1	Name of the Post	Head P&GA
2	Number of Post	01* (2024)
	(Sanctioned strength)	(* subject to variation dependent on workload)
3	Classification	Not Applicable
4	Level in the Pay Matrix	Level 12 (Rs.78800-Rs.209200)
5	Whether selection post or non-	Not Applicable
	selection post	• •
6	Age Limit for direct recruits:	Not exceeding 50 years
		Note-1 Age relaxation to be given to government servants would
		be governed in accordance with DoPT's instructions issued from
		time to time.
		Note-2 Five (5) years age relaxation in DR mode to the serving
		employees of Autonomous societies under
		MeitY/DOS/DRDO/DAE.
		Note 3 - The crucial date for determining the age limit shall be
		closing date for receipt of applications from candidates in India and not the closing date prescribed for those residing in remote
	_	areas such as Assam, Meghalaya, Arunachal Pradesh, Mizoram,
		Manipur, Nagaland, Tripura, Sikkim, Union Territory of Ladakh,
		Lahaul and Spiti District and Pangi Sub-Division of Chamba
		District of Himachal Pradesh, the Union Territory of Andaman
		Nicobar Islands or the Union Territory of Lakshadweep as notified
		in the advertisement.
7	Educational and other	Essential Educational Qualifications:
	qualifications required for	a. Bachelor's Degree in any discipline from a recognized
	direct recruits:	University with 20 years post qualification experience.
		OR
		b. Post Graduate in any discipline from a recognized University
		with 15 years post qualification experience.
		OR
		c. MBA or equivalent degree in HR/Personnel Management from
		a recognized Institution/ University with 10 years post qualification experience.
		Post Qualification Experience:-
		Managerial experience in the field of Personnel/ Administration/
		Vigilance. He/ She should be aware of procedures, rules and
		regulations of Govt.
		Desirable : Knowledge of Computerized system.
8	Whether age and educational	
	qualifications prescribed for	Not Applicable
	direct recruits will apply in the	
	case of promotions:	
9	Period of probation, if any:	One year
10	Methods of recruitment:	Promotion failing which by Deputation/Absorption or Direct
	whether by direct recruitment	Recruitment
	or by promotion or by	

	deputation or absorption and percentage of the posts to be filled by various methods.	
11	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.	For Deputation/Absorption: Officers of the Central govt./State govt./Union Territories/Public Sector Undertakings/ Autonomous Bodies: a. Holding analogous post on regular basis. OR
		Having five (5) years of regular service in Level - 11 of the Pay Matrix (Rs.67700-208700).
		b. Possessing the educational qualification & experience prescribed for Direct Recruitment under column 7. NOTE:-
		The maximum age-limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application.
		 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/department of the Central Government shall ordinarily not exceed 3 years.
		3. The departmental candidates with five (5) years of service in L-11 who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. However, they will be considered along with others considered for deputation and if selected for appointment, the post shall be deemed to be filled up by promotion.
		4. The departmental officers who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion.
12	If a Departmental Promotion	Selection Committee:
	Committee exists, what is its	(I) DG or his representative- Chairman (II) Controller- Member
	composition?	(III) One Officer of Level-13 and above from
		MeitY/DOS/DRDO/DAE- Member
		(IV) An outside expert from relevant field – Member (V) Member representing SC/ST/OBC/ Women/Minority from SCL
		or outside - Member(s)
13	Circumstances under which	Not Applicable
	Union Public Service Commission is to be consulted	
	in making recruitment.	

1	Name of the Post	Head (Accounts & IFA)
2	Number of Posts	01*(2024)
	(Sanctioned strength)	(* subject to variation dependent on workload)
3	Classification	Not Applicable
4	Level in the Pay Matrix	Level 12 (Rs.78800-Rs.209200)
5	Whether selection post or	Not Applicable
	non-selection post	
6	Age Limit for direct recruits:	Not exceeding 50 years
		Note-1 Age relaxation to be given to government servants would be
		governed in accordance with DoPT's instructions issued from time to
		time.
		Note-2 Five (5) years age relaxation in DR mode to the serving
		employees of Autonomous societies under MeitY/DOS/DRDO/DAE.
		Note 3- The crucial date for determining the age limit shall be closing date for receipt of applications from candidates in India and not the
		closing date prescribed for those residing in remote areas such as
		Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland,
		Tripura, Sikkim, Union Territory of Ladakh, Lahaul and Spiti District
		and Pangi Sub-Division of Chamba District of Himachal Pradesh, the
		Union Territory of Andaman Nicobar Islands or the Union Territory of
		Lakshadweep as notified in the advertisement.
7	Educational and other	Essential Educational Qualifications:-
	qualifications required for	a. Bachelor's Degree in Commerce from a recognized University
	direct recruits:	with 20 years post qualification experience.
		OR
		b. Post Graduate in Commerce from a recognized University
		with 15 years post qualification experience.
		OR (S. 1) I I I I I I I I I I I I I I I I I I
		c. MBA or equivalent degree (Specialisation in Finance/
		Accounting) or CA or ICWA from a recognized Institution/
		University with 10 years post qualification experience.
		Post Qualification Experience:-
		Managerial experience in the field of commercial, Finance & Accounts, preparation of budget, handling income tax,
		finalization of Accounts, audit & related matters and
		competency in computer operations. He/ She should be aware
		of procedures, rules and regulations of Govt.
		Desirable: Knowledge of Computerized system.
8	Whether age and educational	Not Applicable
	qualifications prescribed for	
	direct recruits will apply in the	
	case of promotions:	
9	Period of probation, if any :	One year
10	Methods of recruitment	Promotion failing which by Deputation/Absorption or Direct
	whether by direct recruitment	Recruitment.
	or by promotion or by	
	deputation or absorption and	
	,	ı

	percentage of the posts to be	
	filled by various methods.	
11	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.	For Deputation/Absorption: Officers of the Central govt./State govt./Union Territories/Public Sector Undertakings/Autonomous Bodies: a. Holding analogous post on regular basis. OR
		Having five (5) years of regular service in Level - 11 of the
		 b. Possessing the educational qualification & experience prescribed for Direct Recruitment under column 7. NOTE:- The maximum age-limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application. 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/department of the Central Government shall ordinarily not exceed 3 years. The departmental candidates with five (5) years of service in L-11 who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. However, they will be considered along with others considered for deputation and if selected for appointment, the post shall be deemed to be filled up by promotion. The departmental officers who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion.
12	If a Departmental Promotion	Selection Committee:
	Committee exists, what is its composition?	(I) DG or his representative- Chairman (II) Controller- Member (III) One Officer of Level-13 and above from MeitY/DOS/DRDO/DAE- Member (IV) An outside expert from relevant field - Member (V) Member representing SC/ST/OBC/ Women/Minority from SCL
13	Circumstances under which Union Public Service Commission is to be consulted in making recruitment.	or outside - Member(s) Not applicable.

Name of the Post	Head Purchase and Stores
Number of Post	01*(2024)
(Sanctioned strength)	(* subject to variation dependent on workload)
Classification	Not Applicable
Level in the Pay Matrix	Level 12 (Rs.78800-Rs.209200)
Whether selection post or non-	Not Applicable
selection post	
Age Limit for direct recruits:	Not exceeding 50 years
	Note-1 Age relaxation to be given to government servants would be governed in accordance with DoPT's instructions
	issued from time to time.
	Note-2 Five (5) years age relaxation in DR mode to the serving
	employees of Autonomous societies under
	MeitY/DOS/DRDO/DAE.
	Note 3- The crucial date for determining the age limit shall be
	closing date for receipt of applications from candidates in
	India and not the closing date prescribed for those residing in
	remote areas such as Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Union Territory
	of Ladakh, Lahaul and Spiti District and Pangi Sub-Division of
	Chamba District of Himachal Pradesh, the Union Territory of
	Andaman Nicobar Islands or the Union Territory of
	Lakshadweep as notified in the advertisement.
Educational and other qualifications	Essential Educational Qualifications:
required for direct recruits:	a. Bachelor's Degree in any discipline from a recognized
	University with 20 years post qualification experience. OR
	b. Post Graduate in any discipline from a recognized
	University with 15 years post qualification experience. OR
	c. MBA or equivalent degree in Materials Management from a
	recognized Institution/ University with 10 years post
	qualification experience.
	Post Qualification Experience:-
	Managerial experience in the field of Purchase and Stores.
	He/ She should be aware of procedures, rules and regulations
	of Govt.
Whether age and educational	Desirable: Knowledge of Computerized system.
Whether age and educational qualifications prescribed for direct	Not Applicable
recruits will apply in the case of	
promotions?	
Period of probation, if any :	One year
Methods of recruitment: whether by	Promotion failing which by Deputation/Absorption or Direct
direct recruitment or by promotion or	Recruitment
by deputation or absorption and	

percentage of the posts to be filled by	
various methods.	
In case of recruitment by promotion or	For Deputation/Absorption:
deputation or absorption, grades from	Officers of the Central govt./State govt./Union
which promotion or deputation or	Territories/Public Sector Undertakings/Autonomous
absorption to be made.	Bodies:
	a. Holding analogous post on regular basis.
	OR
	Having five (5) years of regular service in Level - 11 of the
4.0	Pay Matrix (Rs.67700-208700).
	b. Possessing the educational qualification & experience
	prescribed for Direct Recruitment under column 7.
	NOTE:-
	1. The maximum age-limit for appointment on deputation
	shall not exceed 56 years as on the closing date of
	receipt of application.
	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/department of the Central Government
	shall ordinarily not exceed 3 years.
	3. The departmental candidates with five (5) years of
	service in L-11 who are in direct line of promotion shall
	not be eligible for consideration for appointment on
	deputation. However, they will be considered along with
	others considered for deputation and if selected for
	appointment, the post shall be deemed to be filled up by
	promotion.
	4. The departmental officers who are in the direct line of
	promotion shall not be eligible for consideration for
	appointment on deputation. Similarly deputationist shall
	not be eligible for consideration for appointment by
	promotion.
If a Departmental Promotion	Selection Committee:
Committee exists, what is its	(I) DG or his representative- Chairman
composition?	(II) Controller- Member
	(III) One Officer of Level-13 and above from
	MeitY/DOS/DRDO/DAE- Member
	(IV) An outside expert from relevant field – Member
	(V) Member representing SC/ST/OBC/ Women/Minority
	from SCL or outside -Member(s)
Circumstances under which Union	
Public Service Commission is to be	Not Applicable
consulted in making recruitment.	
Circumstances under which Union Public Service Commission is to be	 (III) One Officer of Level-13 and above from MeitY/DOS/DRDO/DAE- Member (IV) An outside expert from relevant field – Member (V) Member representing SC/ST/OBC/ Women/Minority from SCL or outside - Member(s)

1	Name of the Post	Administrative Officer
2	Number of Posts	06* (2024)
	(Sanctioned strength)	(* subject to variation dependent on workload)
3	Classification	Not Applicable
4	Level in the Pay Matrix	Level 10 in the Pay Matrix (Rs.56100-177500)
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for direct recruits:	Note-1 Age relaxation to be given to government servants would be governed in accordance with DoPT's instructions issued from time to time. Note-2 Five (5) years age relaxation in DR mode to the serving employees of Autonomous societies under MeitY/DOS/DRDO/DAE. Note 3- The crucial date for determining the age limit shall be closing date for receipt of applications from candidates in India and not the closing date prescribed for those residing in remote areas such as Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Union Territory of Ladakh, Lahaul and Spiti District and Pangi Sub-Division, Chamba District of Himachal Pradesh, the Union Territory of Andaman Nicobar Islands or the Union Territory of Lakshadweep as notified in the advertisement.
7	Educational and other qualifications required for direct recruits:	Essential Educational Qualification: a) Graduate/Post Graduate Degree from a recognized University in any discipline. OR b) MBA or equivalent degree in HR/Personnel Management from a recognized Institution. Post Qualification Experience: a. Graduate with 10 years, Post Graduate with 5 years or MBA with 02 year work experience in Establishment matters, transport, Estate and General Administration at supervisory level. b. Knowledge of Govt. rules and regulations. Desirable: Knowledge of Computerized system.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any:	2 Years.
10	Method of recruitment whether by direct recruitment or by promotion or by	 a. 1/3rd by Direct Recruitment and b. 2/3rd by Promotion, failing which by deputation/absorption.

	deputation/absorptio	
	n and percentage of	
	the posts to be filled	
	by various methods.	
11	In case of recruitment	For Deputation/Absorption:-
	by promotion	Officers of the Central govt./State govt./Union Territories/Public Sector
	/deputation/absorpti	Undertakings/Autonomous Bodies:
	on, grades from which	a. (i)Holding analogous post on regular basis.
	promotion /	· (, · · · · · · · · · · · · · · · · · ·
	deputation /	OR
	absorption to be	
	made	(ii)Having 2 years of regular service in Level - 9 of pay matrix
		OR
		On On
		(iii) Having 4 years of regular consists in Level 9 of Day Matrix
		(iii)Having 4 years of regular service in Level 8 of Pay Matrix
		OR
		(iv) Having 5 years of regular service in Level 7 of Pay Matrix
		(1) That in go yours of regular sortios in 2010. If or ray matrix
		AND
		b. Possessing the educational qualification and experience prescribed for
		Direct Recruitment under column 7
		NOTE:-
		1. The maximum age-limit for appointment on deputation shall not
		exceed 56 years as on the closing date of receipt of application.
		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/department
		of the Central Government shall ordinarily not exceed 3 years.
12	If a Departmental	Selection Committee:
	Promotion Committee	(I) Controller – Chairman
	exists, what is the	(II) Head P&GA- Member
	composition?	(III) One Officer of Level-12 and above from MeitY/DOS/DRDO/DAE-
		Member
		(IV) One outside expert from relevant field- Member(s)
		(v) Member representing SC/ST/OBC/ Women/Minority
		from SCL or outside -Member(s)
13.	Circumstances under	
	which Union Public	Not Applicable
	Service Commission is	
	to be consulted in	
	making recruitment.	

1	Name of the Post	Accounts Officer
2	Number of Posts	06* (2024)
_	(Sanctioned strength)	(* subject to variation dependent on workload)
3	Classification	Not Applicable
4	Level in the Pay Matrix	Level 10 in Pay Matrix
_	Whether selection or	(Rs.56100- 177500)
5		Not Applicable
6	non-selection post Age Limit for direct	Not exceeding 35 years
0	recruits:	Note-1 Age relaxation to be given to government servants would be
	rectuits.	governed in accordance with DoPT's instructions issued from time to
		time.
		Note-2 Five (5) years age relaxation in DR mode to the serving
		employees of Autonomous societies under MeitY/DOS/DRDO/DAE.
		Note 3- The crucial date for determining the age limit shall be closing
		date for receipt of applications from candidates in India (and not the
		closing date prescribed for those residing in remote areas such as
		Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland
		Tripura, Sikkim, Union Territory of Ladakh, Lahaul and Spiti District and
		Pangi Sub-Division Chamba District of Himachal Pradesh, the Union
		Territory of Andaman Nicobar Islands or the Union Territory of
		Lakshwadeep as notified in the advertisement.
7	Educational and other	Essential Educational Qualification:
	qualifications required	a) Graduate/ Post Graduate Degree from a recognized University in
	for direct recruits:	any discipline.
		OR b) MBA or equivalent degree in Finance/CA/ICWA from a
		recognized Institution.
		Post Qualification Experience:
		a. Graduate with 10 years, Post Graduate with 5 years or MBA with 02
		year work experience in Finance & Accounts, Auditing, Finalisation of
		Accounts, settlement of staff benefits, income tax TDS, GST and
		related work at Supervisory Level.
		b. Knowledge of Govt. rules and regulations.
		Desirable: Knowledge of Computerized system.
8	Whether age and	Not Applicable
	educational	
	qualifications prescribed	
	for direct recruits will	
	apply in the case of	
-	promotions:	
9	Period of probation, if	2 Years.
1.5	any:	
10	Method of recruitment	. rd
	whether by direct	a. 1/3 rd by Direct Recruitment

	rocruitment or by	and
	recruitment or by promotion or by	and
	promotion or by deputation/absorption	b. 2/3 rd by Promotion, failing which by deputation/absorption.
	and percentage of the	
	posts to be filled by	
	various methods.	
11	In case of recruitment by	For Deputation/Absorption:-
11	promotion	Officers of the Central govt./State govt./Union Territories/Public
	/deputation/absorption,	Sector Undertakings/ Autonomous Bodies:
	grades from which	
	promotion / deputation /	a. (i)Holding analogous post on regular basis.
	absorption to be made	OR
		O.N.
		(ii)Having 2 years of regular service in Level - 9 of pay matrix
		OR
		o n
		(iii) Having 4 years of regular convice in Level 9 of Day Matrix
		(iii)Having 4 years of regular service in Level 8 of Pay Matrix
		OR
		(iv) Having 5 years of regular service in Level 7 of Pay Matrix
		AND
		b. Possessing the educational qualification and experience prescribed for
		Direct Recruitment under column 7
		NOTE:-
		1. The maximum age-limit for appointment on deputation shall not
		exceed 56 years as on the closing date of receipt of application.
		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/department of the Central Government shall
		ordinarily not exceed 3 years.
12	If a Departmental	Selection Committee:
	Promotion Committee	(I) Controller – Chairman
	exists, what is the	(II) Head Accounts & IFA- Member
	composition?	(III) One Officer of Level-12 and above from MeitY/DOS/DRDO/DAE-
		Member
		(IV) One outside expert from relevant field- Member(s)
		(v) Member representing SC/ST/OBC/ Women/Minority from SCL or
		outside -Member(s)
13	Circumstances under	Not Applicable
	which Union Public	
	Service Commission is to	
	be consulted in making	
	recruitment.	

Name of the Post Purchase & Stores Officer O7* (2024) (Sanctioned strength) (* subject to variation dependent on workload) Classification Not Applicable Level in the Pay Matrix Level 10 in Pay Matrix (Rs.56100- 177500) Whether selection or non-selection post Age Limit for direct recruits: Note-1 Age relaxation to be given to government servants would be governed in accordance with DoPT's instructions issued from time to time. Note-2 Five (5) years age relaxation in DR mode to the serving employees
(Sanctioned strength) Classification Level in the Pay Matrix Level 10 in Pay Matrix (Rs.56100- 177500) Whether selection or non-selection post Age Limit for direct recruits: Not exceeding 35 years Note-1 Age relaxation to be given to government servants would be governed in accordance with DoPT's instructions issued from time to time. Note-2 Five (5) years age relaxation in DR mode to the serving employees.
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Classification Level in the Pay Matrix Level 10 in Pay Matrix (Rs.56100- 177500) Whether selection or non-selection post Age Limit for direct recruits: Not exceeding 35 years Note-1 Age relaxation to be given to government servants would be governed in accordance with DoPT's instructions issued from time to time. Note-2 Five (5) years age relaxation in DR mode to the serving employees.
Level in the Pay Matrix Level 10 in Pay Matrix (Rs.56100- 177500) Whether selection or non- selection post Age Limit for direct recruits: Not exceeding 35 years Note-1 Age relaxation to be given to government servants would be governed in accordance with DoPT's instructions issued from time to time. Note-2 Five (5) years age relaxation in DR mode to the serving employees.
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Whether selection or non- selection post Age Limit for direct recruits: Not exceeding 35 years Note-1 Age relaxation to be given to government servants would be governed in accordance with DoPT's instructions issued from time to time. Note-2 Five (5) years age relaxation in DR mode to the serving employees.
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Age Limit for direct recruits: Not exceeding 35 years Note-1 Age relaxation to be given to government servants would be governed in accordance with DoPT's instructions issued from time to time. Note-2 Five (5) years age relaxation in DR mode to the serving employee.
recruits: Note-1 Age relaxation to be given to government servants would be governed in accordance with DoPT's instructions issued from time to time. Note-2 Five (5) years age relaxation in DR mode to the serving employee.
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time. Note-2 Five (5) years age relaxation in DR mode to the serving employee.
Note-2 Five (5) years age relaxation in DR mode to the serving employees
of Autonomous societies under MeitY/DOS/DRDO/DAE.
Note 3- The crucial date for determining the age limit shall be closing date
for receipt of applications from candidates in India (and not the closing
date prescribed for those residing in remote areas such as Assam
Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland Tripura
Sikkim, Union Territory of Ladakh, Lahaul and Spiti District and Pangi Sub
Division Chamba District of Himachal Pradesh, the Union Territory o
Andaman Nicobar Islands or the Union Territory of Lakshadweep as
notified in the advertisement.
Educational and other Essential Educational Qualification:
qualifications required for a) Graduate/Post Graduate Degree from a recognized University in
direct recruits: any discipline.
OR
b) MBA or equivalent degree in Material Management from a
recognized Institution.
Post Qualification Experience:
a. Graduate with 10 years, Post Graduate with 5 years or MBA with 02
year work experience in Purchase & Stores matters eg. Procurement o
goods/ services, experience in Import, local purchase or stores
management etc. at supervisory level.
b. Knowledge of Govt. rules and regulations.
Desirable: Knowledge of Computerized system.
educational qualifications
prescribed for direct
recruits will apply in the
case of promotions:
Period of probation, if any 2 Years.
: control of the cont
Method of recruitment a. 1/3 rd by Direct Recruitment
whether by direct and
recruitment or by b. 2/3 rd by Promotion, failing which by deputation/absorption.
promotion or by

de la tella della contra	
deputation/absorption	
and percentage of the	
posts to be filled by	
various methods.	
In case of recruitment by	For Deputation/Absorption:-
promotion	Officers of the Central govt./State govt./Union Territories/Public
/deputation/absorption,	Sector Undertakings/ Autonomous Bodies:
grades from which	a. (i)Holding analogous post on regular basis.
promotion/ deputation /	
absorption to be made.	OR
	(ii)Having 2 years of regular service in Level - 9 of pay matrix
	OR
	(iii)Having 4 years of regular service in Level 8 of Pay Matrix
	, , , , , , , , , , , , , , , , , , , ,
	OR
	(iv) Having 5 years of regular service in Level 7 of Pay Matrix
	AND
	b.Possessing the educational qualification and experience prescribed for
	Direct Recruitment under column 7
	NOTE:-
	1. The maximum age-limit for appointment on deputation shall not
	exceed 56 years as on the closing date of receipt of application.
	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/department
	of the Central Government shall ordinarily not exceed 3 years.
If a Departmental	
Promotion Committee	(I) Controller – Chairman
exists, what is the	(II) Head P&S-Member
composition?	(III) One Officer of Level-12 and above from MeitY/DOS/DRDO/DAE-
	Member
	(IV) One outside expert from relevant field- Member(s)
	(v) Member representing SC/ST/OBC/ Women/Minority
	from SCL or outside -Member(s)
Circumstances under	Not Applicable.
which Union Public Service	
Commission is to be	
consulted in making	
recruitment.	

		Annexure
1	Name of the Post	Junior Personal Assistant
2	Number of Posts	8* (2024)
	(Sanctioned strength)	(* subject to variation dependent on workload)
3	Classification	Not applicable
4	Level in the Pay Matrix	Level 4 in the pay matrix (Rs.25500-81100)
5	Whether selection or non-	Not applicable
	selection post	
6	Age Limit for direct recruits:	Note-1 Age relaxation to be given to government servants would be governed in accordance with DoPT's instructions issued from time to time. Note-2 Five (5) years age relaxation in DR mode to the serving employees of Autonomous societies under MeitY/DOS/DRDO/DAE. Note 3- The crucial date for determining the age limit shall be closing date for receipt of applications from candidates in India and not the closing date prescribed for those residing in remote areas such as Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland Tripura, Sikkim, Union Territory of Ladakh, Lahaul and Spiti District and Pangi Sub-Division Chamba District of Himachal Pradesh, the Union Territory of Andaman Nicobar Islands or the Union Territory of
7	Educational and other	Lakshadweep. Essential Educational Qualifications:-
	qualifications required for direct recruits:	 a) 12th Pass from a recognized board. b) Dictation:- 10 minutes @ 80 words per minute. c) Transcription:- 50 minutes (English), 65 minutes (Hindi) on Computer only.
8	Whether age and educational	Not applicable
	qualifications prescribed for	
	direct recruits will apply in the	
	case of promotions:	
9	Period of probation, if any :	2 Years.
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	Not applicable

12	If a Departmental Promotion Committee exists, what is the composition?	Selection Committee: (I) Head, P&GA:-Chairman (II) Head, Accounts & IFA-Member (III) Head, P&S-Member (IV) One Officer of Level-10 and above from MeitY/DOS/DRDO/DAE- Member (V) Member representing SC/ST/OBC/ Women/Minority from SCL or outside -Member(s)
13	Circumstances under which Union Public Service Commission is to be consulted in making recruitment.	Not applicable

1	Name of the Post	Assistant
2	Number of Posts	46* (2024)
_	(Sanctioned strength)	(* subject to variation dependent on workload)
3	Classification	Not Applicable
4	Level in the Pay Matrix	Level 4 in the pay matrix (Rs.25500-81100)
5	Whether selection or non-	Not Applicable
	selection post	
6	Age Limit for direct recruits:	Not exceeding 25 years.
		Note-1 Age relaxation to be given to government servants would be governed in accordance with DoPT's instructions issued from time to time. Note-2 Five (5) years age relaxation in DR mode to the serving employees of Autonomous societies under MeitY/DOS/DRDO/DAE. Note 3- The crucial date for determining the age limit shall be closing date for receipt of applications from candidates in India and not the closing date prescribed for those residing in remote areas such as Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland Tripura, Sikkim, Union Territory of Ladakh, Lahaul and Spiti District and Pangi Sub-Division Chamba District of Himachal Pradesh, the Union Territory of Andaman Nicobar Islands or the Union
_	Educational configuration	Territory of Lakshadweep as notified in the advertisement.
7	Educational and other qualifications required for direct recruits:	Essential Educational Qualification a. Graduate in any discipline from a recognized University. b. Proficiency in the use of computers. Desirable Experience in working in an Educational/Research Institute/Government Office.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions:	Not Applicable
9	Period of probation, if any:	2 Years.
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to	Not Applicable

	be made	
12	If a Departmental	Selection Committee:
	Promotion Committee	(I) Head, P&GA :-Chairman
	exists, what is the	(II) Head, Accounts & IFA-Member
	composition?	(III) Head, P&S-Member
		(IV) One Officer of Level-10 and above from
		MeitY/DOS/DRDO/DAE- Member
		(V) Member representing SC/ST/OBC/ Women/Minority from
		SCL or outside –Member(s)
13	Circumstances under which	
	Union Public Service	Not Applicable
	Commission is to be	
	consulted in making	
	recruitment.	



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1	Name of the Post	Catering Supervisor
2	Number of Posts	02*(2024)
	(Sanctioned strength)	(* subject to variation dependent on workload)
3	Classification	Not Applicable
4	Level in the Pay Matrix	Level 6 in pay matrix : (Rs.35400-112400)
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for direct recruits:	Not exceeding 30 years
		Note:-1 Age relaxation to be given to government servants would be governed in accordance with DoPT's instructions issued from time to time. Note:-2 Five (5) years age relaxation in DR mode to the serving employees of Autonomous societies under MeitY/DOS/DRDO/DAE. Note:-3 The crucial date for determining the age limit shall be closing date for receipt of applications from candidates in India and not the closing date prescribed for those residing in remote areas such as Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland Tripura, Sikkim, Union Territrory of Ladakh, Lahaul and Spiti District and Pangi Sub-Division Chamba District of Himachal Pradesh, the Union Territory of Andaman Nicobar Islands or the Union Territory of Lakshadweep as notified in the
		advertisement.
7	Educational and other qualifications required for direct recruits:	Essential Educational Qualifications: 1)Bachelors Degree in Hotel management/Hotel Management & Catering Technology/Hospitality & Hotel Administration/ Catering Science & Hotel Management with One year experience OR 2)Diploma in catering with 3 Years experience OR 3)PG Diploma in Hotel Management with 2 Years experience The experience should be in Supervisory capacity in an Industrial Canteen or an established hotel catering to more than 300 persons. Candidates should be capable of providing top grade canteen services using modern state of the art kitchen equipment. The Experience should be after
0	Whother ago and advectional avalifications	obtaining the relevant qualification.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions:	Not Applicable
9	Period of probation, if any:	2 Years.

10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct Recruitment/Deputation.
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	For Deputation-: Officers of the Central govt./State govt./Union Territories/Public Sector Undertakings/ Autonomous Bodies. a. Holding analogous post on regular basis And
		b. Possessing the qualification & experience prescribed for Direct Recruitment under column 7.
12	If a Departmental Promotion Committee exists, what is the composition?	Selection Committee: (I) Controller – Chairman (II) Head P&GA-Member (III) One Officer of Level-10 and above from MeitY/DOS/DRDO/DAE- Member (IV) One Outside expert from relevant field-Member. (V) Member representing SC/ST/OBC/Women/Minority from SCL or outside -Member(s)
13	Circumstances under which Union Public Service Commission is to be consulted in making recruitment.	Not Applicable