

F.No.3-1/2016-Estt.
Government of India
National Commission for Minorities (NCM)

5th floor, Lok Nayak Bhavan,
Khan Market, New Delhi-110003
Dated: 12.05.2016

Subject: Draft Recruitment Rules for Group 'A' & 'B' Posts of NCM

Draft Recruitment Rules for the posts of Legal Officer, Principal Private Secretary, Research Officer, Administrative Officer, Section Officer, Private Secretary & Librarian duly approved by the competent authority in NCM are enclosed in the prescribed format. All concerned stakeholders are requested to submit their suggestions/observations within a period of 30 days from the date of issue of this letter.



(N.K.Gautam)
Administrative Officer
Ph: 011-24616174

Encl: as above

TO BE PUBLISHED IN GAZETTE OF INDIA, PART-II, SECTION-3 Sub-
Section-1
Govt. of India
Ministry of Minority Affairs

New Delhi the.....

NOTIFICATION

G.S.R. In exercise of the powers conferred by clause (a) of sub-section (2) of section 15 of the National Commission for Minorities Act, 1992 (19 of 1992), the Central Government hereby makes the following rules regulating the method of recruitments to various Group 'A' and 'B' posts in the National Commission for Minorities, namely:-

1. **Short title and commencement:** (1) These rules may be called the National Commission for Minorities (Group 'A' and 'B' posts) Recruitment Rules 2016. (2) They shall come in to force on the date of their publication in the Official Gazette.
2. **Number of Posts, Classification and Scale of Pay:-** The number of the said posts, their classification and the scale of pay attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.
3. **Method of Recruitment, age limit and other qualifications:-** The method of recruitment to the posts, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the said Schedule.
4. **Initial Constitution:-** (1) The personnel holding the posts on regular basis, before the commencement of these rules, shall be deemed to have been appointed in accordance with the provisions of these rules.

(2) The regular continuous service of personnel mentioned in the sub-rule (1) prior to the posts at the initial constitution shall count for the purpose of probation period, qualifying service for Promotion, confirmation and pension in the service.
5. **Disqualifications:-** No person-
 - (a) who has entered into or contracted a marriage with a person having a spouse living; or
 - (b) who, have a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts; 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.
6. **Power to relax:-** Where the Central Government is of opinion that it is necessary or expeditious so to do, it may, by order, for reasons to be recorded in writing and in consultation with the Union Public Service Commission relax any of the provisions of these rules with respect to any class or category of persons.

7. **Saving:-** Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled castes, the Scheduled tribes, Ex-serviceman and other special categories of persons in accordance with the orders issued by the Central government from time to time in this regard.

Joint Secretary to the Government of India

To,
The Manager,
Government of India Press,
Faridabad

ANNEXURE-II

FORM

Recruitment Rule (RR) for the post of Legal Officer (LO) in National Commission for Minorities (NCM)

1. (a) Name of the Post	Legal Officer
(b) Name of the Ministry/Department	National Commission for Minorities, Ministry of Minority Affairs
(c) No. of Posts	One (1)
(d) Scale of Pay	Pay Band -3 (Rs.15,600-39,100/-) with Grade Pay of Rs.6600/-
(e) Class and Service to which the posts belong [of MHA Notification No. 20/16/60-Estt.(A) dated 13.3.1962]	General Central Service Group "A" Gazetted
(f) Ministerial or non-Ministerial of F.R. 9 (17)	Non-Ministerial
2. Appointing Authority	Chairperson, NCM
3. Duties of the post in detail	All Legal Matters of NCM including Court cases, prosecution cases and cases where Civil Court powers are exercised under Section 9(4) of the NCM Act, 1992.
4. Describe briefly the method(s) adopted for filling the posts hitherto	Deputation
5. Methods of recruitment proposed	Deputation (including short-term contract)
6. If promotion is proposed as a method of recruitment.	
(a) Designation and number of posts proposed to be included in the field of promotion.	NA
(b) Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (of MHA O.M. No. 1/5/58-RPS dated 26.2.58)	NA
(c) Percentage of vacancies in the grade proposed to be filled by promotion	NA

<p>(d) Reasons for proposing the percentage in (c) above</p> <p>(e) Have recruitment rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required, please attach a copy of rules framed. A copy of the rules should be sent to DOP&T along with the proposal.</p> <p>(f) If recruitment rules were not framed for the posts in the field of promotion:</p> <p>(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.</p> <p>(ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion.</p> <p>(iii) In case the feeder posts are filled by promotion, the recruitment rules for the still lower posts (including the lowest post to which direct recruitment is one of the methods of recruitment) may be furnished.</p> <p>(g)(i) Is the promotion to be made on Selection or non-Selection basis?</p> <p>(ii) Reasons for the proposal in (i) above.</p> <p>(g) If a D.P.C. exists, what is its composition?</p> <p>(h) Indicate if the feeder posts are having promotion channels other than the one under consideration.</p>	<p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p>
<p>7. If promotion is not proposed as a method,</p>	<p>There is no feeder cadre and is an</p>

<p>please state why it is not considered desirable/possible/necessary</p>	<p>isolated post.</p>
<p>8. If direct recruitment is proposed as a method of recruitment (of MHA O.M.No. 2/45/55-RPS dated 8.10.55) please state</p> <p>(a) The percentage of vacancies proposed to be filled by direct recruitment NA</p> <p>(b) Indicate if there are any promotional avenues for the direct recruits? NA</p> <p>(c) (i) Age for direct recruits (of MHA O.M. No. 2/41/59-RPS dated 3.12.1959) NA (ii) Is age relaxable for Government servants?</p> <p>(d) Educational and other qualifications required for direct recruits. (it may please be noted that the essential qualifications prescribed are relaxable at Commission's direction in case of candidates otherwise well qualified) NA</p> <p>Essential/Desirable</p> <p>(e) Whether essential qualifications to be prescribed are in accordance with any Act(s)? If so, please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s) NA</p> <p>(f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference no. No</p>	
<p>9. If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible/necessary.</p>	<p>Because this being a lone post without having any promotional opportunity.</p>
<p>10. (i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in the case of promotions?</p> <p>(ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions</p>	<p>NA</p> <p>--</p>

<p>11.</p> <p>(a) If deputation/transfer proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation/transfer or both are proposed.</p> <p>(b) The percentage of vacancies proposed to be filled by this method.</p> <p>(c) The period to which deputation will be limited</p> <p>(d) The names of posts or grades or service etc. from which deputation/transfer is proposed [of MHA O.M. No. 2/25-60/Estt.(D) dated 19.8.1960]</p>	<p>By deputation because this is a lone post without having any feeder grade and also does not have any promotional opportunity to the incumbent for this post.</p> <p>100% (only one post exist)</p> <p>For three years,</p> <p>Officers of the Central/State/UT Governments/PSU :</p> <p>(a) (i) Holding analogous post on regular basis; or</p> <p>(ii) with 5 years approved/regular service in the Pay Band-3 of Rs.15,600-39,100/- with Grade Pay of Rs.5400/-; or</p> <p>(iii) with 6 years of approved/regular service in the Pay Band-2 of Rs.9300-34,800/- with Grade Pay of Rs.4800/-; and</p> <p>Possessing the following qualifications and experience :-</p> <p>(b) Essential :</p> <p>(i) Bachelor Degree in Law of a recognized University or LLB,</p> <p>(ii) Sufficient knowledge of English & Hindi,</p> <p>(iii) 6 years experience of legal work with Central/State/UT Government/PSU if holding a Bachelors Degree in Law or 5 years experience of legal work, if holding Maters Degree in Law.</p>

	<p>Desirable: Experience in the field of human rights violation matters and minority rights related issues besides knowledge of law and personal law, if any, of the six notified communities under NCM Act.</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by transfer on deputation including short term contract shall be not exceeding 56 years as on the closing date of receipt of application).</p>
<p>12. (a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled.</p> <p>(b) Whether the recruitment rules to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same Group. If so, whether the necessary provision for initial constitution has been proposed.</p> <p>(c) Whether the recruitment rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?</p>	<p>NA</p> <p>NA</p> <p>NA</p>
<p>13. (a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted.</p> <p>(b) Whether the Deptt. of Personnel & Training have concurred in the proposal?</p>	<p>NA</p> <p>Not yet</p>

14. If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	NA
15. Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed if necessary, for clarification/early decision.	Additional Secretary, National Commission for Minorities (NCM), Lok Nayak Bhavan, New Delhi-110003. Tele: 011-2469 3639

Signature of the Officer sending
the proposal (Additional Secretary)
Telephone No. 011-24693639

Date:
Place: Delhi

ANNEXURE IRECRUTEMENT RULE for THE POST OF LEGAL OFFICER IN NATIONAL COMMISSION FOR MINORITIES,
MINISTRY OF MINORITY AFFAIRS**SCHEDULE**

Name of the Post	No. of posts	Classification	Pay Band and Grade Pay/ Pay Scale	Whether Selection posts or Non-Selection Post
1	2	3	4	5
Legal Officer	*One (2016) *Subject to variation dependent on workload	General Central Service Group 'A' Gazetted, Non-Ministerial	Pay Band-3 of Rs.15600-39100 with Grade Pay of Rs.6600/-	Selection

Age limit for direct Recruits	Educational and other qualification required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.
6	7	8	9
Not applicable	Not applicable	Not applicable	Not applicable

Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion /deputation /absorption to be made	If Departmental Promotion Committee exists, what is its composition?	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
10	11	12	13
Deputation (including short-term contract)	<p>Deputation (including short-term contract):- Officers of the Central/State/UT Governments/PSU :</p> <p>(a) (i) Holding analogous post on regular basis; or</p> <p>(ii) with 5 years approved/regular service in the Pay Band-3 of Rs. 15,600-39,100/- with Grade Pay of Rs. 5400/-; or</p> <p>(iii) with 6 years of approved/regular service in the Pay Band-2 of Rs. 9300-34,800/- with Grade Pay of Rs. 4800/-; and</p> <p>Possessing the following qualifications and experience :-</p> <p>(b) Essential :</p> <p>(i) Bachelor Degree in Law of a recognized University or LLB,</p> <p>(ii) Sufficient knowledge of English & Hindi</p> <p>(iii) 6 years experience of legal work with Central/State/UT Governmrnt/PSU if holding a Bachelors Degree in Law or 5 years experience of legal work, if holding Maters Degree in Law.</p> <p>Desirable: Experience in the field of human rights violation</p>	Not Applicable	Consultation with UPSC is to be made before making appointment on deputation (including short term contract) basis

	<p>matters and minority rights related issues besides knowledge of law and personal law, if any, of the six notified communities under NCM Act.</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by transfer on deputation including short term contract shall be not exceeding 56 years as on the closing date of receipt of application).</p>		
--	--	--	--

**

FORM

Recruitment Rule (RR) for the post of Principal Private Secretary (PPS) in National Commission for Minorities (NCM), Ministry of Minority Affairs

<p>1. (a) Name of the Post</p> <p>(b) Name of the Ministry/Department</p> <p>(c) No. of Posts</p> <p>(d) Scale of Pay</p> <p>(e) Class and Service to which the posts belong [of MHA Notification No. 20/16/60-Estt.(A) dated 13.3.1962]</p> <p>(f) Ministerial or non-Ministerial of F.R. 9 (17)</p>	<p>Principal Private Secretary (PPS)</p> <p>National Commission for Minorities, Ministry of Minority Affairs,</p> <p>One (1)</p> <p>Pay Band-3 of Rs.15600-39100/- + Grade Pay Rs. 6600/-</p> <p>General Central Service Group "A" Gazetted</p> <p>Ministerial</p>
<p>2. Appointing Authority</p>	<p>Chairperson, NCM</p>
<p>3. Duties of the post in detail</p>	<p>Taking dictation, transcription of dictated material, maintenance of receipts/records of the Officer with whom attached, attending to telephone calls/visitors and other such sundry duties as may be assigned from time to time.</p>
<p>4. Describe briefly the method (s) adopted for filling the posts hitherto</p>	<p>Promotion basis</p>
<p>5. Methods of recruitment proposed</p>	<p>Composite Method of promotion/deputation (including short term contract)</p>
<p>6. If promotion is proposed as a method of recruitment.</p> <p>(a) Designation and number of posts proposed to be included in the field of promotion.</p> <p>(b) Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (of MHA O.M. No. 1/5/58-RPS dated 26.2.58)</p>	<p>NA</p> <p>NA</p>

<p>(h) Indicate if the feeder posts are having promotion channels other than the one under consideration</p>	<p>NA</p>
<p>7. If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary</p>	<p>Feeder post does not exist</p>
<p>8. If direct recruitment is proposed as a method of recruitment (of MHA O.M.No. 2/45/55-RPS dated 8.10.55) please state</p> <p>(a) The percentage of vacancies proposed to be filled by direct recruitment</p> <p>(b) Indicate if there are any promotional avenues for the direct recruits?</p> <p>(c) (i) Age for direct recruits (of MHA O.M. No. 2/41/59-RPS dated 3.12.1959) (ii) Is age relaxable for Government servants?</p> <p>(d) Educational and other qualifications required for direct recruits. (it may please be noted that the essential qualifications prescribed are relaxable at Commission's direction in case of candidates otherwise well qualified)</p> <p>Essential/Desirable</p> <p>(e) Whether essential qualifications to be prescribed are in accordance with any Act(s)? If so, please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s)</p> <p>(f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.</p>	<p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p>
<p>9. If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible/necessary.</p>	<p>Lone post with no promotional avenues</p>

<p>10. (i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in the case of promotions?</p> <p>(ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions</p>	<p>NA</p> <p>NA</p>
<p>11.</p> <p>(a) If deputation/transfer proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation/transfer or both are proposed.</p> <p>(b) The percentage of vacancies proposed to be filled by this method</p> <p>(c) The period to which deputation will be limited</p> <p>(d) The names of posts or grades or service etc. from which deputation/transfer is proposed [of MHA O.M. No. 2/25-60/Estt.(D) dated 19.8.1960]</p>	<p>Composite method of promotion/deputation (including short term contract). Sufficient number of posts not available in feeder grade.</p> <p>100%</p> <p>Initially for three years as per normal rules.</p> <p>Officers under the Central/State/UT Govt./PSUs</p> <p>(i) Holding analogous post or</p> <p>(ii) with five years' regular service in the Pay Band-3 of Rs. 15600-39,100/- with Grade Pay of Rs. 5400/-</p> <p>(iii) with six years' regular service in the Pay Band-2 of Rs. 9300-34,800/- with Grade Pay of Rs. 4800/-</p> <p>(iv) with seven years' regular service in the Pay Band-2 of Rs. 9300-34,800/- with Grade Pay of Rs. 4600/-</p>
<p>12. (a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled.</p> <p>(b) Whether the recruitment rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same Group. If so, whether the necessary provision for initial constitution has been proposed.</p> <p>(c) Whether the recruitment rules relate to a post which is proposed to be downgraded? If so, whether necessary</p>	<p>NA</p> <p>NA</p> <p>NA</p>

safeguards have been suggested in respect of the existing incumbents of that post?	
13. (a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted. (b) Whether the Deptt. of Personnel & Training have concurred in the proposal?	NA Not yet
14. If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	NA
15. Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed if necessary, for clarification/early decision.	Additional Secretary, National Commission for Minorities (NCM), Lok Nayak Bhavan, New Delhi-110003. Tele: 011-2469 3639

Signature of the Officer sending
the proposal (Additional Secretary)
Telephone No. 011-24693639

Date:

Place: Delhi

RECRUITEMENT RULES FOR THE POST OF PRIVATE SECRETARY IN NATIONAL COMMISSION FOR MINORITIES, MINISTRY OF MINORITY AFFAIRS

SCHEDULE

Name of the Post	No. of posts	Classification	Pay Band and Grade Pay/Pay Scale	Whether Selection posts or Non-Selection Post
1	2	3	4	5
Principal Private Secretary (PPS)	*One (2016) *Subject to variation dependent on workload	General Central Service Group "A" Gazetted- Non Ministerial	Pay Band-3 of Rs. 15600-39100/- with Grade Pay Rs. 6600/-	Selection

Age limit for direct Recruits.	Education and other qualification required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.
6	7	8	9
Not Applicable	Not Applicable	Not Applicable	Not applicable

<p>Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.</p>	<p>In case of recruitment by promotion/ deputation/ absorption, grades from which promotion /deputation /absorption to be made</p>	<p>If Departmental Promotion Committee exists, what is its composition.</p>	<p>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</p>
<p>10</p>	<p>11</p>	<p>12</p>	<p>13</p>
<p>Composite method of promotion/deputation (including STC)</p>	<p>Deputation (including STC):- (a) Officers under the Central/State/UT Government/PSU holding; (i) analogous posts on regular basis; or (ii) with five years' regular service in the Pay Band-3 of Rs. 15600-39,100/- with Grade Pay of Rs. 5400/- (iii) with six years' regular service in the Pay Band-2 of Rs. 9300-34,800/- with Grade Pay of Rs. 4800/-</p>	<p>NA</p>	<p>Consultation with UPSC is necessary before making appointment</p>

	<p>(iv) with seven years' regular service in the Pay Band-2 of Rs. 9300-34,800/- with Grade Pay of Rs. 4600/-</p> <p>(b) Possessing the following educational qualifications and experience :-</p> <p>(i) Bachelor's degree</p> <p>(ii) 3 years' experience in Stenography.</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by transfer on deputation including short term contract shall be not exceeding 56 years as on the closing date of receipt of application).</p>		
--	--	--	--

ANNEXURE-II**FORM**

Recruitment Rule (RR) for the post of Research Officer (RO) in National Commission for Minorities (NCM)

1. (a) Name of the Post (b) Name of the Ministry/Department (c) No. of Posts (d) Scale of Pay' (e) Class and Service to which the posts belong [of MHA Notification No. 20/16/60-Estt.(A) dated 13.3.1962] (f) Ministerial or non-Ministerial of F.R. 9 (17)	Research Officer (RO) National Commission for Minorities, Ministry of Minority Affairs, One (1) Pay band-3 of Rs.15,600-39,100/- with Grade Pay of Rs.5400/- General Central Service Group "A" Gazetted Non-Ministerial
2. Appointing Authority	Chairperson, NCM
3. Duties of the post in detail	i) Coordinating research studies including analysis of data ii) Preparation of draft reports of research studies iii) Preparation of Annual Reports iv) Assist in holding conferences, seminars, training, workshops, etc. v) Processing of various representations received from notified minority communities vi) Other duties as may be assigned from time to time.
4. Describe briefly the method(s) adopted for filling the posts hitherto	Promotion, deputation and absorption
5. Methods of recruitment proposed	Promotion failing which by deputation (including short term contract)
6. If promotion is proposed as a method of recruitment. (a) Designation and number of posts proposed to be included in the field of promotion. (b) Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (of MHA O.M. No. 1/5/58-RPS dated 26.2.58)	Research Assistant-3 08 years

<p>(c) Percentage of vacancies in the grade proposed to be filled by promotion</p>	<p>100%</p>
<p>(d) Have recruitment rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required, please attach a copy of rules framed. A copy of the rules should be sent to DOP&T alongwith the proposal.</p>	<p>Yet not framed, however, proposed RR is included in the consolidated proposal</p>
<p>(e) If recruitment rules were not framed for the posts in the field of promotion.</p>	<p>100% by promotion from Research Assistants failing which by deputation</p>
<p>(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.</p>	<p>Bachelors Degree (preferably Hons.) in Social Sciences/Law/Statistics.</p>
<p>(ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion.</p>	<p>NA</p>
<p>(iii) In case the feeder posts are filled by promotion, the recruitment rules for the still lower posts (including the lowest post to which direct recruitment is one of the methods of recruitment) may be furnished.</p>	<p>(i) Selection basis from amongst eligible Research Assistants (ii) There are 3 sanctioned posts of RA and they have no promotion avenues</p>
<p>(f)(i) Is the promotion to be made on Selection or non-Selection basis? (ii) Reasons for the proposal in (i) above.</p>	<p>DPC for Promotion:</p>
<p>(g) If a D.P.C. exists, what is its composition</p>	<p>(i) Secretary NCM -Chairman (ii) Joint Secretary/Director/DS, Ministry of Minority Affairs/Other Commissions-</p>

<p>(h) Indicate if the feeder posts are having promotion channels other than the one under consideration</p>	<p>Member (iii) Director/DS, NCM - Member</p> <p>No</p>
<p>7. If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary</p>	<p>NA</p>
<p>8. If direct recruitment is proposed as a method of recruitment (of MHA O.M.No. 2/45/55-RPS dated 8.10.55) please state</p> <p>(a)The percentage of vacancies proposed to be filled by direct recruitment</p> <p>(b) Indicate if there are any promotional avenues for the direct recruits?</p> <p>(c) (i) Age for direct recruits (of MHA O.M. No. 2/41/59-RPS dated 3.12.1959)</p> <p>(ii) Is age relaxable for Government servants?</p> <p>(d) Educational and other qualifications required for direct recruits. (it may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified)</p> <p>Essential/Desirable</p> <p>(e) Whether essential qualifications to be prescribed are in accordance with any Act(s)? If so, please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s)</p> <p>(f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.</p>	<p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>No</p> <p>No</p>
<p>9. If direct recruitment is not proposed as a</p>	<p>Single isolated post and no further</p>

	<p>(i) Bachelor Degree in Social Sciences preferably in sociology or social work (MSW)/Law/Statistics from a recognized University or equivalent.</p> <p>(ii) 8 years' experience in data analysis/research work.</p> <p>(iii) Proficiency in Hindi & English languages.</p> <p><u>Desirable</u>: Experience in the field of Minorities Rights/ Human Rights.</p>
<p>12.</p> <p>(a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled.</p> <p>(b) Whether the recruitment rules to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same Group. If so, whether the necessary provision for initial constitution has been proposed.</p> <p>(c) Whether the recruitment rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?</p>	<p>NA</p> <p>NA</p> <p>NA</p>
<p>13.</p> <p>(a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted.</p> <p>(b) Whether the Deptt. of Personnel & Training have concurred in the proposal?</p>	<p>NA</p> <p>Not yet</p>
<p>14. If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.</p>	<p>NA</p>

15. Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed if necessary, for clarification/early decision.	Additional Secretary, National Commission for Minorities (NCM), Lok Nayak Bhavan, New Delhi-110003. Tele: 011-2469 3639
--	--

Signature of the Officer sending
the proposals (Additional Secretary)
Telephone No. 011- 2469 3639.

Date:

Place:

RECRUTEMENT RULE for THE POST OF RESEARCH OFFICER (RO) IN NATIONAL COMMISSION
FOR MINORITIES, MINISTRY OF MINORITY AFFAIRS

SCHEDULE

Name of the Post	No. of posts	Classification	Pay Band and Grade Pay/ Pay Scale	Whether Selection posts or Non-Selection Post
1	2	3	4	5
Research Officer (RO)	*One (2016) *Subject to variation dependent on workload	General Central Service Group 'A' Gazetted, Non-Ministerial	Pay Band-3 of Rs.15600-39100 with Grade Pay of Rs. 5400/-	Selection

Age limit for direct Recruits	Educational and other qualification required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.
6	7	8	9
Not applicable	Not applicable	Not applicable	Not applicable

<p>Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.</p>	<p>In case of recruitment by promotion/ deputation/ absorption, grades from which promotion /deputation /absorption to be made</p>	<p>If Departmental Promotion Committee exists, what is its composition?</p>	<p>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</p>
<p>10</p>	<p>11</p>	<p>12</p>	<p>13</p>
<p>Promotion failing which by deputation (including STC)</p>	<p><u>Promotion:</u> Research Assistants (RAs) in National Commission for Minorities with 8 years of regular service in the pay band of Rs.9300-3480 with Grade Pay of Rs.4200/-</p> <p><u>Deputation (including STC):</u></p> <p>(a) Officers under the Central Govt;</p> <p>(i) holding analogous posts on regular basis; or</p> <p>(ii) with 2 years regular service in the Pay Band-2 of Rs.9300-34800/- with Grade Pay of Rs. 4800/-; or</p> <p>(iii) with 8 years regular service in the Pay Band of Rs.9300-34,800 with Grade Pay of Rs.4200/-; and</p> <p>(b) Possessing the following educational qualifications and experience :-</p> <p><u>Essential:</u></p> <p>(i) Bachelor's Degree in Social Sciences preferably in sociology or social work (MSW)/Law/Statistic</p>	<p>Composition of Departmental Promotion Committee will be</p> <p>(i) Secretary NCM - Chairman</p> <p>(ii) Joint Secretary/Director/DS, Ministry of Minority Affairs/Other Commissions- Member</p> <p>(iii) Director/DS, NCM - Member</p>	<p>Consultation with UPSC necessary while making appointment on deputation (including STC) basis.</p>

	<p>s from a recognized University or equivalent.</p> <p>(ii) 8 years' experience in data analysis/research work.</p> <p>(iii) Proficiency in Hindi & English languages.</p> <p><u>Desirable:</u> Experience in the field of Minorities Rights/ Human Rights issues.</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by transfer on deputation including short term contract shall be not exceeding 56 years as on the closing date of receipt of application).</p>		
--	--	--	--

FORM

Recruitment Rule (RR) for the post of Administrative Officer (AO) in National Commission for Minorities (NCM)

1. (a) Name of the Post (b) Name of the Ministry/Department (c) No. of Posts (d) Scale of Pay' (e) Class and Service to which the posts belong [of MHA Notification No. 20/16/60-Estt.(A) dated 13.3.1962] (f) Ministerial or non-Ministerial of F.R. 9 (17)	Administrative Officer (AO) National Commission for Minorities, Ministry of Minority Affairs, One (1) Pay Band-3 of Rs.15,600-39,100/- with Grade Pay of Rs.5400/- General Central Service Group "A" Gazetted Non-Ministerial
2. Appointing Authority	Chairperson, NCM
3. Duties of the post in detail	All matters related to the Establishment, Accounts, Budget, Library, etc. of NCM.
4. Describe briefly the method (s) adopted for filling the posts hitherto	Promotion and deputation
5. Methods of recruitment proposed	Promotion failing which by deputation
6. If promotion is proposed as a method of recruitment. (a) Designation and number of posts proposed to be included in the field of promotion. (b) Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (of MHA O.M. No. 1/5/58-RPS dated 26.2.58) (c) Percentage of vacancies in the grade proposed to be filled by promotion (d) Have recruitment rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required, please attach a copy of	Section Officer- 1 (PB-2 with Grade pay of Rs. 4600/-), Assistant – 3 and Accountant-1 (PB-2 with Grade pay of Rs. 4200/-). (a) Three years regular service in PB-2 with Grade Pay of Rs.4600/- or (b) Eight years combined regular service in the Grade Pay Rs.4600 and Grade Pay Rs.4200/- or (c) Eight years regular service in the Grade Pay of Rs.4200/- 100% RR for the post of Assistant/Accountant already finalised and notified (copy enclosed). Since these posts are categorised as Group C post at the time of finalisation of RR, Commissions consultation was not required. However, RR for the post of Section Officer (SO) is yet to be finalised.

<p>rules framed. A copy of the rules should be sent to DOP&T along with the proposal.</p> <p>(e) If recruitment rules were not framed for the posts in the field of promotion.</p> <p>(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.</p> <p>(ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion.</p> <p>(iii) In case the feeder posts are filled by promotion, the recruitment rules for the still lower posts (including the lowest post to which direct recruitment is one of the methods of recruitment) may be furnished.</p> <p>(f)(i) Is the promotion to be made on Selection or non-Selection basis?</p> <p>(ii) Reasons for the proposal in (i) above.</p> <p>(g) If a D.P.C. exists, what is its composition</p> <p>(h) Indicate if the feeder posts are having promotion channels other than the one under consideration.</p>	<p>For the post of SO, RR is yet to be finalised. 100% by promotion failing which by deputation. (There is only one sanctioned post of SO).</p> <p>Bachelors Degree</p> <p>RR for the post of Assistant, Accountant, UDC and LDC enclosed.</p> <p>(iii) Non-Selection basis from amongst eligible SO/Assistant/Accountant</p> <p>(ii) This being a very small feeder grade.</p> <p>DPC for Promotion:</p> <p>(i) Secretary NCM -Chairman (ii) Joint Secretary/Director/DS, Ministry of Minority Affairs/Other Commissions-Member (iii) Director/DS, NCM - Member</p> <p>For Assistants and Accountant, another promotional channel is Section Officer. However, for Section Officer, this is the lone/only channel available for promotion for feeder cadre (s).</p>
<p>7. If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary</p>	<p>NA</p>
<p>8. If direct recruitment is proposed as a method of recruitment (of MHA O. M. No. 2/45/55-RPS dated 8.10.55) please state</p>	<p>NA</p>

<p>(a) The percentage of vacancies proposed to be filled by direct recruitment</p> <p>(b) Indicate if there are any promotional avenues for the direct recruits?</p> <p>(c) (i) Age for direct recruits (of MHA O.M. No. 2/41/59-RPS dated 3.12.1959) (ii) Is age relaxable for Government servants?</p> <p>(d) Educational and other qualifications required for direct recruits. (it may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified)</p> <p>Essential/Desirable</p> <p>(e) Whether essential qualifications to be prescribed are in accordance with any Act(s)? If so, please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s)</p> <p>(f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.</p>	<p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>No</p> <p>No</p>
<p>9. If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible/necessary.</p>	<p>Single isolated post having no further promotional avenues.</p>
<p>10. (i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in the case of promotions?</p> <p>(ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions</p>	<p>NA</p> <p>NA</p>
<p>11.</p> <p>(a) If deputation proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation/transfer or both are proposed.</p> <p>(b) The percentage of vacancies proposed to be filled by this method.</p> <p>(c) The period to which deputation will be limited.</p>	<p>Yes. In case no candidate/or a suitable candidate in the feeder grade (s) is available, the post can be filled up on deputation basis.</p> <p>100 % (only one post exist)</p> <p>Ordinarily three years</p>

<p>(d) The names of posts or grades or service etc. from which deputation/transfer is proposed [of MHA O.M. No. 2/25-60/Estt.(D) dated 19.8.1960].</p>	<p><u>Deputation:</u></p> <p>(a) Officers under the Central Govt/State Govt;</p> <p>(i) holding analogous posts on regular basis; or</p> <p>(ii) with 2 years regular service in the Pay Band-2 of Rs.9300-34800/- with Grade Pay of Rs. 4800/-; or</p> <p>(iii) with 3 years regular service in the Pay Band-2 of Rs.9300-34800/- with Grade Pay of Rs. 4600/-; or</p> <p>(iv) with eight years combined regular service in the Grade Pay Rs.4600 and Grade Pay Rs.4200/- or</p> <p>(v) with 8 years regular service in the Pay Band-2 of Rs.9300-34800/- with Grade Pay of Rs. 4200/-; and</p> <p>(b) Possessing the following educational qualifications and experience :-</p> <p><u>Essential:</u></p> <p>(i) BachelorsDegree in any discipline from a recognized University or equivalent.</p> <p>(ii) 5 years' experience in Establishment, Administration and Accounts.</p>
<p>12.</p> <p>(a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled.</p> <p>(b) Whether the recruitment rules to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same Group. If so, whether the necessary provision for initial constitution has been proposed.</p> <p>(c) Whether the recruitment rules relate to a post which is proposed to be downgraded? If so, whether necessary</p>	<p>NA</p> <p>NA</p> <p>NA</p>

safeguards have been suggested in respect of the existing incumbents of that post?	
13. (a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted. (b) Whether the Deptt. of Personnel & Training have concurred in the proposal?	NA Not yet
14. If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	NA
15. Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed if necessary, for clarification/early decision.	Additional Secretary, National Commission for Minorities (NCM), Lok Nayak Bhavan, New Delhi-110003. Tele: 011-2469 3639

Signature of the Officer sending
the proposals (Additional Secretary)
Telephone No. 011- 2469 3639.

Date:
Place: Delhi

ANNEXURE I**RECRUTEMENT RULE for THE POST OF ADMINISTRATIVE OFFICER (AO) IN NATIONAL
COMMISSION FOR MINORITIES, MINISTRY OF MINORITY AFFAIRS****SCHEDULE**

Name of the Post	No. of posts	Classification	Pay Band and Grade Pay/ Pay Scale	Whether Selection posts or Non-Selection Post
1	2	3	4	5
Administrative Officer (AO)	*One (2016) *Subject to variation dependent on workload	General Central Service Group 'A' Gazetted, Non-Ministerial	Pay Band-3 of Rs. 15600-39100 with Grade Pay of Rs. 5400/-	Selection

Age limit for direct Recruits	Educational and other qualification required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.
6	7	8	9
Not applicable	Not applicable	Not applicable	Not applicable

<p>Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.</p>	<p>In case of recruitment by promotion/ deputation/ absorption, grades from which promotion /deputation /absorption to be made</p>	<p>If Departmental Promotion Committee exists, what is its composition?</p>	<p>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</p>
<p>10</p>	<p>11</p>	<p>12</p>	<p>13</p>
<p>Promotion failing which by deputation</p>	<p><u>For Promotion:</u> Section Officers of NCM with 3 years regular service in PB-2 with Grade Pay of Rs.4600/- or Section Officer/Assistant/Accountant of NCM with 8 years combined regular service in PB-2 with Grade Pay of Rs.4600 and Rs. 4200/- or Assistant/Accountant of NCM with 8 years regular service in PB-2 with Grade Pay of 4200/- <u>For Deputation:</u> Officers under the Central Govt./State Govt.;</p> <p>(i) holding analogous posts on regular basis; or</p> <p>(ii) with 2 years regular service in the Pay Band-2 of Rs.9300-34800/- with Grade Pay of Rs. 4800/-; or</p> <p>(iii) with 3 years regular service in the Pay Band-2 of Rs.9300-34800/- with Grade Pay of Rs. 4600/-; or</p> <p>(iv) with eight years combined regular service in PB-2 with Grade Pay Rs.4600 and Grade Pay Rs.4200/- or</p>	<p>Composition of Departmental Promotion Committee will be</p> <p>(i) Secretary NCM - Chairman (ii) Joint Secretary/Director/DS, Ministry of Minority Affairs/Other Commissions- Member (iii) Director/DS, NCM - Member</p>	<p>Consultation with UPSC is to be made before making appointment on deputation basis</p>

(v) with eight years regular service in PB-2 with Grade Pay of Rs. 4200

(b) Possessing the following educational qualifications and experience :-

Essential:

(i) BachelorsDegree in any discipline from a recognized University or equivalent.

(ii) 5 years' experience in Establishment, Administration and Accounts.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by transfer on deputation including short term contract shall be not exceeding 56 years as on the closing date of receipt of application).

FORM

Recruitment Rule (RR) for the post of Section Officer (SO) in National Commission for Minorities (NCM), Ministry of Minority Affairs

1. (a) Name of the Post (h) Name of the Ministry/Department (i) No. of Posts (j) Scale of Pay (k) Class and Service to which the posts belong [of MHA Notification No. 20/16/60-Estt.(A) dated 13.3.1962] (l) Ministerial or non-Ministerial of F.R. 9 (17)	Section Officer (SO) National Commission for Minorities, Ministry of Minority Affairs, One (1) Pay Band-2 of Rs.9300-34800/- + Grade Pay Rs.4600/- General Central Service Group "B" Gazetted Ministerial
2. Appointing Authority	Secretary, NCM
3. Duties of the post in detail	All matters related to the General Service Section (GSS), Establishment & Accounts including budget of NCM.
4. Describe briefly the method(s) adopted for filling the posts hitherto	Promotion failing which by deputation
5. Methods of recruitment proposed	Promotion from among eligible Assistants including Accountant of NCM failing which by deputation (including STC)
6. If promotion is proposed as a method of recruitment. (a) Designation and number of posts proposed to be included in the field of promotion. (b) Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (of MHA O.M. No. 1/5/58-RPS dated 26.2.58)	Assistant -3 and Accountant -1 (Total: 4) 05 Years

<p>(c) Percentage of vacancies in the grade proposed to be filled by promotion</p> <p>(d) Have recruitment rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required, please attach a copy of rules framed. A copy of the rules should be sent to DOP&T along with the proposal.</p> <p>(e) If recruitment rules were not framed for the posts in the field of promotion</p> <p>(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.</p> <p>(iv) Please state briefly the educational qualifications possessed by the persons in the field of promotion.</p> <p>(v) In case the feeder posts are filled by promotion, the recruitment rules for the still lower posts (including the lowest post to which direct recruitment is one of the methods of recruitment) may be furnished.</p> <p>(f)(i) Is the promotion to be made on Selection or non-Selection basis?</p> <p>(ii) Reasons for the proposal in (i) above.</p> <p>(g) If a D.P.C. exists, what is its composition?</p>	<p>100%</p> <p>Yes, Recruitment Rules for Assistant and Accountant framed and notified on 26.04.2006.</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>Non Selection basis</p> <p>This being a very small feeder grade.</p> <p><u>For Promotion:</u> Joint Secretary, NCM-Chairman Director/Dy. Secretary, NCM- Member Under Secretary, NCM – Member Under Secretary, NCM –Member</p>
---	---

<p>(h) Indicate if the feeder posts are having promotion channels other than the one under consideration</p>	<p>NA</p>
<p>7. If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary</p>	<p>NA</p>
<p>8. If direct recruitment is proposed as a method of recruitment (of MHA O.M.No. 2/45/55-RPS dated 8.10.55) please state</p> <p>(a) The percentage of vacancies proposed to be filled by direct recruitment</p> <p>(g) Indicate if there are any promotional avenues for the direct recruits?</p> <p>(h) (i) Age for direct recruits (of MHA O.M. No. 2/41/59-RPS dated 3.12.1959) (ii) Is age relaxable for Government servants?</p> <p>(i) Educational and other qualifications required for direct recruits. (it may please be noted that the essential qualifications prescribed are relaxable at Commission's direction in case of candidates otherwise well qualified)</p> <p>Essential/Desirable</p> <p>(j) Whether essential qualifications to be prescribed are in accordance with any Act(s)? If so, please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s)</p> <p>(k) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.</p>	<p>Not proposed</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p>
<p>9. If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible/necessary.</p>	<p>Isolated /Single post having feeder cadres.</p>

<p>10. (i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in the case of promotions?</p> <p>(ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions</p>	<p>NA</p> <p>--</p>
<p>11.</p> <p>(e) If deputation/transfer proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation/transfer or both are proposed.</p> <p>(f) The percentage of vacancies proposed to be filled by this method</p> <p>(g) The period to which deputation will be limited</p> <p>(h) The names of posts or grades or service etc. from which deputation/transfer is proposed [of MHA O.M. No. 2/25-60/Estt.(D) dated 19.8.1960]</p>	<p>Deputation (including STC). If method of promotion fails due to non-availability of eligible candidate (s) in feeder grade.</p> <p>100%(one vacancy exists only)</p> <p>Ordinarily three years</p> <p><u>Deputation (including STC):-</u></p> <p>Officers under the Central/State/UT Government/PSU holding;</p> <p>(ii) analogous posts on regular basis; or</p> <p>(ii) with five years' regular service in the Pay Band-2 of Rs.9300-34,800/- with Grade Pay of Rs.4200/- ; and</p> <p>(iii) Possessing the following educational qualifications and experience:-</p> <p>(a) A Bachelor's degree</p> <p>(b) 3 years' experience in General admn./Estt./ Account matters.</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by transfer on deputation including short term contract shall be not exceeding 56 years as on the closing date of receipt of application).</p>
<p>12. (a) If any of the methods proposed fails,</p>	<p>NA</p>

<p>by what methods are such vacancies proposed to be filled.</p> <p>(b) Whether the recruitment rules to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same Group. If so, whether the necessary provision for initial constitution has been proposed.</p> <p>(c) Whether the recruitment rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?</p>	<p>NA</p> <p>NA</p>
<p>13. (a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted.</p> <p>(b) Whether the Deptt. of Personnel & Training have concurred in the proposal?</p>	<p>NA</p> <p>Not yet</p>
<p>14. If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.</p>	<p>NA</p>
<p>15. Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed if necessary, for clarification/early decision.</p>	<p>Additional Secretary, National Commission for Minorities (NCM), Lok Nayak Bhavan, New Delhi-110003.</p> <p>Tele: 011-2469 3639</p>

Signature of the Officer sending
the proposal (Additional Secretary)
Telephone No. 011-24693639

Date:

Place: Delhi

ANNEXURE-I

RECRUITMENT RULES FOR THE POST OF SECTION OFFICER IN NATIONAL COMMISSION FOR MINORITIES, MINISTRY OF MINORITY AFFAIRS

SCHEDULE

Name of the Post	No. of posts	Classification	Pay Band and Grade Pay/Pay Scale	Whether Selection posts or Non-Selection Post
1	2	3	4	5
Section Officer (SO)	*One (2016) *Subject to variation dependent on workload	General Central Service Group "B" Gazetted- Non Ministerial	Pay Band-2 of Rs.9300-34800/-with Grade Pay Rs. 4600/-	Non Selection

Age limit for direct Recruits.	Education and other qualification required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.
6	7	8	9
Not Applicable	Not Applicable	Not Applicable	Not applicable

<p>Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.</p>	<p>In case of recruitment by promotion/ deputation/ absorption, grades from which promotion /deputation /absorption to be made</p>	<p>If Departmental Promotion Committee exists, what is its composition.</p>	<p>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</p>
<p>10</p>	<p>11</p>	<p>12</p>	<p>13</p>
<p>Promotion from eligible Assistants and Accountant of NCM failing which by Deputation (including STC).</p>	<p>Promotion: Assistants/Accountant in National Commission for Minorities with five years of regular service in the grade.</p> <p>Deputation (including STC):-</p> <p>(a) Officers under the Central/State/UT Government/PSU holding;</p> <p>(i) analogous posts on regular basis; or (ii) with five years regular service in the Pay Band of Rs.9300-34800 with Grade Pay of Rs.4200/-; and</p> <p>(b) Possessing the following educational qualifications and experience :-</p> <p>(i) Bachelor's degree</p>	<p>For Promotion:</p> <p>Joint Secretary, NCM-Chairman Director/Dy. Secretary, NCM- Member Under Secretary, NCM – Member Under Secretary, NCM - Member</p>	<p>Consultation with UPSC is necessary while making appointment by deputation (including short term contract)</p>

	<p>(ii) 3 years' experience in Admn./Estt./Accounts matters.</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by transfer on deputation including short term contract shall be not exceeding 56 years as on the closing date of receipt of application).</p>		
--	---	--	--

FORM

Recruitment Rule (RR) for the post of Private Secretary (PS) in National Commission for Minorities (NCM), Ministry of Minority Affairs

<p>1. (a) Name of the Post</p> <p>(m) Name of the Ministry/Department</p> <p>(n) No. of Posts</p> <p>(o) Scale of Pay</p> <p>(p) Class and Service to which the posts belong [of MHA Notification No. 20/16/60-Estt.(A) dated 13.3.1962]</p> <p>(q) Ministerial or non-Ministerial of F.R. 9 (17)</p>	<p>Private Secretary (PS)</p> <p>National Commission for Minorities, Ministry of Minority Affairs,</p> <p>One (1)</p> <p>Pay Band-2 of Rs.9300-34800/- + Grade Pay Rs. 4600/-</p> <p>General Central Service Group "B" Gazetted</p> <p>Ministerial</p>
<p>2. Appointing Authority</p>	<p>Secretary, NCM</p>
<p>3. Duties of the post in detail</p>	<p>Taking dictation, transcription of dictated material, maintenance of receipts/records of the Officer with whom attached, attending to telephone calls/visitors and other such sundry duties as may be assigned from time to time.</p>
<p>4. Describe briefly the method (s) adopted for filling the posts hitherto</p>	<p>Promotion failing which by deputation.</p>
<p>5. Methods of recruitment proposed</p>	<p>Promotion from among eligible Stenographers Grade C of NCM failing which by deputation (including STC)</p>
<p>6. If promotion is proposed as a method of recruitment.</p> <p>(a) Designation and number of posts proposed to be included in the field of promotion.</p> <p>(b) Number of years of qualifying service proposed to be fixed before persons in the field become eligible for</p>	<p>Stenographers Grade C-2</p> <p>05Years</p>

<p>promotion (of MHA O.M. No. 1/5/58-RPS dated 26.2.58)</p> <p>(c) Percentage of vacancies in the grade proposed to be filled by promotion</p> <p>(d) Have recruitment rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required, please attach a copy of rules framed. A copy of the rules should be sent to DOP&T along with the proposal.</p> <p>(e) If recruitment rules were not framed for the posts in the field of promotion.</p> <p>(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.</p> <p>(vi) Please state briefly the educational qualifications possessed by the persons in the field of promotion.</p> <p>(vii) In case the feeder posts are filled by promotion, the recruitment rules for the still lower posts (including the lowest post to which direct recruitment is one of the methods of recruitment) may be furnished.</p> <p>(f)(i) Is the promotion to be made on Selection or non-Selection basis?</p> <p>(ii) Reasons for the proposal in (i) above.</p> <p>(r) If a D.P.C. exists, what is its composition</p>	<p>100%</p> <p>Yes, Recruitment Rules for Stenographer Grade C in NCM framed and notified on 26.04.2006.</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>Non-selection basis</p> <p>This being a very small feeder grade.</p> <p><u>For Promotion:</u> Joint Secretary, NCM-Chairman Director/Dy. Secretary, NCM- Member Under Secretary, NCM – Member Under Secretary, NCM – Member</p>
---	---

<p>(h) Indicate if the feeder posts are having promotion channels other than the one under consideration</p>	<p>--</p>
<p>7. If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary</p>	<p>NA</p>
<p>8. If direct recruitment is proposed as a method of recruitment (of MHA O.M.No. 2/45/55-RPS dated 8.10.55) please state</p> <p>(a) The percentage of vacancies proposed to be filled by direct recruitment</p> <p>(l) Indicate if there are any promotional avenues for the direct recruits?</p> <p>(m)(i) Age for direct recruits (of MHA O.M. No. 2/41/59-RPS dated 3.12.1959)</p> <p>(ii) Is age relaxable for Government servants?</p> <p>(n) Educational and other qualifications required for direct recruits. (it may please be noted that the essential qualifications prescribed are relaxable at Commission's direction in case of candidates otherwise well qualified)</p> <p>Essential/Desirable</p> <p>(o) Whether essential qualifications to be prescribed are in accordance with any Act(s)? If so, please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s)</p> <p>(p) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.</p>	<p>Not proposed</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p>
<p>9. If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible/necessary.</p>	<p>Isolated /Single post having feeder cadres.</p>

<p>10. (i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in the case of promotions?</p> <p>(ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions</p>	<p>NA</p> <p>--</p>
<p>11.</p> <p>(i) If deputation/transfer proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation/transfer or both are proposed.</p> <p>(j) The percentage of vacancies proposed to be filled by this method.</p> <p>(k) The period to which deputation will be limited</p> <p>(l) The names of posts or grades or service etc. from which deputation/transfer is proposed [of MHA O.M. No. 2/25-60/Estt.(D) dated 19.8.1960]</p>	<p>Deputation (including STC). If method of promotion fails due to non-availability of eligible candidate (s) in feeder grade.</p> <p>100% (one vacancy exists only)</p> <p>Ordinarily three years.</p> <p><u>Deputation (including STC):-</u></p> <p>Officers under the Central/State/UT Government/PSU holding;</p> <p>(iii) analogous posts on regular basis; or</p> <p>(ii) with five years' regular service in the Pay Band-2 of Rs. 9300-34,800/- with Grade Pay of Rs. 4200/- ; and</p> <p>(iii) Possessing the following educational qualifications and experience:-</p> <p>(a) A Bachelor's degree</p> <p>(b) 3 years' experience in stenography.</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by transfer on deputation including short term contract shall be not exceeding 56</p>

	years as on the closing date of receipt of application).
<p>12. (a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled.</p> <p>(b) Whether the recruitment rules to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same Group. If so, whether the necessary provision for initial constitution has been proposed.</p> <p>(c) Whether the recruitment rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?</p>	<p>NA</p> <p>NA</p> <p>NA</p>
<p>13. (a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted.</p> <p>(b) Whether the Deptt. of Personnel & Training have concurred in the proposal?</p>	<p>NA</p> <p>Not yet</p>
<p>14. If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.</p>	<p>NA</p>
<p>15. Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed if necessary, for clarification/early decision.</p>	<p>Additional Secretary, National Commission for Minorities (NCM), Lok Nayak Bhavan, New Delhi-110003.</p> <p>Tele: 011-2469 3639</p>

Signature of the Officer sending
the proposal (Additional Secretary)
Telephone No. 011-24693639

Date:

Place: Delhi

RECRUITEMENT RULES FOR THE POST OF PRIVATE SECRETARY IN NATIONAL COMMISSION FOR MINORITIES, MINISTRY OF MINORITY AFFAIRSSCHEDULE

Name of the Post	No. of posts	Classification	Pay Band and Grade Pay/Pay Scale	Whether Selection posts or Non-Selection Post
1	2	3	4	5
Private Secretary (PS)	*One (2016) *Subject to variation dependent on workload	General Central Service Group "B" Gazetted- Non Ministerial	Pay Band-2 of Rs. 9300-34800/- with Grade Pay Rs. 4600/-	Non Selection

Age limit for direct Recruits.	Education and other qualification required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.
6	7	8	9
Not Applicable	Not Applicable	Not Applicable	Not applicable

<p>Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.</p>	<p>In case of recruitment by promotion/ deputation/ absorption, grades from which promotion /deputation /absorption to be made</p>	<p>If Departmental Promotion Committee exists, what is its composition.</p>	<p>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</p>
<p>10</p>	<p>11</p>	<p>12</p>	<p>13</p>
<p>Promotion failing which by Deputation (including STC)</p>	<p>Promotion: Stenographers Grade 'C' in National Commission for Minorities with five years of regular service in the grade.</p> <p>Deputation (including STC):-</p> <p>(a) Officers under the Central/State/UT Government/PSU holding;</p> <p>(i) analogous posts on regular basis; or</p> <p>(ii) with five years regular service in the Pay Band of Rs.9300-34800 with Grade Pay of Rs.4200/-; and</p> <p>(b) Possessing the following educational qualifications and experience :-</p>	<p><u>For Promotion:</u></p> <p>Joint Secretary, NCM-Chairman</p> <p>Director/Dy. Secretary, NCM-Member</p> <p>Under Secretary, NCM – Member</p> <p>Under Secretary, NCM – Member</p>	<p>Consultation with UPSC is necessary while making appointment by deputation (including short term contract)</p>

	<p>(i) Bachelor's degree</p> <p>(ii) 3 years' experience in Stenography.</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by transfer on deputation including short term contract shall be not exceeding 56 years as on the closing date of receipt of application).</p>		
--	---	--	--

FORM

Recruitment Rule (RR) for the post of Librarian in National Commission for Minorities (NCM), Ministry of Minority Affairs

1. (a) Name of the Post (b) Name of the Ministry/Department (c) No. of Posts (d)Scale of Pay (e) Class and Service to which the posts belong [of MHA Notification No. 20/16/60-Estt.(A) dated 13.3.1962] (f) Ministerial or non-Ministerial of F.R. 9 (17)	Librarian National Commission for Minorities (NCM) Ministry of Minority Affairs One (1) Pay Band (PB)-2 (Rs/9300-34800)+Grade Pay of Rs. 4200/- General Central Service Group "B" Non- Gazetted Non-Ministerial
2. Appointing Authority	Secretary, National Commission for Minorities
3. Duties of the post in detail	Maintenance of Library and keeping record of books, magazines, acts, references, annual reports etc. of the Commission. Purchase of books, Newspapers, Magazines and processing of bills of newspapers and purchases for payment etc.
4. Describe briefly the method(s) adopted for filling the posts hitherto	Deputation/Absorption
5. Methods of recruitment proposed	Promotion failing which by deputation/Absorption
6. If promotion is proposed as a method of recruitment. (a) Designation and number of posts proposed to be included in the field of promotion. (b) Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion	UDC-4 8 years

<p>(of MHA O.M. No. 1/5/58-RPS dated 26.2.58)</p> <p>(c) Percentage of vacancies in the grade proposed to be filled by promotion</p> <p>(d) Have recruitment rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required, please attach a copy of rules framed. A copy of the rules should be sent to DOP&T along with the proposal.</p> <p>(e) If recruitment rules were not framed for the posts in the field of promotion.</p> <p>(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.</p> <p>(ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion.</p> <p>(iii) In case the feeder posts are filled by promotion, the recruitment rules for the still lower posts (including the lowest post to which direct recruitment is one of the methods of recruitment) may be furnished.</p> <p>(f)(i) Is the promotion to be made on Selection or non-Selection basis?</p> <p>(ii) Reasons for the proposal in (i) above.</p> <p>(g) If a D.P.C. exists, what is its composition?</p> <p>(h) Indicate if the feeder posts are having promotion channels other than the one under consideration.</p>	<p>100%</p> <p>Yes, Recruitment Rules for UDC in NCM framed and notified on 26.04.2006.</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>Selection</p> <p>UDC is not the feeder cadre in direct line of promotion</p> <p><u>DPC for promotion:</u> Joint Secretary, NCM-Chairman Director/Dy. Secretary, NCM- Member Under Secretary, NCM – Member Under Secretary, NCM – Member</p> <p>NA</p>
--	--

7. If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary	NA
8. If direct recruitment is proposed as a method of recruitment (of MHA O.M.No. 2/45/55-RPS dated 8.10.55) please state (a) The percentage of vacancies proposed to be filled by direct recruitment (b) Indicate if there are any promotional avenues for the direct recruits? (c) (i) Age for direct recruits (of MHA O.M. No. 2/41/59-RPS dated 3.12.1959) (ii) Is age relaxable for Government servants? (d) Educational and other qualifications required for direct recruits. (it may please be noted that the essential qualifications prescribed are relaxable at Commission's direction in case of candidates otherwise well qualified) Essential/Desirable (e) Whether essential qualifications to be prescribed are in accordance with any Act(s)? If so, please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s) (f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	NA NA NA NA NA No No
9. If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible/necessary.	Because, it being a single/lone post without any promotional opportunity.
10. (i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in the case of promotions? (ii) If not, to what extent are the educational	NA NA

<p>qualifications proposed to be relaxed in case of promotions.</p>	
<p>11.</p> <p>(a) If deputation/transfer proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation/transfer or both are proposed.</p> <p>(b) The percentage of vacancies proposed to be filled by this method</p> <p>(c) The period to which deputation will be limited.</p> <p>(d) The names of posts or grades or service etc. from which deputation/transfer is proposed [of MHA O.M. No. 2/25-60/Estt.(D) dated 19.8.1960]</p>	<p>Deputation only, if method of promotion fails due to non-availability of eligible candidate (s) in feeder grade</p> <p>100% (only 1 post exists)</p> <p>Ordinarily three years</p> <p>(a) (i) holding analogous post on regular basis; or (ii) with 6 years of regular service in the Pay Band-1 of Rs. 5200-20200/- with Grade pay Rs. 2800/- ; or (iii) with 10 years of regular service in the Pay Band-1 of Rs. 5200-20200/- with Grade pay Rs. 2400/-</p> <p>And</p> <p>possessing the following educational qualifications:</p> <p>(b) Essential:</p> <p>(i) Bachelor's degree in Library Science or Library and information Science of a recognized University or Institute. (ii) Two years' professional experience in a Library under Central/State Govt. /Autonomous or Statutory organisation/PSU/University or Recognised Research or Educational Institution.</p> <p>Desirable:</p> <p>(i) Master's Degree in Library Science or Library and information Science of a recognized University or Institute (ii) Diploma in Computer Applications from a recognized university or Institute</p> <p>Note:Period of deputation including period of deputation in another ex-cadre post held</p>

	immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by transfer on deputation including short term contract shall be not exceeding 56 years as on the closing date of receipt of application).
12. (a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled. (b) Whether the recruitment rules to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same Group. If so, whether the necessary provision for initial constitution has been proposed. (c) Whether the recruitment rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	NA NA NA
13. (a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted. (b) Whether the Deptt. Of Personnel & Training have concurred in the proposal?	NA --
14. If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	NA
15. Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed if necessary, for clarification/early decision.	Additional Secretary, National Commission for Minorities (NCM), Lok Nayak Bhavan, New Delhi-110003. Tele: 011-2469 3639

Signature of the Officer sending
the proposal (Additional Secretary)

Telephone No. 011-2469 3639

Date:

Place: New Delhi

RECRUTEMENT RULE for THE POST OF LIBRARIAN IN NATIONAL COMMISSION FOR MINORITIES, MINISTRY OF MINORITY AFFAIRS

SCHEDULE

Name of the Post	No. of posts	Classification	Scale of Pay	Whether Selection posts or Non-Selection Post
1	2	3	4	5
Librarian	*One (2016) *Subject to variation dependent on workload	General Central Service Group 'B' Non-Gazetted, Non-Ministerial	Pay Band (PB) -2 of Rs.9300-34,800/- with Grade Pay of Rs.4200/-	Selection

Age limit for direct Recruits.	Education and other qualification required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any.
6	7	8	9
Not Applicable	Not Applicable	Yes	Not applicable

Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion /deputation /absorption to be made	If Departmental Promotion Committee exists, what is its composition?	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
10	11	12	13
Promotion failing which by deputation/Absorption	<p><u>Promotion:</u> UDC's of NCM with 10 years regular service in the grade and having educational qualifications prescribed below:</p> <p><u>Deputation/Absorption:</u></p> <p>Officers of the Central Government /State Government:</p> <p>(a) (i) holding analogous posts on regular basis; or</p> <p>(ii) With six years regular service in the Pay Band-1 Rs. 5200-20200/- with Grade pay Rs. 2800; or</p> <p>(iii) with ten years of regular service in the Pay Band-1 of Rs. 5200-20200/- with Grade pay Rs. 2400/-</p> <p>possessing the following qualifications:-</p> <p>(b) Essential:</p> <p>(i) Bachelor's degree in Library Science or Library and information Science of a recognized University or Institute.</p> <p>(ii) Two years' professional experience in a Library under Central/ State Govt. /Autonomous or Statutory organisation/PSU/University or Recognised Research or Educational Institution.</p>	<p><u>DPC for promotion:</u></p> <p>Joint Secretary, NCM-Chairman Director/Dy. Secretary, NCM-Member Under Secretary, NCM – Member Under Secretary, NCM – Member</p>	<p>Consultation with UPSC is necessary while making appointment by deputation/absorption.</p>

	<p>Desirable:</p> <p>(i) Master's Degree in Library Science or Library and information Science of a recognized University or Institute</p> <p>(ii) Diploma in Computer Applications from a recognized university or Institute.</p> <p><u>Note:</u> Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by transfer on deputation shall be not exceeding 56 years as on the closing date of receipt of application).</p>		
--	---	--	--
