taken simultaneously to train Indians to fill such posts. The orders on the subject issued by the Central Government from time to time setting out the general policy in this regard will be followed. It is also necessary to examine from the security point of view whether the non-Indian is suitable for such appointment. Non-Indians have to take an Oath of Allegiance before they join. The Oath should state the name of the candidate, nationality, and solemnly swear that they will be faithful to India and to the Constitution of India for the duration of their service. The Oath should also affirm that the candidate would carry out the duties of his office loyally, honestly and impartially. Previous permission from the administrative ministry and local police authorities in engaging such persons is essential.

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11. **Appointment of expatriate Indians**

Expatriate Indians may be appointed on contract/regular basis if their services are required. These persons may be paid consolidated remuneration, which shall not generally exceed the emoluments of Chief Executive of the Society i.e. Director General.

12. **Re-employment**

Employees leaving C-DAC shall not automatically be considered for re-employment with C-DAC. However, they would be at liberty to respond to advertisements. But, there shall be no special consideration on prescribed criteria as regards age, qualifications etc and the standards fixed for selection. This clause is not applicable to superannuated employees.

Date: 30th June 2020

Sd/-
Director (HRD)
C-DAC

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Guidelines for Engagement of Consultants; Scientists and other experts:

1. **Engagement of Consultants:**

   The Society may engage Consultants in exceptional circumstances and based on need and merits of each case. Various types of engagements are as follows: -

2. **Part-time Visiting Scientist / Specialist / Expert:**

   For various reasons including non-availability of Society's own staff in a given area, such appointments are made for a specified period of time for carrying out a specific assignment. Part-time visiting Scientist / Specialist / Expert are paid an honorarium for the assignment in accordance with guidelines approved by the Council/Committee and are not deemed as regular employees of the Society.

3. **Whole-time Visiting Scientist / Specialist / Expert:**

   Researchers/scientists/specialists/experts may be invited/selected to serve as whole/part-time Visiting Scientist / Specialist / Expert. During their tenure at the Society, their duties, emoluments and privileges are the same as that of the permanent employees of the Society at comparable levels.

4. **Honorary Visiting Scientist / Specialist / Experts/Advisors**

   Eminent and distinguished Scientists/ engineers working in industry and research institutions may be invited to interact with the Society in the capacity of Honorary Visiting Scientist / Specialist / Expert on a part-time basis. Such appointments are made for maximum tenure of 2 years, at a time. Honorary Visiting Scientist / Specialist / Expert are expected to contribute to scientific work at the Society for which they may be given an honorarium at rates, prescribed from time to time. In addition to the honorarium the Society bears the traveling/conveyance expenses in connection with their visit to the Society. The Criteria for appointment of an Honorary Visiting Scientist / Specialist / Expert is as under:

- He should have excellent academic qualifications;
- He should have held a responsible position in a Research Organization or an eminent position in the industry with active participation in R & D work;
- He should be actively engaged in the profession and should have active interest in research work.
- Appointees should not be more than age of 65 years.

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Annexure – I.

LEVEL-WISE DETAILS OF SANCTIONED POSTS

Sr. No.	Level in the Pay Matrix	Regular			Continuing Contract			Grand Total
		S&T	Non S&T	Total	S&T	Non S&T	Total	
1	Level 15	1	0	1	0	0	0	1
2	Level 14	8	0	8	1	0	1	9
3	Level 13A	17	1	18	5	1	6	24
4	Level 13	47	2	49	14	1	15	64
5	Level 12	108	11	119	29	2	31	150
6	Level 11	174	19	193	41	4	45	238
7	Level 10	360	19	379	110	3	113	492
8	Level 7	23	33	56	0	5	5	61
9	Level 6	107	64	171	0	8	8	179
10	Level 5	45	52	97	0	18	18	115
11	Level 4	4	30	34	0	5	5	39
12	Level 2	15	43	58	0	0	0	58
13	Level 1	3	33	36	0	3	3	39
Grand Total		**912**	**307**	**1219**	**200**	**50**	**250**	**1469**

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CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING

Director HRD
C-DAC

SCHEDULE: Director General
(Revised as on June 2020)

1	Name of the post	Director General
2	Number of posts	01* (2020) *Subject to variation dependent on work
3	Classification	Not Applicable
4	Scale of Pay	Level 15 in the Pay Matrix (Rs. 182200 – 224100)
5	Whether selection or non-selection	Not Applicable
6	Age limit for direct recruits	50 years Note 1: Age relaxation to be given to Government servants would be governed in accordance with DOPT's instructions issued from time to time. Note 2: Five years age relaxation in DR mode to the serving employees of Autonomous Societies under MeitY. Note 3: The crucial date of determining the age limit shall be the closing date for receipt of application from candidate in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Himachal Pradesh, Andaman Nicobar island of Lakshadweep).
7	Educational and other qualifications required for direct recruits	I. Educational Qualifications: Essential: Master's Degree in Engineering/ Technology in Electronics/ Electricals/ Electronics & Communications /Telecommunications/ Computer Science OR PhD in any of these subjects. Desirable: Thorough knowledge of i) policies of Govt. of India ii) Corporate Management. II. Essential Experience: a. 22 years' of post qualification experience in case of Master's Degree as above OR 17 years of post qualification experience in case of Ph.D as above. b. The candidate must have at least 5 years' experience in Senior Management capacity.

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8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable.
9	Period of probation, if any	One year in case of direct recruitment.
10	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	Direct Recruitment/Absorption/Deputation (including short term contract) i) **By Direct Recruitment/Absorption:** Tenure up to the age of superannuation ii) **By Deputation (including short term contract):** Tenure initially up to 5 years
11	In case of recruitment by promotion/ deputation/transfer (absorption), grades from which promotion/deputation/ transfer (absorption) to be made	In case of recruitment by Deputation/ Absorption, officers of the Central Government or State Government or Public Sector Undertaking or Autonomous Bodies (i) holding analogous post on regular basis: or with three years regular service in Level 14 of the pay matrix And (ii) Possessing the qualification and experience prescribed for Direct Recruits. **Note 1:** Period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or other organisation or Department of the Central Government shall ordinarily not exceed five years. **Note 2:** The maximum age limit for appointment by Deputation (including short-term contract) shall not be exceeding 58 years as on the closing date for receipt of applications. **Note 3:** The maximum age limit for appointment by Absorption basis shall not be exceeding 56 years as on the closing date for receipt of applications.
12	If a Departmental Promotion Committee exists, what is the composition thereof	Selection Committee comprising of: i. Secretary, DeitY – **Chairman** ii. An eminent Scientist – **Member** iii. Secretary of another Scientific Department – **Member** iv. Secretary, Ministry of Defence/DRDO – **Member** An outside expert in the relevant field – **Member**
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable.

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SCHEDULE: Registrar

1	Name of the post	Registrar
2	Number of posts	As sanctioned.
3	Classification	Group 'A'
4	Scale of Pay	Level 13-A of the Pay Matrix (Rs. 131100 – 216600)
5	Whether selection or non-selection	Selection
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruits	50 years (Relaxation as per Government of India instructions)
8	Educational and other qualifications required for direct recruits	(a) Graduation in any discipline 24 years of post-qualification experience. OR (b) LLB/Postgraduate in any discipline with 22 years of post-qualification experience. OR (c) Company Secretary / Two years full time MBA or PG Diploma in Management / LLM with 20 years post qualification experience. OR (d) Ph.D. with 18 years of post-qualification experience (e) Half of the total experience should be in Administrative/ HR/ Finance/ Legal
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable.
10	Period of probation, if any	One Year, applicable for direct recruitment only.
11	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	Direct recruitment/transfer (absorption) failing which by deputation
12	In case of recruitment by promotion/ deputation/transfer (absorption), grades from which promotion/deputation/ transfer (absorption) to be made	In case of transfer(absorption)/deputation, officers of the Central/State Government/ PSUs/Autonomous Bodies: (i) holding analogous post on regular basis or having Two (02) years of regular service in the Level 13 of the Pay Matrix And (ii) possessing the qualification prescribed for direct recruitment in column 8
13	If a Departmental Promotion Committee exists, what is the composition thereof	**Selection Committee comprising of:** DG of C-DAC - **Chairman** **Members :** One ED of any C-DAC Centre (to be nominated by DG) An outsider expert from relevant field Two external experts, not less than Level 14 of the Pay Matrix (to be approved by DG)
14	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

SCHEDULE: Executive Director

1	Name of the post	Executive Director
2	Number of posts	As sanctioned.
3	Classification	Group 'A'
4	Scale of Pay	Level 14 of the Pay Matrix (Rs. 144200 – 218200)
5	Whether selection or non-selection	Selection
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruits	50 years (Relaxation as per Government of India instructions)
8	Educational and other qualifications required for direct recruits	(a) Engineering graduate in relevant discipline and 20 years of experience OR (b) Postgraduate in Engineering in relevant discipline with 15 years of experience OR (c) Ph.D. with 10 years relevant experience.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable.
10	Period of probation, if any	One Year, applicable for direct recruitment only.
11	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	Direct recruitment/transfer (absorption) failing which by deputation
12	In case of recruitment by promotion/ deputation/transfer (absorption), grades from which promotion/deputation/ transfer (absorption) to be made	In case of transfer(absorption)/deputation, officers of the Central/State Government/ PSUs/Autonomous Bodies: (i) holding analogous post on regular basis or having 5 years of regular service in the Level 13-A of the Pay Matrix And (ii) possessing the qualification prescribed for direct recruitment in column 8
13	If a Departmental Promotion Committee exists, what is the composition thereof	Selection Committee comprising of: Secretary, MeitY – Chairman DG, C-DAC – Member An outsider expert from relevant field – Member
14	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

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SCHEDULE: MTS A1

1	Name of the post	Member Technical Staff A1 (MTS A1)
2	Number of posts	As sanctioned.
3	Classification	Group 'A'
4	Scale of Pay	Level 14 of the Pay Matrix (Rs. 144200 – 218200)
5	Whether selection or non-selection	Selection
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruits	50 years (Relaxation as per Government of India instructions)
8	Educational and other qualifications required for direct recruits	(a) Engineering graduate in relevant discipline and 21 years of experience OR (b) Postgraduate in Engineering in relevant discipline with 15 years of experience OR (c) Ph.D with 10 years of relevant experience.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable.
10	Period of probation, if any	One Year, applicable for direct recruitment only.
11	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	Direct recruitment/transfer (absorption) failing which by deputation
12	In case of recruitment by promotion/ deputation/transfer (absorption), grades from which promotion/deputation/ transfer (absorption) to be made	In case of transfer(absorption)/deputation, officers of the Central/State Government/ PSUs/Autonomous Bodies: (i) holding analogous post on regular basis or having 5 years of regular service in the Level 13-A of the Pay Matrix (ii) possessing the qualification prescribed for direct recruitment in column 8
13	If a Departmental Promotion Committee exists, what is the composition thereof	**Selection Committee comprising of:** Secretary, MeitY – **Chairman** DG, C-DAC – **Member** An outsider expert from relevant field - **Member**
14	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

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SCHEDULE: MTS A2

1	Name of the post	Member Technical Staff A2 (MTS A2)
2	Number of posts	Approved posts as per Annexure-I
3	Classification	Group 'A'
4	Scale of Pay	Level 13-A of the Pay Matrix (Rs. 131100 – 216600)
5	Whether selection or non-selection	Selection
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruits	46 years (Relaxation as per Government of India instructions)
8	Educational and other qualifications required for direct recruits	(a) First Class B. E. / B. Tech. / MCA/ or equivalent degree in relevant discipline and 16 years of experience. OR (b) Postgraduate in Engineering/Technology in relevant discipline with 14 years of experience OR (c) First Class Postgraduate degree in relevant discipline and 16 years of experience (d) Ph.D. with 13 years relevant experience.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable.
10	Period of probation, if any	One Year for direct recruitment.
11	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	Direct recruitment. or by deputation/transfer (absorption)
12	In case of recruitment by promotion/ deputation/transfer (absorption), grades from which promotion/deputation/ transfer (absorption) to be made	For deputation / transfer (absorption) S&T officers of the Central Government / State Government / PSU's / Autonomous bodies (i) holding analogous post on regular basis or having 5 years of regular service in the Level 13 of the Pay Matrix And (ii) possessing the qualification prescribed for direct recruitment in column 8
13	If a Departmental Promotion Committee exists, what is the composition thereof	Not applicable
14	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

SCHEDULE: MTS A3

1	Name of the post	Member Technical Staff A3 (MTS A3)
2	Number of posts	Approved posts as per Annexure-I
3	Classification	Group 'A'
4	Scale of Pay	Level 13 of the Pay Matrix (Rs. 123100 – 215900)
5	Whether selection or non-selection	Selection
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruits	41 years (Relaxation as per Government of India instructions)
8	Educational and other qualifications required for direct recruits	(a) First Class B. E./ B. Tech./ MCA/ or equivalent degree in relevant discipline and 11 years of experience. OR (b) Postgraduate in Engineering/Technology in relevant discipline with 9 years of experience OR (c) First Class Postgraduate degree in relevant discipline and 11 years of experience OR (d) Ph.D. with 8 years relevant experience.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable.
10	Period of probation, if any	One Year for direct recruitment.
11	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	Direct recruitment, or by deputation/transfer (absorption)
12	In case of recruitment by promotion/ deputation/transfer (absorption), grades from which promotion/deputation/ transfer (absorption) to be made	For deputation / transfer (absorption) S&T officers of the Central Government / State Government / PSU's / Autonomous bodies (i) holding analogous post on regular basis or having 4 years of regular service in the Level 12 of the Pay Matrix And (ii) possessing the qualification prescribed for direct recruitment in column 8
13	If a Departmental Promotion Committee exists, what is the composition thereof	Not applicable
14	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

4-2-2021

SCHEDULE: MTS A4

1	Name of the post	Member Technical Staff A4 (MTS A4)
2	Number of posts	Approved posts as per Annexure-I
3	Classification	Group 'A'
4	Scale of Pay	Level 12 of the Pay Matrix (Rs. 78800 – 209200)
5	Whether selection or non-selection	Selection
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruits	37 years (Relaxation as per Government of India instructions)
8	Educational and other qualifications required for direct recruits	(a) First Class B. E. / B. Tech. / MCA/ or equivalent degree in relevant discipline and 7 years of experience. OR (b) Postgraduate in Engineering/Technology in relevant discipline with 5 years of experience OR (c) First Class Postgraduate degree in relevant discipline and 7 years of experience OR (d) Ph.D with 4 years relevant experience.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable.
10	Period of probation, if any	One Year
11	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	Direct recruitment or deputation / transfer (absorption).
12	In case of recruitment by promotion/ deputation/transfer (absorption), grades from which promotion/deputation/ transfer (absorption) to be made	For deputation / transfer (absorption) S&T officers of the Central Government / State Government / PSU's / Autonomous bodies (i) holding analogous post on regular basis or having 4 years of regular service in the Level 11 of the Pay Matrix And (ii) possessing the qualification prescribed for direct recruitment in column 8
13	If a Departmental Promotion Committee exists, what is the composition thereof	Not applicable.
14	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable.

4-2-2024

SCHEDULE: MTS A5

1	Name of the post	Member Technical Staff A5 (MTS A5)
2	Number of posts	Approved posts as per Annexure-I
3	Classification	Group 'A'
4	Scale of Pay	Level 11 of the Pay Matrix (Rs. 67700 – 208700)
5	Whether selection or non-selection	Selection.
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruits	33 years (Relaxation as per Government of India instructions)
8	Educational and other qualifications required for direct recruits	(a) First Class B. E./ B. Tech./ MCA/ or equivalent degree in relevant discipline and 3 years of experience. OR (b) Postgraduate in Engineering/Technology in relevant discipline with 1 year experience OR (c) First Class Postgraduate degree in relevant discipline and 3 years of experience or Postgraduate degree in domain specific discipline with 3 years of experience OR (d) PhD in relevant discipline.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable.
10	Period of probation, if any	One Year.
11	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	Direct Recruitment.
12	In case of recruitment by promotion/ deputation/transfer (absorption), grades from which promotion/deputation/ transfer (absorption) to be made	Not Applicable.
13	If a Departmental Promotion Committee exists, what is the composition thereof	Not Applicable.
14	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not Applicable.

4-2-2024

SCHEDULE : MTS A6

1	Name of the post	Member Technical Staff A6 (MTS A6)
2	Number of posts	Approved posts as per Annexure-I
3	Classification	Group 'A'
4	Scale of Pay	Level 10 of the Pay Matrix (Rs. 56100 – 177500)
5	Whether selection or non-selection	Selection
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruits	30 years (Relaxation as per Government of India instructions)
8	Educational and other qualifications required for direct recruits	(a) First Class B. E. / B. Tech. / MCA/ or equivalent degree in relevant discipline. OR (b) Postgraduate in Engineering/Technology in relevant discipline. OR (c) First Class Postgraduate degree in Science in relevant discipline or domain specific discipline.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable
10	Period of probation, if any	One Year.
11	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	Direct recruitment.
12	In case of recruitment by promotion/ deputation/transfer (absorption), grades from which promotion/deputation/ transfer (absorption) to be made	Not applicable
13	If a Departmental Promotion Committee exists, what is the composition thereof	Not applicable
14	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

4.2.2021

SCHEDULE: MTS B1

1	Name of the post	Member Technical Staff B1 (MTS B1)
2	Number of posts	Approved posts as per Annexure-I
3	Classification	Group 'B'
4	Scale of Pay	Level 7 of the Pay Matrix (Rs. 44900 – 142400)
5	Whether selection or non-selection	Selection
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruits	35 years (Relaxation as per Government of India instructions)
8	Educational and other qualifications required for direct recruits	(a) First Class Diploma in Engineering / Computer applications with and 6 years of experience in the relevant field. OR (b) First Class Degree in Computer Science / Electronics/ IT/Computer applications or relevant domain and 6 years of experience in the relevant field. OR (c) Graduate with first class and DOEACC 'B' Level with 2 years of experience in the relevant field.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	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 (absorption) and percentage of posts to be filled by various methods	Direct Recruitment
12	In case of recruitment by promotion/ deputation/transfer (absorption), grades from which promotion/deputation/ transfer (absorption) to be made	Not applicable
13	If a Departmental Promotion Committee exists, what is the composition thereof	Not applicable
14	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

4-2-2021

SCHEDULE: MTS B2

1	Name of the post	Member Technical Staff B2 (MTS B2)
2	Number of posts	Approved posts as per Annexure-I
3	Classification	Group 'B"
4	Scale of Pay	Level 6 of the Pay Matrix (Rs. 35400 – 112400)
5	Whether selection or non-selection	Selection
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruits	35 years (Relaxation as per Government of India instructions)
8	Educational and other qualifications required for direct recruits	(a) First Class Diploma in Engineering / Computer applications with and 3 years of experience in the relevant field. OR (b) First class Degree in Computer Science / Electronics/ IT/Computer applications or relevant domain and 3 years of experience in the relevant field. OR (c) Trade Certificate with NCVT where basic qualification for admission to the Course is Matriculation or equivalent and 9 years of experience in the relevant field. OR (d) Graduate with first class and DOEACC 'A' Level with 4 years of experience in the relevant field.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable.
10	Period of probation, if any	One year
11	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	Direct Recruitment
12	In case of recruitment by promotion/ deputation/transfer (absorption), grades from which promotion/deputation/ transfer (absorption) to be made	Not applicable.
13	If a Departmental Promotion Committee exists, what is the composition thereof	Not applicable.
14	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable.

4-2-2021

SCHEDULE: MTS B3

1	Name of the post	Member Technical Staff B3 (MTS B3)
2	Number of posts	Approved posts as per Annexure-I
3	Classification	Group 'C'
4	Scale of Pay	Level 5 of the Pay Matrix (Rs. 29200 – 92300)
5	Whether selection or non-selection	Selection
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruits	30 years (Relaxation as per Government of India instructions)
8	Educational and other qualifications required for direct recruits	(a) First class Diploma in Engineering / Computer applications OR (b) First class Degree in Computer Science / Electronics / IT / Computer applications or relevant domain OR (c) Trade Certificate with NCVT where basic qualification for admission to the Course is Matriculation or equivalent and 6 years of experience in the relevant field. OR (d) Graduate with first class and DOEACC 'C' Level with 2 years of experience in the relevant field.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable
10	Period of probation, if any	One year
11	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	Direct Recruitment.
12	In case of recruitment by promotion/ deputation/transfer (absorption), grades from which promotion/deputation/ transfer (absorption) to be made	Not applicable
13	If a Departmental Promotion Committee exists, what is the composition thereof	Not applicable
14	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

4-2-2021

SCHEDULE: MTS B4

1	Name of the post	Member Technical Staff B4 (MTS B4)
2	Number of posts	Approved posts as per Annexure-I
3	Classification	Group 'C'
4	Scale of Pay	Level 4 of the Pay Matrix (Rs. 25500 – 81100)
5	Whether selection or non-selection	Selection
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruits	30 years (Relaxation as per Government of India instructions)
8	Educational and other qualifications required for direct recruits	(a) Trade Certificate in relevant trade with NCVT / ITI with 3 years of experience in the relevant field. OR (b) Diploma in Engineering or B.Sc. in relevant area with minimum 50% marks and 1 year experience.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable.
10	Period of probation, if any	One year
11	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	Direct Recruitment.
12	In case of recruitment by promotion/ deputation/transfer (absorption), grades from which promotion/deputation/ transfer (absorption) to be made	Not applicable.
13	If a Departmental Promotion Committee exists, what is the composition thereof	Not applicable.
14	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable.

4-2-2021

SCHEDULE: MTS B5

1	Name of the post	Member Technical Staff B5 (MTS B5)
2	Number of posts	Approved posts as per Annexure-I
3	Classification	Group 'C'
4	Scale of Pay	Level 2 of the Pay Matrix (Rs. 19900 – 63200)
5	Whether selection or non-selection	Selection
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruits	30 years (Relaxation as per Government of India instructions)
8	Educational and other qualifications required for direct recruits	Trade Certificate in relevant trade with NCVT / ITI.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable
10	Period of probation, if any	One year
11	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	Direct Recruitment
12	In case of recruitment by promotion/ deputation/transfer (absorption), grades from which promotion/deputation/ transfer (absorption) to be made	Not applicable
13	If a Departmental Promotion Committee exists, what is the composition thereof	Not applicable
14	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

SCHEDULE: MTS B6

1	Name of the post	Member Technical Staff B6 (MTS B6)
2	Number of posts	Approved posts as per Annexure-I
3	Classification	Group 'C'
4	Scale of Pay	Level 1 of the Pay Matrix (Rs. 18000 – 56900)
5	Whether selection or non-selection	Not applicable
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruits	18 to 25 years (Relaxation as per Government of India instructions)
8	Educational and other qualifications required for direct recruits	(a) Matriculate or equivalent pass OR (b) ITI Pass* *May be adopted as per special requirement of the post, if any
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable
10	Period of probation, if any	Two years
11	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	By direct recruitment
12	In case of recruitment by promotion/ deputation/transfer (absorption), grades from which promotion/deputation/ transfer (absorption) to be made	Not applicable
13	If a Departmental Promotion Committee exists, what is the composition thereof	Not applicable
14	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

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SCHEDULE: MAS A1

1	Name of the post	Member Administrative Staff A1 (MAS A1)
2	Number of posts	Approved posts as per Annexure-I
3	Classification	Group 'A'
4	Scale of Pay	Level 13-A of the Pay Matrix (Rs. 131100 – 216600)
5	Whether selection or non-selection	Selection or Deputation / transfer (absorption).
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruits	50 years (Relaxation according to Government of India instructions)
8	Educational and other qualifications required for direct recruits	(a) CA /LL.M with 19 years of experience OR (b) Two years Full Time MBA / PG in Mass Communication / LLB / CS / ICWA/ or equivalent relevant professional qualification with 22 years of relevant experience
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable.
10	Period of probation, if any	One Year
11	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	Direct Recruitment or Deputation / transfer (absorption).
12	In case of recruitment by promotion/ deputation/transfer (absorption), grades from which promotion/deputation/ transfer (absorption) to be made	In case of deputation / transfer (absorption) of officers of the Central / State Govt. / PSUs / autonomous bodies: (i) holding analogous posts on regular basis or having 5 years regular service in the Level 13 of the Pay Matrix And (ii) possessing the qualifications prescribed for direct recruitment as in column 8
13	If a Departmental Promotion Committee exists, what is the composition thereof	Not applicable.
14	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable.

SCHEDULE: MAS A2

1	Name of the post	Member Administrative Staff A2 (MAS A2)
2	Number of posts	Approved posts as per Annexure-I
3	Classification	Group 'A'
4	Scale of Pay	Level 13 of the Pay Matrix (Rs. 123100 – 215900)
5	Whether selection or non-selection	Selection or Deputation / transfer (absorption)
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruits	45 years (Relaxation according to Government of India instructions)
8	Educational and other qualifications required for direct recruits	(a) CA /LL.M with 14 years of experience OR (b) Two years Full Time MBA / PG in Mass Communication / LLB / CS / ICWA/ or equivalent relevant professional quaiification with 17 years of relevant experience
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable.
10	Period of probation, if any	One Year
11	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	Direct Recruitment or Deputation / transfer (absorption).
12	In case of recruitment by promotion/ deputation/transfer (absorption), grades from which promotion/deputation/ transfer (absorption) to be made	In case of deputation / transfer (absorption) of officers of the Central / State Govt. / PSUs / autonomous bodies: (i) holding analogous posts on regular basis or having 5 years regular service in the Level 12 of the Pay Matrix And (ii) possessing the qualifications prescribed for direct recruitment as in column 8
13	If a Departmental Promotion Committee exists, what is the composition thereof	Not applicable.
14	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable.

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SCHEDULE: MAS A3

1	Name of the post	Member Administrative Staff A3 (MAS A3)
2	Number of posts	Approved posts as per Annexure-I
3	Classification	Group 'A'
4	Scale of Pay	Level 12 of the Pay Matrix (Rs. 78800 – 209200)
5	Whether selection or non-selection	Selection or Deputation / transfer (absorption).
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruits	40 years (Relaxation according to Government of India instructions)
8	Educational and other qualifications required for direct recruits	(a) CA /LL.M with 9 years of experience or (b) Two years Full Time MBA / PG in Mass Communication / LLB / CS / ICWA/ or equivalent relevant professional qualification with 12 years of relevant experience
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable.
10	Period of probation, if any	One Year
11	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	Direct Recruitment or Deputation / transfer (absorption).
12	In case of recruitment by promotion/ deputation/transfer (absorption), grades from which promotion/deputation/ transfer (absorption) to be made	In case of deputation / transfer (absorption) of officers of the Central / State Govt. / PSUs / autonomous bodies: (i) holding analogous posts on regular basis or having 5 years regular service in the Level 11 of the Pay Matrix And (ii) possessing the qualifications prescribed for direct recruitment as in column 8
13	If a Departmental Promotion Committee exists, what is the composition thereof	Not applicable
14	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

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SCHEDULE: MAS A4

1	Name of the post	Member Administrative Staff A4 (MAS A4)
2	Number of posts	Approved posts as per Annexure-I
3	Classification	Group 'A'
4	Scale of Pay	Level 11 of the Pay Matrix (Rs. 67700 – 208700)
5	Whether selection or non-selection	Selection or Deputation / transfer (absorption).
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruits	35 years (Relaxation according to Government of India instructions)
8	Educational and other qualifications required for direct recruits	(a) CA /LL.M with 4 years of experience OR (b) Two years Full Time MBA / PG in Mass Communication / LLB / CS / ICWA/ or equivalent relevant professional qualification with 7 years of relevant experience.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable.
10	Period of probation, if any	One Year
11	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	Direct Recruitment or Deputation / transfer (absorption).
12	In case of recruitment by promotion/ deputation/transfer (absorption), grades from which promotion/deputation/ transfer (absorption) to be made	In case of deputation / transfer (absorption) of officers of the Central / State Govt. / PSUs / autonomous bodies: (i) holding analogous posts on regular basis or having 4 years regular service in the Level 10 of the Pay Matrix And (ii) possessing the qualifications prescribed for direct recruitment as in column 8
13	If a Departmental Promotion Committee exists, what is the composition thereof	Not applicable.
14	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable.

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SCHEDULE: MAS A5

1	Name of the post	Member Administrative Staff A5 (MAS A5)
2	Number of posts	Approved posts as per Annexure-I
3	Classification	Group 'A',
4	Scale of Pay	Level 10 of the Pay Matrix (Rs. 56100 – 177500)
5	Whether selection or non-selection	Selection or Deputation / transfer (absorption).
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruits	35 years (Relaxation according to Government of India instructions)
8	Educational and other qualifications required for direct recruits	(a) CA /LL.M OR (b) Two years Full Time MBA / PG in Mass Communication/ LLB / CS / ICWA/ or equivalent relevant professional qualification with 3 years relevant experience.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable.
10	Period of probation, if any	One Year
11	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	Direct Recruitment or Deputation / transfer (absorption).
12	In case of recruitment by promotion/ deputation/transfer (absorption), grades from which promotion/deputation/ transfer (absorption) to be made	In case of deputation / transfer (absorption) of officers of the Central / State Govt. / PSUs / autonomous bodies: (i) holding analogous posts on regular basis or having 5 years regular service in Level 7 of the Pay Matrix And (ii) possessing the qualifications prescribed for direct recruitment as in column 8
13	If a Departmental Promotion Committee exists, what is the composition thereof	Not applicable.
14	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable.

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SCHEDULE: MAS B1

1	Name of the post	Member Administrative Staff B1 (MAS B1)
2	Number of posts	Approved posts as per Annexure-I
3	Classification	Group 'B'
4	Scale of Pay	Level 7 of the Pay Matrix (Rs. 44900 – 142400)
5	Whether selection or non-selection	Selection or Deputation / transfer (absorption).
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruits	35 years (Relaxation according to Government of India instructions and C-DAC Recruitment rules)
8	Educational and other qualifications required for direct recruits	(a) Graduate with 50% marks in any discipline or Postgraduate. (b) Familiar with computer operations. (c) 14 years of working experience in relevant field for graduates and 12 years for post graduates.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable.
10	Period of probation, if any	One Year
11	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	Direct Recruitment or Deputation / transfer (absorption).
12	In case of recruitment by promotion/ deputation/transfer (absorption), grades from which promotion/deputation/ transfer (absorption) to be made	In case of deputation / transfer (absorption) of officers of the Central / State Govt. / PSUs / autonomous bodies: (i) holding analogous posts on regular basis or having 5 years regular service in the Leve 6 of the Pay Matrix And (ii) possessing the qualifications prescribed for direct recruitment as in column 8
13	If a Departmental Promotion Committee exists, what is the composition thereof	Not applicable
14	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

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SCHEDULE: MAS B2

1	Name of the post	Member Administrative Staff B2 (MAS B2)
2	Number of posts	Approved posts as per Annexure-I
3	Classification	Group 'B',
4	Scale of Pay	Level 6 of the Pay Matrix (Rs. 35400 – 112400)
5	Whether selection or non-selection	Selection
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruits	35 years (Relaxation according to Government of India instructions)
8	Educational and other qualifications required for direct recruits	(a) Graduate in any discipline (b) One year certificate course in computers. (c) 11 years of working experience in relevant field for graduates or 9 years for a post graduate. OR Graduate with 50/100 wpm typing/shorthand, familiar with computer operations and with 3 years relevant experience.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable
10	Period of probation, if any	One Year
11	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	Direct recruitment.
12	In case of recruitment by promotion/ deputation/transfer (absorption), grades from which promotion/deputation/ transfer (absorption) to be made	Not applicable
13	If a Departmental Promotion Committee exists, what is the composition thereof	Not applicable
14	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

SCHEDULE: MAS B3

1	Name of the post	Member Administrative Staff B3 (MAS B3)
2	Number of posts	Approved posts as per Annexure-I
3	Classification	Group 'C'
4	Scale of Pay	Level 5 of the Pay Matrix (Rs. 29200 – 92300)
5	Whether selection or non-selection	Selection
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruits	35 years (Relaxation according to Government of India instructions)
8	Educational and other qualifications required for direct recruits	(a) Graduate in any discipline (b) Minimum six month's certificate course in computers. (c) 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.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable.
10	Period of probation, if any	One Year
11	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	Direct recruitment.
12	In case of recruitment by promotion/ deputation/transfer (absorption), grades from which promotion/deputation/ transfer (absorption) to be made	Not applicable
13	If a Departmental Promotion Committee exists, what is the composition thereof	Not applicable
14	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

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SCHEDULE: MAS B4

1	Name of the post	Member Administrative Staff B4 (MAS B4)
2	Number of posts	Approved posts as per Annexure-I
3	Classification	Group 'C'
4	Scale of Pay	Level 4 of the Pay Matrix (Rs. 25500 – 81100)
5	Whether selection or non-selection	Selection
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruits	30 years (Relaxation according to Government of India instructions)
8	Educational and other qualifications required for direct recruits	(a) Graduate in any discipline (b) Six months certificate course in computer operation (c) 3 years working experience in relevant field or 1 year for a post graduate
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable.
10	Period of probation, if any	One Year
11	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	Direct recruitment
12	In case of recruitment by promotion/ deputation/transfer (absorption), grades from which promotion/deputation/ transfer (absorption) to be made	Not applicable.
13	If a Departmental Promotion Committee exists, what is the composition thereof	Not applicable.
14	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable.

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SCHEDULE: MAS B5

1	Name of the post	Member Administrative Staff B5 (MAS B5)
2	Number of posts	Approved posts as per Annexure-I
3	Classification	Group 'C'
4	Scale of Pay	Level 2 of the Pay Matrix (Rs. 19900 – 63200)
5	Whether selection or non-selection	Selection
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruits	30 years (relaxation according to Government of India instructions)
8	Educational and other qualifications required for direct recruits	(a) Graduate in any discipline (b) Knowledge of computer operation
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable
10	Period of probation, if any	Two Year
11	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	Direct recruitment
12	In case of recruitment by promotion/ deputation/transfer (absorption), grades from which promotion/deputation/ transfer (absorption) to be made	Not applicable
13	If a Departmental Promotion Committee exists, what is the composition thereof	Not applicable
14	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

4-2-2021

SCHEDULE: MAS B6 (Multitasking Staff)

1	Name of the post	Member Administrative Staff B6 (MAS B6) (Multitasking Staff)
2	Number of posts	Approved posts as per Annexure-I
3	Classification	Group 'C'
4	Scale of Pay	Level 1 of the Pay Matrix (Rs. 18000 – 63200)
5	Whether selection or non-selection	Selection
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruits	18 to 25 years (Relaxation according to Government of India instructions)
8	Educational and other qualifications required for direct recruits	(c) Matriculate or equivalent pass OR (b) ITI pass* *May be adopted as per special requirement of the post, if any
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable
10	Period of probation, if any	Two Year
11	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	Direct recruitment
12	In case of recruitment by promotion/ deputation/transfer (absorption), grades from which promotion/deputation/ transfer (absorption) to be made	Not applicable
13	If a Departmental Promotion Committee exists, what is the composition thereof	Not applicable
14	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

9.2.2021