

Recruitment Rules Formulation, Amendment & Monitoring System

13 Point Schedule – Annexure III

Year : 2019

**Recruitment Rules for the Post of Programme and Public Relation Officer, in
Ministry/Department : Ministry of Textiles/NHHM**

- (a) Name of Post : **Programme and Public Relation Officer Level – 6**
General Central Service, Group 'B', Non-Gazetted,
Non-Ministerial.
- (b) Name of Ministry/Department : National Handicrafts and Handlooms Museum (NHHM)
Ministry of Textiles.
- (c) Reference no. in which commissions: --
advice on recruitment rules was conveyed
- (d) Date of notification of the original: GSR No. 174 dt 30 Mar 1995

Co l	Classificatio n	Provision in the existing rules	Revised provisions proposed	Reason for the revision proposed
1.	Name of the post	Programme and Public Relation Officer	Programme and Public Relation Officer	No change
2.	Number of the post	One* (1994) *Subject to variation dependent on work load.	One* (2019) *Subject to variation dependent on work load.	No change Except year
3.	Classification	General Central Service Group 'C' Non-Gazetted, Non-Ministerial	General Central Service, Group 'B' , Non- Gazetted Non-Ministerial.	upgraded to Group B as the post carrying the grade pay of 4200 in PB -2 (CPC) in terms of DoPT new guide lines dt31 Dec 2010 Para 3.4 and as per 7 th CPC
4.	Pay band and grade pay or pay scale	Rs.1600-50-3200-EB-60- 2660	Level 6 in the pay matrix Rs.35,400 – 1,12,400/-	The pay scale has been revised to equivalent scales of 5 th , 6 th and 7 th CPC pay matrix table
5.	Whether selection post or non	Non-Selection	Selection	As the promotion method is

	selection post			due from a Lower to higher Group in terms of DoPT OM dt 31 Mar 2015
6.	Age limits for Direct Recruits	<p>Between 18 and 25 years. (relaxable in case of Govt. Servants up to 40 years in case of General candidates and upto 45 years in respect of Scheduled Castes / Scheduled Tribes candidates in accordance with the instructions / orders issued by the Central Government).</p> <p>Note: 1. In case of recruitment through Staff Selection Commission the crucial date for determining the age limit shall be advertised by the Staff Selection Commission.</p> <p>2. In case of recruitment made through Employment Exchange, the crucial date for determining the age-limit shall be the last date upto which the Employment Exchange is asked to submit names.</p>	<p>Not Exceeding thirty years.</p> <p>Note 1: (Relaxable for Government Servants up to 5 years in accordance with the instructions or orders issued by the Central Government).</p> <p>Note 2: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul&Spiti District and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep).</p>	Changes made as per the DoPT new guide lines dt 31 Dec 2010 Para 3.7.2 & 3.7.4.1
7.	Educational and other qualifications required for direct recruits	<p>Essential Qualification :</p> <p>(I) Graduate of a recognised University or equivalent.</p> <p>(II) Five years' experience in public relation works in Arts/Crafts Museum and in guiding visitors about Art/Craft objects.</p> <p>Desirable Qualification:</p> <p>(I) Degree/Diploma in Public Relations;</p> <p>(II) Knowledge of administration/establishment Rules, including General Administration.</p> <p>Note: 1. Qualification are relaxable at the discretion of the Staff Selection Commission in case of candidates otherwise well</p>	<p>Essential :</p> <p>(i) Bachelor's Degree from a recognized University/ Institute.</p> <p>Desirable:</p> <p>(I) Degree/Diploma in Public Relation.</p> <p>Experience: Knowledge of administration/establishment Rules, including General Administration.</p> <p>Note : 1. Qualifications are relaxable at the discretion of the Staff Selection Commission or Competent Authority for reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p>	The change in EQ has been proposed as direct recruitment is also one of the additional method of recruitment

	<p>qualified.</p> <p>2. The qualification(s) regarding experience is/ are relaxable at the discretion of the Staff Selection Commission / Competent Authority in case of candidates belonging to SC/ST, if at any stage of selection the Staff Selection Commission /Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>	<p>Note. 2 The qualifications regarding experience are relaxable at the discretion of the Staff Selection Commission or Competent Authority, for reasons to be recorded in writing, in the case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection, the Staff Selection Commission or Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>	
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8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age : No Educational Qualifications : No	Age : No Educational Qualifications : Yes	As the mode of appointment has been changed and direct recruitment has been prescribed as minimum qualification required.
9.	Period of probation, if any	Two year for direct recruits	2 years for direct recruitment	No change
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods	By promotion/transfer on deputation/transfer failing which by direct recruitment.	Composite method {(Promotion/Deputation (ISTC)) or Absorption failing which by direct recruitment <i>100%</i>	Composite method adopted for wider field of choice of candidates as there is only one post in the feeder category in terms of DoPT guidelines para 3.11.7 and as per DoPT new guide lines dt 31 Dec 2010 Para 3.12.4.5.

11.	In case of recruitment by promotion/ deputation / Absorption , grades from which promotion/ deputation to be made.	<p>Promotion : From amongst Investigators in the pay scale of Rs.1400-2300 in National Handicrafts and Handlooms Museum with six years' regular service in the grade. (ii) Transfer on deputation/transfer: (a) Officer under Central Govt. (i) holding analogous post or (ii) with four years' regular service in the grade of Rs.1400-2300 or equivalent or (iii) with six years' regular service in the grade of 1400-2300 and (b) possessing educational qualifications and experience prescribed for direct recruits in column 7.</p> <p>For Ex-serviceman: Transfer on deputation/re-employment : The armed forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and educational qualification prescribed for direct recruits shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces and thereafter may be continued on re-</p>	<p>Promotion: Departmental Receptionist in the scale of pay Matrix of Level – 2, with minimum 18 years of regular service on that post shall also be considered along with outsiders and in case he / she is selected for appointment to the post, the same shall be deemed to have been filled by promotion</p> <p>Deputation (ISTC)/Transfer : Officers under the Government and non-government bodies e.g., Autonomous or statutory , PSU, University or Recognized Research Institution :- (a) (i) holding analogous posts on regular basis in the parent cadre / department; or (ii) with at least Six years of regular service in the post having pay Matrix of Level 5 or equivalent and (b) Possessing the qualification and experience prescribed for Direct Recruitment under column 7.</p> <p>Absorption. Officers of the Central Government who have earlier worked at NHHM on deputation for a period of minimum 2 years on analogous post</p> <p>Note : The maximum age limit for appointment by Deputation (ISTC) /</p>	The mode of re-employment of armed force personnel has been withdrawn, keeping in view the job and experience requirement for the post.
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12.	If a Departmental Promotion Committee (DPC) exists, what is its composition	<p>Group 'C' Departmental Promotion Committee (For Considering Promotion / Confirmation) :</p> <p>(i) Senior Director (M)-Chairman;</p> <p>ii) Any Officer from O/o DC(HL) of the level of ADC/JDC to be nominated by the DC(HL) – Member</p> <p>iii) Deputy Director of NHHM to be nominated by the Chairman - Member;</p> <p>iv) Any SC/ST member of suitable rank to be nominated by Sr. Director wherever required. – Member</p>	<p>Departmental Promotion Committee (For considering Promotion) consisting of:-</p> <ol style="list-style-type: none"> 1. Senior Director (M)-Chairman 2. Any Officer from O/o DC(HC) of the level of Director(HC) to be nominated by the DC(HC) – Member 3. Dy. Director NHHM to be nominated by Chairman - Member 4. Any SC/ST member of suitable rank to be nominated by chairman, wherever required. <p>Departmental Confirmation Committee (for considering confirmation) consisting of:</p> <ol style="list-style-type: none"> 1. Senior Director (M)-Chairman 2. Any Officer from O/o 	<p>As the post is classified to Group ' B ', the composition of DPC/DCC has been revised as per latest DoPT guidelines. Further the office of NHHM which was under administrative control of Development Commissioner (Handloom) is now under Administrative control of Development Commissioner (Handicrafts).</p>

			DC(HC) of the level of Director(HC) to be nominated by the DC(HC) – Member 3. Dy. Director NHHM to be nominated by Chairman - Member	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not necessary	As the post is now group 'B' non-gazetted non-ministerial.

Name, address and telephone numbers of the Ministry's representative with whom these proposals may be discussed. If necessary, for clarification / early decision	D. Rama Krishna Rao Admin & Security Officer/HoO NHHM (Crafts Museum) Bhairon Marg, PragatiMaidan New Delhi -110001 aso-nhhm@gov.in Tele : 011-2337 1353 / 9509442163
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F No. 1/49(1)/2011-12/NHHM


(Sohan Kumar Jha)
Sr. Director (NHHM)

Recruitment Rules Formulation, Amendment & Monitoring System

13 Points Schedule – Annexure I

Year : 2019

**Recruitment Rules for the Post of Programme and Public Relation Officer,
in Ministry/Department : Ministry of Textiles/NHHM**


Name of post.	Number of post.	Classification.	pay band, grade pay, pay scale or 7 th CPC Pay Matrix Level	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
Programme and Public Relation Officer	One* (2019) *Subject to variation dependent on work load.	General Central Service, Group 'B', Non-Gazetted, Non-Ministerial.	Level 6 in the pay matrix Rs.35,400 – 1,12,400/-	Selection	Not Exceeding thirty years. Note 1: (Relaxable for Government Servants up to 5 years in accordance with the instructions or orders issued by the Central Government). Note 2: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul & Spiti District and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep).)	Essential : (i) Bachelor's Degree from a recognized University/ Institute. Desirable: (I) Degree/Diploma in Public Relation. Experience: Knowledge of administration/establishment Rules, including General Administration. Note: 1. Qualifications are relaxable at the discretion of the Staff Selection Commission or Competent Authority for reasons to be recorded in writing, in the case of candidates otherwise well qualified. Note. 2 The qualifications regarding experience are relaxable at the discretion of the Staff Selection Commission or Competent Authority, for reasons to be recorded in writing, in the case of

						candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection, the Staff Selection Commission or Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/deputation/ absorption, grades from which promotion/deputation/ absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Age : No Educational Qualifications : Yes	2 years for direct recruitment.	Composite method {(Promotion/ Deputation (ISTC)} or Absorption failing which by direct recruitment	Promotion: Departmental Receptionist in the scale of pay Matrix of Level - 2, with minimum 18 years of regular service on that post shall also be considered along with outsiders and in case he / she is selected for appointment to the post, the same shall be deemed to have been filled by promotion Deputation (ISTC)/Transfer : Officers under the Government and non-government bodies e.g., Autonomous or statutory , PSU, University or Recognized Research Institution :- (a) (i) holding analogous posts on regular basis in the parent cadre / department ; or (ii) with at least Six years of regular service in the post having pay Matrix of Level 5 or	Departmental Promotion Committee (For considering Promotion) consisting of:- 1. Senior Director (M)-Chairman 2. Any Officer from O/o DC(HC) of the level of Director(HC) to be nominated by the DC(HC) - Member 3. Dy. Director NHHM to be nominated by Chairman - Member 4. Any SC/ST member of suitable rank to	Not necessary

			<p>equivalent and (b) Possessing the qualification and experience prescribed for Direct Recruitment under column 7.</p> <p>Absorption. Officers of the Central Government who have earlier worked at NHHM on deputation for a period of minimum 2 years on analogous post Note : The maximum age limit for appointment by Deputation (ISTC) / Absorption shall not be exceeding 56 years as on the closing date of the receipt of Applications. Notes standard.</p>	<p>be nominated by chairman, wherever required.</p> <p>Departmental Confirmation Committee (for considering confirmation) consisting of:</p> <ol style="list-style-type: none"> 1. Senior Director (M)-Chairman 2. Any Officer from O/o DC(HC) of the level of Director(HC) to be nominated by the DC(HC) - Member 3. Dy. Director NHHM to be nominated by Chairman - Member
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F. No. 1/49(8)/2011-12/NHHM
Date :


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Sr. Director (NHHM)