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Col. No.	Revised provisions proposed
(1) Name of the post	Upper Division Clerk
(2) No. of post	17*(2024) *- subject to variation dependent on workload.
(3) Classification	General Central Service Group 'C' Non-gazetted (Ministerial).
(4) Scale of pay	Level 4 of the Pay Matrix [Rs. 25500 – 81100]
(5) Whether selection post or non- selection post	Non-selection
(6) Age limit for direct recruits	Between 18 and 25 years. Note: 1. The crucial date for determining the age limit shall be the closing date for receipt of applications.
(7) Educational and other qualifications required for direct recruits	Not Applicable
(8) Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
(9) Period of probation, if any	Nil
(10) Method of recruitment Whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	By Promotion failing which by Deputation
(11) In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/deputation/ transfer to be made	<p><u>Promotion</u> Lower Division Clerk (Level-2 of Pay Matrix) with 8 years regular service in the grade. 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 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 / eligibility service. Note: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January 2016 or the date from when the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended shall be deemed to be service rendered in the corresponding pay/payscale extended based on the recommendations of the Pay Commission</p> <p><u>Deputation</u> Officers under the Central/State Governments/UTs/Autonomous Bodies/Statutory bodies/Research Institutions: (i) holding analogous post on regular basis; or (ii) with eight years regular service in the grade of Lower Division Clerk or equivalent.</p> <p>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</p>

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	<p>appointment by promotion. 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>
(12) If a Departmental Promotion Committee exists, what is its composition	<p>Departmental Promotion/Confirmation Committee for considering Promotion/ confirmation:</p> <ul style="list-style-type: none"> i. Director General or Deputy Director General, DGFASLI HQs – Chairman ii. Head of Office, Central Labour Institute, Mumbai – Member iii. Under Secretary(Admin/Estt) or Section Officer (Admin/Estt), DGFASLI HQs – Member
(13)Circumstances in which UPSC is to be consulted in making recruitment	Not applicable.

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Col. No.	Revised provisions proposed
(1) Name of the post	Lower Division Clerk
(2) No. of posts	25*(2024). *- Subject to variation dependent on workload.
(3) Classification	General Central Service Group 'C' Non-gazetted Non-ministerial.
(4) Scale of pay	Level 2 in the Pay Matrix [Rs. 19900-63200]
(5) Whether selection post or non-selection post	Non-selection
(6) Age limit for direct recruits	Between 18 and 25 years. Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications.
(7) Educational and other qualifications required for direct recruits	Essential: (i) 12 th Class or equivalent qualification from a recognized 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).
(8) Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Yes, to the extent indicated in Col. 10
(9) Period of probation, if any	Two years. (Subject to successful completion of mandatory induction training of at least two weeks duration) for direct recruits. 'Nil' for promotees
(10) Method of Recruitment Whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	i) 85% by direct recruitment through SSC. ii) 10% of the vacancies shall be filled from amongst the MTS [earlier Group 'D' now in Group C] staff in the Grade Pay of Rs. 1800 and who possess 12 th Class pass or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years (50 years of age for SC/ST). Note:- If more of such employees than the number of vacancies available under Clause (ii) number of employees shall be considered for filling the vacancies arising in the subsequent earlier examination are considered before those who qualify at a later examination. iii) 5% of the vacancies shall be filled on seniority-cum-fitness basis from MTS (erstwhile Group D) employees who have passed 12 th Std and a minimum of 3 years regular service in the grade.
(11) In case of recruitment by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer to be made	As stated in Col. 10.
(12) If a Departmental Promotion Committee exists, what is its composition	Departmental Promotion/Confirmation Committee for considering Promotion/confirmation: i. Director General or Deputy Director General, DGFASLI HQs – Chairman ii. Head of Office, Central Labour Institute, Mumbai – Member iii. Under Secretary(Admin/Estt) or Section Officer (Admin/Estt), DGFASLI HQs – Member
(13) Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable.

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Col. No.	Revised provisions proposed
(1) Name of the post	Stenographer Grade II
(2) No. of post	15*(2024) *- subject to variation dependent on workload.
(3) Classification	General Central Service Group 'C' Non-gazetted ministerial.
(4) Scale of pay	Level 4 of the Pay Matrix [Rs. 25500 – 81100]
(5) Whether selection post or non-selection post	Not applicable.
(6) Age limit for direct recruits	Between 18 and 25 years. Note: 1. The crucial date for determining the age limit shall be the closing date for receipt of applications.
(7) Educational and other qualifications required for direct recruits	<u>Essential</u> (i) 12 th Class pass or equivalent from a recognized Board or University. (ii) Skill Test Norms (only on computers): Dictation: 10 minutes @ 80 words per minute. Transcription: 50 minutes (English)/65 minutes (Hindi) on computers.
(8) Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
(9) Period of probation, if any	2 years (Subject to successful completion of mandatory induction training of at least two weeks duration)
(10) Method of recruitment Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	Direct recruitment through Staff Selection Commission.
(11) In case of recruitment by promotion/deputation/transfer, grades from which promotion/ deputation/transfer to be made	Not applicable.
(12) If a Departmental Promotion Committee exists, what is its composition	Departmental Confirmation Committee for considering confirmation: i. Director General or Deputy Director General, DGFASLI HQs – Chairman ii. Head of Office, Central Labour Institute, Mumbai – Member iii. Under Secretary(Admin/Estt) or Section Officer (Admin/Estt), DGFASLI HQs – Member
(13) Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable.

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Col. No.	Revised provisions proposed
(1) Name of the post	Audiovisual Assistant
(2) No. of post	1*(2024). *- Subject to variation dependent on workload.
(3) Classification	General Central Service Group 'C' Non-gazetted Non-ministerial.
(4) Scale of pay	Level 4 of the Pay Matrix [Rs. 25500-81100]
(5) Whether selection post or non-selection post	Not Applicable.
(6) Age limit for direct recruits	Between 18 and 25 years. Note: The crucial date for determining the age limit shall be the closing date for receipt of applications.
(7) Educational and other qualifications required for direct recruits	<u>Essential</u> (i) 12 th Class or equivalent qualification from a recognised University or Board. (ii) National Trade Certificate or National Apprenticeship Certificate in Electrical or wiring and projection operation or other relevant trade. (iii) 1 year experience in operating audio-visual aids like 16 mm sound projectors, record player, public address equipment and editing of films. Note:- The qualification regarding experience is relaxable at the discretion of the competent authority in case of candidates belonging to the Scheduled Castes and the Schedule Tribes if, at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.
(8) Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
(9) Period of probation, if any	Two years (Subject to successful completion of mandatory induction training of at least two weeks duration)
(10) Method of recruitment. Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	By direct recruitment through SSC
(11) In case of recruitment by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer to be made	Not Applicable
(12) If a Departmental Promotion Committee exists, what is its composition	Departmental Confirmation Committee for considering confirmation: i. Director General or Deputy Director General, DGFASLI HQs – Chairman ii. Head of Office, Central Labour Institute, Mumbai – Member iii. Under Secretary (Admin/Estt) or Section Officer (Admin/Estt), DGFASLI HQs – Member
(13) Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable.

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Col. No.	Revised provisions proposed
(1) Name of the post	Junior Scientific Assistant
(2) No.of post	5 *(2024) *- subject to variation dependent on workload.
(3)Classification	General Central Service Group 'C' Non-gazetted (Non- Ministerial).
(4) Scale of pay	Level 5 of the Pay Matrix [Rs. 29200-92300]
(5) Whether selection post or non-selection post	Not applicable.
(6) Age limit for direct recruits	Between 18 and 25 years. Note: The crucial date for determining the age limit shall be the closing date for receipt of applications.
(7) Educational and other qualifications required for direct recruits	<u>Essential</u> Master's Degree in Chemistry/Bio-chemistry / Human Physiology of a recognised University or equivalent. OR Degree in one of the above subjects of a recognised University with 2 years experience of working in a laboratory in the relevant field. Note: - The qualification regarding experience is relaxable at the discretion of the competent authority in case of candidates belonging to Scheduled Castes and Scheduled Tribes if, at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.
(8) Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No.
(9)Period of probation, if any	Two years (subject to successful completion of mandatory induction training of at least two weeks duration) for direct recruits. 'Nil' for promotees.
(10)Method of recruitment Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	60% by promotion failing which by deputation including short term contract. 40% by direct recruitment
(11) In case of recruitment by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer to be made	<u>Promotion</u> Laboratory Assistant Grade I with 5 years regular service in the grade. <u>Deputation</u> – (a) Officers under the Central/State Governments/UTs/Autonomous Bodies/Statutory bodies/Research Institutions: (i) holding analogous post on regular basis; or (ii) with five years regular service in Level 4 of Pay Matrix or equivalent,

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	<p>and</p> <p>(b) possessing the qualifications and experience prescribed for direct recruits under Col. 7</p> <p>Note:</p> <p>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. 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>
(12) If a Departmental Promotion Committee exists, what is its composition	<p>Departmental Promotion/Confirmation Committee for considering Promotion/confirmation:</p> <p>i. Director General or Deputy Director General, DGFASLI HQs – Chairman ii. Head of Office, Central Labour Institute, Mumbai – Member iii. Under Secretary(Admin/Estt) or Section Officer (Admin/Estt), DGFASLI HQs – Member</p>
(13)Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable.

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Col. No.	Revised provisions proposed
(1) Name of the post	Senior Laboratory Attendant.
(2) No.of post	*2(2024) *- subject to variation dependent on workload.
(3)Classification	General Central Service Group 'C' Non-gazetted (Non- Ministerial).
(4) Scale of pay	Level 2 of the Pay Matrix [Rs. 19900-63200]
(5) Whether selection post or non-selection post	Not applicable.
(6) Age limit for direct recruits	Between 18 and 25 years. Note: 1. The crucial date for determining the age limit shall be the closing date for receipt of applications.
(7) Educational and other qualifications required for direct recruits	Not applicable
(8) Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
(9)Period of probation, if any	Nil
(10)Method of recruitment Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	By promotion failing which by deputation including short term contract.
(11) In case of recruitment by promotion/deputation/transfer, grades from which promotion/ deputation/transfer to be made	<u>Promotion</u> Laboratory Attendant (Level 1 of Pay Matrix) with 3 years regular service in the grade. <u>Deputation including short term contract</u> Officers under the Central/State Governments/UTs/Autonomous Bodies/Statutory bodies/Research Institutions: (i) holding analogous post on regular basis; or (ii) with three years regular service in the grade of Laboratory Attendant or equivalent. 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. 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.
(12) If a Departmental Promotion Committee exists, what is its composition	Departmental Promotion/Confirmation Committee for considering Promotion/ confirmation: i. Director General or Deputy Director General, DGFASLI HQs – Chairman ii. Head of Office, Central Labour Institute, Mumbai – Member iii. Under Secretary(Admin/Estt) or Section Officer (Admin/Estt), DGFASLI HQs – Member
(13)Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable.

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Col. No.	Revised provisions proposed
(1) Name of the post	Laboratory Assistant Grade I
(2) No. of post	7*(2024). *- Subject to variation dependent on workload.
(3) Classification	General Central Service Group 'C' [Non-gazetted Non-ministerial].
(4) Scale of pay	Level 4 of the Pay Matrix [Rs. 25500 – 81100]
(5) Whether selection post or non-selection post	Not applicable.
(6) Age limit for direct recruits	Between 18 and 25 years. Note: The crucial date for determining the age limit shall be the closing date for receipt of applications.
(7) Educational and other qualifications required for direct recruits	<u>Essential</u> Degree in Chemistry/Biochemistry of recognised University or equivalent.
(8) Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
(9) Period of probation, if any	Two years (subject to successful completion of mandatory induction training of at least two weeks duration) for direct recruits.
(10) Method of recruitment Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	By direct recruitment through SSC
(11) In case of recruitment by promotion/deputation/transfer, grades from which promotion/ deputation/transfer to be made	Not applicable.
(12) If a Departmental Promotion Committee exists, what is its composition	Departmental Promotion/Confirmation Committee for considering Promotion/confirmation: i. Director General or Deputy Director General, DGFASLI HQs – Chairman ii. Head of Office, Central Labour Institute, Mumbai – Member iii. Under Secretary(Admin/Estt) or Section Officer (Admin/Estt), DGFASLI HQs – Member
(13) Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable.