A-12018/02/2022-ESA(WE)(E) 1/22382/2025

File No. A-12018/02/2022-ESA(WE)(E) FTS No. 139733 Government of India Ministry of Labour & Employment *****

Shram Shakti Bhawan, New Delhi Dated: March, 2025

To,

The Director General, Dattopant Thengadi National Board for Workers Education and Development, Pusa Complex, New Delhi.

Sub:- Record of Discussion of meeting of the RR Committee held on 24.03.2025 matters relating to Dattopant Thengadi National Board for Workers Education and Development (DTNBWED) -reg.

Sir.

I am directed to forward herewith the Record of Discussion of the Committee constituted to frame/review the Recruitment Rules of employees of Dattopant Thengadi National Board for Workers Education and Development (DTNBWED) held on 24.03.2025 under the Chairmanship of Shri Alok Saxena, Additional Secretary (Retd.) enclosing herewith a copy of Draft Recruitment Rules .

2. DTNBWED is requested to publish/upload the same on their website for seeking comments/feedback of the Stakeholders under intimation to the Ministry.

Digitally signed by Yours faithfully,

Encl: As above Ratnesh kumar gupta

Date: 28-03-2025 (Ratnesh Kumar Gupta) 12:53:36 Under Secretary to the Govt. of India Tel: 23753083 Record of Discussion of meeting of the Committee held on 24.03.2025 (Monday) at 11:00 am under the Chairmanship of Shri Alok Saxena, Additional Secretary (Retd.) on Recruitment Rules of Employees of Dattopant Thengadi National Board for Workers Education and Development (DTNBWED)

A Committee was constituted by this Ministry vide OM dated 02.02.2024 to frame/review the Recruitment Rules of Employees of Dattopant Thengadi National Board for Workers Education and Development (DTNBWED) in wake of revised Memorandum of Association (MoA) with the following composition: -

FEDG	Shri Alok Saxena, Additional Secretary (Retd.), MoHF&W	-	Chairman
2.	Shri Kamal Kishore Soan, Additional Secretary, MoL&E	-	Member
3.	Colonel Neeraj Sharma, Director General, DTNBWED	-	Member
4.	Shri Rajbir Singh, Under Secretary (Retd.) DoPT	-	Member
5.	Shri Ratnesh Kumar Gupta, Under Secretary, MoL&E	-	Member Secretary

- 2. The Committee held eight meetings to revise/amend recruitment rules of all the posts of DTNBWED under the Chairmanship of Shri Alok Saxena, Additional Secretary (Retd.).
- 3. Consequent upon transfer and relieving of the then, Additional Secretary (Shri Kamal Kishore Soan) to Jal Jeevan Mission, Department of Drinking Water & Sanitation on 13.01.2025, Shri Ajoy Sharma, Joint Secretary has been nominated in his place as a member in the Committee vide letter dated 13.01.2025.
- 4. The 9th meeting of the Committee was held on 24.03.2025. A list of participants is enclosed as Annexure.
- 5. The Committee has finalized draft Recruitment Rules of all the posts, except **Education Officer**. After detailed discussion, the Committee is of the view that since DTNBWED is an autonomous body, the post of Finance Advisor which is already in level-11 may be designated as Finance Officer to clearly denote its level in the hierarchy.

Further, in respect of Column 3 i.e. Classification, the Committee recommends that the entry under this column may be made as, "equivalent to Group 'A/B/C' post in Central Government", as the case may be, in respect of all the posts including that of DG, DTNBWED.

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RRs for the post of Education Officer:

As regards the post of Education Officer, it is imperative that the job description of the post may first be finalized with the approval of the competent authority in view of the new MoA of the DTNBWED. The Committee discussed this matter with the officers of the Ministry and recommends that once the job description is finalized, the RRs for the post of Education Officer may be framed.

- 6. Further, the Committee recommends that Training Need Assessment (TNA) may also be undertaken so as to equip the incumbents to shoulder higher and varied responsibilities envisaged in the new MoA.
- 7. Accordingly, the Committee recommends that the draft Recruitment Rules prepared by it for the posts of MTS, LDC, Hindi Typist, UDC, Senior Clerk, Assistant Director, Accountant, Accounts Officer, Finance Officer, Junior Translation Officer, Senior Translation Officer, Assistant Director(OL), Steno Grade I, Steno Grade II and DG may be published/uploaded on website to seek comments/feedback of the Stakeholders, after taking the approval of the authority concerned.
- 8. The meeting ended with a Vote of Thanks to the Chair.

(Ratnesh Kumar Gupta)

Under Secretary, MoL&E

(Colonel Neeraj Sharma) 2025

Director General, DTNBWED

(Rajbir Singh)

Under Secretary (Retd.) DoPT

(Ajoy Sharma)

Joint Secretary, MoL&E

(Alok Saxena)

Additional Secretary (Retd.), MoHF&W

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List of Participants:

Sr. No.	Name & Designation
1	Shri Alok Saxena, Additional Secretary (Retd.), MoHF&W
2	Shri Ajoy Sharma, Joint Secretary
3	Col. Neeraj Sharma, DG, DTNBWED
4	Shri Rajbir Singh, Under Secretary (Retd.) DoPT
5.	Shri Ratnesh Kumar Gupta, US
6.	Shri G. Sajith Kumar, DS
7.	Smt. Sugam Arora, Section Officer

Multi-Tasking Staff (MTS) RRs

	Col. No.	Existing RR	Proposed	Reason/Rational
1	Name of Post	Peon	Multi-Tasking Staff (MTS)	
2	Number of Post	144	144* (2024) *Subject to variation dependent on workload.	
3	Classification of the Post		Not applicable.	
4	1	Rs. 2550-55-2660-60-3200 (Level 1 in 7 th CPC)	Level 1 (Rs. 18,000-56,900/- in the pay matrix)	To be revised as per the corresponding pay matrix of 7th CPC
5	Selection post or Non- Selection post		Not applicable	
6	Age limit for direct recruitment	Not exceeding 27 years	Between 18 and 25 years. The crucial date for determining the age limit shall be as advertised by the DTNBWED.	
7	Educational and other qualifications required for direct recruitment	A) Essential VIII Std. Pass. B) - A Education and other qualifications required for direct recruitment Whether age & educational qualification for direct recruitment will apply in case of recruitment by promotion	10 th class pass from recognized Board.	

	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion		Not applicable.
9	Period of probation, if any	2 years	Two years.
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by the various methods	By Direct Recruitment	Direct Recruitment
11	In case of recruitment by promotion/deputation/ absorption grade from which promotions/deputations/absorption to be made		Not applicable.
12	If a Departmental Promotion Committee (DPC) exists, what is its composition	At Head Office: Director Additional Director Financial Advisor Dy. Director (Admn.) At Zonal Directorate: Zonal Director/ One Regional Director/ One available Senior Education Officer	Departmental Confirmation Committee consisting of: 1. Dy. Director (HQ) DTNBWED — Chairman 2. Under Secretary, MoL&E looking after the work of DTNBWED — Member. 3. Assistant Director, DTNBWED-Member

		At IIWE:			
		Dy. Director (Trg.)/ Zonal Director (WZ)/ Two available Senior Trg. Officers			
		At Regional Directorate:			
		Regional Director/ Two available Senior Education Officers			
13	Circumstances in which UPSC is to be consulted in		1	Not applicable.	
	making recruitment				

Lower Division Clerk RRs

	Col. No.	Existing RR	Proposed	Reason/Rational
1	Name of Post	Lower Division Clerk	Lower Division Clerk	
2	Number of Post	54 (In the year 2016) Subject to variation dependent on workload		DOPT OM reg phasing out LDC Cadre
3	Classification of the Post	General Central Service Group 'C' Non- Gazetted/Non-Ministerial	Not applicable.	
4	Level in Pay Matrix	Pay Band – 1 Rs.5200-20200 Grade Pay Rs. 1900/- (Level 2 in 7 th CPC)		To be revised as per the corresponding pay matrix of 7th CPC
5	Selection post or Non- Selection post	Not Applicable	Not applicable	
6	Age limit for direct recruitment	Between 18 and 27 years of age (relaxable for employees of DTNBWE&D up to 5 year). Age is also relaxable for SC, ST, OBC and other categories as applicable under the Govt. of India rules. Note: The crucial date for determining the age limit shall be the last date for receipt of applications.	relaxable for SC, ST, OBC and other categories as applicable under the Govt. of India rules.	

7	qualifications required for direct recruitment	(i) 12 th Class (10+2) or equivalent qualification from a recognized Board or University (ii) Skill Test Norms on Computer English Typing Speed @ 35 w.p.m. Hindi Typing Speed @ 30 w.p.m. (Time allowed – 10 mts.) (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).	(i) 12 th Class (10+2) or equivalent qualification from a recognized Board or University. (ii) Skill Test Norms on Computer English Typing Speed @ 35 w.p.m. Hindi Typing Speed @ 30 w.p.m. (Time allowed – 10 mts.) (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 recruitment will apply in case of promotion	No	Not applicable.
9	Period of probation, if any	Two years	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by the various methods	 (i) 85% by direct recruitment. (ii) 10% of the vacancies shall be filled from amongst the Group C Staff in the Grade Pay of Rs. 1800/ and who possess 12th Class pass or equivalent qualification and have rendered 3 years regular services in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for 	 (i) 85% by direct recruitment. (ii) 10% of the vacancies shall be filled from amongst the Group C Staff in the Pay Level 1 in the Pay Matrix Rs 18000-56,900 and who possess 12th Class pass and have rendered 3 years regular services 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 the SC/ST)

	examination is 45 years. (50 years of age for the SC/ST) Note:- If more of such employees than the number of vacancies as available under Clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination. (iii) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group C employees who have 3 years regular service in posts with the Grade Pay of Rs. 1800/	Note:- If more of such employees than the number of vacancies as available under Clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination. (iii) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group C employees who have 3 years regular service in posts with the Level 1.	
In case of recruitment by promotion/deputation/ absorption grade from which promotions/deputations/ab sorption to be made	Promotion: 5% of the vacancies shall be filled on seniority- cum-fitness basis from Group 'C' feeder category employees (MTS & Chowkidar only) who have rendered 3 years regular service in posts with the Grade Pay of ` 1800/- Note 1: Where juniors in feeder category who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less,	5% of the vacancies shall be filled on seniority-cumfitness basis from the employees who have rendered 3 years regular service in posts with the Pay Level-1 ((Rs. 18,000-56,9000 in the pay matrix) Note: Where juniors in feeder category who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the	

	period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service. Note 2: The vacancies will be divided in MTS and Chowkidar category in 2:1 Ratio.	
Promotion Committee (DPC) exists, what is its composition	Departmental Confirmation Committee (DCC):- 1. Addl. Director or Dy. Director (HQ), DTNBWE&D 2. Zonal Director, DTNBWE&D 3. Asstt. Director (Admn.), DTNBWE&D	considering confirmation) consisting of:
Circumstances in which UPSC is to be consulted in making recruitment	Not applicable	Not applicable

Hindi Typist RRs

	Col. No.	Existing RR	Proposed	Reason/Rational
1	Name of Post	Hindi Typist	Hindi Typist	
2	Number of Post	1	1* (2024) *Subject to variation dependent on workload.	
3	Classification of the Post		Not applicable.	
4	Level in Pay Matrix	Rs.3050-75-3950-80-4590	Level-2 (Rs. 19,900-63,200 in the pay matrix)	To be revised as per the corresponding pay matrix of 7th CPC
5	Selection post or Non-Selection post		Not applicable	
6	Age limit for direct recruitment	Not exceeding 27 years	Between 18 and 27 years of age (relaxable for employees of DTNBWE&D up to 5 year). Age is also relaxable for SC, ST, OBC and other categories as applicable under the Govt. of India rules.	
7	Educational and other qualifications required for direct recruitment	A) Essential i)10+2 or Equivalent examination ii) Certificate of competent Govt. Body for speed of 30 wpm in Hindi Typing. iii) Knowledge of Computer operations.	i)10+2 or Equivalent examination ii) Certificate of competent Govt. Body for speed of 30 wpm in Hindi Typing.	

		Desirable :- i) Certificate of competent Govt. body for Typing Speed 30 WPM in English.	iii) Knowledge of Computer operations. Desirable:- i) Certificate of competent Govt. body for Typing Speed 30 WPM in English.
	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion		Not applicable.
9	Period of probation, if any	2 Years	Two years
	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by the various methods	By Direct Recruitment	Direct Recruitment
	In case of recruitment by promotion/deputation/ absorption grade from which promotions/deputations/absorption to be made	Not Applicable	Not applicable.
	If a Departmental Promotion Committee (DPC) exists, what is its composition	Director, Additional Director, Financial Advisor, Dy. Director (Admn.)	Departmental Confirmation Committee consisting of: 1. Dy. Director (HQ) DTNBWED – Chairman 2. Under Secretary, MoL&E looking after the work of DTNBWED – Member. 3. Assistant Director, DTNBWED- Member
	Circumstances in which UPSC is to be consulted in making recruitment		Not applicable.

Upper Division Clerk RRs

	Col. No.	Existing RR	Proposed	Reason/Rational
1	Name of Post	Upper Division Clerk	Upper Division Clerk	
2	Number of Post	65	66* (2024) *Subject to variation dependent on workload.	
3	Classification of the Post		Not applicable.	
4	Level in Pay Matrix	Rs. 4000-100-6000 (Level 4 in 7 th CPC)	Level-4 (Rs. 25,500-81,100 in the pay matrix)	To be revised as per the corresponding pay matrix of 7th CPC
5	Selection post or Non-Selection post	Selection post	Not applicable	
6	Age limit for direct recruitment		Not applicable.	
7	Educational and other qualifications required for direct recruitment		Not applicable	
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion		Not applicable	

9	Period of probation, if any	2 years	Not applicable	
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by the various methods	By promotion	By promotion	
11	In case of recruitment by promotion/deputation/ absorption grade from which promotions/deputations/absorption to be made	 i) 75% from among Lower division Clerk with 8 years regular and continuous service in the grade. ii) 25% from among AV assistant cum Librarian (This particular aprt was amended on 153.02 vide Ministry of Labour Letter No.A-12018/1/99- ESA(WE) 		
12	If a Departmental Promotion Committee (DPC) exists, what is its composition	Director, Additional, Financial Advisor, Dy. Director (Admn)	Departmental Promotion Committee consisting of: 1. Dy. Director (HQ) DTNBWED — Chairman 2. Under Secretary, MoL&E looking after the work of DTNBWED — Member. 3. Assistant Director, DTNBWED-Member	
13	Circumstances in which UPSC is to be consulted in making recruitment		Not applicable.	

Senior Clerk RRs

	Col. No.	Existing RR	Proposed	Reason/Rational
1	Name of Post	Senior Clerk	Senior Clerk	
2	Number of Post	30	33* (2024) *Subject to variation dependent on workload.	
3	Classification of the Post		Not applicable.	
4	Level in Pay Matrix	Rs. 4500-125-7000 (Level 5 in 7 th CPC)	Level-5 (Rs. 29,200-92,300 in the pay matrix)	To be revised as per the corresponding pay matrix of 7th CPC
5	Selection post or Non-Selection post	Selection post	Not applicable	
6	Age limit for direct recruitment		Not applicable.	
7	Educational and other qualifications required for direct recruitment		Not applicable	
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion		Not applicable	
9	Period of probation, if any		Not applicable	

10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by the various methods	By Promotion	By promotion	
11	In case of recruitment by promotion/deputation/ absorption grade from which promotions/deputations/absorption to be made	From among the UDCs with 5 years regular and continuous	UDC with 5 years regular service in the level 4 (Rs. 25,500-81,100 in the pay matrix) in DTNBWED.	
12	If a Departmental Promotion Committee (DPC) exists, what is its composition	Director, Additional, Financial Advisor, Dy. Director (Admn)	Departmental Promotion Committee consisting of: 1. Dy. Director (HQ) DTNBWED – Chairman 2. Under Secretary, MoL&E looking after the work of DTNBWED – Member. 3. Assistant Director, DTNBWED- Member	
13	Circumstances in which UPSC is to be consulted in making recruitment		Not applicable.	

Stenographer Grade – II RRs

	Col. No.	Existing RR	Proposed	Reason/Rational
1	Name of Post	Stenographer Grade-II	Stenographer Grade-II	
2	Number of Post	19	19* (2024)	
3	Classification of the Post		*Subject to variation dependent on workload. Not applicable.	
4	Level in Pay Matrix	Rs. 5000-150-8000	Level-4 (Rs. 25,500-81,100 in the pay matrix)	To be revised as per the corresponding pay matrix of 7th CPC
5	Selection post or Non-Selection post	Selection post	Not applicable	
6	Age limit for direct recruitment		Between 18-27 years. (Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government)	
			Note: The crucial date for determining the age limit shall be as advertised by the DTNBWED.	
7	Educational and other qualifications required for direct recruitment		(i) 12th class pass or equivalent from a recognized Board or University.	
			(ii) Skill Test Norms Dictation: 10 minutes @ 80 words per minute Transcription: 50 minutes (English), 65 minutes (Hindi) on Computer.	

8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion Period of probation, if any		Not applicable. Not applicable.	
	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by the various methods In case of recruitment by	By Promotion Selection from among the Stenographer	Direct recruitment Not applicable.	
	promotion/deputation/ absorption grade from which promotions/deputations/absorptio n to be made	Grade-II in the CBWE having 8 years of regular & continuous service in the grade.		
12	If a Departmental Promotion Committee (DPC) exists, what is its composition	Director, Additional, Financial Advisor, Dy. Director (Admn)	Departmental Confirmation Committee (for considering confirmation) consisting of: 1. Dy. Director (HQ) DTNBWED – Chairman 2. Under Secretary, MoL&E looking after the work of DTNBWED – Member. 3. Assistant Director, DTNBWED- Member	
13	Circumstances in which UPSC is to be consulted in making recruitment		Not applicable.	

Stenographer Grade – I RRs

	Col. No.	Existing RR	Proposed	Reason/Rational
1	Name of Post	Stenographer Grade-I	Stenographer Grade-I	
2	Number of Post	27	27* (2024) *Subject to variation dependent on workload.	
3	Classification of the Post		Not applicable.	
4	Level in Pay Matrix	Rs. 5500-175-9000	Level-6 (Rs. 35,400-1,12,400/- in the pay matrix)	To be revised as per the corresponding pay matrix of 7th CPC
5	Selection post or Non-Selection post	Selection post	Not applicable	
6	Age limit for direct recruitment		Not applicable	
7	Educational and other qualifications required for direct recruitment		Not applicable	
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion		Not applicable.	
9	Period of probation, if any		2 years	

10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by the various methods	By Promotion	By Promotion failing with by Direct Recruitment.	
11	In case of recruitment by promotion/deputation/	Selection from among the Stenographer Grade-II in the CBWE having 8 years of regular & continuous service in the grade.	Promotion: Stenographers Grade- II in the Pay Level 4 (Rs. 25,500-81,100 in the pay matrix) with 10 years regular service. Note: The eligibility service shall continue to be the same for persons holding the feeder posts on regular basis on the date of notification of the revised rules.	
12	If a Departmental Promotion Committee (DPC) exists, what is its composition	Director, Additional, Financial Advisor, Dy. Director (Admn)	Departmental Confirmation Committee consisting of 1. Dy. Director (HQ) DTNBWED – Chairman 2. Under Secretary, MoL&E looking after the work of DTNBWED – Member. 3. Assistant Director, DTNBWED- Member Departmental Promotion Committee consisting of: 1. Dy. Director (HQ) DTNBWED – Chairman 2. Under Secretary, MoL&E looking after the work of DTNBWED – Member. 3. Assistant Director, DTNBWED-Member	

ŀ	13 Circumstances in which UPSC is	Not applicable.	
	to be consulted in making		
	recruitment		



Assistant Director RRs

	Col. No.	Existing RR	Proposed	Reason/Rational
1	Name of Post	Assistant Director	Assistant Director	
2	Number of Post	4	4* (2024) *Subject to variation dependent on workload.	
3	Classification of the Post		Not applicable.	
4	Level in Pay Matrix	Rs.6500-200 10500	Level-7 (Rs. 44,900-1,42,400) in the pay matrix)	To be revised as per the corresponding pay matrix of 7th CPC
5	Selection post or Non-Selection post	Selection Post.	Not Applicable	
6	Age limit for direct recruitment		Not applicable	
7	Educational and other qualifications required for direct recruitment		Not applicable.	
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion		Not applicable.	

9 Period of probation, if any		Not applicable.
10 Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by the various methods	, ,	By Promotion failing which by deputation
In case of recruitment by promotion/deputation/ absorption grade from which promotions/deputations/absorption to be made	Assistant/ Technical Assistant/Sr.	Promotion: Sr. Clerk with 8 years regular and continuous service in the pay level 5 (Rs. 29,200-92,300 in the pay matrix) in DTNBWED.

12	If a Departmental Promotion Committee (DPC) exists, what is its composition	Chairman, Director, Additional Director, Financial Adviser, CBWE, Dy. Director (Admn)	Departmental Promotion Committee:- 1. Director General, DTNBWED – Chairman 2. Dy. Director (HQ) DTNBWED – Member. 3. Under Secretary, MoL&E looking after the work of DTNBWED – Member.	
13	Circumstances in which UPSC is to be consulted in making recruitment		Not applicable.	

Assistant Director (OL) RRs

	Col. No.	Existing RR	Proposed	Reason/Rational
1	Name of Post	Hindi Officer	Assistant Director (OL)	
2	Number of Post	1	1* (2024) *Subject to variation dependent on workload.	
3	Classification of the Post		Not applicable	
4	Level in Pay Matrix	Rs.6500-200-10500	Level 10 (Rs. 56,100-1,77,500/- in the pay matrix)	
5	Selection post or Non-Selection post	Selection Post.	Not applicable	
6	Age limit for direct recruitment	Not exceeding 35 years in case of Direct Recruitment.	Not applicable	
7	Educational and other qualifications required for direct recruitment	A: Essential: 1. Master's Degree of a recognized University or equivalent in Hindi with English as a subject at the degree level OR Master's Degree of a recognized University or equivalent in English with Hindi as a subject at the degree level OR		

		Master's Degree of a recognized University or equivalent in any Subject with Hindi and English as a subject at the degree Level OR Master's Degree of a recognized University or equivalent in any subject with Hindi medium and English as a subject at the degree level OR Master's Degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at the degree level. ii) 5 years experience of terminological work in Hindi or translation work form English to Hindi or vice-versa preferably of technical or scientific literature. Desirable:- i) Knowledge of Sanskrit and or modern Indian Language. ii) Administrative experience. iii) Experience of organizing Hindi classes or workshop for noting and drafting. iv) Translation Training from Central Translation Bureau, New Delhi. B) Not Applicable.	
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion		Not applicable.

9	Period of probation, if any	2 Years in case of Direct Recruitment	2 Years.
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by the various methods	By promotion failing which by deputation failing both by direct recruitment.	By promotion
11	In case of recruitment by	Promotion :	Promotion:
	promotion/deputation/ absorption grade from which promotions/deputations/absorptio n to be made	Senior Hindi Translator with 3 years service or Jr. Hindi Translator with 6 years service in the grade.	Senior Translation Officer in pay level 7 (Rs. 44,900-1,42,400 in the pay matrix) with 05 years regular service in the grade.
		Deputation: Officer holding analogous post and having the qualification prescribed for direct recruitment.	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 which 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 level in the Pay Matrix extended based on the recommendations of the pay commission.
12	If a Departmental Promotion Committee (DPC) exists, what is its composition		Departmental Promotion Committee consisting of: 1. Director General, DTNBWED – Chairman 2. Dy. Director (HQ) DTNBWED – Member. 3. Dy. Director (Edn.) DTNBWED – Member.

13 Circumstances in which UPSC is	Not applicable
to be consulted in making	
recruitment	



Senior Translation Officer RRs

	Col. No.	Existing RR	Proposed	Reason/Rational
1	Name of Post	Senior Hindi Translator	Senior Translation Officer	
2	Number of Post	1	1* (2024) *Subject to variation dependent on workload.	
3	Classification of the Post		Not applicable	
4	Level in Pay Matrix	Rs.5500-175-9000	Level 7 (Rs. 44,900-1,42,400/- in the pay matrix)	
5	Selection post or Non-Selection post	Selection Post	Not applicable	
6	Age limit for direct recruitment	Not exceeding 28 years in case of Direct Recruitment	Not applicable	
7	Educational and other qualifications required for direct recruitment	A) 1) Master's Degree of a recognized University in Hindi/English with English/Hindi as a compulsory/ elective subject or as medium of examination degree level Or Master's Degree of a recognized University in any subject other than Hindi/English with		

		Hind/English as a compulsory elective subject or as medium of examination at degree level Or Master Degree of a recognized 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 art degree level. 2) Recognized Diploma/Certificate Course in translation from Hindi to English and viceversa or two years' experience of translation work from Hindi to English and vice-versa in Central/State Govt. Of India undertaking/Autonomous bodies 3) Literacy in information Technology. B) Not Applicable		
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion		Not applicable	
9	Period of probation, if any	2 years in case of Direct Recruitment	2 years.	
1		Promotion failing which by Deputation and failing both by Direct Recruitment	By promotion failing which by deputation (including short-term contract).	

	percentage of vacancies to be filled by the various methods			
11	In case of recruitment by promotion/deputation/ absorption grade from which promotions/deputations/absorption to be made	Promotion from amongst Jr. Hindi Translators with 3 years regular and continuous service in the grade. Deputation:	Promotion: From amongst Junior Translation Officer in pay level-6 (Rs. 35,400-1,12,400 in the pay matrix) having five years' regular service in the grade.	
		Officers Holding analogous post.	Note: The eligibility service shall continue to be the same for persons holding the feeder posts on regular basis on the date of notification of the revised rules.	
			Deputation (Including short-term contract):	
			Officers from the Central Government or State Governments or Union Territories or Public Sector Undertakings or Statutory and Autonomous Bodies:- (a) (i) holding analogous post on regular basis in the parent cadre or department; or	
			(ii) having five years' regular service in the grade rendered after appointment thereto on a regular basis in posts in pay level-6 (Rs. 35.400-1, 12,400/- in the pay matrix); and (b) possessing the educational qualifications and experience as under:-	
			(i) Master's degree of a recognized University in	
			Hindi with English as a compulsory or elective	
			subject or as the medium of examination at the	
			degree level ;or	

Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; or Master's degree of a recognized University in any subject other than Hindi or English. with Hindi medium and English as a compulsory or elective subject or as the medium examination at the degree level; or Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level; or Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level', and (ii) recognized Diploma or Certificate course in translation from Hindi to English and vice versa or three years' experience. of translation work from Hindi to English and vice versa in a Central Government or State Government office, including Government of India undertaking.

			Note 1:- The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. [Period of deputation (including short-term contract) including period of deputation (including short-term contract) 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 to exceed three years. maximum age limit for appointment by deputation (including short-term contract) shall be
			not exceeding 56 years as on the closing date of receipt of applications).
	If a Departmental Promotion Committee (DPC) exists, what is its composition	Chairman, Director, Additional Director, Financial Advisor, Dy. Director (Admn)	Departmental Promotion Committee consisting of: 1. Director General, DTNBWED – Chairman 2. Dy. Director (HQ) DTNBWED – Member. 3. Dy. Director (Edn.) DTNBWED – Member.
13	Circumstances in which UPSC is to be consulted in making recruitment		Not applicable.

Junior Translation Officer RRs

	Col. No.	Existing RR	Proposed	Reason/Rational
1	Name of Post	Junior Translator	Junior Translation Officer	
2	Number of Post	1	01* (2024) *Subject to variation dependent on workload.	
3	Classification of the Post		Not applicable	
4	Level in Pay Matrix	Rs. 5000-150-8000 (Level 6 as per 7 th CPC)	Level 6 (Rs. 35,400-1,12,400 in the pay matrix)	
5	Selection post or Non-Selection post		Not applicable	
6	Age limit for direct recruitment	Not exceeding 27 years	Not exceeding 30 years	
7	Educational and other qualifications required for direct recruitment	A) Essential: i. Master's Degree in English/Hindi with Hindi/English as compulsory/elective subject at Degree level. Or i) Bachelor's Degree with Hindi and English as main subjects (which includes the term compulsory/elective)	(i) Master's degree from a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; or Master's degree from a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; or	

At least 2 years' experience in translation from English to Hindi and vice-versa. II) Literacy in Information Technology.

Master's degree from a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level; or

Master's Degree from a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as compulsory or elective subject at degree level; and

(ii) recognized Diploma or 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 Government or State Government offices including Government of India undertaking.

Note 1- Qualifications are relaxable at the discretion of DG, DTNBWED, for reasons to be recorded in writing. In the case of candidates otherwise well qualified.

Note 2- The qualification(s) regarding experience is/are relaxable at the discretion of DG, DTNBWED, for reasons to be recorded in writing, in the case of the candidates belonging to the Scheduled Castes or the Scheduled Tribes if at any stage of selection, the DTNBWED 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 recruitment will apply in case of promotion		Not applicable.
9	Period of probation, if any	2 Years	2 years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by the various methods	By Direct recruitment	By deputation
11	In case of recruitment by promotion/deputation/ absorption grade from which promotions/deputations/absorption to be made	Not Applicable	(A) Holding analogous post on regular basis in the parent cadre or department; and (B) Possessing educational qualifications and experience as required for the post of Junior Translation Officer in the Central Secretariat Official Language Service(CSOLS) Note:- Period of deputation including period of deputation in another excadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

1	la :,	Director, Additional, Financial Advisor, Dy. Director (Admn)	Not Applicable	
1	3 Circumstances in which UPSC is to be consulted in making recruitment		Not applicable	

Accountant RRs

	Col. No.	Existing RR	Proposed	Reason/Rational
1	Name of Post	Accountant	Accountant	
2	Number of Post	7	7* (2024) *Subject to variation dependent on workload.	
3	Classification of the Post		Not applicable.	
4	Level in Pay Matrix	Rs.5500-175-9000	Level-6 (Rs. 35,400-1,12,400/- in the pay matrix)	To be revised as per the corresponding pay matrix of 7th CPC
5	Selection post or Non-Selection post	Selection Post	Not applicable	
6	Age limit for direct recruitment	Not exceeding 30 years	Not applicable	
7	Educational and other qualifications required for direct recruitment	A) Essential 1) Bachelor's Degree 2) Three years Accounts Experience in preparation of Budget and Balance Sheet in Govt. Deptt/Public undertaking/autonomous bodies	Not applicable	

		3) Knowledge of Computerized Accounting	
		B) Not Applicable	
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion		Not applicable.
9	Period of probation, if any	2 years in case of Direct Recruitment	Not applicable.
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by the various methods	, , ,	By Promotion failing which by deputation.
11	promotion/deputation/ absorption grade from which promotions/deputations/absorptio n to be made	By Promotion from among Sr. Clerk/Statistical Assistant/Technical Assistant with 6 years regular and continuous service in the above grade, who have passed the Departmental Examination in tow powers viz. a) Advanced Accountancy & Auditing. b) GFR and FRSR By deputation of SAS Acctts. From Central Govt. Audit Offices.	Promotion: Sr. Clerks with 6 years regular and continuous service in the level 5 in DTNBWED having passed the qualifying Examination as mentioned below; and Upper Division Clerks with 10 years regular and continuous service in the level 4 in DTNBWED, having passed the qualifying Examination as mentioned below:- (i) Advanced Accountancy & Auditing. (ii) GFR and FR/SR
12	If a Departmental Promotion	Chairman, Director, Additional Director,	Departmental Promotion Committee:-
	Committee (DPC) exists, what is its composition	Financial Advisor, Dy. Director (Admn)	Director General, DTNBWED – Chairman

		 Dy. Director (HQ) DTNBWED – Member. Under Secretary, MoL&E looking after the work of DTNBWED – Member. 	
Circumstances in which UPSC is to be consulted in making recruitment	No	ot applicable.	



Accounts Officer RRs

	Col. No.	Existing RR	Proposed	Reason/Rational
1	Name of Post	Accounts Officer	Accounts Officer	
2	Number of Post	1	1* (2024) *Subject to variation dependent on workload.	
3	Classification of the Post	Selection Post	Not applicable.	
4	Level in Pay Matrix	Rs.6500-200- 10500	Level-7 (Rs. 44,900-1,42,400) in the pay matrix)	To be revised as per the corresponding pay matrix of 7th CPC
5	Selection post or Non-Selection post		Not Applicable	
6	Age limit for direct recruitment	Not more than 30 years	Not applicable	
7	Educational and other qualifications required for direct recruitment	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 organization of repute. iii) Experience in the preparation of Budget, Balance Sheet and Pension cases.		

		iv) Literacy in Information Technology.		
		B: Not Applicable		
8	Whether age and educational		Not applicable.	
	qualifications prescribed for			
	direct recruitment will apply in			
	case of promotion	2 Vacua in accept Direct Decruitment	Net applies his	
9	Period of probation, if any	2 Years in case of Direct Recruitment	Not applicable.	
10	Method of recruitment whether		By Promotion failing which by deputation	
	by direct recruitment or by	deputation and failing both by direct		
	promotion or by	recruitment		
	deputation/absorption and percentage of vacancies to be			
	filled by the various methods			
11	In case of recruitment by	Promotion:	Promotion:	
	promotion/deputation/			
	absorption grade from which	Accountants in CBWE with 3 years	Accountants in DTNBWED with 5 years regular	
	promotions/deputations/absorp	regular service in the grade and	service in the grade and should have passed the	
	tion to be made	should have passed the departmental	departmental examination consisting of two papers	
		examination consisting of two papers	viz. (i) Advance Accountancy, Auditing; and (ii) GFR	
		viz. Advance Accountancy, Auditing	and FR SR.	
		and GFR and FRSR.	2	
			Deputation:	
		Deputation:	Officers working in the Central/State Government	
		Officer working in the Central/State	Same of the contract of the	
		Government	Holding analogous post on a regular basis.	
		Holding analogous post on a regular	OR	
		basis OR	3 years regular service in the pay level ()post carrying scale of (Pay Level)	
		3 years regular service in the post		
	1	carrying scale of Rs.5500-9000 and		

		possessing the qualifications and experience prescribed for direct recruitments in Col.6	
		Chairman, Joint Secretary/Director (Ministry of Labour) Director, Financial Adviser (Ministry of Labour) Financial Adviser, CBWE	Departmental Promotion Committee:- 1. Director General, DTNBWED – Chairman 2. Dy. Director (HQ) DTNBWED – Member. 3. Dy. Secretary/ Under Secretary MoL&E looking after the work of DTNBWED – Member.
13	Circumstances in which UPSC is to be consulted in making recruitment		Not applicable.

Finance Officer RRS

	Col. No.	Existing RR	Proposed	Reason/Rational
1	Name of Post	Financial Adviser	Finance Officer	Since this is an Under Secretary level post, its name may be changed from Financial Advisor to Finance Officer.
2	Number of Post	1	1* (2024) * Subject to variation dependent on workload.	
3	Classification of the Post	Group 'A'	Equivalent to Group A post in Central Government	
4	Level in Pay Matrix	Rs.10,000-325-15,200	Level 11 (Rs. 67,700-20,8700/- in the pay matrix)	To be revised as per the corresponding pay matrix of 7th CPC
5	Selection post or Non- Selection post	Selection Post	Not applicable	
6	Age limit for direct recruitment	40 Years	Not applicable	
7	Educational and other qualifications required for direct recruitment	i) Chartered/Cost Accountancy from the institute recognized by the Government of India or MBA with specialization 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 Computerized Accounting iii) Experience in Computer Aided MIS B) Not Application		
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Not applicable	Not applicable	
9	Period of probation, if any	2 Years in case of Direct Recruitment		Since in case of promotion group is changed from Group B to Group A.
10		By Promotion failing which by deputation failing both by direct recruitment	By Promotion failing which by deputation.	
11	In case of recruitment by promotion/deputation/ absorption grade from which promotions/deputations/a bsorption to be made	Promotion : Accounts Officer of the CBWE with 8 years regular service in the grade possessing at least a degree of recognized University	Promotion: Accounts Officer of the DTNBWED with nine years regular service in the pay level Level-7 (Rs. 44,900-1,42,400/-) possessing degree of a recognized University.	

	Deputation : Officer holding analogous post or Accounts officer from organized Audit and Accounts Department in the grade of Rs.8,000-13500 with 5 years experience		
		Officers holding post in pay level 8 or Accounts officer from organized Accounts Department of Govt. of India and Statutory Body/Autonomous Body Central/State/PSUs in the Level 8 with 8 years' experience. Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed 4 years.	
12 If a Departmental Promotion Committee (DPC) exists, what is its composition	Chairman, Joint Secretary Ministry of Labour, Financial Adviser Ministry of Labour Director	Departmental Promotion Committee: - 1. AS/JS or equivalent officer from Mo L&E looking after the work of DTNBWED – Chairman 2. Director/DS, IFD MoLE– Member. 3. DG, DTNBWED – Member.	
13 Circumstances in which UPSC is to be consulted in making recruitment		Not applicable	

Director General RRs

	Col. No.	Existing RR	Proposed	Reason/Rational
1	Name of Post	Director General	Director General	-
2	Number of Post	1	1	-
3	Classification of the Post	Group 'A'	Equivalent to Group A post in Central Government.	-
4	Level in Pay Matrix	"Level 14 Rs. 1,44,200/- Rs. 2,18,200/-	Level- 14 (Rs. 1,44,200- 2,18,200/- in the pay matrix)	-
5	Selection post or Non- Selection post	Not applicable	Not applicable	-
6	Whether benefit of added years of service admissible under rule 30 of Central Civil Services (Pension) Rules, 1972	Not applicable	Not applicable	-
7	Age limit for direct recruitment	Not applicable	Not applicable	
8	Educational and other qualifications required for direct recruitment	Not applicable	Not applicable	-

9	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotes	Not applicable	Not applicable -
10	Period of probation, if any	Not applicable	Not applicable -
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by the various methods	Deputation/promotion	Deputation (Including Short Term Contract)
12	In case of recruitment by promotion/deputation/ absorption grade from which promotions/deputations/a bsorption to be made	A. Deputation: Officers under the Central Government/State Government/UT Admn./Universities/Recognized Research Institute/Public Sector Undertakings/Semi Government Statutory or Autonomous Organizations possessing the following requirements are eligible for being considered for appointment by deputation:- (a) (i) holding analogous posts on regular basis; or	Officers under the Central Government/State Government/UTAdmn./ Central/State Universities/ /Public Sector Undertakings/Statutory or Autonomous Organizations fulfilling the following requirements are eligible for being considered for appointment by deputation:- (a) (i) holding analogous post on regular basis; or (ii) with two years regular service in the post in pay level 13A (Rs.131100 – Rs. 216600/-); or (iii) with three years regular service in the post in pay level 13 (Rs. 123100 – Rs. 215900/-); and

- (ii) with 2 year regular service in the posts in the pay scale of level 13A Rs.131100 Rs. 216600/-: or
- (iii) with 3 years regular service in the posts in the pay scale of level 13 Rs. 123100 – Rs. 215900/-; and
- (b) possessing qualification and experience as follows:-
- (i) Masters Degree from a recognized University and

equivalent;

- (ii) With fifteen years experience in Group 'A' post or its equivalent in a responsible capacity.
 - <u>Desirable:</u> Practical and administrative experience in labour related issues in the field of training or educational or rural development or planning development.
- B. **Promotion:** The Departmental Additional Director with three years' regular service in the grade will also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.
 - **Note 1:** Period of deputation including period of deputation in another ex-cadre post held immediately preceding this

- (b) possessing qualification and experience as follows:-
- (i) Masters Degree from a recognized University or Equivalent institute;
 - (ii) At least 5 years of experience in handling matters related to trade union/service unions and associations etc.

 Note:- Officers from ESIC/EPFO/CLC(C)/P&T/Railways/Armed Forces may also be eligible.

<u>Desirable:</u> Practical and administrative experience in the field of training or educational or rural development or planning development.

Note 1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organizations or Department of the Government of India shall not exceed five years.

Note 2: The maximum age limit for appointment by deputation shall be not exceeding 58 years as on the closing date of receipt of applications.

	appointment in the same or other organizations or Department of the Government of India shall not exceed five years. Note 2: The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.		
If a Departmental Promotion Committee (DPC) exists, what is its composition	Not applicable	Search cum selection Committee would be constituted as per DOPT OM dated 31st August, 2022.	
Circumstances in which UPSC is to be consulted in making recruitment	Not applicable	Not applicable -	