

No. T-21011/2/2018-Academy Desk
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Training Division

Block IV, Old JNU Campus,
New Mehrauli Road, New Delhi-110067

Dated: 25th May, 2018

Office Memorandum

Subject: Amendment in Recruitment Rules for the posts of Administrative Officer, Asstt. Administrative Officer, Assistant, UDC and LDC in LBSNAA, Mussoorie - reg.

The undersigned is directed to upload the draft recruitment rules for the posts of Administrative Officer, Asstt. Administrative Officer, Assistant, UDC and LDC in the Lal Bahadur Shastri National Academy of Administration, Mussoorie and to request for comments, if any, from all the stakeholders on the draft RRs. The comments may kindly be sent to the undersigned on e-mail id: 'syedimran.ahmed@nic.in' latest by 24.06.2018.



(Syed Imran Ahmed)
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To

All concerned Stakeholders

Copy to: NIC, Training Division with the request to upload the above OM along with draft RRs for the posts of Administrative Officer, Asstt. Administrative Officer, Assistant, UDC and LDC in LBSNAA, Mussoorie.

[To be published in the Gazette of India, Part II, Section 3, Sub-Section (i)]

Government of India

Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

Notification

New Delhi, 2018

G.S.R...- In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of –

(1) the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, the Lal Bahadur Shastri National Academy of Administration Group 'B' Post Recruitment Rules 2003, in so far as they relate to the posts of Administrative Officer, Assistant Administrative Officer and Assistant;

(2) the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, Lal Bahadur Shastri National Academy of Administration, Mussoorie (Upper Division Clerk and Lower Division Clerk) Recruitment Rules 2014;

except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the posts of Administrative Officer, Assistant Administrative Officer, Assistant, Upper Division Clerk and Lower Division Clerk in the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, Lal Bahadur Shastri National Academy of Administration, Mussoorie, namely:-

1. Short title and commencement. - (1) These rules may be called the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, the Lal Bahadur Shastri National Academy of Administration, Mussoorie, Administrative Officer, Assistant Administrative Officer, Assistant, Upper Division Clerk and Lower Division Clerk Recruitment Rules, 2018.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Application.-These rules shall apply to the posts specified in column 1 of the Schedule annexed to these rules.

3. Number of posts, classification and level in the pay matrix.- The number of the posts, their classification and the level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

4. Method of recruitment, age limit and qualifications, etc., - The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the aforesaid Schedule.

5. Disqualification.- No person,-

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who having 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 the opinion that it is necessary or expedient so to do, it may, by order and 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 reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-Servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Schedule

Name of post.	Number of posts.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1. Administrative Officer.	*3 (2018) *Subject to variation dependent on work load.	General Central Services Group 'B' Gazetted, Ministerial.	Level – 7 in the Pay Matrix (Rs. 44900 - 142400).	Selection.	Not Applicable.	Not Applicable.	Not applicable.

Period of Probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption grades from which promotion or deputation or 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.
(9)	(10)	(11)	(12)	(13)
Not applicable	By promotion failing which by deputation.	<p>Promotion: Assistant Administrative Officer, Lal Bahadur Shastri National Academy of Administration, Mussoorie with two year's regular service in Level – 7 in the Pay Matrix. Note-1: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Deputation: Officers of the Central Government: (i) holding analogous posts on regular basis in the parent cadre or department and having two years' experience in establishment and accounts matters. Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion. Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. Note 3: The Maximum age limit for appointment by deputation shall be 'not exceeding fifth-six years' as on the closing date of receipt of applications.</p>	<p>Group B Departmental Promotion committee for considering promotion consisting of:- 1. Joint Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie - Chairman 2. Deputy Director (Administration), Lal Bahadur Shastri National Academy of Administration, Mussoorie - Member 3. Deputy Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie - Member</p>	<p>Consultation with Union Public Service Commission is not necessary.</p>

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
2. Assistant Administrative Officer.	*6 (2018) *Subject to variation dependent on work load.	General Central Services Group 'B' Non-Gazetted, Ministerial.	Level – 7 in the Pay Matrix (Rs. 44900 - 142400).	Selection.	Not Applicable.	Not Applicable.	Not applicable.

(9)	(10)	(11)	(12)	(13)
Not applicable	By promotion failing which by deputation	<p>Promotion: Assistant, Lal Bahadur Shastri National Academy of Administration, Mussoorie with five year's regular service in Level – 6 (Rs. 35400 - 112400) in the Pay Matrix.</p> <p>Note1: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Deputation: Officer of the Central Government: (a) (i) holding analogous posts on regular basis in the parent cadre/department; or (ii) with five years regular service in the Level – 6 in the Pay Matrix (Rs. 35400 - 112400) or equivalent in the parent cadre/department; and (b) having two years' experience in establishment and accounts matters.</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 3: The Maximum age limit for appointment by deputation shall be 'not exceeding fifth-six years' as on the closing date of receipt of applications.</p>	<p>Group B Departmental Promotion committee for considering promotion consisting of:-</p> <ol style="list-style-type: none"> 1. Joint Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie - Chairman 2. Deputy Director (Administration), Lal Bahadur Shastri National Academy of Administration, Mussoorie - Member 3. Deputy Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie - Member 	Consultation with Union Public Service Commission is not necessary.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
3. Assistant.	*14 (2018) *Subject to variation dependent on work load.	General Central Services Group 'B' Non-Gazetted, Ministerial.	Level – 6 in the Pay Matrix (Rs. 35400 - 112400) .	Selection.	Not applicable.	Not applicable.	Not applicable.

(9)	(10)	(11)	(12)	(13)
Not applicable.	<p>(i) Seventy five percent by promotion failing which by deputation;</p> <p>(ii) twenty five percent of the vacancies shall be filled from amongst the Upper Division Clerk in Lal Bahadur Shastri National Academy of Administration, Mussoorie who possess a Bachelor's Degree from a recognised university and have rendered 5 years regular service in the grade, on the basis of departmental qualifying examination.</p>	<p>Promotion: Upper Division Clerk, Lal Bahadur Shastri National Academy of Administration, Mussoorie with ten year's regular service in Level – 4 (Rs. 25500 - 81100) in the Pay Matrix.</p> <p>Note: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Deputation: Officers of the Central Government: (i) holding analogous post on regular basis; or (ii) ten years' regular service in Level – 4 in the Pay Matrix (Rs. 25500 - 81100) or equivalent</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 3: The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>	<p>Group 'B' Departmental Promotion committee:-</p> <p>1. Joint Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie - Chairman 2. Deputy Director (Administration), Lal Bahadur Shastri National Academy of Administration, Mussoorie-Member 3. Deputy Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie - Member.</p>	Not applicable.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
4. Upper Division Clerk.	*19 (2018) *Subject to variation dependent on work load.	General Central Services Group 'C' Non-Gazetted, Ministerial.	Level – 4 in the Pay Matrix (Rs. 25500 - 81100) .	Non-selection.	Not applicable.	Not applicable.	Not applicable.

(9)	(10)	(11)	(12)	(13)
Not applicable	<p>(i) Seventy five percent by Promotion failing which by deputation;</p> <p>(ii) twenty five percent of the vacancies shall be filled from amongst the Lower Division Clerk in Lal Bahadur Shastri National Academy of Administration, Mussoorie who possess a Bachelor's Degree from a recognised university and have rendered 4 years regular service in the grade, on the basis of departmental qualifying examination.</p>	<p>Promotion: Lower Division Clerk in the Level – 2 (Rs. 19900 - 63200) in the Pay Matrix with eight years regular service in the grade.</p> <p>Note : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Deputation: Officers of the Central Government: (i) holding analogous post on regular basis; or (ii) with eight years regular service in the grade of Lower Division Clerk Lower Division Clerk in the Level – 2 (Rs. 19900 - 63200) in the Pay Matrix or equivalent.</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 3: The Maximum age limit for appointment by deputation shall be 'not exceeding fifty-six years' as on the closing date of receipt of applications.</p>	<p>Group 'C' Departmental Promotion committee (for considering promotion) consisting of:-</p> <ol style="list-style-type: none"> 1. Joint Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie - Chairman 2. Deputy Director (Administration), Lal Bahadur Shastri National Academy of Administration, Mussoorie-Member 3. Deputy Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie - Member 	Not applicable.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
5. Lower Division Clerk.	*26 (2018) *Subject to variation dependent on work load.	General Central Services Group 'C' Non-Gazetted, Ministerial.	Level – 2 in the Pay Matrix (Rs. 19900 - 63200) .	Non-Selection.	Between 18 and 27 years. (Relaxable for Government servants upto the age of forty years in the case of general candidates and upto forty-five years in the case of candidates belonging to the SC or ST in accordance with the instructions or orders issued by the Central Government from time to time). Note 1- The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep). Note 2- The crucial date for determining the age-limit in the case of candidates from Employment Exchange shall be the last date up to which the Employment Exchange is asked to submit the names.	(i) 12 th class pass or equivalent qualification from a recognised Board or University; (ii) A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on manual typewriter. 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)	Yes (To the extent indicated in Col.10).

(9)	(10)	(11)	(12)	(13)
Two years for direct recruits.	<p>(i) Seventy five percent by direct recruitment through Staff Selection Commission;</p> <p>(ii) twenty percent of the vacancies shall be filled from amongst the Group C Staff in Level-1 in the pay matrix, who possess 12th class pass or equivalent qualification and have rendered three years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for examination is forty-five years (fifty years of age for the Scheduled Cast or the Scheduled Tribes);</p> <p>Note: 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 earlier examination are considered before those who qualify at a later examination.</p> <p>(iii) five percent of the vacancies shall be filled on seniority-cum-fitness basis from Group C employees who have three years regular service in Level- 1 in the pay matrix.</p>	As stated in Col. 10	<p>Group 'C' Departmental Promotion committee (for considering promotion) consisting of:-</p> <ol style="list-style-type: none"> 1. Joint Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie - Chairman 2. Deputy Director (Administration), Lal Bahadur Shastri National Academy of Administration, Mussoorie - Member 3. Deputy Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie – Member. 	Not applicable.

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