

F.No.2/25/2022-NCM&HKA  
Government of India  
Ministry of Textiles  
Office of the Development Commissioner for Handicrafts  
NATIONAL CRAFTS MUSEUM & HASTKALA ACADEMY  
(FORMERLY NATIONAL HANDICRAFTS & HANDLOOM MUSEUM)

.....  
Bharoin Marg, Pragati Maidan,  
New Delhi, dated the 5<sup>th</sup> April 2022.

**Sub: Draft Recruitment Rules in respect of the post of Store Clerk, LDC(Library), Receptionist, Gallery Assistant, Guide Lecturer and Security Man – Group 'C (Non-Gazetted)' posts in National Handicrafts & Handloom Museum –reg.**

.....

The undersigned is directed to state that the existing Recruitment Rules for the posts of Store Clerk, LDC(Library), Receptionist, Gallery Assistant, Guide Lecturer and Security Man in this office are proposed to be amended in consonance with the existing instructions of DoPT and 7<sup>th</sup> CPC recommendations as accepted by the Government.

2. As per the instructions contained in DoPT OM No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015, the proposed amendments/revision in the existing Rules to the posts of Store Clerk, LDC(Library), Receptionist, Gallery Assistant, Guide Lecturer and Security Man are being uploaded on the website of this office inviting comments, if any, from the stakeholders on these amendments. The comments may please be sent through e-mail at [mailtonhnm@gmail.com](mailto:mailtonhnm@gmail.com) within 30 days of issue of this letter.

Encl: as above.

*Pramod Kumar*

( Pramod Kumar )  
Admin. & Security Officer/HoO

To

All Stakeholders.

**Draft Recruitment Rules to the post of Store Clerk, LDC(Library), Receptionist, Gallery Assistant, Guide Lecturer and Security Man**

(1) **Store Clerk,**  
**LDC(Library),**  
**Receptionist.**

Col .	Classification	Provision in the approved rules	Revised provisions proposed
1.	Name of the post	i) Store Clerk ii) Lower Division Clerk(Library) iii) Receptionist	Receptionist-cum-Clerk
2.	Number of post	Store Clerk=*01 (2016), Lower Division Clerk(Library) =*01 (2016), Receptionist =*01 (2016)  *Subject to variation dependent on workload.	*03 (2022) *Subject to variation dependent on workload.
3.	Classification of the post	General Central Service Group 'C' Non-Gazetted, Non-Ministerial.	General Central Service Group 'C' Non-Gazetted, Non-Ministerial.
4.	Level in Pay Matrix.	PB-1, Rs.5200-20200 plus grade pay of Rs.1900/-	Level 2 in the Pay Matrix (19900-63200).
5.	Whether selection post or non-selection post	<b><u>Store Clerk</u></b> Selection <b><u>Lower Division Clerk(Library)</u></b> Not Applicable <b><u>Receptionist</u></b> Not Applicable	Non-selection.
6.	Age Limit for Direct Recruitment	<b><u>Store Clerk</u></b> <b><u>Lower Division Clerk(Library)</u></b> <b><u>Receptionist</u></b> Between 18 and 27 years (Relaxable up to 40 years in the case of Government Servants in accordance with the instruction or orders issued by the Central Government.  Note 1: The crucial date for determining the age limit shall be closing date for receipt of applications from candidates in India (and not the	Not applicable.

		<p>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, Andaman&amp; Nicobar, Islands or Lakshadweep).</p> <p>Note 2: 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 up to which Employment Exchange is asked to submit the names.</p>	
7.	Educational and other qualifications required for direct recruits	<p><b>Store Clerk</b></p> <p>(i) Senior Secondary (Class-XII) from a recognised Board;</p> <p>(ii) one year Basic Computer Course, and knowledge of typing.</p> <p>(iii) two years experience in maintaining and handling of store.</p> <p><b>Note 1:</b> Qualifications are relaxable at the discretion of the Staff Selection Commission or competent Authority in case of candidates otherwise well qualified.</p> <p><b>Note 2:</b> The qualifications regarding experience is relaxable at the discretion of the Staff Selection Commission or Competent Authority in the case of candidates belonging to the Scheduled Castes and the Scheduled Tribes if at any stage of selection, the Staff Selection Commission or 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>	Not applicable.

**Lower Division Clerk(Library)**

- (i) Senior Secondary (Class-XII) from a recognised Board;
- (ii) Diploma in Library Science;
- (iii) one year Basic Computer Course, and knowledge of typing.
- (iv) one year experience in attending Library work.

**Note 1:** Qualifications are relaxable at the discretion of the Staff Selection Commission or competent Authority in case of candidates otherwise well qualified.

**Note 2:** The qualifications regarding experience is relaxable at the discretion of the Staff Selection Commission or Competent Authority in the case of candidates belonging to the Scheduled Castes and the Scheduled Tribes if at any stage of selection, the Staff Selection Commission or 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.

**Receptionist**

- (i) Senior Secondary (Class- XII) from recognised Board;
- (ii) Two years experience in museum of repute or equivalent institution.
- (iii) Good personality
- (iv) One year Basic Computer Course and knowledge of typing.

**Note 1:** Qualifications are relaxable at the discretion of the Staff Selection Commission / competent authority in the case of candidates otherwise well qualified.

**Note 2:** 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.	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable	Not applicable.
9.	Period of probation, if any	Two years for direct recruits.	Not applicable.
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.	<p><b><u>Store Clerk</u></b> By Promotion.</p> <p><b><u>Lower Division Clerk(Library)</u></b> Deputation failing which by direct recruitment.</p> <p><b><u>Receptionist</u></b> By direct recruitment.</p> <p>Note : vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government –</p> <p>(a) Holding analogous posts on regular basis; and</p> <p>(b) Possessing the qualifications and experience prescribed for direct recruits under column(7).</p>	By promotion failing which by deputation (including short-term contract).
11.	In case of recruitment by promotion or	<p><b><u>Store Clerk</u></b> Promotion :</p> <p>Gallery Attendant in the scale of pay of pay band-1 Rs.5200-20200 plus grade</p>	Promotion: Gallery Attendant, Multi-Tasking Staff and Binder in level-1 (Rs.18000-56900) in

<p>deputation or absorption, grades from which promotion or deputation to be made.</p>	<p>pay Rs.1800 with three years regular service in respective grade rendered after the appointment thereto on regular basis.</p> <p><b>Note 1:</b> Where juniors who have completed their qualifying or eligibility service are being considered 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 juniors 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 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 recommendation has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the Commission.</p> <p><b><u>Lower Division Clerk(Library)</u></b> Transfer on deputation/Transfer – Officer of the Central Government/State Government/territory Governments - (a) (i) holding analogous posts on regular basis; or (ii) with three years' regular service in post in the pay band-1 Rs.5200-20200 plus grade pay of Rs.1800; and and (b) possessing education qualification prescribed for direct recruits under</p>	<p>the pay matrix and who possess 12<sup>th</sup> Class pass qualification and have rendered three years regular service in respective grade rendered after the appointment thereto on regular basis.</p> <p><b>Note 1:</b> Where juniors who have completed their qualifying or eligibility service are being considered 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 juniors who have already completed such qualifying or eligibility service.</p> <p>Deputation (including short-term contract): Officers of the Central Government, State Government, Union territories, autonomous or statutory organisation, public sector undertaking, university or recognized research institutes :-</p> <p>(a) (i) Holding analogous post on regular basis in the parent cadre or Department; or (ii) with three years service in</p>
--	--	--

	<p>column (7).</p> <p><b>Note 1:</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 2:</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 3:</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 recommendations 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 than one 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><b><u>Lower Division Clerk(Library)</u></b></p> <p><b><u>Receptionist</u></b> Not applicable</p>	<p>the grade rendered after appointment thereto on a regular basis in Level-1 (Rs.18000-56900) of the pay matrix or equivalent in the parent cadre or department.</p> <p>(b) possessing the educational qualifications prescribed for promotes under column (11).</p> <p>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. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years.</p> <p>The maximum 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: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on</p>
--	---	---

			<p>the Sixth Central Pay Commission recommendation 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 Pay Commission except where there has been merger of more than one 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(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
12.	<p>If a Departmental Promotion Committee exists, what is its composition</p>	<p><b><u>Store Clerk</u></b>  Group 'C' Departmental Promotion Committee. (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 National Handicrafts and Handlooms Museum – Member.</p> <p><b><u>Lower Division Clerk (Library)</u></b>  Group 'C' Departmental Promotion Committee (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 National Handicrafts and Handlooms Museum –</p>	<p>Group 'C' Departmental Promotion Committee (for considering promotion) consisting of: -  (i) Senior Director (Museum)-Chairman;  (ii) Director (Handicrafts) – Member;  (iii) Assistant Director from Headquarter or Administrative Officer from Museum – Member.</p>



		Member.  <b>Receptionist</b> Group 'C' Departmental Promotion Committee. (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 National Handicrafts and Handlooms Museum to be nominated by Chairman – Member.	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable.

(2) **Gallery Assistant**

Col	Classification	Provision in the existing rules	Revised revision proposed
1.	Name of the post	Gallery Assistant	Gallery Assistant
2.	Number of the post	*03 (2016) *Subject to variation dependent on work load.	*03 (2022) *Subject to variation dependent on work load.
3.	Classification	General Central Service, Group 'C', Non Gazetted, Non-Ministerial.	General Central Service, Group 'C', Non Gazetted, Non-Ministerial.
4.	Level in Pay Matrix	Pay Band-1, Rs.5200-20200 plus grade pay of Rs.2400/-	Level-4 in pay matrix (25,500-81,100)
5.	Whether selection post or non-selection post	Not Applicable	Non-selection.
6.	Age limits for Direct Recruits	Between 18 and 27 years (Relaxable up to 40 years in the case of	Not applicable.

		<p>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 Chamba District of Himachal Pradesh, Andaman&amp; Nicobar, Islands or Lakshadweep)</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 up to which Employment Exchange is asked to submit the names.</p>	
7.	<p>Educational and other qualifications required for direct recruits</p>	<p>Essential:</p> <ul style="list-style-type: none"> <li>(i) Bachelor's Degree from a recognised University.</li> <li>(ii) one year Basic Computer Course, and knowledge of typing.</li> <li>(iii) one year experience in a museum or similar institute in display or documentation.</li> </ul> <p>Desirable: Knowledge of Handicrafts</p> <p><b>Note 1:</b> Qualifications are relaxable at the discretion of the Staff Selection Commission / competent authority in the case of candidates otherwise well qualified.</p> <p><b>Note 2:</b> The qualifications regarding experience is relaxable at the</p>	<p>Essential:</p> <ul style="list-style-type: none"> <li>(i) Bachelor's Degree from a recognised University.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>(i) knowledge of typing and computer knowledge and;</li> <li>(ii) one year experience in a museum or similar institute in display or documentation.</li> <li>(iii) Knowledge of handicrafts.</li> </ul> <p><b>Note 1:</b> 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</p>

		discretion of the Staff Selection Commission or Competent authority in the case of candidates belonging to the Scheduled Castes, the Scheduled Tribes, if at any stage of selection, the Staff Selection Commission or 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.	qualified. Note 2: The qualification(s) regarding experience is/are relaxable at the discretion of the Staff Selection Commission or Competent Authority, for the reasons to be recorded in writing, in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if at any stage of selection the Staff Selection Commission or Competent Authority is of the opinion that sufficient numbers 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 recruits will apply in the case of promotes	Not applicable	Not applicable.
9.	Period of probation, if any	Two years for direct recruits.	Two years for direct recruits.
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 direct recruitment. Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government- (a) Holding analogous posts on regular basis; and (b) Possessing the qualifications and experience prescribed for direct recruits under	Sixty-seven percent by promotion failing which by deputation (including short-term contract); thirty three per cent. by deputation (including short-term contract) failing which by direct recruitment.

		column(7).	
11.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion/ deputation to be made.	Not applicable	<p>Promotion: Receptionist-cum-Clerk in level-2 (19900-63200) in the pay matrix and who have rendered eight years regular service in the grade rendered after the appointment thereto on regular basis.</p> <p><b>Note 1:</b> Where juniors who have completed their qualifying or eligibility service are being considered 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 juniors who have already completed such qualifying or eligibility service.</p> <p>Deputation (including short-term contract): Officers of the Central Government, State Government, Union territories, autonomous or statutory organisation, public</p>

		<p>sector undertaking, university or recognized research institutes :-</p> <p>(a) (i) Holding analogous post on regular basis in the parent cadre or Department; or (ii) with eight years service in the grade rendered after appointment thereto on a regular basis in Level-2 (19900-63200) of the pay matrix or equivalent in the parent cadre or department.</p> <p>(b) possessing the educational qualifications prescribed for direct recruits under column (7).</p> <p>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. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years.</p> <p>The maximum 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: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation 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 Pay Commission except where there has been merger of more than one 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(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
12.	If a Departmental Promotion Committee (DPC) exists, what is its composition	<p>Group 'C' Departmental Promotion Committee. (For considering promotion and confirmation) consisting of: -</p> <ul style="list-style-type: none"> <li>(i) Senior Director (Museum)-Chairman;</li> <li>(ii) Additional Development Commissioner or Joint Development Commissioner Handicrafts – Member;</li> <li>(iii) Deputy Director of National Handicrafts and Handlooms Museum – Member;</li> </ul>	<p>Group 'C' Departmental Promotion Committee (for considering promotion) consisting of: -</p> <ul style="list-style-type: none"> <li>(i) Senior Director (Museum)-Chairman;</li> <li>(ii) Director (Handicrafts) – Member;</li> <li>(iii) Assistant Director from Headquarter or Administrative Officer from Museum – Member.</li> </ul>

13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable.	Not applicable.
-----	--	-----------------	-----------------

(3) **Guide Lecturer**

Col	Classification	Provision in the existing rules	Revised revision proposed
1.	Name of the post	Guide Lecturer	Guide Lecturer
2.	Number of the post	*1 (2016) *Subject to variation dependent on work load.	*1 (2022) *Subject to variation dependent on work load.
3.	Classification	General Central Service, Group 'C', Non Gazetted, Non-Ministerial.	General Central Service, Group 'C', Non Gazetted, Non-Ministerial.
4.	Pay band and grade pay or pay scale	Pay Band-1, Rs.5200-20200 plus grade pay of Rs.2800/-	Level-5 in Pay Matrix (29,200-92,300)
5.	Whether selection post or non-selection post	Selection	Non-selection.
6.	Age limits for Direct Recruits	Between 18 and 27 years (Relaxable up to 40 years in the case of Government Servants in accordance with the instruction or orders issued by the Central Government.) Note 1: 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 Chamba District of Himachal Pradesh, Andaman& Nicobar, Islands or Lakshadweep)	Not applicable.

		Note 2: 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 up to which Employment Exchange is asked to submit the names.	
7.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Bachelor's Degree in Ancient History and Culture/Art History/Fine Arts/ Social Anthropology from a recognised University.</p> <p>(ii) two years experience in teaching or of guiding visitors in a Museum or repute or Degree/Diploma in Museology.</p> <p>Desirable: Knowledge of Handicrafts</p> <p>Note 1: Qualifications are relaxable at the discretion of the Staff Selection Commission or Competent Authority in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualifications regarding experience is relaxable at the discretion of the Staff Selection Commission or Competent authority in the case of candidates belonging to the Scheduled Castes, the Scheduled Tribes, if at any stage of selection, the Staff Selection Commission or 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>	Not applicable.
8.	Whether age and educational qualifications	Not applicable	Not applicable.



	prescribed for direct recruits will apply in the case of promotes		
9.	Period of probation, if any	Two years for direct recruits.	Not applicable.
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 failing which by deputation or failing both by direct recruitment.	By Promotion failing which by deputation (including short-term contract).
11.	In case of recruitment by promotion/ deputation / Absorption, grades from which promotion/ deputation to be made.	<p>Promotion: Gallery Assistant in the scale of pay of pay band-1 Rs.5200-20200 plus grade pay Rs.2400 with 5 years regular service in respective grade rendered after the appointment thereto on regular basis.</p> <p><b>Note 1:</b> Where juniors who have completed their qualifying or eligibility service are being considered 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</p>	<p>Promotion: Gallery Assistant in level-4 (25,500-81,100) in the pay matrix and who have rendered five years regular service in the grade rendered after the appointment thereto on regular basis.</p> <p><b>Note 1:</b> Where juniors who have completed their qualifying or eligibility service are being considered 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,</p>

	<p>juniors who have already completed such qualifying or eligibility service.</p> <p><b>Note 1:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to th 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 recommendation has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the Commission.</p> <p>Deputation: Officers of the Central Government/State Government/Union Territory Government –</p> <p>(a) (i) holding analogous posts on regular basis; (ii) with 5 years regular service in post pay band -1 Rs.5200-20200 plus grade pay of Rs.2400; and</p> <p>(b) Possessing educational qualification prescribed 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 organizations or Departments of the Central Government shall not exceed three years.</p> <p>Note 3: The maximum age limit for appointment by deputation shall not</p>	<p>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> <p>Deputation (including short-term contract): Officers of the Central Government, State Government, Union territories, autonomous or statutory organisation, public sector undertaking, university or recognized research institutes :-</p> <p>(a) (i) Holding analogous post on regular basis in the parent cadre or Department; or (ii) with five years service in the grade rendered after appointment thereto on a regular basis in Level-4 (25,500-81,100) of the pay matrix or equivalent in the parent cadre or department.</p> <p>(b) Bachelor's Degree in Ancient History and Culture or Art History or Fine Arts or Social Anthropology from a recognised University.</p> <p>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. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p>
--	---	---

		<p>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 recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on recommendations of the Commission except where there has been merger of more than one 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>Note 1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years).</p> <p>Note 2: The maximum 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 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation 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 Pay Commission except where there has been merger of more than one 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(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
12.	If a	Group 'C' Departmental Promotion	Group 'C' Departmental

	Departmental Promotion Committee (DPC) exists, what is its composition	Committee. (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 National Handicrafts and Handlooms Museum – Member;	Promotion Committee (for considering confirmation) consisting of: - (i) Senior Director (Museum)-Chairman; (ii) Director (Handicrafts) – Member; (iii) Assistant Director from Headquarter or Administrative Officer from Museum – Member.
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable.

(4) **Security Man**

Col	Classification	Provision in the existing rules	Revised provisions proposed
1.	Name of the post	Security Man	Security Man
2.	Number of the post	1 (One). 2016 *Subject to variation dependent on work load.	1 (One). 2022 *Subject to variation dependent on workload.
3.	Classification	General Central Service, Group 'C', Non Gazetted, Non-Ministerial.	General Central Service, Group 'C', Non Gazetted, Non-Ministerial.
4.	Pay band and grade pay or pay scale	Pay band-I, Rs. 5200-20200 plus grade pay of Rs. 1900.	Level 2 in the Pay Matrix (19900-63200).
5.	Whether selection post or non-selection post	Selection.	Not applicable.
6.	Age limits for Direct Recruits	Between 18 and 27 years (Relaxable for government servant up to 40 years in accordance with the instructions or orders issued by the Central Government). Note 1: the crucial date for determining the age limit shall	Between 18 and 27 years (Relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government from time to time). Note: The crucial date for

		<p>be the 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 Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p> <p>Note 2: 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.</p>	<p>determining the age limit shall be as advertised by the Staff Selection Commission.</p>
7.	<p>Educational and other qualifications required for direct recruits</p>	<p>Not applicable.</p>	<p>12th class pass from a recognised Board.</p> <p>Note 1: Qualifications are relaxable at the discretion of the Staff Selection Commission / competent authority in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualification(s) regarding experience is relaxable at the discretion of the Staff Selection Commission/ competent authority in the case of candidates belonging to the Scheduled Castes, the Scheduled Tribes, if at any stage of selection, the Staff Selection</p>

			Commission/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.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable	Not applicable.
9.	Period of probation, if any	Not applicable.	Two years for direct recruits.
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.	By deputation (including short-term contract) or absorption or deputation or re-employment of Armed Force personnel failing which by direct recruitment.
11.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	<p>Promotions: Multi Tasking staff in the scale of pay of pay band-I Rs. 5200-20200 plus grade Rs. 1800 with three year's regular service in respective grade rendered after the appointment thereto on regular basis.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than</p>	<p>Deputation (including short-term contract): Officers under the Central Government or State Government or non-Government bodies e.g., autonomous or statutory, public sector undertaking, University or recognized research institution :-</p> <p>(a) (i) Holding analogous post on regular basis in the parent cadre or Department; or (ii) with three years service in the grade rendered after appointment thereto on a</p>

		<p>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 juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: for the purpose of computing minimum qualifying service for promotion, 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 recommendation has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the Commission.</p>	<p>regular basis in Level-1 of the Pay Matrix (18,000-56,900) or equivalent in the parent cadre or department and;</p> <p>(b) possessing the educational qualifications prescribed for direct recruits under column (7).</p> <p>Absorption: Officers of the Central Government or State Government having requisite years of regular service in respective grade as prescribed for deputation and educational qualification prescribed for direct recruits under column (7).</p> <p>Deputation or 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 they may be continued on re-employment.</p> <p>Note 1: For re-employment of Armed Forces Personnel as per Department of Personnel &amp; Training guidelines.</p> <p>Note 2: Period of deputation including period of deputation</p>
--	--	--	--

			in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.
12.	If a Departmental Promotion Committee exists, what is its composition	Group 'C' Departmental Promotion Committee. (For considering promotion and confirmation) consisting of: - (i) Senior Director (Museum)-Chairman; (ii) Additional Development Commissioner or Joint Development Commissioner Handicrafts – Member;	Group 'C' Departmental Promotion Committee. (For considering confirmation) consisting of: - (i) Senior Director (Museum)-Chairman; (ii) Director(Handicrafts) – Member; (iii) Assistant Director from Headquarter or Administrative Officer from Museum – Member.
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable.	Not applicable.