

F.No. 2/20/2018-NHHM  
Government of India, Ministry of Textiles  
Development Commissioner (Handicrafts)  
National Handicrafts and Handlooms Museum (NHHM)

Pragati Maidan New Delhi - 01

Dated : // Aug 2019

CIRCULAR

**Subject :** Amendment in the existing Recruitment Rules for the post of Security Assistant / Level – 5 Group “C” Non-Ministerial post – reg.

1. The undersigned is directed to upload the draft recruitment rules (Amendment) for the post of Security Assistant in the office of National Handicrafts and Handlooms Museum (Crafts Museum), New Delhi and to request for comments / suggestion, if any from all the stake holder on the draft RRs.
2. The comments / suggestions may kindly be sent to the undersigned on e – mail ID : [aso-nhhm@gov.in](mailto:aso-nhhm@gov.in) latest by 15 Sep 2019 / 30 days from date of publication on website whichever is later.

  
(Dumpala Rama Krishna Rao)  
Admin & Security Officer  
[aso-nhhm@gov.in](mailto:aso-nhhm@gov.in)  
011-23371353

**Encl: As stated**

**Copy to**

M/s Netcom System <a href="mailto:aadhyani@tricorniotech.com">aadhyani@tricorniotech.com</a> (contact person Sh. Abhishek Tyagi B Tech <a href="mailto:abhishek@tricorniotech.com">abhishek@tricorniotech.com</a> 7503242942)	:	With a request to direct the concerned to upload the above Circular along with draft RR on the website of Crafts Museum
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Internal copy to : **Sr Dir (M) (By e mail )**

## Schedule

Name of post.	Number of post.	Classification	pay band, grade pay, pay scale or 7 <sup>th</sup> 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
1. Security Assistant	*01 (2019) *(Subject to variation dependent on work load).	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	Level 5, Rs.29200-92300/-	Non-Selection.	Between 18 and 27 years (Relaxable to Departmental candidates being considered for direct recruitment shall be relaxed up to 40 years and other categories in accordance with the instructions or orders issued by the Central Government).  <b>Note 1:</b> The crucial date for determining the age limit shall be closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State Lahaul and spiti District and Pangi sub-division of Himachal Pradesh, Andman & Nicobar, Islands or Lakshdweep)  <b>Note 2:</b> In the case of recruitment through the Staff Selection Commission or Employment Exchange, the crucial date for determining the age limit shall be as advertised by the Staff Selection Commission or the last date upto which Employment Exchange is asked to submit the names.	<b>Essential:</b>  (i) Bachelor's Degree from a recognized University;  (ii) practical experience in security arrangement for two years preferably in a museum or similar institution.  <b>Desirable:</b>  Retired Non-commissioned officer or Junior commissioned officer from the Armed forces.  <b>Note 1:</b> Qualifications are relaxable at the discretion of the Staff Selection Commission or competent authority in the case of candidates otherwise well qualified.  <b>Note 2:</b> The qualification(s) regarding experience is relaxable at the discretion of the SSC/Competent Authority in the case of candidates belonging to the Scheduled Castes, the Scheduled Tribes, if at any stage of selection, the SSC/Competent Authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies 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 DR 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
<p>Age: No</p> <p>Education Qualification: Yes</p>	<p>2 years for direct recruitment and re-employment for Armed Forces.</p>	<p>By Promotion failing which by deputation or Deputation/re-employment of Armed Force personnel, failing which by direct recruitment.</p>	<p><b>Promotion:</b> Departmental Feeder post of Security Man of Level-2 with 13 years of regular service in the grade.</p> <p><b>Deputation:</b> Officers of the Central Government / State government /UT /Autonomous or statutory PSU, University or Recognized Research Institution :- - (a) holding analogous posts on regular basis; or (b) with five years regular service in post of Level-4 and possessing education qualifications &amp; experience prescribed for direct recruits under column (7).</p> <p><b>Deputation/Re-employment :</b> The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year And Holding level 4 post at least 5 years in the grade and possessing education qualifications &amp; experience prescribed for direct recruits under column (7).</p> <p><b>Note 1:</b> The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. <b>Note 2:</b> The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other Organisations or Departments of the Central Government shall not exceed three years. <b>Note 3:</b> The minimum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications. <b>Note 4:</b> For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the 6th Central Pay Commission has been extended,</p>	<p>Group 'C' D.P.C /<b>Selection Committee</b> (for considering promotion, confirmation and <b>deputation /re-employment</b>) consisting of:- (i) Senior Director (Museum)- Chairman; (ii) Additional Development Commissioner or Joint Development Commissioner Handicrafts – Member; (iii) Deputy Director of NHHM – Member</p>	<p>Not applicable</p>

			shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission except where there has been merger of more than one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation.		
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(Sohan Kumar Jha)  
Sr. Director (NHHM)

F.NO 2/20/2018-NHHM

Dat 10 Aug 2019

- (a) Name of Post : **Security Assistant**
- (b) Name of Ministry/Department : National Handicrafts and Handlooms Museum (NHHM) Ministry of Textiles, O/o Development Commissioner (Handicrafts)
- (c) Reference no. in which commissions advice on recruitment rules was conveyed : ---
- (d) Date of notification of the original rules. : GSR No.401 (E) dated 31-03-2016 **F/A**

Col	Classification	Provision in the existing rules	Revised provisions proposed	Reason for the revision proposed
1.	Name of the post	Security Assistant	Security Assistant	No change
2.	Number of the post	1 (One). 2016 *Subject to variation dependent on work load.	*01 (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 'C', Non Gazetted, Non-Ministerial.	No change
4.	Pay band and grade pay or pay scale	PB-1, Rs.5200-20200 plus grade pay of Rs.2800/-	Level 5, Rs. 29200-92300/-	The pay scale has been revised as per the 7 <sup>th</sup> CPC
5.	Whether selection post or non selection post	Non Selection	Non-Selection	No Change

6.	Age limits for Direct Recruits	<p>Between 18 and 27 years (Relaxable upto 40 years in the case of Government Servants in accordance with the instruction or orders issued by the Central Government.</p> <p><b>Note 1:</b> The crucial date for determining the age limit shall be closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&amp;K State Lahaul and spiti District and Pangi sub-division of Himachal Pradesh, Andman &amp; Nicobar, Islands or Lakshdweep)</p> <p><b>Note 2:</b> In the case of recruitment through the Staff Selection Commission or Employment Exchange, the crucial date for determining the age limit shall be as advertised by the Staff Selection Commission or the last</p>	<p>Between 18 and 27 years (Relaxable to Departmental candidates being considered for direct recruitment shall be relaxed up to 40 years and other categories in accordance with the instructions or orders issued by the Central Government).</p> <p><b>Note 1:</b> The crucial date for determining the age limit shall be closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&amp;K State Lahaul and spiti District and Pangi sub-division of Himachal Pradesh, Andman &amp; Nicobar, Islands or Lakshdweep)</p> <p><b>Note 2:</b> In the case of recruitment through the Staff Selection Commission or Employment Exchange, the crucial date for determining the age limit shall be as advertised by the Staff Selection Commission or the last date upto which</p>	No Change.
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		date upto which Employment Exchange is asked to submit the names.	Employment Exchange is asked to submit the names.	
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7.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Bachelor's Degree from a recognized University;</p> <p>(ii) practical experience in security arrangement for two years preferably in a museum or similar institution.</p> <p>Desirable: Retired Non-commissioned officer or Junior commissioned officer from the Armed forces.</p> <p><b>Note 1:</b> Qualifications are relaxable at the discretion of the Staff Selection Commission or competent authority in the case of candidates otherwise well qualified.</p> <p><b>Note 2:</b> The qualification(s) regarding experience is relaxable at the discretion of the SSC/Competent Authority in the case of candidates belonging to the Scheduled Castes, the Scheduled Tribes, if at any stage of selection, the SSC/Competent Authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>	<p>Essential:</p> <p>(i) Bachelor's Degree from a recognized University;</p> <p>(ii) practical experience in security arrangement for two years preferably in a museum or similar institution.</p> <p>Desirable: Retired Non-commissioned officer or Junior commissioned officer from the Armed forces.</p> <p><b>Note 1:</b> Qualifications are relaxable at the discretion of the Staff Selection Commission or competent authority in the case of candidates otherwise well qualified.</p> <p><b>Note 2:</b> The qualification(s) regarding experience is relaxable at the discretion of the SSC/Competent Authority in the case of candidates belonging to the Scheduled Castes, the Scheduled Tribes, if at any stage of selection, the SSC/Competent Authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>	No Change
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable	Age: No Education Qualification: Yes	Amended as per step guide for RR issued vide DoPT OM AM-14013/13/2013-Estt (RR) dated 31/3/2015 (F/B)
9.	Period of probation, if any	2 years for direct recruitment.	2 years for direct recruitment and re-employment for Armed Forces.	Amended as per step guide for RR issued vide DoPT OM AM-14013/13/2013-Estt (RR) dated 31/3/2015 (F/B)
10.	Method of recruitment whether by direct	By Promotion failing which by deputation or failing both by direct recruitment	By Promotion failing which by deputation or Deputation/re-employment of Armed Force personnel, failing which by direct recruitment.	considering military experience would be of distinct advantage for the post of

	recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods .			Security Assistant, the method of recruitment for Armed forces personnel is added in terms of DoPT guidelines dt 31 Dec 2010 para 3.12.4.5/pg 22-23 / (F/C)
11.	In case of recruitment by promotion/ deputation / Absorption , grades from which promotion/ deputation to be made.  <b>Deputation/ re-employment For EX-Ser Category of Armed forces personnel due to retire within a year #</b>	<p>Promotion: Security Man in the scale of pay of pay band-I Rs. 5200-20200 plus grade pay of Rs.1900 with 13 years of regular service in respective grades rendered after appointment threreto on regular basis.</p> <p><b>Note 1:</b> Where juniors who have completed their qualifying or eligibility service are being consider for promotion, their senior shall 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 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their junior who have already completed such qualifying or eligibility service.</p> <p><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service render on a regular basis by an officer prior to the 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the 6<sup>th</sup> Central Pay Commission recommendations have been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission.</p> <p>Deputation: Officers of the Central Government / State government /Union territory Governments-</p> <p>(a)(i) holding analogous posts on regular basis;</p>	<p><b>Promotion:</b> Departmental Feeder post of Security Man of Level-2 with 13 years of regular service in the grade.</p> <p><b>Deputation:</b> Officers of the Central Government / State government /UT /Autonomous or statutory PSU, University or Recognized Research Institution :-</p> <p>-</p> <p>(a) holding analogous posts on regular basis; or</p> <p>(b) with five years regular service in post of Level-4 and possessing education qualifications &amp; experience prescribed for direct recruits under column (7).</p> <p><b>Deputation/Re-employment :</b> The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year And Holding level 4 post at least 5 years in the grade and possessing education qualifications &amp; experience prescribed for direct recruits under column (7).</p> <p><b>Note 1:</b> The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation.</p> <p><b>Note 2:</b> The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other Organisations or Departments of the Central Government shall not exceed three years.</p> <p><b>Note 3:</b> The minimum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p> <p><b>Note 4:</b> For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the</p>	<p>considering military experience would be of distinct advantage for the post of Security Assistant, the method of recruitment for Armed forces personnel is added in terms of DoPT guidelines dt 31 Dec 2010 para 3.12.4.5/pg 22-23 / (F/C)</p>

		<p>or (ii) with five years regular service in post of the pay band-I Rs.5200-20200 plus grade pay of Rs.2400; and (b) possessing education qualifications prescribed for direct recruits under column (7).</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation.</p> <p>Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other Organisations or Departments of the Central Government shall not exceed three years.</p> <p>Note 3: The minimum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p> <p>Note 4: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the 6<sup>th</sup> Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission except where there has been merger of more that on pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>	<p>revised pay structure based on the 6th Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission except where there has been merger of more that on pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>	
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12.	If a Departmental Promotion Committee (DPC) exists, what is its composition	Group 'C' D.P.C. (for considering promotion and confirmation) consisting of:- (i) Senior. Director (Museum)- Chairman; (ii) Additional Development Commissioner or Joint Development Commissioner Handicrafts – Member; (iii) Deputy Director of NHHM – Member	Group 'C' D.P.C / <b>Selection Committee</b> (for considering promotion, confirmation <b>and deputation /re-employment</b> ) consisting of:- (i) Senior Director (Museum)- Chairman; (ii) Additional Development Commissioner or Joint Development Commissioner Handicrafts – Member; (iii) Deputy Director of NHHM – Member	No Change in composition, however added that the same composition is applicable for Selection Committee for the purpose of deputation and re-employment.
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable.	Not applicable	No change

Name, address and telephone numbers of the Ministry's representative with whom these proposals may be discussed. If necessary, for clarification / early decision

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F. NO 2/20/2018 - NHHM  
at 10 Aug 2019

  
(Sohan Kumar Jha)  
Sr. Director (M)(NHHM)