

1	Name of the Post	Head P&GA
2	Number of Post (Sanctioned strength)	01* (2024) (* 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-selection post	Not Applicable
6	Age Limit for direct recruits:	<p>Not exceeding 50 years</p> <p>Note-1 Age relaxation to be given to government servants would be governed in accordance with DoPT's instructions issued from time to time.</p> <p>Note-2 Five (5) years age relaxation in DR mode to the serving employees of Autonomous societies under MeitY/DOS/DRDO/DAE.</p> <p>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.</p>
7	Educational and other qualifications required for direct recruits:	<p>Essential Educational Qualifications:</p> <p>a. Bachelor's Degree in any discipline from a recognized University with 20 years post qualification experience.</p> <p>OR</p> <p>b. Post Graduate in any discipline from a recognized University with 15 years post qualification experience.</p> <p>OR</p> <p>c. MBA or equivalent degree in HR/Personnel Management from a recognized Institution/ University with 10 years post qualification experience.</p> <p>Post Qualification Experience:- Managerial experience in the field of Personnel/ Administration/ Vigilance. He/ She should be aware of procedures, rules and regulations of Govt.</p> <p>Desirable: Knowledge of Computerized system.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions:	Not Applicable
9	Period of probation, if any :	One year
10	Methods of recruitment: whether by direct recruitment or by promotion or by	Promotion failing which by Deputation/Absorption or Direct Recruitment

	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.	<p>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.</p> <p>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.</p>
12	If a Departmental Promotion Committee exists, what is its composition?	<p>Selection Committee: (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 or outside -Member(s)</p>
13	Circumstances under which Union Public Service Commission is to be consulted in making recruitment.	Not Applicable

1	Name of the Post	Head (Accounts & IFA)
2	Number of Posts (Sanctioned strength)	01*(2024) (* 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-selection post	Not Applicable
6	Age Limit for direct recruits:	<p>Not exceeding 50 years</p> <p>Note-1 Age relaxation to be given to government servants would be governed in accordance with DoPT's instructions issued from time to time.</p> <p>Note-2 Five (5) years age relaxation in DR mode to the serving employees of Autonomous societies under MeitY/DOS/DRDO/DAE.</p> <p>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.</p>
7	Educational and other qualifications required for direct recruits:	<p>Essential Educational Qualifications:-</p> <p>a. Bachelor's Degree in Commerce from a recognized University with 20 years post qualification experience.</p> <p>OR</p> <p>b. Post Graduate in Commerce from a recognized University with 15 years post qualification experience.</p> <p>OR</p> <p>c. MBA or equivalent degree (Specialisation in Finance/Accounting) or CA or ICWA from a recognized Institution/University with 10 years post qualification experience.</p> <p>Post Qualification Experience:-</p> <p>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.</p> <p>Desirable: Knowledge of Computerized system.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions:	Not Applicable
9	Period of probation, if any :	One year
10	Methods of recruitment whether by direct recruitment or by promotion or by deputation or absorption and	Promotion failing which by Deputation/Absorption or Direct Recruitment.

	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.	<p>For Deputation/Absorption:</p> <p>Officers of the Central govt./State govt./Union Territories/Public Sector Undertakings/Autonomous Bodies:</p> <p>a. Holding analogous post on regular basis.</p> <p style="text-align: center;">OR</p> <p>Having five (5) years of regular service in Level - 11 of the Pay Matrix (Rs.67700-208700).</p> <p>b. Possessing the educational qualification & experience prescribed for Direct Recruitment under column 7.</p> <p>NOTE:-</p> <ol style="list-style-type: none"> 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.
12	If a Departmental Promotion Committee exists, what is its composition?	<p>Selection Committee:</p> <ol style="list-style-type: none"> (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 or outside -Member(s)
13	Circumstances under which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

Name of the Post	Head Purchase and Stores
Number of Post (Sanctioned strength)	01*(2024) (* 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-selection post	Not Applicable
Age Limit for direct recruits:	<p>Not exceeding 50 years</p> <p>Note-1 Age relaxation to be given to government servants would be governed in accordance with DoPT's instructions issued from time to time.</p> <p>Note-2 Five (5) years age relaxation in DR mode to the serving employees of Autonomous societies under MeitY/DOS/DRDO/DAE.</p> <p>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.</p>
Educational and other qualifications required for direct recruits:	<p>Essential Educational Qualifications:</p> <p>a. Bachelor's Degree in any discipline from a recognized University with 20 years post qualification experience.</p> <p>OR</p> <p>b. Post Graduate in any discipline from a recognized University with 15 years post qualification experience.</p> <p>OR</p> <p>c. MBA or equivalent degree in Materials Management from a recognized Institution/ University with 10 years post qualification experience.</p> <p>Post Qualification Experience:- Managerial experience in the field of Purchase and Stores. He/ She should be aware of procedures, rules and regulations of Govt.</p> <p>Desirable: Knowledge of Computerized system.</p>
Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions?	Not Applicable
Period of probation, if any :	One year
Methods of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and	Promotion failing which by Deputation/Absorption or Direct Recruitment

percentage of the posts 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.	<p>For Deputation/Absorption:</p> <p>Officers of the Central govt./State govt./Union Territories/Public Sector Undertakings/Autonomous Bodies:</p> <p>a. Holding analogous post on regular basis.</p> <p style="text-align: center;">OR</p> <p>Having five (5) years of regular service in Level - 11 of the Pay Matrix (Rs.67700-208700).</p> <p>b. Possessing the educational qualification & experience prescribed for Direct Recruitment under column 7.</p> <p>NOTE:-</p> <ol style="list-style-type: none"> 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 Committee exists, what is its composition?	<p>Selection Committee:</p> <ol style="list-style-type: none"> (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 or outside -Member(s)
Circumstances under which Union Public Service Commission is to be consulted in making recruitment.	Not Applicable

1	Name of the Post	Administrative Officer
2	Number of Posts (Sanctioned strength)	06* (2024) (* 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:	<p>Not exceeding 35 years</p> <p>Note-1 Age relaxation to be given to government servants would be governed in accordance with DoPT's instructions issued from time to time.</p> <p>Note-2 Five (5) years age relaxation in DR mode to the serving employees of Autonomous societies under MeitY/DOS/DRDO/DAE.</p> <p>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.</p>
7	Educational and other qualifications required for direct recruits:	<p>Essential Educational Qualification:</p> <p>a) Graduate/Post Graduate Degree from a recognized University in any discipline.</p> <p style="text-align: center;">OR</p> <p>b) MBA or equivalent degree in HR/Personnel Management from a recognized Institution.</p> <p>Post Qualification Experience:</p> <p>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.</p> <p>b. Knowledge of Govt. rules and regulations.</p> <p>Desirable: Knowledge of Computerized system.</p>
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	<p>a. 1/3rd by Direct Recruitment and</p> <p>b. 2/3rd by Promotion, failing which by deputation/absorption.</p>

	deputation/absorption and percentage of the posts to be filled by various methods.	
11	In case of recruitment by promotion /deputation/absorption, grades from which promotion / deputation / absorption to be made	<p>For Deputation/Absorption:- Officers of the Central govt./State govt./Union Territories/Public Sector Undertakings/Autonomous Bodies: a. (i)Holding analogous post on regular basis. <p style="text-align: center;">OR</p> (ii)Having 2 years of regular service in Level - 9 of pay matrix <p style="text-align: center;">OR</p> (iii)Having 4 years of regular service in Level 8 of Pay Matrix <p style="text-align: center;">OR</p> (iv) Having 5 years of regular service in Level 7 of Pay Matrix <p style="text-align: center;">AND</p> b. Possessing the educational qualification and experience prescribed for Direct Recruitment under column 7</p> <p>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.</p>
12	If a Departmental Promotion Committee exists, what is the composition?	<p>Selection Committee: (I) Controller – Chairman (II) Head P&GA-Member (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)</p>
13.	Circumstances under which Union Public Service Commission is to be consulted in making recruitment.	Not Applicable

1	Name of the Post	Accounts Officer
2	Number of Posts (Sanctioned strength)	06* (2024) (* subject to variation dependent on workload)
3	Classification	Not Applicable
4	Level in the Pay Matrix	Level 10 in Pay Matrix (Rs.56100- 177500)
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for direct recruits:	<p>Not exceeding 35 years</p> <p>Note-1 Age relaxation to be given to government servants would be governed in accordance with DoPT's instructions issued from time to time.</p> <p>Note-2 Five (5) years age relaxation in DR mode to the serving employees of Autonomous societies under MeitY/DOS/DRDO/DAE.</p> <p>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 Pangl 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.</p>
7	Educational and other qualifications required for direct recruits:	<p>Essential Educational Qualification:</p> <p>a) Graduate/ Post Graduate Degree from a recognized University in any discipline.</p> <p style="text-align: center;">OR</p> <p>b) MBA or equivalent degree in Finance/CA/ICWA from a recognized Institution.</p> <p>Post Qualification Experience:</p> <p>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.</p> <p>b. Knowledge of Govt. rules and regulations.</p> <p>Desirable: Knowledge of Computerized system.</p>
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	a. 1/3 rd by Direct Recruitment

	recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	and b. 2/3 rd by Promotion, failing which by deputation/absorption.
11	In case of recruitment by promotion /deputation/absorption, grades from which promotion / deputation / absorption to be made	<p>For Deputation/Absorption:- Officers of the Central govt./State govt./Union Territories/Public Sector Undertakings/ Autonomous Bodies:</p> <p>a. (i) Holding analogous post on regular basis.</p> <p style="text-align: center;">OR</p> <p>(ii) Having 2 years of regular service in Level - 9 of pay matrix</p> <p style="text-align: center;">OR</p> <p>(iii) Having 4 years of regular service in Level 8 of Pay Matrix</p> <p style="text-align: center;">OR</p> <p>(iv) Having 5 years of regular service in Level 7 of Pay Matrix</p> <p style="text-align: center;">AND</p> <p>b. Possessing the educational qualification and experience prescribed for Direct Recruitment under column 7</p> <p>NOTE:-</p> <ol style="list-style-type: none"> 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 Promotion Committee exists, what is the composition?	<p>Selection Committee:</p> <p>(I) Controller – Chairman</p> <p>(II) Head Accounts & IFA-Member</p> <p>(III) One Officer of Level-12 and above from MeitY/DOS/DRDO/DAE-Member</p> <p>(IV) One outside expert from relevant field- Member(s)</p> <p>(v) Member representing SC/ST/OBC/ Women/Minority from SCL or outside -Member(s)</p>
13	Circumstances under which Union Public Service Commission is to be consulted in making recruitment.	Not Applicable

Name of the Post	Purchase & Stores Officer
Number of Posts (Sanctioned strength)	07* (2024) (* 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	Not Applicable
Age Limit for direct recruits:	<p>Not exceeding 35 years</p> <p>Note-1 Age relaxation to be given to government servants would be governed in accordance with DoPT's instructions issued from time to time.</p> <p>Note-2 Five (5) years age relaxation in DR mode to the serving employees of Autonomous societies under MeitY/DOS/DRDO/DAE.</p> <p>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.</p>
Educational and other qualifications required for direct recruits:	<p>Essential Educational Qualification:</p> <p>a) Graduate/Post Graduate Degree from a recognized University in any discipline.</p> <p style="text-align: center;">OR</p> <p>b) MBA or equivalent degree in Material Management from a recognized Institution.</p> <p>Post Qualification Experience:</p> <p>a. Graduate with 10 years, Post Graduate with 5 years or MBA with 02 year work experience in Purchase & Stores matters eg. Procurement of goods/ services, experience in Import, local purchase or stores management etc. at supervisory level.</p> <p>b. Knowledge of Govt. rules and regulations.</p> <p>Desirable: Knowledge of Computerized system.</p>
Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions:	Not applicable
Period of probation, if any :	2 Years.
Method of recruitment whether by direct recruitment or by promotion or by	<p>a. 1/3rd by Direct Recruitment and</p> <p>b. 2/3rd by Promotion, failing which by deputation/absorption.</p>

deputation/absorption and percentage of the posts to be filled by various methods.	
In case of recruitment by promotion /deputation/absorption, grades from which promotion/ deputation / absorption to be made.	<p>For Deputation/Absorption:- Officers of the Central govt./State govt./Union Territories/Public Sector Undertakings/ Autonomous Bodies:</p> <p>a. (i)Holding analogous post on regular basis.</p> <p style="text-align: center;">OR</p> <p>(ii)Having 2 years of regular service in Level - 9 of pay matrix</p> <p style="text-align: center;">OR</p> <p>(iii)Having 4 years of regular service in Level 8 of Pay Matrix</p> <p style="text-align: center;">OR</p> <p>(iv) Having 5 years of regular service in Level 7 of Pay Matrix</p> <p style="text-align: center;">AND</p> <p>b.Possessing the educational qualification and experience prescribed for Direct Recruitment under column 7</p> <p>NOTE:-</p> <ol style="list-style-type: none"> 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 exists, what is the composition?	<p>Selection Committee:</p> <p>(I) Controller – Chairman</p> <p>(II) Head P&S-Member</p> <p>(III) One Officer of Level-12 and above from MeitY/DOS/DRDO/DAE-Member</p> <p>(IV) One outside expert from relevant field- Member(s)</p> <p>(v) Member representing SC/ST/OBC/ Women/Minority from SCL or outside -Member(s)</p>
Circumstances under which Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.

1	Name of the Post	Junior Personal Assistant
2	Number of Posts (Sanctioned strength)	8* (2024) (* 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-selection post	Not applicable
6	Age Limit for direct recruits:	<p>Not exceeding 25 years.</p> <p>Note-1 Age relaxation to be given to government servants would be governed in accordance with DoPT's instructions issued from time to time.</p> <p>Note-2 Five (5) years age relaxation in DR mode to the serving employees of Autonomous societies under MeitY/DOS/DRDO/DAE.</p> <p>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.</p>
7	Educational and other qualifications required for direct recruits:	<p>Essential Educational Qualifications:-</p> <p>a) 12th Pass from a recognized board.</p> <p>b) Dictation:- 10 minutes @ 80 words per minute.</p> <p>c) Transcription:- 50 minutes (English), 65 minutes (Hindi) on Computer only.</p>
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 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 (Sanctioned strength)	46* (2024) (* 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-selection post	Not Applicable
6	Age Limit for direct recruits:	<p>Not exceeding 25 years.</p> <p>Note-1 Age relaxation to be given to government servants would be governed in accordance with DoPT's instructions issued from time to time.</p> <p>Note-2 Five (5) years age relaxation in DR mode to the serving employees of Autonomous societies under MeitY/DOS/DRDO/DAE.</p> <p>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.</p>
7	Educational and other qualifications required for direct recruits:	<p>Essential Educational Qualification</p> <p>a. Graduate in any discipline from a recognized University.</p> <p>b. Proficiency in the use of computers.</p> <p>Desirable</p> <p>Experience in working in an Educational/Research Institute/Government Office.</p>
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 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	Catering Supervisor
2	Number of Posts (Sanctioned strength)	02*(2024) (* 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:	<p>Not exceeding 30 years</p> <p>Note:-1 Age relaxation to be given to government servants would be governed in accordance with DoPT's instructions issued from time to time.</p> <p>Note:-2 Five (5) years age relaxation in DR mode to the serving employees of Autonomous societies under MeitY/DOS/DRDO/DAE.</p> <p>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.</p>
7	Educational and other qualifications required for direct recruits:	<p>Essential Educational Qualifications:</p> <p>1)Bachelors Degree in Hotel management/Hotel Management & Catering Technology/Hospitality & Hotel Administration/ Catering Science & Hotel Management with One year experience</p> <p>OR</p> <p>2)Diploma in catering with 3 Years experience</p> <p>OR</p> <p>3)PG Diploma in Hotel Management with 2 Years experience</p> <p>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 obtaining the relevant qualification.</p>
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	<p>For Deputation:- Officers of the Central govt./State govt./Union Territories/Public Sector Undertakings/ Autonomous Bodies.</p> <p>a. Holding analogous post on regular basis</p> <p>And</p> <p>b. Possessing the qualification & experience prescribed for Direct Recruitment under column 7.</p>
12	If a Departmental Promotion Committee exists, what is the composition?	<p>Selection Committee:</p> <p>(I) Controller – Chairman</p> <p>(II) Head P&GA-Member</p> <p>(III) One Officer of Level-10 and above from MeitY/DOS/DRDO/DAE- Member</p> <p>(IV) One Outside expert from relevant field-Member.</p> <p>(V) Member representing SC/ST/OBC/ Women/Minority from SCL or outside -Member(s)</p>
13	Circumstances under which Union Public Service Commission is to be consulted in making recruitment.	Not Applicable