



RECRUITMENT RULES AND SERVICE CONDITIONS OF CENTRAL BOARD FOR WORKERS EDUCATION



2004



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AND SERVICE CONDITIONS OF
CENTRAL BOARD FOR WORKERS EDUCATION**

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Central Board for Workers Education
(Staff and Conditions of Service) Regulations, 1962
(Framed under Rule 13 (iv) of the Rules and Regulations of
the Central Board for Workers Education)

1. **Short Title and Commencement :**

- (i) These regulations may be called "The Central Board for Workers Education (Staff and Conditions of Service) Regulations, 1962".
- (ii) They shall come into force at once.

2. **Definitions :**

In these regulations, unless the context otherwise requires --

- (a) "Board" means the Central Board for Workers Education constituted by the Government of India in the Ministry of Labour.
- (b) "Chairman" means the Chairman of the Board.
- (c) "Director" means the Director of Workers Education and Ex-officio Member Secretary to the Central Board for Workers Education.
- (d) "Employee" means a person appointed to or borne on the cadre of the staff of the Board.
- (e) "Month" means a calendar month.
- (f) "Post" means a post under the Board and a post shall be deemed to be a post in Group A, Group B, Group C or Group D, according as such post is classified as Group A, Group B, Group C or Group D, in the First Schedule.
- (g) "Schedule" means a Schedule to these Regulations.
- (h) "Service" means service under the Board.
- (i) "Governing Body" means the Board of Governors of the Board.
- (j) "Appointing Authority" in relation to the employees of the Board means :-
 - (i) The authority empowered to make appointments to the service of which the employee is for the time being a member or to the grade of the service in which the employee is for the time being included, or
 - (ii) the authority empowered to make appointments to the post which the employee for the time being holds, or
 - (iii) the authority which appointed the employee to such service, grade or post, as the case may be, or
 - (iv) where the employee having been a permanent member of any other service or having substantively held any other permanent post, has been in continuous employment of the Board the authority which appointed him to that service or to any grade in that service or to that post, whichever authority is the highest authority.
- (k) All other words and expressions used hereinafter but not defined herein shall, unless the context otherwise requires, have the meaning assigned to them in the relevant rules applicable to the corresponding classes of Central Government Servants.

3. Application :

These regulations shall apply to every whole time employee of the Board.

Provided that a Government servant or an employee of local authority, whose services have been or may be obtained on deputation by the Board, may be governed by such terms and conditions as may be settled in consultation with the Government or the local authority concerned.

Provided further that an employee appointed on contract or tenure basis may be exempted from these regulations to such extent and subject to such conditions as may be specified by the Chairman, subject to the submission of a report to the Governing Body.

4. Appointing Authority :

- (i) The Govt. of India shall be the Appointing Authority in respect of the Director, the Additional Director and Financial Adviser.
- (ii) The Chairman of the Board shall be the Appointing Authority in respect of all other posts whose maximum of the scale of pay is above Rs. 8,000/-
- (iii) The Director, C.B.W.E. shall be the Appointing Authority for other posts whose maximum of the scale of pay is upto Rs. 8,000/- except for posts against Sl. Nos. 39, 40 and 41 for which Regional Director concerned / Deputy Director (Trg.) are the appointing authorities.

5. Probation :

- (1) Every person appointed to a post by direct recruitment with a view to his eventual substantive appointment to that post, shall be on probation for a period of two years.

Provided that the Appointing Authority may, in suitable cases, extend the period of probation for not more than one year, except for special reasons, but no employee shall be kept on probation for more than double the normal period.

- (2) In case of a tenure appointment, the probationary period will be fixed in consultation with the Government of India.
- (3) The Controlling authority may, at its discretion, count any period during which an employee has successfully officiated in a post, as period of probation in that post.
- (4) An employee shall be confirmed on satisfactory completion of probation with the approval of the Departmental Promotion Committee.
- (5) The decision on the question whether an employee shall be confirmed or whether he should be deemed to have completed the period of probation satisfactorily or whether his probation should be extended shall ordinarily be taken within a period of two months after the expiry of the period of probation, and communicated to the employee together with the reasons in case of extension. An employee who does not make satisfactory progress, or shows himself to be inadequate for the post in any way, shall be informed of his shortcomings sufficiently before the expiry of the initial period of probation to enable him to make special efforts for improvement.

6. Termination of Service :

- (1) Notwithstanding anything contained in these regulations, an employee who intends to quit service shall (unless action is taken under clause 3 of this regulations) have to submit a letter of resignation and shall not leave or discontinue his service until the resignation is accepted by the Appointing Authority and he is relieved of his duties.
- (2) The services of a permanent employee may be terminated on the abolition of the permanent post held by him in a class or cadre, or reduction in the number of posts in a class or cadre by the authority competent to make appointments to the post which the employee holds on giving three months' notice or pay in lieu thereof, provided that this power shall be exercised where the Appointing Authority is subordinate to the Chairman, with the approval of the Chairman.
- (3) The services of a temporary employee may be terminated any time without assigning any reasons therefor, after giving him one month's notice or pay in lieu thereof, by the Appointing Authority.
- (4) Notwithstanding the provision of sub-regulations (1), (2) and (3) of this regulation, the service of any employee may be terminated by the Appointing Authority after giving him one month's notice or pay in lieu thereof on being certified by a Medical Board that he has been permanently incapacitated for further service under the Board.

7. Pay, Leave, Contributory / General Provident Fund, Pension and Age of Compulsory Retirement :

- (1) The scale of pay attached to posts under the Board shall be as set out in Schedule I.
- (2) The regulations relating to the grant of leave, benefit of gratuity, CPF/GPF and pension to the employees and the age at which they shall be compulsorily retired from service, shall be as set out in the Second Schedule.
- (3) The fixation of pay, grant of increments and connected matters shall in the case of an employee, be governed by the provision contained in the Posts and Telegraphs Compilation of the Fundamental Rules and Supplementary Rules framed thereunder, as applicable, from time to time to employees of the Government of India.
- (4) Notwithstanding the provisions of sub-regulation (3) -
 - (a) The initial pay of a Government servant permanent or temporary, on first appointment under the Board shall not be less than what would have been admissible to him if he had been appointed to a post in a similar scale or pay under the Govt. of India; and
 - (b) Periods of services, including broken periods of service, rendered by a temporary Government servant under the Government of India in the time scale of pay similar to that to which he is appointed under the Board shall be counted for purposes of increment, provided he is appointed under the Board without any break after the termination of his service under the Government of India.
- (5) Employees shall be entitled to such allowances including travelling allowance and concessions as may be admissible from time to time to corresponding categories of Central Government servants.

8. **Superannuation Benefits :**

All employees other than a Government servant or an employee of a local authority who is on deputation to the Board, shall be entitled to such superannuation benefits as the Board may, from time to time, prescribe with approval of the Government of India.

9. **Control and Discipline :**

All employees of the Board shall be subject to the superintendence and control of the Director and shall be governed by such rules of conduct, discipline and control as hereinafter may be provided by the Board from time to time.

10. **Suspension :**

- (1) The appointing authority or any authority to which it is subordinate or any other authority empowered by the Governing Body or the Chairman in that behalf may place an employee under suspension :
 - (a) where a disciplinary proceeding against him is contemplated or is pending, or
 - (b) where a case against him in respect of any criminal offence is under investigation or trialProvided that where the order of suspension is made by an authority lower than the Appointing Authority, such authority shall forthwith report to the Appointing Authority the circumstances in which the order was made.
- (2) An employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding fortyeight hours shall be deemed to have been suspended with effect from the date of detention, by an order of the Appointing Authority and shall remain under suspension until further orders.
- (3) Where a penalty of dismissal, removal or compulsory retirement from service imposed on an employee under suspension is set aside in appeal or on review under these regulations and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.
- (4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority, on consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the Appointing Authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.
- (5) An order of suspension made or deemed to have made under this regulation may at any time be revoked by the authority which made or is deemed to have made the order, or by any authority to which the authority is subordinate.

11. Nature of Penalties :

The following penalties may for good and sufficient reasons and as hereinafter provided be imposed on an employee, namely :

- (i) Censure;
- (ii) Withholding of increments or promotion;
- (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the Board by negligence or breach of orders;
- (iv) Reduction to a lower grade or post, or to a lower stage in a time scale;
- (v) Compulsory retirement;
- (vi) Removal from service which shall not be a disqualification for future employment, and
- (vii) Dismissal from service which shall ordinarily be a disqualification for future employment.

Explanation :

The following shall not amount to a penalty within the meaning of the regulation :

- (a) Withholding of increments of an employee for failure to pass the departmental examinations in accordance with the regulations or orders covering the service of post or the terms of his appointment.
- (b) Non-promotion whether in a substantive or officiating capacity of an employee, after consideration of his case, to a grade or post for promotion to which he is eligible.
- (c) Reversion to a lower grade or post of an employee officiating in a higher grade or post on the ground that he is considered, after trial, to be unsuitable for such higher grade or post or on administrative grounds unconnected with his conduct.
- (d) Reversion to the permanent grade, or post of an employee appointed on probation to another grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the regulations and orders governing probation.
- (e) Replacement of the services of an employee whose services have been borrowed from the Central or a State Government or a local authority at the disposal of the authority which had lent his services.
- (f) Compulsory retirement of an employee in accordance with the provisions relating to his superannuation or retirement.
- (g) Termination of the services :
 - (i) of an employee appointed on probation during or at the end of period of probation in accordance with the terms of his appointment or the regulations or orders governing probation;
 - (ii) of an employee in accordance with regulation 6; or
 - (iii) of an employee employed under an agreement in accordance with the terms of such agreement.

12. Disciplinary Authorities :

- (1) The appointing authority or the authority specified in this behalf by a general or special order of the Government of India may impose any of the penalties specified in regulation 11 on any employee.
- (2) Notwithstanding anything contained in this regulation, no penalty specified in clauses (iv) to (vii) of regulation 11 shall be imposed by any authority lower than the Appointing Authority.

13. Procedure for Imposing Penalties :

No order imposing on an employee any of the penalties specified in regulation 11, shall be passed except in the manner and after following the procedure laid down in Third Schedule.

14. Provisions regarding officials on deputation to the Board :

- (1) Where an order of suspension is made or a disciplinary proceeding is taken against an employee whose services have been borrowed from the Central Government or a State Govt. or a local authority, the authority lending his services (hereinafter in this regulation referred to as the lending authority) shall forthwith be informed of the circumstances leading to the order of his suspension or the commencement of the disciplinary proceeding as the case may be.
- (2) In the light of the findings on the disciplinary proceeding taken against such employee :
 - (i) If the disciplinary authority is of the opinion that any of the penalties specified in clauses (i) to (iii) of regulation 11 should be imposed on him, it may, subject to the provisions of paragraph 2 (12) of the Third Schedule, after consultation with the lending authority, pass such orders on the case as it deems necessary.

Provided that in the event of a difference of opinion between the borrowing authority and the lending authority, the services of the employee shall be replaced at the disposal of the lending authority :

- (ii) if the Disciplinary Authority is of the opinion that any of the Penalties specified in clauses (v) to (vii) of regulation 11 should be imposed on him, it shall replace his services at the disposal of the lending authority and transmit to it the proceeding of the inquiry for such action as it deems necessary.

15. Appeals :

Notwithstanding anything contained in these Regulations, no appeal shall lie against -

- (1) Any order made by the Government of India.
- (2) Any order of an inter locutory nature or of the nature of a step-in-aid or the final disposal of a disciplinary proceeding, other than an order of suspension.
- (3) Any order passed by an inquiring authority in the course of an inquiry under Paragraph 2 of the third schedule under these Regulations.

16. Appeals against Orders of Suspension :

An employee may appeal against an order of suspension to the authority to which the authority which made or is deemed to have made the order is immediately subordinate.

17. **Appeals against Orders Imposing Penalties :**

- (1) Where any order is passed imposing any of the penalties specified in Regulation 11 by the appointing authority subordinate to Chairman, the appeal against such order shall lie to the Chairman, and to the Government of India if the order is passed by the Chairman.
- (2) Notwithstanding anything contained in Sub-regulation (1) where an order is passed imposing a penalty specified in Regulation 11, by an authority subordinate to the Appointing Authority the appeal against such order shall lie to the Appointing Authority.

18. **Appeals against other Orders :**

- (1) An employee may appeal against an order which;
 - (a) denies or varies to his disadvantage his pay, allowance, superannuation benefits or other conditions of service as regulated by any regulations or by agreement, or
 - (b) interprets to his disadvantage the provisions of any such regulations or agreement, to the Chairman, if the order is passed by any authority subordinate to the Chairman and to the Government of India if the order is passed by the Chairman.
- (2) An appeal against an order :
 - (a) reverting to a lower grade or post an employee officiating in a higher grade or post otherwise than as a penalty;
 - (b) reducing or withholding any amount of a superannuation benefit or denying the maximum amount of a superannuation benefit admissible under the relevant regulations; and
 - (c) determining the pay and allowances for the period of suspension to be paid to an employee on his reinstatement or determining whether or not such period shall be treated as a period spent on duty for any purpose, shall lie -
 - (i) in the case of an order made in respect of an employee, on whom the penalty, or dismissal from service can be imposed only by the Director, to the Chairman, and
 - (ii) in the case of an order made in respect of any other employee, to the authority to whom an appeal against an order imposing upon him the penalty of dismissal from service would lie.

Explanation : In this regulation :

- (i) the expression "employee" includes a person who has ceased to be in the service of the Board.
- (ii) the expression "superannuation benefit" includes provident fund, gratuity, and any other retirement benefit.

19. **Submission and consideration of appeals :**

An appeal under regulations 16 to 18 shall be submitted, entertained and considered in such form and manner and in accordance with such procedure as laid down in the Fourth Schedule.

20. **Implementation of orders in appeal :**

The authority which made the order shall give effect to the orders passed by the appellate authority.

21. **Provision where Disciplinary authority etc. subsequently becomes Appellate Authority :**

Notwithstanding anything contained in regulations 15 to 20 where the person who made the order appealed against, becomes by virtue of his subsequent appointment or otherwise, the Appellate Authority under regulations 16 to 18 in respect of the appeal against such order, such person shall forward the appeal to the authority to which he is immediately subordinate and such authority shall in relation to that appeal be deemed to be the Appellate Authority for the purpose of these regulations.

22. **Government of India's power to review :**

Notwithstanding anything contained in these rules the Government of India may on its motion or otherwise, after calling for the records of the case, review any order which is made or is appealable under these rules :

- (a) confirm, modify or set aside the order;
- (b) impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order;
- (c) remit the case to the authority which made the order or to any other authority directing such further action or inquiry as it considers proper in the circumstances of the case; or
- (d) pass such other orders as it deems fit. •

Provided that -

- (i) an order imposing or enhancing a penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty;
- (ii) if the Government of India proposes to impose any of the penalties specified in clauses (iv) to (vii) of rule 11 in a case where an inquiry under rule 13 has not been held, it shall subject to the provisions of rule 16, direct that such inquiry be held and thereafter on consideration of the proceedings of such inquiry and after giving the person concerned an opportunity of making any representation which he may wish to make against such penalty, pass such orders as it may deem fit.

23. **Review of orders in disciplinary cases :**

The authority to which an appeal against an order imposing any of the penalties specified in rule 11 lies may, of its own motion or otherwise, call for the records of the case in a disciplinary proceeding, review any order passed in such a case and pass such orders as it deems fit, as if the employee had preferred an appeal against such order.

24. **Conduct of Employee :**

Subject to the provisions of these regulations the employee of the Board shall be subject to mutatis mutandis to a code of conduct similar to the one prescribed by the Central Government for Central Government servants.

25. **Other conditions of service :**

In respect of all other matters relating to the conditions of service of employees, for which no provision or insufficient provision has been made in these regulations, the normal and general rules ordinarily applicable, from time to time, to the corresponding category or class of Central Government servants (vide schedule-1) shall apply, subject to such modification and variations or exceptions, if any, as the Chairman may, with the approval of the Governing Body and the Government of India by order from time to time specify.

Explanation - For the purpose of these regulations, the Chairman may with the approval of the Governing Body, by order, specify the posts under the Board which shall correspond to the posts under the Central Government.

26. **Special Provision by agreement :**

Where it is considered necessary to make special provisions in respect of an employee of the Board inconsistent with any of these rules, the authority making the appointment may, by agreement with such employee make such special provisions and thereupon these rules shall not apply to such employee to the extent to which the special provisions so made are inconsistent therewith.

Provided that if the appointing authority is other than the Chairman or the Government of India, the previous approval of the Chairman or the Government of India, as the case may be, shall be obtained by such authority.

27. **Protection of rights and privileges conferred by any law or agreement :**

Nothing in these rules shall operate to deprive any employee of the Board of any right or privilege to which he is entitled -

- (a) by or under any law for the time being in force, or
- (b) by the terms of any agreement existing between such person and the Government of India at the commencement of these rules.

28. **Provisions regarding officers lent to State Governments etc. :**

- (1) Where the services of an employee of the Board are lent to a State Govt. or any authority subordinate thereto or to a local or other authority (hereinafter in this rule referred to as "the borrowing authority") the borrowing authority shall have the powers of the Appointing Authority for the purpose of placing him under suspension and of the Disciplinary Authority for the purpose of taking a disciplinary proceeding against him :

Provided that the borrowing authority shall forthwith inform the authority which lent his services hereinafter in this rule referred to as "the lending authority" of the circumstances leading to the order of his suspension or the commencement of the disciplinary proceeding as the case may be.

- (2) In the light of the findings in the disciplinary proceeding taken against the employees of the Board -
 - (i) If the borrowing authority is of the opinion that any of the penalties specified in clauses (i) to (iii) of rule 11 should be imposed on him it may in consultation with the lending authority pass such orders on the cases as it deems necessary;

Provided that in the event of a difference of opinion between the borrowing authority and the lending authority, the services of the employee of the Board shall be replaced at the disposal of the lending authority

- (ii) If the borrowing authority is of the opinion that any of the penalties specified in clauses (iv) to (vii) of rule 11 should be imposed on him it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the inquiry and thereupon the lending authority may, if it is the Disciplinary Authority, pass such orders, thereon as it deems necessary, or, if it is not the Disciplinary Authority, submit the case to the Disciplinary Authority which shall pass such orders on the case as it deems necessary

Provided that in passing any such order the Disciplinary Authority shall comply with the provisions of Sub-paragraph (10) and (11) of the third schedule

Explanation : The Disciplinary Authority may make an order under this clause on the record of the inquiry transmitted by the borrowing authority, or after holding such further inquiry as it may deem necessary

29 Removal of doubts

Where a doubt arises as to who is the head of any office or as to whether any authority is subordinate to or higher than any other authority or as to the interpretation of any of the provisions of these Regulations the matter shall be referred to the Government of India whose decision thereon shall be final

30 Relaxations in Exceptional Cases

Where the Government of India is satisfied that the operation of any regulation or provision in the matter of the conditions of service of employees or any class of such employees, causes undue hardship in any particular case, it may, by order, dispense with or relax the requirements of that regulation or provision to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner

31 Oath of Allegiance to the Constitution of India :

Every employee shall be required to take an oath solemnly affirm his allegiance to the Constitution of India as by law established, at the time of his appointment to the service of the Board.

32 Declaration to be made by Employee

Every employee to whom these regulations apply shall make the following declaration :

"I hereby declare that I have read and understood the Central Board for Workers Education (Staff and Conditions of Service) Regulations, 1962, and I hereby subscribe and agree to be bound by the said Regulations."

Witness

Signature

Name

Date

Occupation

Address

Employee

Name in full

Nature of appointment

Date of appointment

Signature

Date

THE FIRST SCHEDULE

(See Rule 2 [f])

Designation of Post		
Group "A"	1.	Director
	2	Additional Director
	3	Financial Adviser
Group "A" (Junior)	4	Deputy Director (Administration)
	5	Deputy Director (Education)
	6	Deputy Director (Training)
	7	Deputy Director (Head Quarter)
Group "B"	8	Zonal Director (East, West, North, South)
	9	Regional Director
	10	Training Officer
	11	Research Officer
	12	Commercial Artist
	13	Editor
	14	Librarian
	15	Accounts Officer
	16	Assistant Director
	17	Hindi Officer
	18	Education Officer (Selection Grade)
	19	Education Officer
	20	Accountant
	21	Senior Hindi Translator
Group "C"	22	Stenographer (for Chairman)
	23	Stenographer Grade-I
	24	Stenographer Grade-II
	25	Library Assistant
	26	Statistical Assistant
	27	Technical Assistant
	28	Junior Hindi Translator
	29	Senior Clerk
	30	Care Taker

Designation of Post	
Group "D"	31 Upper Division Clerk
	32 Stenographer Grade-III
	33 Junior Artist
	34 Audio-Visual Assistant-Cum-Librarian
	35 Lower Division Clerk
	36 Hindi typist
	37 Driver Grade-I
	38 Driver Grade-II
	39 Driver (Ordinary Grade)
	40 Record Sorter
	41 Cook (Selection Grade)
	42 Cook
	43 Peon
	44 Chowkidar
	45 Attendant (Head Office)
	46 Attendant (Hostel)
	47 Gardener
	48 Sweeper

S.N.	Designation of Post	Group	Scale of Pay
1.	Director	Group "A"	18400-500-22400
2	Additional Director		10000-325-15200
3	Financial Adviser		10000-325-15200
4	Deputy Director (Administration)	Group "A" (Junior)	8000-275-13500
5	Deputy Director (Education)		8000-275-13500
6	Deputy Director (Training)		8000-275-13500
7	Deputy Director (Head Quarter)		8000-275-13500
8	Zonal Director (East, West, North, South)	Group "B"	8000-275-13500
9	Regional Director		6500-200-10500
10	Training Officer		6500-200-10500
11	Research Officer		6500-200-10500
12	Commercial Artist		6500-200-10500
13	Editor		6500-200-10500

S.N.	Designation of Post	Group	Scale of Pay
14	Librarian	Group "C"	6500-200-10500
15	Accounts Officer		6500-200-10500
16	Assistant Director		6500-200-10500
17	Hindi Officer		6500-200-10500
18	Education Officer (Selection Grade)		6500-200-10500
19	Education Officer		5500-175-9000
20	Accountant		5500-175-9000
21	Senior Hindi Translator		5500-175-9000
22	Stenographer (for Chairman)		5000-150-8000
23	Stenographer Grade-I		5500-175-9000
24	Stenographer Grade-II		5000-150-8000
25	Library Assistant		5000-150-8000
26	Statistical Assistant		4500-125-7000
27	Technical Assistant		4500-125-7000
28	Junior Hindi Translator		5000-150-8000
29	Senior Clerk		4500-125-7000
30	Care Taker		4500-125-7000
31	Upper Division Clerk		4000-100-6000
32	Stenographer Grade-III		4000-100-6000
33	Junior Artist		4000-100-6000
34	Audio-Visual-Assistant-Cum-Librarian		3050-75-3950-80-4590
35	Lower Division Clerk		3050-75-3950-80-4590
36	Hindi Typist		3050-75-3950-80-4590
37	Driver Grade-I		4500-125-7000
38	Driver Grade-II		4000-100-6000
39	Driver (Ordinary Grade)		3050-75-3950-80-4590
40	Record Sorter	Group "D"	2650-65-3300-70-4000
41	Cook (Selection Grade)		2650-65-3300-70-4000
42	Cook		2610-60-3150-65-3540
43	Peon		2550-55-2660-60-3200
44	Chowkidar		2550-55-2660-60-3200
45	Attendant (Head Office)		2550-55-2660-60-3200
46	Attendant (Hostel)		2550-55-2660-60-3200
47	Gardener		2550-55-2660-60-3200
48	Sweeper		2550-55-2660-60-3200

THE SECOND SCHEDULE

(See Regulation 7[2])

The conditions of service of employees in the matter of leave, gratuity, provident fund, pension and age of compulsory retirement shall be as specified against the relevant entry below :

1. **Leave** : Central Civil Services (Leave Rules) 1972.
2. **Gratuity** : As may be laid down by the Board with the approval of Government of India.
3. **Pension & General Provident Fund** : (A) The Board's employees who opt in favour of pension stand governed by Central Civil Services (Pension) Rules, 1972.
(B) Such of the employees who are governed by Pension Scheme stand covered under GPF Scheme and are governed by G.P.F. (Central Services) Rules, 1960.
(C) In respect of new appointment in the Board from 1-8-1985 and onwards, they are governed under pension scheme only.
4. **Contributory Provident Fund** : Such of the employees of the Board who continue to opt under CPF scheme are not eligible to be governed under Contributory Provident Fund (India) Rules, 1962 but are governed by Board's CPF Rules i.e. "Central Board for Workers Education Contributory Provident Fund Rules".
5. **Age of Compulsory Retirement** : As may be prescribed from time to time by the Central Government in respect of corresponding category of Central Government servants in rule 56 of the Fundamental Rules.
6. **Age of Superannuation** : As per the Rules applicable to the Central Government Employees and amended from time to time by the Government of India.

THE THIRD SCHEDULE

(See Regulation 13)

1. Procedure for Imposing Minor Penalties :

1. No order imposing on an employee any of the penalties specified in clauses (i) to (iii) of Regulation 11 shall be passed except after -
 - (a) the employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and is given an opportunity to make any representation he may wish to make;
 - (b) such representation if any, is taken into consideration by the disciplinary authority.
2. The record of proceedings in such cases shall include -
 - (i) a copy of the intimation to the employee of the proposal to take action against him;
 - (ii) a copy of the statement of allegations communicated to him;
 - (iii) his representation, if any, and
 - (iv) the orders on the case together with the reasons therefor.

2. Procedure for Imposing Major Penalties :

No order imposing on an employee any of the penalties specified in clauses (iv) to (vii) of regulation 11 shall be passed except after an inquiry held as far as may be, in the following manner.

- (1) The disciplinary authority shall frame definite charges on the basis of the allegations on which the inquiry is proposed to be held. Such charges, together with a statement of the allegations on which they are based, shall be communicated in writing to the employee and he shall be required to submit within such time as may be specified by the disciplinary authority -
 - (a) to such authority, or
 - (b) where a Board of Inquiry or Inquiring Officer has been appointed under Sub-paragraph (2) below, to that Board or Officer.

A written statement of his defence and also to state whether he desires to be heard in person.

Explanation : In this Sub-paragraph and in sub-paragraphs (2) and (3) below the expression "the disciplinary authority" shall include the authority competent under these regulations to impose upon the employee any of the penalties specified in clauses (i) to (iii) regulation 11.

- (2) The disciplinary authority may inquire the charges itself or, if it considers it necessary of so to do, it may either at the time of communicating the charges to the employee under Sub-paragraph (1) or at any time thereafter, appoint a Board of Inquiry or Inquiring Officer for the purpose.
- (3) The employee shall, for the purpose of preparing his defence, be permitted to inspect and take extracts from such official records as he may specify, provided that such permission may be refused if, for reasons to be recorded in writing, in the opinion of the disciplinary authority such records, are not relevant for the purpose or it is against the public interest to allow him access thereto.
- (4) On receipt of the written statement of defence, or if no such statement is received within the time specified, the disciplinary authority or the Board of Inquiry or the Inquiry Officer, as the case may be, may inquire into such of the charges as are not admitted.
- (5) The disciplinary authority may nominate any person to present the case in support of the charges before the authority inquiring into the charges (hereinafter referred to as the inquiring Authority). The employee may present his case with the assistance of any other employee approved by the disciplinary authority, but may not engage a legal practitioner for the purpose unless the person nominated by the disciplinary authority as aforesaid, is a legal practitioner or unless the disciplinary authority having regard to the circumstances of the case, so permits.
- (6) The Inquiring Authority shall, in the course of the inquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to the charges. The employee shall be entitled to cross-examine witnesses examined in support of the charges and to give evidence in person. The person presenting the case in support of the charges shall be entitled to cross-examine the employee and the witness examined in his defence. If the Inquiring Authority declines to examine any witness on the ground that his evidence is not relevant material it shall record its reasons in writing.

- (7) At the conclusion of the inquiry, the Inquiring Authority shall prepare a report of the inquiry, recording its findings on each of the charges together with reasons therefor. If in the opinion of such authority, the proceedings of the inquiry establish charges different from those originally framed, it may record findings on such charges provided that findings on such charges shall not be recorded unless the employee has admitted the facts constituting them or has had an opportunity of defending himself against them.
- (8) The record of the inquiry shall include -
- (i) the charges framed against the employee and the statement of allegations furnished to him under sub-paragraph (1) above;
 - (ii) his written statement of defence, if any;
 - (iii) the oral evidence taken in the course of the inquiry;
 - (iv) the documentary evidence considered in the course of the inquiry;
 - (v) the orders, if any, made by the disciplinary authority and the Inquiring Authority in regard to the inquiry; and
 - (vi) a report setting out the findings on each charge and the reasons therefor.
- (9) The disciplinary authority shall, if it is not the Inquiring Authority, consider the record of the inquiry and record its findings on each charge.
- (10) If the disciplinary authority having regard to its findings on all or any of the articles of charges and on the basis of the evidence adduced during the inquiry is of the opinion that any of the penalties specified in clauses (ii) to (vii) of Rule 11 should be imposed on the employee, it shall make an order imposing such penalty and it shall not be necessary to give the employee any opportunity of making representation on the penalty proposed to be imposed.

Provided that in every case where it is necessary to consult the Chairman/Govt. of India the record of the inquiry shall be forwarded by the disciplinary authority to the Chairman/Govt. of India for its advice and such advice shall be taken into consideration before making an order imposing any such penalty on the employee.

- (11) The disciplinary authority shall consider the representation, if any, made by the employee in response to the notice under Sub-paragraph (1) above and determine what penalty, if any, should be imposed on the employee and pass appropriate orders in the case.
- (12) If the disciplinary authority having regard to its findings is of the opinion that any of the penalties specified in clauses (i) to (iii) of regulation 11 should be imposed, it shall pass appropriate orders in the case.
- (13) Orders passed by the disciplinary authority shall be communicated to the employee who shall also be supplied with a copy of the report of the Inquiring Authority and where the disciplinary authority is not the Inquiring Authority, a statement of its finding together with brief reasons for disagreement, if any, with the findings of the Inquiring Authority, unless they have already been supplied to him.

3. **Joint Inquiry :**

Where two or more employees are concerned in any case, the Chairman or any other authority competent to impose the penalty of dismissal from service on all such employees, may make an order directing that disciplinary action against all of them may be taken in a common proceeding.

Subject to the provision of Sub-regulation (3) of regulation-12 any such order shall specify.

- (i) the authority which may function as the disciplinary authority for the purpose of such common proceeding.
- (ii) the penalties specified in regulation 11 which such disciplinary authority shall be competent to impose;
- (iii) whether the procedure prescribed in Paragraph 1 or 2 may be followed in the proceeding.

4. **Special Procedure in Certain Cases :**

Notwithstanding any thing contained in Paragraphs 1 to 3

- (i) where a penalty is imposed on an employee on the ground of conduct which has led to his conviction on a criminal charge; or
- (ii) where the disciplinary authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to follow the procedure prescribed in Paragraphs 1 to 3;
- (iii) where the Government of India is satisfied that in the interest of the security of the State, it is not expedient to follow such procedure;

the disciplinary authority may consider the circumstances of the case and pass such orders thereon as it deems fit.

FOURTH SCHEDULE

(See Regulation 19)

1. **Period of Limitation for Appeals :**

No appeal shall be entertained by the appellate authority unless it is submitted within a period of forty five days from the date on which the appellant receives a copy of the order appealed against.

Provided that the appellate authority may entertain an appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

2. **Form and Contents of Appeals :**

Every person submitting an appeal shall do so separately and in his own name. The appeal shall be addressed to the authority to whom the appeal lies, shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language; and shall be complete in itself.

3. **Submission of Appeals :**

Every appeal shall be submitted to the authority which made the order appealed against, through the head of the office in which the appellant may be serving or, if he is not in service, through the head of the office in which he was last serving, if such authority itself is the head of office or is subordinate to the head of office in which the employee may be serving, or was serving if he is not in service. The appeal shall be submitted direct to that authority. A copy of the appeal may be submitted direct to the appellate authority also.

4. **Withholding of Appeals :**

- (1) The authority which made the order appealed against may withhold the appeal if-
 - (i) it is an appeal against an order from which no appeal lies; or
 - (ii) it does not comply with any of the provisions laid down in Paragraph 2, or
 - (iii) it is not submitted within the prescribed time-limit and no cause is shown for the delay; or
 - (iv) it is repetition of an appeal already decided and no new facts or circumstances are adduced.
- (2) If an appeal is withheld on the ground only that it does not comply with the provisions in Paragraph 2, it shall be returned to the appellant and shall not be withheld if resubmitted within one month thereof after compliance with the said provisions.
- (3) Where an appeal is withheld, the appellant be informed of the fact and the reasons therefor.
- (4) At the commencement of each quarter, a list of the appeals withheld by any authority during the previous quarter, together with the reasons for withholding them shall be furnished by authority to the appellate authority.

5. **Transmission of Appeals :**

- (1) The authority which made the order appealed against shall, without any avoidable delay transmit to the appellate authority every appeal which is not withheld under Paragraph 4, together with its comment thereon and the relevant records.
- (2) The authority to which the appeal lies may direct transmission to it of any appeal withheld and thereupon such appeal shall be transmitted, to that authority together with the comments of the authority withholding the appeal and the relevant records.

6. **Consideration of Appeals :**

- (1) In the case of an appeal against an order of suspension, the appellate authority shall consider whether in the light of the provisions of regulation 10 and having regard to the circumstances of the case the order of suspension is justified or not and confirm or revoke the order accordingly.

- (2) In the case of an appeal against an order imposing any of the penalties specified in regulation 11 the appellate authority shall consider-
- (a) whether the procedure prescribed in the regulations and the Third Schedule has been complied with and if not, whether such non-compliance has resulted in failure of justice;
 - (b) whether the findings are justified; and
 - (c) whether the penalty imposed is excessive, adequate or inadequate; and pass orders-
 - (i) setting aside, reducing, confirming or enhancing the penalty; or
 - (ii) remitting the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case.

Provided that :-

- (i) the appellate authority shall not impose any enhanced penalty which neither such authority nor the authority which made the order appealed against is competent in the case, to impose;
 - (ii) no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which may wish to make against such enhanced penalty; and
 - (iii) if the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in clauses (iv) to (vii) of regulation 11 and an inquiry has not already been held in the case in accordance with the prescribed procedure for imposing such penalties, the appellate authority shall, subject to Paragraph 2(5) of the Third Schedule, hold such inquiry or direct that such inquiry be held and thereafter on consideration of the proceedings of such inquiry and after giving the appellant an opportunity of making any representation which he may wish to make against such penalty, pass such orders as it may deem fit.
- (3) In the case of an appeal against any order specified in regulation 18, the appellate authority shall consider all the circumstances of the case and pass such orders as it deems just and equitable.

RECRUITMENT

Sr. No.	Name of the Post	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruitment	A- Educational and other qualifications required for direct recruitment B- Whether age & educational qualifications for direct recruitment will apply in case of recruitment by promotion
1	2	3	4	5	6
1	GROUP - A Additional Director	Rs.10,000-325-15,200	Selection Post	-	-
2	Financial Adviser (As already approved by Ministry of Labour vide letter No. A-12018/1/99 ESA(WE) dated 29/05/2001)	Rs.10,000 - 325 - 15,200	Selection Post	40 Years	A) Essential : i) Chartered / Cost Accountancy from the Institute recognised by the Government of India or MBA with specialisation in Finance or M.Com. with 1st Class and 5 years experience in a supervisory capacity dealing with Financial Management, Accounting, Auditing etc. in Central Govt. or Public Sector Undertaking / Autonomous Body. ii) Knowledge in Computerised Accounting. iii) Experience in Computer Aided MIS. B) Not Applicable
3	(a) Deputy Director i) (Administration) ii) (Education) iii) (Training) iv) (Head Quarter) (b) Zonal Director (East, West, North, South)	Rs. 8,000 - 275 - 13,500	Selection Post	-	-

RULES

Period of Probation if any	Method of recruitment i.e whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by the various modes	In case of vacancies filled by promotion/ deputation, grade/sources from which promotions/ deputations are to be made	If a Departmental Promotion Committee exists for recruitment by promotion, composition thereof/Selection Committee for Direct Recruitment.	Appointing Authority
7	8	9	10	11
-	By Promotion failing which by deputation	Promotion : Deputy Director with 5 years regular service in the grade. Deputation : Officer in the same grade / pay scale under Central/ State Government and having 5 years Experience in the field of Education/Rural Development.	Chairman, Joint Secretary, Ministry of Labour, Director	Govt. of India, Ministry of Labour
2 Years in case of Direct Recruitment	By Promotion failing which by deputation failing both by direct recruitment.	Promotion : Accounts Officer of the CBWE with 8 years regular service in the grade possessing at least a degree of a recognised University. Deputation : Officer holding analogous post or Accounts Officer from organised Audit and Accounts Department in the grade of Rs 8,000-13,500 with 5 years experience.	Chairman, Joint Secretary, Ministry of Labour, Financial Adviser, Ministry of Labour, Director.	Govt. of India, Ministry of Labour
-	By promotion	Promotion : Regional Director / Research Officer/ Training Officer/ Editor with 5 years regular and continuous service in the grade.	Chairman, Joint Secretary, Ministry of Labour, Director	Chairman

Sr. No	Name of the Post	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruitment	<p>A- Educational and other qualifications required for direct recruitment.</p> <p>B- Whether age & educational qualifications for direct recruitment will apply in case of recruitment by promotion</p>
1	2	3	4	5	6
					<p>ii) Degree / equivalent Diploma in Journalism from a recognised University.</p> <p>iii) At least 5 years experience in Journalism preferably in Labour Journalism with a good command over English, Hindi Language.</p> <p>iv) Knowledge / skills of Computer operation / application</p> <p>Desirable</p> <p>i) Knowledge about designing and layout in Magazines.</p> <p>ii) Proven ability as an author / writer in the form of publications i.e. Book, article, paper etc. on Labour and workers education subjects.</p> <p>B) -</p>
7	Librarian	Rs.6500-200-10500	Selection Post	Not exceeding 30 years	<p>A) Essential :</p> <p>i) Second Class Master's Degree of recognised University in Arts, Science or its equivalent.</p> <p>ii) Degree or equivalent Diploma in Library Science of recognised University or Institute.</p> <p>iii) Minimum 5 years experience in a responsible capacity in a library of repute.</p> <p>iv) Literacy in Information Technology.</p>

Period of Probation if any	Method of recruitment i.e whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by the various modes	In case of vacancies filled by promotion/ deputation, grade/sources from which promotions/ deputations are to be made	If a Departmental Promotion Committee exists for recruitment by promotion, composition thereof/Selection Committee for Direct Recruitment.	Appointing Authority
7	8	9	10	11
2 Years in case of Direct Recruitment	By Promotion failing which by deputation and failing both by direct recruitment.	<p>Promotion : Library Assistant (Rs.5000-8000) with 6 years of service in the grade.</p> <p>By Deputation : Officer under the Central/ State Govt. /Universities /R & D organisation holding analogous post or with at least 6 years service as Asst. Librarian in the scale of Rs.5000-8000.</p>	Chairman, Joint Secretary/ Director, Ministry Labour, Director	Chairman

Sr. No.	Name of the Post	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruitment	A- Educational and other qualifications required for direct recruitment B- Whether age & educational qualifications for direct recruitment will apply in case of recruitment by promotion
1	2	3	4	5	6
					Desirable : i) Master's Degree in Library Science of a recognised University or its equivalent. ii) Experience of documentation work in a responsible capacity. B) Not Applicable
3	Accounts Officer (As already approved by the Ministry of Labour vide letter No. A-12018/1/99-ESA (WE) dt. 29.5.2001)	Rs.6500-200-10500	Selection Post	Not more than 30 years	A : ESSENTIAL : i) M.Com. with First Class ii) 3 Years experience of cash and accounts work in a supervisory capacity in a Govt. office or a Public body or a commercial organisation of repute. iii) Experience in the preparation of Budget, Balance Sheet and Pension cases. iv) Literacy in Information Technology. B : Not Applicable
9	Assistant Director (As already approved by the Ministry of Labour vide letter No. A-12018/1/99-	Rs.6500-200-10500	Selection Post.	-	-

Period of Probation if any	Method of recruitment i.e whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by the various modes	In case of vacancies filled by promotion/ deputation, grade/sources from which promotions/ deputations are to be made	If a Departmental Promotion Committee exists for recruitment by promotion, composition thereof/Selection Committee for Direct Recruitment.	Appointing Authority
7	8	9	10	11
2 Years in case of Direct Recruitment	By Promotion failing which by deputation and failing both by direct recruitment	Promotion : Accountants in CBWE with 3 years regular service in the grade and should have passed the departmental examination consisting of two papers viz. Advanced Accountancy, Auditing and GFR and FRSR. Deputation: Officer working in the Central / State Government i) Holding analogous post on a regular basis OR ii) 3 years regular service in the post carrying scale of Rs.5500-9000 and possessing the qualifications and experience prescribed for direct recruits in Col.6.	Chairman, Joint Secretary/Director (Ministry of Labour), Director, Financial Adviser (Ministry of Labour), Financial Adviser, CBWE	Chairman
-	By Promotion failing which by deputation.	Promotion : From among the eligible Statistical Assistant / Technical Assistant/ Sr. Clerks with 8 years and Stenographer Grade-I with 3 years,	Chairman, Director, Additional Director, Financial Adviser, CBWE, Dy.Director (Admn)	Chairman

Sr No	Name of the Post	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruitment	A- Educational and other qualifications required for direct recruitment B- Whether age & educational qualifications for direct recruitment will apply in case of recruitment by promotion
1	2	3	4	5	6
	ESA (WE) dt. 29.5.2001)				
10	Hindi Officer	Rs.6500-200-10500	Selection Post.	Not exceeding 35 years in case of Direct Recruitment.	A : Essential : I. Master's Degree of a recognised University or equivalent in Hindi with English as a subject at the degree level. OR Master's Degree of a recognised University or equivalent in English with Hindi as a subject at the degree level. OR Master's Degree of a recognised University or equivalent in any Subject with Hindi and English as a subject at the degree level OR

Period of Probation if any	Method of recruitment i.e whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by the various modes	In case of vacancies filled by promotion/ deputation, grade/sources from which promotions/ depositions are to be made	If a Departmental Promotion Committee exists for recruitment by promotion, composition thereof/Selection Committee for Direct Recruitment.	Appointing Authority
7	8	9	10	11
		Stenographer Grade-II, with 6 years regular and continuous service in the grade and possessing a degree of recognised University Deputation : a) Holding analogous posts on regular basis in Central Government Departments. OR b) Not less than 5 years regular service in the scale of Rs.5500-175-9000. OR c) Not less than 8 years regular service in the scale of Rs. 4500-125-7000. d) Degree of a recognised University.		
2 Years in case of Direct Recruitment	By promotion failing which by deputation failing both by direct recruitment.	Promotion : Senior Hindi Translator with 3 years service or Jr. Hindi Translator with 6 years service in the grade. Deputation : Officer holding analogous post and having the qualification prescribed for direct recruitment.	Chairman, Joint Secretary/Director, Ministry of Labour, Director	Chairman

Sr No	Name of the Post	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruitment	<p>A- Educational and other qualifications required for direct recruitment</p> <p>B- Whether age & educational qualifications for direct recruitment will apply in case of recruitment by promotion</p>
1	2	3	4	5	6
					<p>Master's Degree of a recognised University or equivalent in any subject with Hindi medium and English as a subject at the degree level. OR</p> <p>Master's Degree of a recognised University or equivalent in any subject with English medium and Hindi as a subject at the degree level.</p> <p>ii) 5 years experience of terminological work in Hindi or translation work from English to Hindi or vice-versa preferably of technical or scientific literature.</p> <p>Desirable :</p> <p>i) Knowledge of Sanskrit and or modern Indian Language.</p> <p>ii) Administrative experience.</p> <p>iii) Experience of organising Hindi classes or workshops for noting and drafting.</p> <p>iv) Translation Training from Central Translation Bureau, New Delhi.</p> <p>B) Not Applicable</p>
11	Education Officer (Selection Grade)	Rs.6500-200-10500	Selection Post.	-	-

Period of Probation if any	Method of recruitment i.e whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by the various modes	In case of vacancies filled by promotion/ deputation, grade/sources from which promotions/ deputations are to be made	If a Departmental Promotion Committee exists for recruitment by promotion, composition thereof/Selection Committee for Direct Recruitment.	Appointing Authority
7	8	9	10	11
-	By Promotion	From among the eligible Education Officers who have put in at least 10 years regular and continuous service in the grade.	Chairman, Joint Secretary/Director, Ministry of Labour, Director	Chairman

Sr. No	Name of the Post	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruitment	<p>A- Educational and other qualifications required for direct recruitment.</p> <p>B- Whether age & educational qualifications for direct recruitment will apply in case of recruitment by promotion</p>
1	2	3	4	5	6
12	Education Officer (As already approved by the Ministry of Labour vide letter No. A-12018/1/99-ESA (WE) dt. 2.11.2000)	Rs.5500-175-9000	-	24 to 28 years	<p>A) Essential :</p> <p>i) a) A Second Class Masters Degree of a recognised University in Economics, Social Work, Sociology, Industrial Relation and Personnel Management, Political Science, MBA with specialisation in Industrial Relations/ Personnel Management with at least 50 % marks.</p> <p>OR</p> <p>c) Masters Degree with at least 40 % marks in aggregate in one of the subjects at (a) above and with 3 years experience as office bearer or registered Trade Union or a Worker Teacher/ Trainer/ Rural Educator/ Volunteer under the CBWE with 3 years experience.</p> <p>ii) Literacy in Information Technology.</p> <p>Desirable : First hand knowledge and experience in trade unionism, industrial relations, labour laws, labour welfare, teaching experience, work in rural areas etc.</p> <p>B)</p>

Period of Probation if any	Method of recruitment i.e whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by the various modes	In case of vacancies filled by promotion/ deputation, grade/sources from which promotions/ deputations are to be made	If a Departmental Promotion Committee exists for recruitment by promotion, composition thereof/Selection Committee for Direct Recruitment.	Appointing Authority
7	8	9	10	11
2 Years	Direct Recruitment	2/3 by candidates from open market; 1/3 from among the Group 'C' employees of CBWE having Masters Degree with minimum 40% marks and having put in at least 8 years regular and continuous service in the post of LDC or its equivalent posts failing which by direct recruitment. The departmental candidates will be required to compete along with open candidates.	Chairman, Joint Secretary/ Director, Ministry of Labour, Director	Chairman

Sr No.	Name of the Post	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruitment	<p>A- Educational and other qualifications required for direct recruitment</p> <p>B- Whether age & educational qualifications for direct recruitment will apply in case of recruitment by promotion</p>
1	2	3	4	5	6
13	Accountant (As already approved by the Ministry of Labour vide letter No. A-12018/1/99-ESA (WE) dt. 29.5.2001)	Rs 5500-175-9000	Selection Post	Not exceeding 30 years	<p>A) Essential :</p> <p>1) Bachelors Degree</p> <p>2) Three years Accounts Experience in preparation of Budget and Balance Sheet in Govt. Deptt/ Public undertaking / autonomous bodies</p> <p>3) Knowledge of Computerised Accounting.</p> <p>B) Not Applicable</p>
14	Senior Hindi Translator	Rs 5500-175-9000	Selection Post	Not exceeding 28 years in case of Direct Recruitment	<p>A) 1) Master's Degree of a recognised University in Hindi/English with English/ Hindi as a compulsory/ elective subject or as medium of examination at degree level.</p> <p>OR</p> <p>Master's Degree of a recognised University in any subject other than Hindi/ English with Hindi/ English medium and English/ Hindi as a compulsory/ elective subject or as medium of examination at degree level.</p> <p>OR</p> <p>Master's Degree of a recognised University in any subject other than Hindi/ English with Hindi and English as compulsory / elective subject or either of the two as Medium of Examination and the other as a compulsory / elective subject at degree level.</p>

Period of Probation if any	Method of recruitment i.e whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by the various modes	In case of vacancies filled by promotion/ deputation grade/sources from which promotions/ deputations are to be made	If a Departmental Promotion Committee exists for recruitment by promotion, composition thereof/Selection Committee for Direct Recruitment	Appointing Authority
7	8	9	10	11
2 Years in case of Direct Recruitment	Promotion failing which by Deputation and failing both by Direct Recruitment	<p>1. By Promotion from among Sr Clerks/ Statistical Assistant/ Technical Assistant with 6 years regular and continuous service in the above grade who have passed the Departmental Examination in two papers viz</p> <p>a) Advanced Accountancy & Auditing</p> <p>b) GFR and FRSR</p> <p>2. By deputation of SAS Accts From Central Govt. Audit Offices</p>	Chairman, Director, Additional Director, Financial Advisor, Dy Director (Admn)	Chairman
2 Years in case of Direct Recruitment	By promotion failing which by deputation and failing both by direct recruitment	<p>Promotion from amongst Jr. Hindi Translators with 3 years regular and continuous service in the grade</p> <p>Deputation</p> <p>Officers Holding analogous post</p>	Chairman, Director, Dy Director (Admn), Hindi Officer	Chairman

Sr No.	Name of the Post	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruitment	<p>A- Educational and other qualifications required for direct recruitment.</p> <p>B- Whether age & educational qualifications for direct recruitment will apply in case of recruitment by promotion</p>
1	2	3	4	5	6
					<p>2) Recognised Diploma/Certificate Course in translation from Hindi to English and vice-versa or two years experience of translation work from Hindi to English and vice-versa in Central/State Govt. Offices, including Govt. of India undertakings/Autonomous bodies.</p> <p>3) Literacy in Information Technology.</p> <p>B) Not Applicable</p>
15	GROUP - 'C' Stenographer (for Chairman)	Rs. 5000-150-8000	-	-	-
16	Stenographer Grade - I (As already approved by the Ministry of Labour vide letter No. A-12018/1/99-ESA (WE) dt. 18.1.2001)	Rs. 5500-175-9000	Selection Post	-	-

Period of Probation if any	Method of recruitment i.e whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by the various modes	In case of vacancies filled by promotion/ deputation, grade/sources from which promotions/ deputations are to be made	If a Departmental Promotion Committee exists for recruitment by promotion, composition thereof/Selection Committee for Direct Recruitment.	Appointing Authority
7	8	9	10	11
-	Shall be appointed by the Chairman & his tenure is co-terminous with the Chairman unless otherwise terminable upon the Chairman's pleasure	-	-	Director
-	By promotion	Selection from among the Stenographers Grade-II in the CBWE having 3 years of regular & continuous service in the grade.	Chairman, Director, Additional Director, Financial Advisor, Dy. Director(Admn)	Chairman, CBWE

Sr No.	Name of the Post	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruitment	<p>A- Educational and other qualifications required for direct recruitment.</p> <p>B- Whether age & educational qualifications for direct recruitment will apply in case of recruitment by promotion</p>
1	2	3	4	5	6
17	Stenographer Grade - II (As already approved by the Ministry of Labour vide letter No. A-12018/1/99-ESA (WE) dt. 18.1.2001)	Rs.5000-150-8000	Selection Post	-	-
18	Library Assistant	Rs.5000-150-8000	-	Not exceeding 27 years	<p>A) Essential :</p> <p>i. Degree of a recognised University with degree or equivalent diploma in Library Science.</p> <p>ii. Diploma in Computer Application</p> <p>B) -</p>
19	Junior Hindi Translator	Rs.5000-150-8000	-	Not exceeding 27 years	<p>A) Essential :</p> <p>i) Master's Degree in English / Hindi with Hindi/ English as compulsory/elective subject at Degree Level.</p> <p>OR</p> <p>i) Bachelor's Degree with Hindi and English as main subjects (which includes the term compulsory/elective)</p> <p>ii) At least 2 years experience in translation from English to Hindi and vice-versa.</p> <p>II) Literacy in Information Technology.</p> <p>B) -</p>

Period of Probation if any	Method of recruitment i.e whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by the various modes	In case of vacancies filled by promotion/ deputation, grade/sources from which promotions/ deputations are to be made	If a Departmental Promotion Committee exists for recruitment by promotion, composition thereof/Selection Committee for Direct Recruitment.	Appointing Authority
7	8	9	10	11
-	By promotion	Selection from among the Stenographers Grade-III in the CBWE having 8 years of regular & continuous service in the grade.	Director, Additional Director, Financial Advisor, Dy. Director (Admn)	Director
2 years	By Direct Recruitment	Not Applicable	Dy. Director (Trg), Zonal Director (WZ), Two available Sr. Trg. Officers	Director
2 Years	Direct recruitment	Not applicable	Director, Additional Director, Financial Advisor, Dy. Director(Admn)	Director

Sr. No.	Name of the Post	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruitment	<p>A- Educational and other qualifications required for direct recruitment.</p> <p>B- Whether age & educational qualifications for direct recruitment will apply in case of recruitment by promotion</p>
1	2	3	4	5	6
20	Statistical Assistant	Rs.4500-125-7000	Selection Post	Not exceeding 27 years	<p>A) Essential :</p> <p>i) University Degree in Mathematics, Statistics or Economics or Commerce.</p> <p>ii) Knowledge of Computer operations/applications.</p> <p>Desirable :</p> <p>i) Experience in socio-economic investigation and preparation of reports.</p> <p>ii) Experience in preparation of technical notes or statistical analysis.</p> <p>B) Not Applicable</p>
21	Technical Assistant	Rs.4500-125-7000	-	Not exceeding 30 years	<p>A) Essential :</p> <p>i) Degree from a recognised University and Diploma in Computer Applications.</p> <p>ii) Three years experience in operation of computer and DTP system (Equipments)</p> <p>Desirable :</p> <p>i) Knowledge about printing process.</p> <p>ii) Knowledge of Computer Programming.</p> <p>B) -</p>
22	Senior Clerk	Rs.4500-125-7000	Selection Post	-	-

Period of Probation if any	Method of recruitment i.e whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by the various modes	In case of vacancies filled by promotion/ deputation, grade/sources from which promotions/ deputations are to be made	If a Departmental Promotion Committee exists for recruitment by promotion, composition thereof/Selection Committee for Direct Recruitment.	Appointing Authority
7	8	9	10	11
2 Years in case of Direct Recruitment.	By Promotion failing which by Direct Recruitment	Selection from amongst the UDCs in CBWE possessing a University Degree in Mathematics, Statistics or Economics or Commerce with 5 years regular and continuous service as UDC.	Director, Additional Director, Financial Advisor, Dy.Director(Admn)	Director
2 Years	By Direct recruitment	Not Applicable	Director, Additional Director, Financial Advisor, Dy.Director(Admn)	Director
-	By Promotion	From among the UDCs with 5 years regular and continuous service in the grade	Director, Additional Director, Financial Advisor, Dy.Director(Admn)	Director

Sr. No.	Name of the Post	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruitment	<p>A- Educational and other qualifications required for direct recruitment.</p> <p>B- Whether age & educational qualifications for direct recruitment will apply in case of recruitment by promotion</p>
1	2	3	4	5	6
23	Care Taker	Rs.4500-125-7000	-	Not exceeding 30 years	<p>A) Essential :</p> <p>i. Diploma / Certificate in Sanitation from a recognised institute.</p> <p>ii. At least 3 years experience in looking after the maintenance of buildings & also looking after the arrangements of meeting & conferences.</p> <p>iii. Literacy in Information Technology</p> <p>Desirable :</p> <p>i. Experience in Security and Sanitation arrangements.</p> <p>ii. Diploma in Civil Engineering</p> <p>B) Not Applicable</p>
24	Upper Division Clerk	Rs.4000-100-6000	Selection Post	-	-
25	Stenographer Grade-III	Rs.4000-100-6000	-	Not exceeding 27 years	<p>A) Essential :</p> <p>i) 10+2 or Equivalent Examination</p> <p>ii) Certificate of competent Govt. Body for speed of 100 W.P.M. in English shorthand and 40 W.P.M. in English typing.</p> <p>iii) Knowledge of computer operations.</p>

Period of Probation if any	Method of recruitment i.e whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by the various modes	In case of vacancies filled by promotion/ deputation, grade/sources from which promotions/ deputations are to be made	If a Departmental Promotion Committee exists for recruitment by promotion, composition thereof/Selection Committee for Direct Recruitment.	Appointing Authority
7	8	9	10	11
2 Years in case of Direct Recruitment	By Direct Recruitment failing which deputation	Deputation : Persons holding analogous posts under Central /State Govt/ Autonomous Bodies under the Govt. or persons working in Central /State Govt/ Autonomous Bodies under the Govt. in the pay scale of Rs 4000-6000 possessing the qualifications under col. 6 with 5 years experience.	Director, Additional Director, Financial Advisor, Dy. Director (Trg)	Director
2 years	By Promotion	i) 75 % from among Lower Division Clerks with 8 years regular and continuous service in the grade ii) 25 % from among AV Asstt-cum Librarian (This particular part was amended on 15/3/02 vide Ministry of Labour letter No.A-12018/1/99-ESA(WE))	Director, Additional Director, Financial Advisor, Dy.Director(Admn)	Director
2 years	By Direct Recruitment	Not Applicable	<p>At Head Office: Director, Additional Director, Financial Advisor, Dy. Director(Admn)</p> <p>At Zonal Directorate: Zonal Director/one Regional Director/ one available Senior Education Officer</p>	Director

Sr. No.	Name of the Post	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruitment	<p>A- Educational and other qualifications required for direct recruitment.</p> <p>B- Whether age & educational qualifications for direct recruitment will apply in case of recruitment by promotion</p>
1	2	3	4	5	6
					<p>Desirable :</p> <p>i) Knowledge of Hindi Shorthand and Typing.</p> <p>B) Not Applicable</p>
26	Junior Artist	Rs.4000-100-6000	-	Not exceeding 27 years	<p>A. Essential :</p> <p>i) (10+2) or Equivalent Exam.</p> <p>ii) Degree or equivalent Diploma in Commercial Art from recognised Art Institute or University.</p> <p>iii) At least two years practical experience in the field of Commercial Art with an organisation or as a freelance artist.</p> <p>iv) Knowledge of Computer Graphics and Computer Aided Design</p> <p>Desirable :</p> <p>i. Proficiency in figure drawing and lettering in English/ Hindi etc.</p> <p>ii. Knowledge of Commercial Photography, key drawing for photo, Litho Printing, Commercial Layout/ Graphic art.</p> <p>B.</p>

Period of Probation if any	Method of recruitment i.e whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by the various modes	In case of vacancies filled by promotion/ deputation, grade/sources from which promotions/ deputations are to be made	If a Departmental Promotion Committee exists for recruitment by promotion, composition thereof/Selection Committee for Direct Recruitment.	Appointing Authority
7	8	9	10	11
			<p>At IIWE :</p> <p>Dy. Director (Trg)/ Zonal Director (WZ) / Two available Senior Training Officers</p> <p>At Regional Directorate :</p> <p>Regional Director/ Two available Senior Education Officers.</p>	
2 years	By Direct Recruitment	Not Applicable	Director, Additional Director, Financial Advisor, Dy. Director (Admn)	Director

Sr No.	Name of the Post	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruitment	<p>A- Educational and other qualifications required for direct recruitment</p> <p>B- Whether age & educational qualifications for direct recruitment will apply in case of recruitment by promotion</p>
1	2	3	4	5	6
27	A. V. Aid Assistant cum Librarian	Rs.3050-75-3950-80-4590	-	Not exceeding 27 years	<p>A. Essential</p> <p>i) 10+2 or equivalent</p> <p>ii) Knowledge of LCD Projector & knowledge of Computers. Practical knowledge of operating LCD Projector.</p> <p>iii) Possession of projectionist's valid licence</p> <p>B) -</p>
28	Lower Division Clerk	Rs.3050-75-3950-80-4590	-	Not exceeding 27 years	<p>A) Essential :</p> <p>i) 10+2 or Equivalent examination</p> <p>ii) Certificate of Competent Govt. body for speed of 30 WPM in English typewriting.</p> <p>iii) Diploma in Computer Application from reputed Institution.</p> <p>Desirable :</p> <p>Knowledge of typing in Hindi/ relevant Regional language (in case of posts at Regional Directorate) supported by Certificate from competent Govt. Body.</p> <p>For Departmental Group D Employees</p> <p>A) Essential :</p> <p>i) 10+2 or Equivalent examination</p> <p>ii) Certificate of competent Govt. Body for speed of 30 WPM. in English typewriting .</p> <p>iii) They will have to compete with candidates sponsored by Employment Exchange (including typing)</p>

Period of Probation if any	Method of recruitment i.e whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by the various modes	In case of vacancies filled by promotion/ deputation, grade/sources from which promotions/ deputations are to be made	If a Departmental Promotion Committee exists for recruitment by promotion, composition thereof/Selection Committee for Direct Recruitment.	Appointing Authority
7	8	9	10	11
2 years	By Direct Recruitment	Not Applicable	<p>At IIWE Dy Director (Trg)/ ZD (WZ) / Two available Sr Trg Officers</p> <p>At Regional Directorate Regional Director / Two available Senior Education Officers</p>	Director
2 Years in case of Direct Recruitment.	By Direct Recruitment or by appointment of eligible departmental Group 'D' Employee.	Not Applicable	<p>At Head Office Director, Additional Director, Financial Advisor, Dy Director (Admn)</p> <p>At Zonal Directorate: Zonal Director/ one Regional Director/one available Senior Education Officer</p> <p>At IIWE : Dy Director (Trg)/ Zonal Director (WZ) / Two available Senior Trg Officers</p> <p>At Regional Directorate : Regional Director/ Two available Senior Education Officers.</p>	Director

Sr. No.	Name of the Post	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruitment	<p>A- Educational and other qualifications required for direct recruitment.</p> <p>B- Whether age & educational qualifications for direct recruitment will apply in case of recruitment by promotion</p>
1	2	3	4	5	6
					<p>iv) If selected they will have to fulfill condition at A(ii) above within one year.</p> <p>Desirable As prescribed above for direct recruit.</p> <p>B) Not Applicable</p>
29	Hindi Typist	Rs.3050-75-3950-80-4590	-	Not exceeding 27 years	<p>A) Essential :</p> <p>i) 10+2 or Equivalent examination</p> <p>ii) Certificate of competent Govt. Body for speed of 30 wpm in Hindi Typing.</p> <p>iii) Knowledge of Computer operations.</p> <p>Desirable :</p> <p>i) Certificate of competent Govt. body for Typing Speed 30 WPM. in English</p> <p>B) -</p>
30	Driver Grade I	Rs.4500 - 125 - 7000	Selection Post	-	-
31	Driver Grade II	Rs.4000 - 100 - 6000	Selection Post	-	-

Period of Probation if any	Method of recruitment i.e whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by the various modes	In case of vacancies filled by promotion/ deputation, grade/sources from which promotions/ deputations are to be made	If a Departmental Promotion Committee exists for recruitment by promotion, composition thereof/Selection Committee for Direct Recruitment.	Appointing Authority
7	8	9	10	11
2 Years.	By Direct Recruitment	Not Applicable	Director, Additional Director, Financial Advisor, Dy.Director(Admn).	Director
-	By Promotion	From among Driver Grade - II with 5 years regular and continuous experience.	Director, Additional Director, Financial Advisor, Dy.Director(Admn).	Director
-	By Promotion	From among Ordinary Grade Driver with 8 years regular and continuous experience.	Director, Additional Director, Financial Advisor, Dy.Director(Admn).	Director

Sr. No.	Name of the Post	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruitment	A- Educational and other qualifications required for direct recruitment. B- Whether age & educational qualifications for direct recruitment will apply in case of recruitment by promotion
1	2	3	4	5	6
32	Driver (Ordinary Grade)	Rs.3050-75-3950-80-4590	-	Not exceeding 27 years	<p>A) Essential : Possession of a valid Driving Licence for L.C.V. Knowledge of motor mechanics & experience of driving for at least 5 years in a reputed organisation.</p> <p>Desirable : Pass in the 8th Standard.</p> <p>B) Not Applicable</p>
33	GROUP - 'D' Record Sorter	Rs.2650-65-3300-70-4000	Selection post	-	-
34	Cook (Selection Grade)	Rs.2650-65-3300-70-4000	Selection Post	-	-

Period of Probation if any	Method of recruitment i.e whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by the various modes	In case of vacancies filled by promotion/ deputation, grade/sources from which promotions/ deputations are to be made	If a Departmental Promotion Committee exists for recruitment by promotion, composition thereof/Selection Committee for Direct Recruitment.	Appointing Authority
7	8	9	10	11
2 Years	By Direct Recruitment	Not Applicable	<p>At Head Office: Director Additional Director Financial Advisor Dy.Director(Admn)</p> <p>At Zonal Directorate: Zonal Director/one Regional Director/ one available Senior Education Officer</p> <p>At IIWE : Dy.Director(Trg)/ Zonal Director (WZ)/Two available Senior Training Officers</p> <p>At Regional Directorate : Regional Director/ Two available Senior Education Officers.</p>	Director
-	By Promotion	From among peons of CBWE with minimum Educational Qualification of VIII Std. Pass and 4 years regular and continuous service in the grade of peon.	Director, Additional Director, Financial Advisor, Dy.Director(Admn)	Director
-	By Promotion	From among the Cook of CBWE with 2 years of regular and continuous service.	Director, Additional Director, Financial Advisor, Dy.Director(Admn)	Director

Sr. No.	Name of the Post	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruitment	<p>A- Educational and other qualifications required for direct recruitment.</p> <p>B- Whether age & educational qualifications for direct recruitment will apply in case of recruitment by promotion</p>
1	2	3	4	5	6
35	Cook	Rs.2610-60-3150-65-3540	-	Not exceeding 35 years	<p>A) Essential: Should be able to read and write Hindi and the language of the region in which to be employed and have at least five years experience in cooking of vegetarian and non-vegetarian dishes.</p> <p>B) -</p>
36	Peon	Rs.2550-55-2660-60-3200	-	Not exceeding 27 years	<p>A) Essential: VIII Std. Pass.</p> <p>B) -</p>

Period of Probation if any	Method of recruitment i.e whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by the various modes	In case of vacancies filled by promotion/ deputation, grade/sources from which promotions/ deputations are to be made	If a Departmental Promotion Committee exists for recruitment by promotion, composition thereof/Selection Committee for Direct Recruitment.	Appointing Authority
7	8	9	10	11
2 Years	By Direct Recruitment	-	Regional Director, Two available Senior Education Officers	Director
2 years	By Direct Recruitment	-	<p>At Head Office: Director Additional Director Financial Advisor Dy.Director(Admn)</p> <p>At Zonal Directorate: Zonal Director/one Regional Director/one available Senior Education Officer</p> <p>At IIWE : Dy.Director(Trg)/ Zonal Director (WZ) / Two available Senior Trg. Officers</p> <p>At Regional Directorate : Regional Director/ Two available Senior Education Officers.</p>	Director

Sr. No.	Name of the Post	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruitment	<p>A- Educational and other qualifications required for direct recruitment.</p> <p>B- Whether age & educational qualifications for direct recruitment will apply in case of recruitment by promotion</p>
1	2	3	4	5	6
37	Chowkidar	Rs. 2550-55-2660-60-3200	-	Not exceeding 27 years	<p>A) Essential: VIII Standard Pass (Preference to be given to ex-servicemen in which case age relaxation as existing Govt. Rules / Govt. of India's instructions)</p> <p>B) -</p>
38	Attendant (Head Office)	Rs. 2550-55-2660-60-3200	-	Not exceeding 27 years	<p>A) Essential: VIII Std. Pass.</p> <p>B) -</p>
39	Attendant (Hostel)	Rs. 2550-55-2660-60-3200	-	Not exceeding 27 years	<p>A) Essential: VIII Std. Pass.</p> <p>B) -</p>

Period of Probation if any	Method of recruitment i.e whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by the various modes	In case of vacancies filled by promotion/ deputation, grade/sources from which promotions/ deputations are to be made	If a Departmental Promotion Committee exists for recruitment by promotion, composition thereof/Selection Committee for Direct Recruitment.	Appointing Authority
7	8	9	10	11
2 years	By Direct Recruitment	-	<p>At Head Office: Director Additional Director Financial Advisor Dy.Director(Admn)</p> <p>At Zonal Directorate: Zonal Director/ one Regional Director/one available Senior Education Officer</p> <p>At IIWE : Dy.Director(Trg)/ Zonal Director (WZ) / Two available Senior Trg. Officers</p> <p>At Regional Directorate : Regional Director/ Two available Senior Education Officers.</p>	Director
2 years	By Direct Recruitment	-	Director, Additional Director, Financial Advisor, Dy.Director(Admn)	Director
2 years	By Direct Recruitment	-	Regional Director, Two available Senior Education Officers	Regional Director Concerned

Sr. No.	Name of the Post	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruitment	A- Educational and other qualifications required for direct recruitment. B- Whether age & educational qualifications for direct recruitment will apply in case of recruitment by promotion
1	2	3	4	5	6
40	Gardener	Rs.2550-55-2660-60-3200	-	Not exceeding 27 years	A) Essential : Two years experience as a Gardner. IV Std. Pass. B) -
41	Sweeper	Rs.2550-55-2660-60-3200	-	Not exceeding 27 years	A) Essential : No educational qualification prescribed. B) -

NOTE :

- 1) The services of all the employees of CBWE shall be transferable any where in India.
- 2) Order issued by the Government of India from time to time regarding reservation of vacancies for members of Scheduled Castes, Scheduled Tribes, OBCs etc. will be followed.
- 3) The upper age limit prescribed for direct recruitment shall be subject to any general relaxation for specified categories viz. Scheduled Castes, Scheduled Tribes, OBCs, Physically handicapped, Ex-Servicemen etc. as may be made by the Government of India from time to time.
- 4) The upper age limit is relaxable for Government Servants and employees of CBWE in accordance with instructions issued by Government of India from time to time.
- 5) The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in respect of direct recruits through advertisement and in respect of direct recruits through Employment Exchange it shall be the date of interview.

Period of Probation if any	Method of recruitment i.e whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by the various modes	In case of vacancies filled by promotion/ deputation, grade/sources from which promotions/ deputations are to be made	If a Departmental Promotion Committee exists for recruitment by promotion, composition thereof/Selection Committee for Direct Recruitment.	Appointing Authority
7	8	9	10	11
2 years	By Direct Recruitment	-	Dy Director (Trg.), Zonal Director (WZ), Two available Senior Training Officers	Dy. Director (Trg.)
2 years	By Direct Recruitment	Not Applicable	At Head Office : Director, Additional Director, Financial Advisor, Dy.Director(Admn) At IIWE : Dy.Director(Trg)/ Zonal Director (WZ)/Two available Sr. Training Officers	Director Dy.Director (Trg)/

- 6) In respect of posts for which the mode of recruitment prescribed is "direct recruitment", officials of CBWE who are possessing the qualifications given at Column No. 6 will also be considered. However, they have to compete with such candidates coming from open market or sponsored by Employment Exchange.
- 7) In individual cases age limits prescribed in these rules may be relaxed in deserving cases at the discretion of the appointing authority.
- 8) The Certificate in support of typewriting and shorthand speed should be from the "Competent Government Body" viz.
 - i) SSC/HSSC Examination Board
 - ii) Commercial Examination Board
 - iii) Government ITI which may conduct an examination at the end of a regular course.
- 9) The Governing Body in their 91st Meeting held on 25/6/81 authorised the Director to relax the required level of speed in shorthand and typing for filling up the post of Stenographer Grade III in the Board wherever necessary taking into account the practical difficulties involved instead of amending the recruitment rules for the post.

- 10) The selection for admission to the Education Officers Training Course will be done on the basis of performance of the candidates in the Written Examination and Personal Interview, both of which will be common for departmental candidates as well as candidates from open market. The selected candidates will be given five months training. At the end of training, final examination will be conducted and only those who will obtain 50 % marks in each paper as well as Viva-Voce examination will be declared successful and will be offered the job of Education Officer.
- 11) Approval of Recruitment Rules for posts against all serial numbers except 2, 5, 8, 9, 12, 13, 16, 17 was obtained from the Ministry vide letter No. A-12018/1/99-ESA (WE) dated 14/17 November, 2003.
