

## RECRUITMENT RULES FOR THE POST OF MULTI-TASKING STAFF (MTS)

Col. No.		Existing RR	Proposed
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		Equivalent to Group C post in Central Government
4	Level in Pay Matrix	Rs. 2550-55-2660-60-3200 (Level 1 in 7 <sup>th</sup> CPC)	Level 1 (Rs. 18,000-56,900/- in the pay matrix)
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	<b>A) Essential</b> VIII Std. Pass. <b>B) -</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 <sup>th</sup> class pass from recognized Board.

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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	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	<b>At Head Office:</b> Director Additional Director Financial Advisor Dy. Director (Admn.)  <b>At Zonal Directorate:</b> Zonal Director/ One Regional Director/ One available Senior Education Officer	Departmental Confirmation Committee consisting of:  1. Regional Director DTNBWED – Chairman 2. Under Secretary, MoL&E looking after the work of DTNBWED – Member. 3. Assistant Director, DTNBWED- Member



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

  
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## RECRUITMENT RULES FOR THE POST OF LOWER DIVISION CLERK

Col. No.	Existing RR	Proposed
1	Name of Post	Lower Division Clerk
2	Number of Post 54 (In the year 2016) Subject to variation dependent on workload	110* (2024) *Subject to variation dependent on workload.
3	Classification of the Post	General Central Service Group 'C' Non-Gazetted/Non-Ministerial
4	Level in Pay Matrix Pay Band – 1 Rs.5200-20200 Grade Pay Rs. 1900/- (Level 2 in 7 <sup>th</sup> CPC)	Level-2 (Rs. 19,900-63,200 in the pay matrix)
5	Selection post or Non-Selection post	Not Applicable
6	Age limit for direct recruitment  <b>Note:</b> The crucial date for determining the age limit shall be the last date for receipt of applications.	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	<p><b>Essential</b></p> <p>(i) 12<sup>th</sup> Class (10+2) or equivalent qualification from a recognized Board or University</p> <p><b>(ii) Skill Test Norms on Computer</b></p> <p>English Typing Speed @ 35 w.p.m.</p> <p>Hindi Typing Speed @ 30 w.p.m.</p> <p>(Time allowed – 10 mts.)</p> <p>(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).</p>	<p>(i) 12<sup>th</sup> Class (10+2) or equivalent qualification from a recognized Board or University.</p> <p><b>(ii) Skill Test Norms on Computer</b></p> <p>English Typing Speed @ 35 w.p.m.</p> <p>OR</p> <p>Hindi Typing Speed @ 30 w.p.m.</p> <p>(Time allowed – 10 mts.)</p> <p>(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).</p>
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	<p>(i) 85% by direct recruitment.</p> <p>(ii) 10% of the vacancies shall be filled from amongst the Group C Staff in the Grade Pay of Rs. 1800/- and who possess 12<sup>th</sup> 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</p>	<p>(i) 85% by direct recruitment.</p> <p>(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 12<sup>th</sup> 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)</p>



	<p>examination is 45 years. (50 years of age for the SC/ST)</p> <p><b>Note:-</b> 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.</p> <p>(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/-.</p>	<p><b>Note:-</b> 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.</p> <p>(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.</p>
11	<p>In case of recruitment by promotion/deputation/absorption grade from which promotions/deputations/absorption to be made</p> <p><b>Promotion:</b></p> <p>5% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' feeder category employees (MTS &amp; Chowkidar only) who have rendered 3 years regular service in posts with the Grade Pay of ` 1800/-</p> <p><b>Note 1:</b> 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,</p>	<p><b>Promotion:</b></p> <p>5% of the vacancies shall be filled on seniority-cum-fitness 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)</p> <p><b>Note :</b> 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 next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p>



		and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.	
		<b>Note 2:</b> The vacancies will be divided in MTS and Chowkidar category in 2:1 Ratio.	
12	If a Departmental Promotion Committee (DPC) exists, what is its composition	<b>Departmental Confirmation Committee (DCC):-</b> <ol style="list-style-type: none"> <li>1. Addl. Director or Dy. Director (HQ), DTNBWE&amp;D</li> <li>2. Zonal Director, DTNBWE&amp;D</li> <li>3. Asstt. Director (Admn.), DTNBWE&amp;D</li> </ol>	Departmental Confirmation Committee (for considering confirmation) consisting of: <ol style="list-style-type: none"> <li>1. Regional Director DTNBWED – Chairman</li> <li>2. Under Secretary, MoL&amp;E looking after the work of DTNBWED – Member.</li> <li>3. Assistant Director, DTNBWED- Member</li> </ol> Departmental Promotion Committee – <ol style="list-style-type: none"> <li>1. Regional Director DTNBWED – Chairman</li> <li>2. Under Secretary, MoL&amp;E looking after the work of DTNBWED – Member.</li> <li>3. Assistant Director, DTNBWED- Member</li> </ol>
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable	Not applicable

  
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## RECRUITMENT RULES FOR THE POST OF HINDI TYPIST

Col. No.	Existing RR	Proposed
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		Equivalent to Group C post in Central Government
4 Level in Pay Matrix	Rs.3050-75-3950-80-4590	Level-2 (Rs. 19,900-63,200 in the pay matrix)
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	<b>A) Essential</b> 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.	<b>Essential</b> 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.
	<b>Desirable :-</b>	<b>Desirable:-</b>



		i) Certificate of competent Govt. body for Typing Speed 30 WPM in English.	i) Certificate of competent Govt. body for Typing Speed 30 WPM in English.
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	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	Not applicable.
12	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. Regional Director 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.

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## RECRUITMENT RULES FOR THE POST OF UPPER DIVISION CLERK


Col. No.	Existing RR	Proposed
1	Name of Post	Upper Division Clerk
2	Number of Post	65 66* (2024) *Subject to variation dependent on workload.
3	Classification of the Post	Equivalent to Group C post in Central Government
4	Level in Pay Matrix	Rs. 4000-100-6000 (Level 4 in 7 <sup>th</sup> CPC) Level-4 (Rs. 25,500-81,100 in the pay matrix)
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

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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	<p>i) 75% from among Lower division Clerk with 8 years regular and continuous service in the grade.</p> <p>ii) 25% from among AV assistant cum Librarian (This particular apt was amended on 153.02 vide Ministry of Labour Letter No.A-12018/1/99-ESA(WE))</p>	LDC/Hindi Typist with 8 years regular and continuous service in the level 2 (Rs. 19,900-63,200 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)	<p>Departmental Promotion Committee consisting of:</p> <ol style="list-style-type: none"> <li>1. Regional Director DTNBWED – Chairman</li> <li>2. Under Secretary, MoL&amp;E looking after the work of DTNBWED – Member.</li> <li>3. Assistant Director, DTNBWED- Member</li> </ol>
13	Circumstances in which UPSC is to be consulted in making recruitment		Not applicable.

  
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## **RECRUITMENT RULES FOR THE POST OF SENIOR CLERK**

Col. No.	Existing RR	Proposed
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		Equivalent to Group C post in Central Government
4 Level in Pay Matrix	Rs. 4500-125-7000 (Level 5 in 7 <sup>th</sup> CPC)	Level-5 (Rs. 29,200-92,300 in the pay matrix)
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. Regional Director 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.

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## RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE – II

Col. No.	Existing RR	Proposed
1 Name of Post	Stenographer Grade-II	Stenographer Grade-II
2 Number of Post	19	19* (2024) *Subject to variation dependent on workload.
3 Classification of the Post		Equivalent to Group C post in Central Government
4 Level in Pay Matrix	Rs. 5000-150-8000	Level-4 (Rs. 25,500-81,100 in the pay matrix)
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) OR 65 minutes (Hindi) on Computer.



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	Direct recruitment
11	In case of recruitment by promotion/deputation/absorption grade from which promotions/deputations/absorption to be made	Selection from among the Stenographer Grade-II in the CBWE having 8 years of regular & continuous service in the grade.	Not applicable.
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. Regional Director 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.

  
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## **RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE – I**

Col. No.	Existing RR	Proposed
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		Equivalent to Group C post in Central Government
4 Level in Pay Matrix	Rs. 5500-175-9000	Level-6 (Rs. 35,400-1,12,400/- in the pay matrix)
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

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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/absorption grade from which promotions/deputations/absorption to be made	Selection from among the Stenographer Grade-II in the CBWE having 8 years of regular & continuous service in the grade.	<p><b>Promotion:</b></p> <p>Stenographers Grade- II in the Pay Level 4 (Rs. 25,500-81,100 in the pay matrix) with 10 years regular service.</p> <p><b>Note:</b> 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.</p>
12	If a Departmental Promotion Committee (DPC) exists, what is its composition	Director, Additional, Financial Advisor, Dy. Director (Admn)	<p>Departmental Confirmation Committee consisting of</p> <ol style="list-style-type: none"> <li>1. Regional Director DTNBWED – Chairman</li> <li>2. Under Secretary, MoL&amp;E looking after the work of DTNBWED – Member.</li> <li>3. Assistant Director, DTNBWED- Member</li> </ol> <p>Departmental Promotion Committee consisting of:</p> <ol style="list-style-type: none"> <li>1. Regional Director DTNBWED – Chairman</li> <li>2. Under Secretary, MoL&amp;E looking after the work of DTNBWED – Member.</li> <li>3. Assistant Director, DTNBWED- Member</li> </ol>
13	Circumstances in which UPSC is to be consulted in making recruitment		Not applicable.



## RECRUITMENT RULES FOR THE POST OF ASSISTANT DIRECTOR

Col. No.		Existing RR	Proposed
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		Equivalent to Group B post in Central Government
4	Level in Pay Matrix	Rs.6500-200 10500	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 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.

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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.	By Promotion failing which by deputation
11	In case of recruitment by promotion/deputation/absorption grade from which promotions/deputations/absorption to be made	<p><b>Promotion:</b></p> <p>From among the eligible Statistical Assistant/ Technical Assistant/Sr. Clerks with 8 years and Stenographer Grade-I with 8 years,</p> <p>Stenographer Grade-II, with 6 years regular and continuous service in the grade and possessing a degree of recognized University.</p> <p><b>Deputation:</b></p> <p>a) Holding analogous post on regular basis in Central Government Departments. <b>OR</b></p> <p>b) Not less than 5 years regular service in the scale of Rs.5500-175-9000 <b>OR</b></p> <p>c) Not less than 8 years regular service in the scale of Rs.4500-125-7000.</p> <p>d) Degree of a recognized University.</p>	<p><b>Promotion:</b></p> <p>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.</p>



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. Regional Director 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.

  
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## RECRUITMENT RULES FOR THE POST OF ASSISTANT DIRECTOR (OL)

Col. No.		Existing RR	Proposed
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		Equivalent to Group A post in Central Government
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	<b>A: Essential :</b> 1. Master's Degree of a recognized University or equivalent in Hindi with English as a subject at the degree level <b>OR</b>  Master's Degree of a recognized University or equivalent in English with Hindi as a subject at the degree level <b>OR</b>	Not applicable



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

ACQUITANCE  
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भारत सरकार/Govt. of India  
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शुभांशु पुतुंडा/SUBHANSU PUTATUNDA  
अनुभाग अधिकारी/Section Officer  
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Ministry of Labour and Employment  
भारत सरकार/Govt. of India  
नई दिल्ली/New Delhi-110001



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 failing which by deputation.
11	In case of recruitment by promotion/deputation/absorption grade from which promotions/deputations/absorption to be made	<p><b>Promotion :</b> Senior Hindi Translator with 3 years service or Jr. Hindi Translator with 6 years service in the grade.</p> <p><b>Deputation:</b> Officer holding analogous post and having the qualification prescribed for direct recruitment.</p>	<p><b>Promotion:</b> 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.</p> <p><b>Note:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> 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.</p> <p><b>Deputation:</b> 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 the post of Senior Translation Officer in pay level-7 (Rs. 44,900-1, 1,42,400/- in the pay matrix); and</p>



(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.
12	If a Departmental Promotion Committee (DPC) exists, what is its composition		Departmental Promotion Committee consisting of:  1. Director General, DTNBWED – Chairman 2. Regional Director 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

  
 शुभ्रान्सु पुततुंडा/SUBHRANSU PUTATUNDA  
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 भारत सरकार/Govt. of India  
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 Ministry of Labour and Employment




## RECRUITMENT RULES FOR THE POST OF SENIOR TRANSLATION OFFICER

Col. No.	Existing RR	Proposed
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		Equivalent to Group B post in Central Government
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	Not applicable



		<p>Hind/English as a compulsory elective subject or as medium of examination at degree level</p> <p>Or</p> <p>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 at degree level.</p> <p>2) Recognized 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. Of India undertaking/Autonomous bodies</p> <p>3) Literacy in information Technology.</p> <p>B) Not Applicable</p>	
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	Promotion failing which by Deputation and failing both by Direct Recruitment	By promotion failing which by deputation (including short-term contract).

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 Ministry of Labour and Employment  
 भारत सरकार/Govt. of India



	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	<p>Promotion from amongst Jr. Hindi Translators with 3 years regular and continuous service in the grade.</p> <p><b>Deputation:</b></p> <p>Officers Holding analogous post.</p>	<p><b>Promotion :</b></p> <p>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.</p> <p><b>Note:</b> 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.</p> <p><b>Deputation (Including short-term contract):</b></p> <p>Officers from the Central Government or State Governments or Union Territories or Public Sector Undertakings or Statutory and Autonomous Bodies:-</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(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</p> <p>(b) possessing the educational qualifications and experience as under:-</p> <p>(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</p>



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

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Ministry of Labour and Employment  
भारत सरकार/Govt. of India  
नया दिल्ली/New Delhi-110001



			deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications).
12	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: <ol style="list-style-type: none"> <li>1. Director General, DTNBWED – Chairman</li> <li>2. Regional Director DTNBWED – Member.</li> <li>3. Under Secretary, MoL&amp;E looking after the of DTNBWED – Member.</li> </ol> work
13	Circumstances in which UPSC is to be consulted in making recruitment		Not applicable.

  
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 अनुभाग अधिकारी/Section Officer  
 श्रम एवं रोजगार मंत्रालय  
 Ministry of Labour and Employment  
 भारत सरकार/Govt. of India  
 नई दिल्ली/New Delhi-110001


अनुभाग अधिकारी/Section Officer  
 श्रम एवं रोजगार मंत्रालय  
 Ministry of Labour and Employment  
 भारत सरकार/Govt. of India  
 नई दिल्ली/New Delhi-110001



## RECRUITMENT RULES FOR THE POST OF JUNIOR TRANSLATION OFFICER

Col. No.		Existing RR	Proposed
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		Equivalent to Group C post in Central Government
4	Level in Pay Matrix	Rs. 5000-150-8000 (Level 6 as per 7 <sup>th</sup> 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  Master's degree from a recognized University in any subject other than Hindi or English, with English medium and Hindi as a

SUBHRANSU PUTATUNDA  
 अनुभाग अधिकारी/Section Officer  
 श्रम एवं रोजगार मंत्रालय  
 Ministry of Labour and Employment  
 भारत सरकार/Govt. of India  
 नई दिल्ली-110001

  
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 अनुभाग अधिकारी/Section Officer  
 श्रम एवं रोजगार मंत्रालय  
 Ministry of Labour and Employment  
 भारत सरकार/Govt. of India



	<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>compulsory or elective subject or as the medium of an examination at the degree level; or</p> <p>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</p> <p>(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.</p> <p>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.</p> <p>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.</p>
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	Direct Recruitment failing which 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 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. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.
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. Regional Director 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

शुभ्रान्सु पुततुंडा/SUBHRANSU PUTATUNDA  
अनुभाग अधिकारी/Section Officer  
श्रम एवं रोजगार मंत्रालय  
Ministry of Labour and Employment  
भारत सरकार/Govt. of India  
नई दिल्ली/New Delhi-110001

शुभ्रान्सु पुततुंडा/SUBHRANSU PUTATUNDA  
अनुभाग अधिकारी/Section Officer  
श्रम एवं रोजगार मंत्रालय  
Ministry of Labour and Employment  
भारत सरकार/Govt. of India  
नई दिल्ली/New Delhi-110001



## RECRUITMENT RULES FOR THE POST OF ACCOUNTANT

Col. No.	Existing RR	Proposed
1 Name of Post	Accountant	Accountant
2 Number of Post	7	7* (2024) *Subject to variation dependent on workload.
3 Classification of the Post		Equivalent to Group C post in Central Government
4 Level in Pay Matrix	Rs.5500-175-9000	Level-6 (Rs. 35,400-1,12,400/- in the pay matrix)
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	<p>A) Essential</p> <p>1) Bachelor's 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 Computerized Accounting</p> <p>B) Not Applicable</p>	Not applicable

SUBHRANSU PUTATUNDA  
 अनुभाग अधिकारी/Section Officer  
 श्रम एवं रोजगार मंत्रालय  
 Ministry of Labour and Employment  
 भारत सरकार/Govt. of India  
 नई दिल्ली/New Delhi-110001

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 श्रम एवं रोजगार मंत्रालय  
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 भारत सरकार/Govt. of India  
 नई दिल्ली/New Delhi-110001



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	Promotion failing which by Deputation and 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/absorption 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.	<b>Promotion:</b> 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 Committee (DPC) exists, what is its composition	Chairman, Director, Additional Director, Financial Advisor, Dy. Director (Admn)	Departmental Promotion Committee:-  1. Director General, DTNBWED – Chairman 2. Regional Director 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.



## RECRUITMENT RULES FOR THE POST OF ACCOUNTS OFFICER


Col. No.	Existing RR	Proposed
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	Equivalent to Group B post in Central Government
4 Level in Pay Matrix	Rs.6500-200- 10500	Level-7 (Rs. 44,900-1,42,400) in the pay matrix)
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	<b>A: ESSENTIAL :</b> 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.	Not applicable



		iv) Literacy in Information Technology.	
		<b>B:</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 and 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/absorption to be made	<p>Promotion:</p> <p>Accountants in CBWE with 3 years regular service in the grade and should have passed the departmental examination consisting of two papers viz. Advance Accountancy, Auditing and GFR and FRSR.</p> <p><b>Deputation:</b></p> <p>Officer working in the Central/State Government</p> <p>Holding analogous post on a regular basis <b>OR</b></p> <p>3 years regular service in the post carrying scale of Rs.5500-9000 and</p>	<p><b>Promotion:</b></p> <p>Accountants in DTNBWED with 5 years regular service in the grade and should have passed the departmental examination consisting of two papers viz. (i) Advance Accountancy, Auditing; and (ii) GFR and FR SR.</p> <p><b>Deputation:</b></p> <p>Officers working in the Central/State Government</p> <p>Holding analogous post on a regular basis.</p> <p><b>OR</b></p> <p>3 years regular service in the post carrying pay level 6 in the pay scale Rs. 35,400-1,12,400/- in the pay matrix</p>



		possessing the qualifications and experience prescribed for direct recruitments in Col.6	
12	<b>If a Departmental Promotion Committee (DPC) exists, what is its composition</b>	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. Regional Director DTNBWED – Member. 3. Dy. Secretary/ Under Secretary MoL&E looking after the work of DTNBWED – Member.
13	<b>Circumstances in which UPSC is to be consulted in making recruitment</b>		Not applicable.

  
 सुभ्रान्सु पुततुंडा/SUBHRANSU PUTATUNDA  
 अनुभाग अधिकारी/Section Officer  
 श्रम एवं रोजगार मंत्रालय  
 Ministry of Labour and Employment  
 भारत सरकार/Govt. of India  
 नई दिल्ली/New Delhi-110001

सुभ्रान्सु पुततुंडा/SUBHRANSU PUTATUNDA  
 अनुभाग अधिकारी/Section Officer  
 श्रम एवं रोजगार मंत्रालय  
 Ministry of Labour and Employment



## RECRUITMENT RULES FOR THE POST OF FINANCE OFFICER

Col. No.	Existing RR	Proposed
1	Name of Post Financial Adviser	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)
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 1 <sup>st</sup> 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	Not applicable

SUBHRANSU PUTATUNDA  
अनुभाग अधिकारी/Section Officer  
श्रम एवं रोजगार मंत्रालय  
Ministry of Labour and Employment  
भारत सरकार/Govt. of India  
नई दिल्ली/New Delhi-110001

SUBHRANSU PUTATUNDA  
अनुभाग अधिकारी/Section Officer  
श्रम एवं रोजगार मंत्रालय  
Ministry of Labour and Employment  
भारत सरकार/Govt. of India  
नई दिल्ली/New Delhi-110001



		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	Two years for promotion
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 failing which by deputation.
11	In case of recruitment by promotion/deputation/absorption grade from which promotions/deputations/absorption to be made	<b>Promotion :</b> Accounts Officer of the CBWE with 8 years regular service in the grade possessing at least a degree of recognized University  <b>Deputation :</b> 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	<b>Promotion:</b> 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.  <b>Note :</b> The eligibility service for promotion will continue to be 8 years for persons holding the feeder post on regular basis on the date of notification of these rules.  <b>Deputation (Including short term contract):</b> Officers of the Central Govt./State Govt./PSUs/ Statutory Bodies/Autonomous Bodies holding post in pay level 10 with 5 years' experience.

SUBHRANSU PUTATUNDA  
 Section Officer  
 Ministry of Labour and Employment  
 Govt. of India  
 New Delhi-110011

शुभ्रान्सु पुततुंडा/SUBHRANSU PUTATUNDA  
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 श्रम एवं रोजगार मंत्रालय  
 Ministry of Labour and Employment  
 भारत सरकार/Govt. of India



OR

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

सुब्रान्सु पुतातुंडा/SUBHRANSU PUTATUNDA  
अनुभाग अधिकारी/Section Officer  
श्रम एवं रोजगार मंत्रालय  
Ministry of Labour and Employment  
भारत सरकार/Govt. of India  
नई दिल्ली/New Delhi-110001

सुब्रान्सु पुतातुंडा/SUBHRANSU PUTATUNDA  
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Ministry of Labour and Employment  
भारत सरकार/Govt. of India  
नई दिल्ली/New Delhi-110001



## RECRUITMENT RULES FOR THE POST OF DIRECTOR GENERAL

Col. No.	Existing RR	Proposed
1	Name of Post	Director General
2	Number of Post	1
3	Classification of the Post	Group 'A'
4	Level in Pay Matrix	Level- 14 (Rs. 1,44,200/- 2,18,200/- in the pay matrix)
5	Selection post or Non-Selection post	Not applicable
6	Whether benefit of added years of service admissible under rule 30 of Central Civil Services (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruitment	Not applicable
8	Educational and other qualifications required for direct recruitment	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/absorption to be made	<p><b>A. Deputation:</b> 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:-</p> <p>(a) (i) holding analogous posts on regular basis; or</p>	<p><b>Deputation:</b> 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:-</p> <p>(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 (b) possessing qualification and experience as follows:-</p>



- (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.

Desirable: 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

(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.**


Desirable: 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.



		<p>appointment in the same or other organizations or Department of the Government of India shall not exceed five years.</p> <p><b>Note 2:</b> The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p>	
13	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 31 <sup>st</sup> August, 2022.
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable	Not applicable

  
 शुभ्रान्सु पुततुंडा / SUBHRANSU PUTATUNDA  
 अनुभाग अधिकारी / Section Officer  
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 Ministry of Labour and Employment  
 भारत सरकार / Govt. of India  
 नई दिल्ली / New Delhi-110001



श्री श्री सुब्रह्मण्यु पुताण्डा  
सहायक सचिव/सेक्शन ऑफिसर  
सि. ए. ए. डि. ए. ए. ए.  
मंत्रालय/विभाग, नई दिल्ली-110001  
नई दिल्ली/नई दिल्ली-110001