

NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD DEVELOPMENT

RECRUITMENT RULES

As per new format of prescribed by DOPT vide their OM 31.03.2015		Proposed RRs
1.	Name of Post	Stenographer Grade-II
2.	Number of Posts	10 (Ten)
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay level- 4 (Rs.25500-81100/-) (pre-revised PB - 1 Rs.5200-20200/- + Grade Pay Rs.2400/-)
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitment	18-27 Years (relaxation in upper age limit as per Government of India instructions)).
7.	Educational and other qualifications required for direct recruits	i. Graduate degree from a recognized University/ Institute. ii. Skill Test Norms Dictation : 10 mts@80 w.p.m Transcription: 65 mts. (English), 75 mts. (Hindi) (on Manual Typewriter) Or 50 mts. (English), 65 mts. (Hindi) (on Computer)
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment, failing which by Deputation on 'Foreign service terms'.
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<u>By On Deputation</u> on 'Foreign Service terms', as per DoP&T norms: Age Limit: Maximum of 56 years. Officers under the Central/ State/ UT Govt., Autonomous Body, Statutory Organization, recognized University/ Institution in the parent cadre or department holding analogous posts or officers with 08 years regular service in Pay Level-2 (or equivalent) and possessing educational and other qualification as mentioned in Row 7 above.
12.	If DPC exists, what is its composition	Composition of the DPC: Chairperson: Joint Director (CS), NIPCCD. Members: a. Under Secretary, MWCD. b. Deputy Director of Programme Division at Hqrs. and Senior most faculty Member in case of vacancy at Regional Centre. c. A representative from SC/ST/OBC/Minority Community at the level of Under Secretary. d. Deputy Director (Admin). The DPC will also act as Departmental Confirmation Committee (DCC).
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

Note:

- (a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of a candidate of exceptional merit on the basis of recommendations made by the Competent Authority".
- (b) "Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- (c) "No person;
 - (i) Who has entered into, or contracted a marriage with a person who has a spouse living; or
 - (ii) Who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the Central Government may, if satisfied that such marriage is permitted under the Personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule".

NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT

RECRUITMENT RULES

As per new format of prescribed by DOPT vide their OM 31.03.2015		Proposed RRs
1.	Name of the Post	Lower Division Clerk
2.	No. of Posts	27 (Twenty Seven)
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay /Pay Scales	Pay level- 2 (Rs.19900-63200/-) (pre-revised PB- 1, Rs.5200-20200/- + Grade Pay Rs.1900/-)
5.	Whether Selection post or Non-selection post	Selection
6.	Age limit for direct recruits	18-27 Years (relaxation in upper age limit as per Government of India instructions).
7.	Educational and other qualification Required for Direct Recruits	(i) 12 th class or equivalent qualification from a recognized Board/ University. (ii) A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on manual typewriter; or 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Yes
9.	Period of Probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	i) 85% by direct recruitment. A written test will be conducted in Arithmetic and English/Hindi. Syllabus of the written test will be of the standard of class-X of CBSE Board. The minimum qualifying marks would be 50% of maximum marks in each paper. In case of SC/ST candidates, the qualifying marks would be 45% of maximum marks in each paper. Those who qualify the written test will be allowed to take the typing test. The required minimum typing speed for the qualifying test is 30 w.p.m. in English or 25 w.p.m. in Hindi* or a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word). Only those candidates who qualify both the examination i.e. written and typing test, will be eligible for being considered for appointment upto the number of vacancies available under the Direct Recruitment quota. ii) 10% of the vacancies shall be filled from amongst the Group C Staff in the Grade Pay of Rs.1800 and who possess 12 th Class pass or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years. (50 years of age for the SC/ST). Applications will be invited from willing and eligible Group 'C' employees in the Grade Pay of Rs. 1800/-with three years regular service in the

		Institute. A written test will be conducted in Arithmetic and English/Hindi. Syllabus of the written test will be of the standard of class-X. The minimum qualifying marks would be 40% of maximum marks in each paper. In case of SC/ST candidates, the qualifying marks would be 35% of maximum marks in each paper. Those who qualify the written test will be allowed to take the typing test. The required minimum typing speed for the qualifying test is 30 w.p.m. in English or 25 w.p.m. in Hindi or a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word). Only those candidates, who qualify both the examination i.e. written and typing test, will be eligible for being considered by the regularly constituted DPC for appointment upto the number of vacancies available under the DCE quota. Note I : If more of such employees than the number of vacancies available under Clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an early examination are considered before those who qualify at a later examination. Note II : If no suitable candidates will be found on conducting of the Departmental Qualifying Examination, the posts falls under the quota will be filled up by direct recruitment. (iii) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group C employees who have 3 years regular service in posts with the Pay level 1 or equivalent. Note : If no suitable candidates will found, the posts falls under the quota will be filled up by direct recruitment.
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/ absorption to be made.	As stated in Col.10
12.	If a DPC exists, what is its composition	Composition of the DPC: Chairperson: Joint Director (CS), NIPCCD. Members: - Under Secretary, MWCD. - Deputy Director of Programme Division, NIPCCD, Hqrs., and Senior- most faculty Member in case of vacancy at Regional Centre. - A representative from SC/ST/OBC/Minority Community at the level of Under Secretary. - Deputy Director (Admin.). The DPC will also act as Departmental Confirmation Committee (DCC).
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

Note:

- (a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Competent Authority.
- (b) Nothing in these rules shall affect reservations, relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
- (c) "No person;
 - (i) Who has entered into or contracted marriage with a person who has a spouse living, or
 - (ii) Who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Institute may if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule".

NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT

RECRUITMENT RULES

As per new format of prescribed by DOPT vide their OM 31.03.2015		Proposed RRs
1.	Name of Post	Assistant Librarian
2.	Number of Posts	4 (Four)
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay level- 5 (Rs.29200-92300/-) (pre-revised PB-1, Rs.5200-20200/- + Grade Pay Rs.2800/-)
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	18-27 Years (relaxation in upper age limit as per Government of India instructions)
7.	Educational and other qualifications required for direct recruits	<u>Essential :</u> (i) Degree of a recognized university or equivalent OR Degree/recognized diploma in Library Science or Library and Information Science (ii) Three years' experience of working in Library in an Central/ State/ UT Govt., Autonomous Body, Statutory Organization/ recognized University or Institutions in the parent cadre or department in case of degree holders and five years in case of diploma holders. <u>Desirable:</u> Having knowledge of MS Office.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	2 years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable
12.	If DPC exists, what is its composition	Composition of the DPC: Chairperson: Joint Director (CS), NIPCCD. Members: - Under Secretary, MWCD. - Deputy Director of Programme Division, NIPCCD, Hqrs., and Senior-most faculty Member in case of vacancy at Regional Centre. - A representative from SC/ST/OBC/Minority Community at the level of Under Secretary. - Deputy Director (Admin.). The DPC will also act as Departmental Confirmation Committee (DCC).
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT**RECRUITMENT RULES**

As per new format of prescribed by DOPT vide their OM 31.03.2015		Proposed RRs
1.	Name of Post	Computer Operator
2.	Number of Posts	2 (Two)
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay level – 4 (Rs.25500-81100/-) (pre-revised PB- 1, Rs.5200-20200/- + Grade Pay Rs.2400/-)
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruitment	18-27 Years (relaxation in upper age limit as per Government of India instructions)
7.	Educational and other qualifications required for direct recruits	Essential : Graduate from any recognized University/ Institute. Desirable : Knowledge of computer literacy viz. MS-Office, Database, Internet, software, etc.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% By direct recruitment
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion/ deputation/absorption to be made	Not Applicable
12.	If DPC exists, what is its composition	Composition of the DPC: Chairperson: Joint Director (CS), NIPCCD. Members: a. Under Secretary, MWCD b. Deputy Director of Programme Division, NIPCCD, Hqrs. c. Deputy Director (Admin.). The DPC will also act as Departmental Confirmation Committee (DCC).
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

Note:

- "The appointing authority may at its discretion relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Competent Authority.
- Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- "No person:
 - Who has entered into, or contracted a marriage with a person who has a spouse living;
or

- (ii) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Central Government may if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule”

NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMNT

RECRUITMENT RULES

As per new format of prescribed by DOPT vide their OM 31.03.2015		Proposed RRs
1.	Name of Post	Upper Division Clerk
2.	Number of Posts	11 (Eleven)
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay level- 4 (Rs.25500-81100/-) (pre-revised PB- 1, Rs.5200-20200/- + Grade Pay Rs.2400/-)
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	(i) 80% By promotion. (ii) 20% By limited departmental competitive examination (LDCE).
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion/ deputation/absorption to be made	<u>By Promotion :</u> On the basis of seniority-cum-fitness amongst the LDCs who have rendered 8 years regular service. <u>By LDCE:</u> Through limited departmental competitive examination amongst the LDCs who have rendered at least five years of regular service. The period of service should be counted upto the date of announcement of the examination.
12.	If DPC exists, what is its composition	<u>Composition of the DPC:</u> <u>Chairperson:</u> Joint Director (CS), NIPCCD. <u>Members:</u> a. Under Secretary, MWCD. b. Deputy Director of Programme Division, NIPCCD, Hqrs. and Senior most faculty member in case of vacancy at Regional Centre. c. A representative from SC/ST/OBC/Minority Community at the level of Under Secretary. d. Deputy Director (Admn.). The DPC will also act as Departmental Confirmation Committee (DCC).
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

Note:

- a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Competent Authority.

- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- c) "No person:
- (i) Who has entered into, or contracted a marriage with a person who has a spouse living; or
 - (ii) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Central Government may if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule".

NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT

RECRUITMENT RULES

As per new format of prescribed by DOPT vide their OM 31.03.2015		Proposed RRs
1.	Name of Post	Dispatch Rider
2.	Number of Posts	2 (Two)
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay level- 2 (Rs.19900-63200/-) (pre-revised (PB - 1, Rs.5200-20200/- + Grade Pay Rs. 1900)
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruitment	18 to 27 Years (relaxation in upper age limit as per Government of India instructions)
7.	Educational and other qualifications required for direct recruits	Essential: Matriculate (10 th Class) passed with a valid driving license for a motor-cycle and experience of driving a motorcycle for at least 2 years.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By direct recruitment, failing which by Deputation on 'Foreign service terms'.
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion/ deputation/absorption to be made	By Deputation on 'Foreign service terms', as per DOPT norms: Age Limit: Maximum of 56 years. Officers holding analogous post in Central/ State/ UT Govt., Autonomous Body, Statutory Organization/ recognized University or Institutions in the parent cadre or department or officers with 3 years regular service in in the Pay Level-1 (or equivalent) with qualification as indicated in Row 7 above
12.	If DPC exists, what is its composition	Composition of the DPC: Chairperson: Joint Director (CS), NIPCCD. Members: a. Under Secretary, MWCD. b. Deputy Director of Programme Division, NIPCCD, Hqrs. c. Deputy Director (Admn.). The DPC will also act as Departmental Confirmation Committee (DCC).
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

Note:

- a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Competent Authority.

- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- c) "No person:
- (i) Who has entered into, or contracted a marriage with a person who has a spouse living; or
 - (ii) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Central Government may if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule".

NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT

RECRUITMENT RULES

As per new format of prescribed by DOPT vide their OM 31.03.2015		Proposed RRs
1.	Name of Post	Staff Car Driver (Ordinary Grade)
2.	Number of Posts	8 (Eight)
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay level- 2 (Rs.19900-63200/-) (pre-revised PB- 1, Rs.5200-20200/- + Grade Pay Rs.1900/-)
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruitment	18-27 Years (relaxation in upper age limit as per Government of India instructions)
7.	Educational and other qualifications required for direct recruits	(i) Matriculate (10 th Class) Passed from recognized Board/ Institution. (ii) Possession of valid driving license for LMV and HMV. (iii) Subject to passing of Trade Test (Driving), specified by the Government.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By direct recruitment.
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion/ deputation/absorption to be made	Not Applicable
12.	If DPC exists, what is its composition	Composition of the DPC: Chairperson: Joint Director (CS), NIPCCD. Members: a. Under Secretary, MWCD. b. Deputy Director, NIPCCD, Hqrs. c. A representative from SC/ST/OBC/Minority Community at the level of Under Secretary. d. Deputy Director (Admin.). The DPC will also act as Departmental Confirmation Committee (DCC).
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

Note:

- a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Competent Authority.
- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
- c) " No person:

- (i) Who has entered into or contracted a marriage with a person who has a spouse living, or
- (ii) Who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.
- (iii) Provided that the Central Government Institute may if satisfied that such marriage is permissible under the Personal Law applicable to such person and other party to the marriage and that there are other grounds for so doing exempt any person from the operation of this rule".

NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD DEVELOPMENT**RECRUITMENT RULES**

As per new format of prescribed by DOPT vide their OM 31.03.2015		Proposed RRs
1.	Name of Post	Multi Tasking Staff (MTS)
2.	Number of Posts	43 (Forty Three)
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Pay level- 1 (Rs.18000-56900/-) (pre-revised (PB- 1 Rs.5200-20200/- + Grade Pay Rs.1800/-)
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruitment	18-27 Years (relaxation in upper age limit as per Government of India instructions)
7.	Educational and other qualifications required for direct recruits	Matriculation (10 th Class) Passed from recognized Board/ Institution.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Direct Recruitment
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion/ deputation/absorption to be made	Not applicable
12.	If DPC exists, what is its composition	Composition of the DPC: Chairperson: Joint Director (CS), NIPCCD. Members: - Under Secretary, MWCD. - Deputy Director, NIPCCD, Hqrs. - A representative from SC/ST/OBC/Minority Community at the level of Under Secretary. - Deputy Director (Admin.). The DPC will also act as Departmental Confirmation Committee (DCC).
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

Note:

- "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of a candidate of exceptional merit on the basis of recommendations made by the Competent Authority.
- Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the scheduled castes and scheduled tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
- No person
 - Who has entered into, or contracted a marriage with a person who has a spouse living;

- ii) Who having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the Institute may, if satisfied that such marriage is permitted under the Personal Law applicable to such person and other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule".

NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT

RECRUITMENT RULES

Approved by Chairman, NIPCCD vide DWCD letter no. 19-4/88-TR dt 14-12-88

1. Name of Post : Demonstrator (Bal Sevika)
2. No. of Posts : One
3. Classification : Group 'C'
4. Pay Band and Grade Pay /Pay Scales : PB-1 Rs. 5200-20200 + GP Rs. 2400/-
5. Whether Selection post or non-selection post : Not Applicable
6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972) : Not Applicable
7. Age for direct recruits : Between 18 to 30 years (Relaxable for Government servants upto 35 years in accordance with the instructions or orders issued by the Central Government).
8. Educational and other qualification required for direct recruits : **Essential:**
 - (i) Metric/Higher Secondary Certificate from Recognized University/Board.
 - (ii) Training as Balsevika/Nursery Teacher Anganwadi Workers from a recognised Institution.

Desirable:
Experience of working with children in an educational setting for at least two years.
9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees. : 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 and percentage of the vacancies to be filled by various methods. : By direct recruitment
12. Grade from which recruitment by Promotion deputation/transfer /short-term contract re-employment is to be made. : Not Applicable

13. If a DPC exists, what is its : Not Applicable composition
-

Note:

- a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- c) "No person:
 - (i) Who has entered into, or contracted a marriage with a person who has a spouse living; or
 - (ii) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Central Government may if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule".

NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT

RECRUITMENT RULES

Approved by Chairman, NIPCCD vide DWCD letter no. 19-4/88-TR dt 14-12-88

1. Name of Post : Library Attendant
 2. No. of Post : One
 3. Classification : Group 'C'
 4. Pay Band and Grade Pay /Pay Scales : PB-1 Rs. 5200-20200 + GP Rs. 1900/-
 5. Whether Selection post or non-selection post : Not Applicable
 6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972). : Not Applicable
 7. Age for direct recruits : Between 18 to 25 years (relaxable for Government Servants upto 35 years in accordance with the instructions or orders issued by the Central Government)
 8. Educational and other qualification required for direct recruits : **Essential:**
High School Certificate.
Certificate in Library Science.
One year experience of working in Government/
Autonomous Bodies/Educational Institution.
 9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees : Not Applicable
 10. Period of probation, if any : 2 years
 11. Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods. : By direct recruitment.
 12. Grade from which recruitment by Promotion deputation /transfer/short-term contract re-employment is to be made. : Not Applicable
 13. If a DPC exists, what is its composition : Not Applicable
-

Note:

- (a) "The appointing authority may at its discretion relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- (b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
- (c) "No person:
 - (i) who has entered into or contracted marriage with a person who has a spouse living, or
 - (ii) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Institute may if satisfied that such marriage is permissible under the Personal Law applicable to such person from the operation of this rule".

COMPARATIVE STATEMENT OF RECRUITMENT RULES FOR THE POST OF ASSISTANT ACCOUNTANT

Sl.No		Proposed RR's
1.	Name of the Post	Assistant Accountant
2.	No. of Posts	4 (Four)
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay/Pay Scales	Pay Level-5 (Rs.29200-92300/-) (pre-revised PB-1, Rs.5200-20200/- + GP Rs.2800/-)
5.	Whether Selection Post or Non-Selection Post	Selection
6.	Age for direct recruits	Between 18 to 27 years (relaxation in upper age limit as per Government of India instructions).
7.	Educational and other qualification Required for Direct recruits	<u>Essential:</u> i. Graduation Degree in Commerce/MBA Finance/CA/CA(Inter.) with Graduation in any subject ii. Knowledge of MS Office and Accountancy Software. <u>Desirable:</u> Knowledge of Government Rules and Regulations.
8.	Whether age and education qualification prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any.	Two years
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	i) 25% by promotion failing which by deputation on 'Foreign service terms'. ii) 75% by Direct Recruitment.
11.	Grade from which recruitment by promotion/deputation/ transfer/short-terms contract, re-employment is to be made	<u>By Promotion:</u> From Accounts Clerk with 5 regular service in Pay Level-4. <u>By Deputation</u> basis on 'foreign service terms', as per DOPT norms: <u>Age limit:</u> Maximum 56 years. Officers holding analogous posts on regular basis in Central/ State/ UT Govt., Autonomous Body, Statutory Organization/ recognized University or Institutions in the parent cadre or department; or officers with 5 years' regular service in Pay Level-4.
12.	If a DPC exists, what is its composition	<u>Composition of DPC:</u> <u>Chairperson:</u> Director, NIPCCD.

		Members: a) Under Secretary, MWCD. b) A representative from SC/ST/OBC/Minority Community at the level of Under Secretary. c) Joint Director (CS), NIPCCD. The DPC will also act as Departmental Confirmation Committee (DCC).
13.	Circumstances in which Union Public Services commission is to be considered in making recruitment	Not Applicable

Note:

- a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of a candidate of exceptional merit on the basis of recommendations made by the Competent Authority".
- b) "Where the NIPCCD is of the opinion that it is necessary or expedient so to do it may, by order for reasons to be recorded in writing, and in consultation with the Government of India, relax any of the provisions of these rules with respect to any class or category of persons. This 'power to relax' clause will apply in case of Group 'A' and 'B' posts.

- c) "No Person

(i) Who has entered into, or contracted a marriage with a person who has a spouse living; or

(ii) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule."

COMPARATIVE STATEMENT OF RECRUITMENT RULES FOR THE POST OF ACCOUNTS CLERK

Sl. No		Proposed RR's
1.	Name of the Post	Accounts Clerk
2.	No. of Posts	2 (Two)
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay/Pay Scales	Pay Level-4 (Rs.25500-81100/-) (pre-revised PB-1, Rs.5200-20200/- + GP Rs.2400/-)
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age Limit for direct recruits	Between 18 to 27 years (relaxation in upper age limit as per Government of India instructions).
7.	Educational and other qualification Required for Direct recruits	Essential: i. Graduation Degree with accountancy as one of the subject. ii. Knowledge of MS Office and Accountancy Software. Desirable: Two years experience in accounts work in Central/ State/ UT Govt., Autonomous Body, Statutory Organization/ recognized University or Institutions.
8.	Whether age and education qualification prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any.	Two years
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	By Direct Recruitment, failing which on 'short term contract'.
11.	In case of recruitment by promotion/deputation/transfer and percentage of the vacancies to be filled by various methods.	On short term contract (not exceeding three years): officers of Public Sector Undertakings (PSUs), University, Recognized Institutions, Autonomous Body, Statutory Organization having qualifications and experience as given in Row No. 7 above.
12.	If a DPC exists, what is its composition	Composition of DPC Chairperson: Joint Director (CS), NIPCCD. Members: i. Under Secretary, MWCD. ii. A representative from SC/ST/OBC/Minority Community at the level of Under Secretary. The DPC will also act as Departmental Confirmation Committee (DCC).
13.	Circumstances in which Union Public Services commission is to be considered in making	Not Applicable

Note:

- a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of a candidate of exceptional merit on the basis of recommendations made by the Competent Authority".
- b) "Where the NIPCCD is of the opinion that it is necessary or expedient so to do it may, by order for reasons to be recorded in writing, and in consultation with the Government of India, relax any of the provisions of these rules with respect to any class or category of persons. This 'power to relax' clause will apply in case of Group 'A' and 'B' posts.
- c) "No Person
 - (i) Who has entered into, or contracted a marriage with a person who has a spouse living; or
 - (ii) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule."
