

National Institute of Electronics and Information Technology
New Delhi-110 003

Sub: Uploading of Notified Recruitment Rules of various posts in NIELIT- reg.

We are in receipt of a letter No. 7(1)/2015-ABCD dated 13th March, 2015 from ABC Division, DeitY forwarding a copy of letter No. AB-14017/61/2008-Estt.(RR) dated 27th February, 2015 received from Ministry of Personnel P.G. & Pensions, Deptt. of Personnel & Training regarding uploading the notified Recruitment Rules of various posts under each Ministry / Department. DoPT vide their letter dated 27.02.2015 referred above has directed to upload the notified Recruitment Rules on the website of organization under the Ministries.

2. The following RRs for S&T and Non – S&T staff of NIELIT were duly approved in 31st/32nd Governing Council meeting held on 8th October, 2013 and November 29, 2014 respectively (agenda Item No. 32.2):

S.No.	Name of the Post	Scale of Pay with GP
S&T Posts		
01	Scientist / Engineer –‘D’ / Joint Director	PB3:15,600-39,100;GP Rs.7600
02	Dy. Director (Civil)	PB3: Rs.15,600-39,100; GP Rs.6600
03	Scientist ‘C’ (Marketing)	PB3: Rs.15,600-39,100; GP Rs.6600
04	Scientist /Engineer –‘C’ /Deputy Director	PB3: Rs.15,600-39,100; GP Rs.6600
05	Scientist /Engineer ‘B’ / Assistant Director	PB3: Rs.15,600-39,100; GP Rs.5400
06	Technical Assistant	PB1: Rs.5200-20,200; GP Rs.2400
07	Junior Technical Assistant	PB1: Rs.5200-20,200; GP Rs.1900
NON S&T Posts		
01	Deputy Director (Law)	PB3: Rs.15,600-39,100; GP Rs.6600
02	Assistant Director (DB)	PB3: Rs.15,600-39,100; GP Rs.5400
03	Assistant Director (Admn.)	PB3: Rs.15,600-39,100; GP Rs.5400
04	Asstt. Director (Finance) / Accounts Officer	PB3: Rs.15,600-39,100; GP Rs.5400
05	Admn. Officer	PB2: Rs.9300-34,800; GP Rs.4600
06	Finance Officer	PB2: Rs.9300-34,800; GP Rs.4600
07	Sr. Assistant (Accounts)	PB2: Rs.9300-34,800; GP Rs.4200
08	Library & Information Asstt.	PB2: Rs.9300-34,800; GP Rs.4200
09	Receptionist / Front Office Councillor	PB2: Rs.9300-34,800; GP Rs.4200
10	Assistant (Accounts)	PB1: Rs.5200-20,200; GP Rs.2400
11	Assistant	PB1: Rs.5200-20,200; GP Rs.2400
12	Stenographer	PB1: Rs.5200-20,200; GP Rs.2400
13	Junior Assistant	PB1: Rs.5200-20,200; GP Rs.1900

Contd...

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2.1 The RRs for the following posts have been drafted and got approved by DeitY:

S.No.	Name of the Post	Scale of Pay with GP
01	Executive Director	Rs.18,400-500-22,400 (pre-revised) PB-4:37,400-67,000; GP Rs.10000 (revised)
02	Director	Rs.18,400-500-22,400 (pre-revised) PB-4:37,400-67,000; GP Rs.10000 (revised)

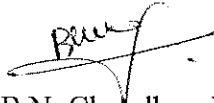
2.2 The RRs for the following S&T and Non S&T posts were approved by the MC&IT:-

S.No.	Name of the Post	Scale of Pay with GP
01	Director	Rs.16,400-450-20,000 (pre-revised) PB-4:37,400-67,000; GP Rs.8900 (revised)
02	Chief Controller of Exam	Rs.16,400-450-20,000 (pre-revised) PB-4:37,400-67,000; GP Rs.8900 (revised)
03	Chief Finance Officer / Financial Controller	Rs. 12,000-375-16,500 (pre-revised) PB3:15,600-39,100;GP Rs.7600 (revised)
04	Registrar	Rs. 12,000-375-16,500 (pre-revised) PB3:15,600-39,100;GP Rs.7600 (revised)
05	Hindi Typist (Office Asstt-III)	PB1: Rs.5200-20,200; GP Rs.1900
06	Junior Hindi Translator	Rs. 5000-150-8,000 (pre-revised) PB2: Rs.9300-34800;GP Rs.4200 (revised)
07	Hindi Officer	Rs. 6500-200-10,500 (pre-revised) PB2: Rs.9300-34800; GP Rs.4600 (revised)

3. A copy of set of the above said RRs is enclosed herewith.

4. In view of the above, IT Wing, NIELIT is requested to upload the notified Recruitment Rules of various posts (S&T and Non S&T) in NIELIT official website for greater transparency as per the instructions issued by DoP&T.

Encl: As above


(B.N. Choudhury)
Addl. Director (P&A) and Registrar
20.05.2015

Shri Shameem Khan
Joint Director (Systems),
NIELIT Headquarter

NIELIT
Recruitment Rules- S&T Officers

Name of the post	Number of Posts	Classification	Scale of Pay (In Rupees)	Whether Selection or Non-Selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972)	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and other educational qualifications prescribed for direct recruits will apply in the case of promotees
01	02	03	04	05	06	07	08	09
Scientist/ Engineer - D/ Joint Director	22*	Group 'A'	Pay Band & Grade Pay PB3: 15600-39100 + Grade Pay Rs. 7600	Selection	Not applicable	Upto 40 Years (Relaxation as per GOI Rules)	<p>Essential Qualification:</p> <p>a) Regular BE/ B.Tech in Computer Science or Computer Engg./Information Technology/Electrical and Electronics Engg/ Electronics & Instrumentation/ Electronics/ Electronics & Communications, M.Sc (Electronics/ Applied Electronics /Physics) with First Class from a recognized University/ Institution or Equivalent* with First Class from a recognized University/Institution</p> <p>OR</p> <p>b) M.Tech/ME in Computer Science/IT/Electronics & Communications /Electronics or any specialization in CS/IT/EC/ Electronics like VLSI Design, Information Security, Embedded System Design, Software Engineering, AI, Networking etc or Equivalent* with First Class from a recognized University/Institution.</p> <p>OR</p> <p>c) PhD in Computer Engg. or Computer Science/ Information Technology/ Electronics, EEE, E&I & Communications/ Electronics and its allied fields like Agriculture Electronics, Opto Electronics, Power Electronics, Consumer Electronics etc. or any specialization in CS/IT/EC/ Electronics like VLSI Design, Software Engineering, AI, Networking or Equivalent* from a recognized University/Institution</p> <p>Experience: Post qualification experience in relevant field 8 years for a 6 years for b 4 years for c</p>	Not applicable

*(System Manager =03, PDE / Principal Systems Analyst /Scientist 'D'=19)

Period of Probation, if any	Methods of recruitment: whether by direct recruitment or by promotion or by deputation or by absorption and percentage of the posts 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 is to be consulted in making Recruitment
10	11	12	13	14
One year in the case of Direct Recruit	Direct Recruitment/ Absorption Failing which by Deputation	<p>Essential Qualifications: BE/B.Tech in Computer Science or Computer Engg./Information Technology/Electrical and Electronics Engg/ Electronics & Instrumentation/ Electronics/ Electronics & Communications / M.Sc (Electronics/ Applied Electronics /Physics) or Equivalent* and having experience in the relevant field</p> <p>Employees of Central /State Govts. their attached /Subordinate/ Statutory offices/PSUs/Autonomous Bodies: i) holding analogous post on regular basis; OR ii) holding post on regular basis in the Grade Pay Rs. 6600/- for 05 years</p>	<p>Composition of Selection Committee: (i) Managing Director in case of HQs :Chairman Centre Director in case of Centres (ii) Two S&T Officer from DeitY and :Member Its constituents not below the rank of Scientist 'F' (iii) Two outside Experts from the :Member relevant field holding the post in GP of Rs 8900/- & above in Govt of India. to be Nominated by Appointing Authority</p> <p><i>Out of the above, one member Should be from the Reserved Category (SC/ST)</i></p> <p>Screening Committee: Comprising of 3 members out of the above Selection Committee</p>	Not applicable

*Deputation applicable only two employees of Govt. Organisations such as Autonomous Bodies/PSUs, etc. in whose case there is no requirement of approval of Dept. of Pension and Pensioner's Welfare, Govt. of India for exemption from the rule of permanent absorption.

NIELIT
Recruitment Rules- S&T Officers

Name of the post	Number of Posts	Classification	Scale of Pay (In Rupees)	Whether Selection or Non-Selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972)	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and other educational qualifications prescribed for direct recruits will apply in the case of promotees
01	02	03	04	05	06	07	08	09
Dy. Director (Civil)		Group 'A'	Pay Band & Grade Pay PB 3: Rs.15600-39100+ Grade Pay Rs. 6600	Selection	Not applicable	Upto 45 Years (Relaxation as per GOI Rules)	Essential Qualification (a) Regular-BE/ BTech(Civil), B Arch. or equivalent degree with First Class from a recognised university/ institution OR (b) ME/ MTech(Civil), M. Arch. or equivalent degree with First Class from a recognised university/ institution Experience: Post qualification experience in relevant field 5 years for (a) 3 years for (b)	Not Applicable

(S)

Period of Probation, if any	Methods of recruitment: whether by direct recruitment or by promotion or by deputation or by absorption and percentage of the posts 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 is to be consulted in making Recruitment
10	11	12	13	14
One year in the case of Direct Recruit	Direct Recruitment/ Absorption Failing which by Deputation	Essential Qualifications: BE/B.Tech(Civil) and having experience in the relevant field Employees of Central /State Govts. their attached /Subordinate/ Statutory offices/PSUs/Autonomous Bodies i) holding analogous post on regular basis; OR ii) holding post-on regular basis in the following Grade Pay: i) Grade Pay Rs. 5400/- : 05 years ii) Grade Pay Rs. 4800 : 06 years	Composition of Selection Committee: (i) Managing Director in case of HQs :Chairman Centre Director in case of Centres (ii) One S&T Officer from DeitY or its :Member Constituents not below the rank of Scientist 'E' (iii) One Officer not below the rank of :Member Scientist 'E' from NIELIT (iv)Two outside Experts from the :Member relevant field not below the rank of Director in Govt of India. to be nominated by Managing Director	Not applicable
			NB: Out of the above, one member Should be from the Reserved Category (SC/ST) Screening Committee: Comprising of 3 members out of the above Selection Committee	

*Deputation applicable only two employees of Govt. Organisations such as Autonomous Bodies/PSUs, etc. in whose case there is no requirement of approval of Dept. of Pension and Pensioner's Welfare, Govt. of India for exemption from the rule of permanent absorption.

NIELIT

Recruitment Rules- S&T Officers

Name of the post	Number of Posts	Classification	Scale of Pay (In Rupees)	Whether Selection or Non-Selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972)	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and other educational qualifications prescribed for direct recruits will apply in the case of promotees
01	02	03	04	05	06	07	08	09
Scientist C (Marketing)		Group 'A'	Pay Band & Grade Pay PB 3: Rs.15600-39100 + Grade Pay Rs. 6600	Selection	Not applicable	Upto 45 Years (Relaxation as per GOI Rules)	Essential qualification a) Regular BE/ B.Tech in Computer Science or Computer Engg./Information Technology/ Electronics/ Electronics & Communications/Electrical and Electronics Engg/ Electronics & Instrumentation /M.Sc (Electronics/ Applied Electronics /Physics) or Equivalent* with First Class from a recognized University/Institution followed by an MBA (Marketing) degree with first class from a recognized University/Institution OR b) M.Tech/ME in Computer Science/ IT/Electronics & Communications/ Electronics EEE, E&I, or any specialization in CS/IT/EC/Electronics like VLSI Design, Information Security, Embedded System Design, Software Engineering, AI, Networking etc or Equivalent* with First Class from a recognized University/Institution and MBA (Marketing) degree with first class from a recognized University/ Institution Experience Post qualification experience in the relevant field 03 years for (a) 01 years for (b)	Not applicable

Period of Probation, if any	Methods of recruitment: whether by direct recruitment or by promotion or by deputation or by absorption and percentage of the posts 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 is to be consulted in making Recruitment
10	11	12	13	14
One year in the case of Direct Recruit	By Direct Recruitment/ Deputation / Absorption	<p>Essential Qualifications: BE/ B.Tech in Computer Science or Computer Engg./Information Technology/ Electronics/ Electronics & Communications/ Electrical and Electronics Engg/ Electronics & Instrumentation/ M.Sc (Electronics/ Applied Electronics /Physics) or Equivalent* having experience in the relevant field</p> <p>Employees of Central /State Govts. their attached /Subordinate/ Statutory offices/PSUs/Autonomous Bodies: i) holding analogous post on regular basis; OR ii) holding post on regular basis in the following Grade Pay: i) Grade Pay Rs. 5400/- : 05 years ii) Grade Pay Rs. 4800 : 06 years</p>	<p>Composition of Selection Committee: (i) Managing Director in case of HQs Centre Director in case of Centres :Chairman (ii) One S&T Officer from DeitY or its Constituents not below the rank of Scientist 'E' to be nominated by Appointing Authority. :Member (iii) One Officer not below the rank Scientist 'E' from NIELIT to be nominated By Appointing Authority. : Member (iv)Two outside Experts from the relevant field not below the rank of Director in Govt of India. : Member to be nominated by Managing Director</p> <p><i>Out of the above, one member Should be from the Reserved Category (SC/ST)</i></p> <p>Screening Committee: Comprising of 3 members out of the above Selection Committee</p>	Not applicable

*Deputation applicable only two employees of Govt. Organisations such as Autonomous Bodies/PSUs, etc. in whose case there is no requirement of approval of Dept. of Pension and Pensioner's Welfare, Govt. of India for exemption from the rule of permanent absorption.

NIELIT
Recruitment Rules- S&T Officers

Name of the post	Number of Posts	Classification	Scale of Pay (In Rupees)	Whether Selection or Non-Selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972)	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and other educational qualifications prescribed for direct recruits will apply in the case of promotees
01	02	03	04	05	06	07	08	09
Scientist / Engineer-C/ Deputy Director	66*	Group 'A'	Pay Band & Grade Pay PB 3: 15600-39100+ Grade Pay Rs. 6600	Selection	Not applicable	Upto 35 Years (Relaxation as per GOI Rules)	<p>a) Regular BE/ B.Tech in Computer Science or Computer Engg./Information Technology/Electrical and Electronics Engg/ Electronics & Instrumentation/ Electronics/ Electronics & Communications, M.Sc (Electronics/ Applied Electronics /Physics) with First Class from a recognized University/ Institution or Equivalent* with First Class from a recognized University/Institution</p> <p>OR</p> <p>b) M.Tech/ME in Computer Science/IT/Electronics & Communications/Electronics or any specialization in CS/IT/EC/Electronics like VLSI Design, Information Security, Embedded System Design, Software Engineering, AI, Networking etc or Equivalent* with First Class from a recognized University/Institution.</p> <p>OR</p> <p>c) PhD in Computer Engg. or Computer Science/ Information Technology/ Electronics, EEE, E&I & Communications/ Electronics and its allied fields like Agriculture Electronics, Opto Electronics, Power Electronics, Consumer Electronics etc. or any specialization in CS/IT/EC/Electronics like VLSI Design, Software Engineering, AI, Networking or Equivalent* from a recognized University/Institution</p> <p>Experience: Post qualification experience in relevant field 4 years for a 2 years for b NIL year for c</p>	Not applicable

*((Senior System Analyst =26, Senior Design Engineer =26, Scientist 'C'=14 (10000-15200/ 8000-13500)

Period of Probation, if any	Methods of recruitment: whether by direct recruitment or by promotion or by deputation or by absorption and percentage of the posts 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 is to be consulted in making Recruitment
10	11	12	13	14
One year in the case of Direct Recruit	Direct Recruitment/ Absorption Failing which by Deputation	<p>Essential Qualifications: BE/B.Tech. in Computer Science or Computer Engg./Information Technology/Electrical and Electronics Engg/ Electronics & Instrumentation/ Electronics/ Electronics & Communications / M.Sc (Electronics/ Applied Electronics /Physics) or Equivalent* and having experience in the relevant field</p> <p>Employees of Central /State Govts. their attached /Subordinate/ Statutory offices /PSUs/Autonomous Bodies: i) holding analogous post on regular basis; OR ii)holding post on regular basis in the following Grade Pay: i) Grade Pay Rs. 5400/- : 05 years ii) Grade Pay Rs. 4800 : 06 years</p>	<p>Composition of Selection Committee: (i) Managing Director in case of HQs :Chairman Centre Director in case of Centres (ii) One S&T Officer from DeitY or its :Member Constituent not below the Scientist 'E' (iii) One Officer not below the rank of :Member Scientist 'E' in NIELIT to be nominated by Appointing Authority (iv)Two outside Experts from the :Member relevant field not below the rank of Director in Govt of India. to be nominated by Appointing Authority.</p> <p><i>Out of the above, one member Should be from the Reserved Category (SC/ST)</i></p> <p>Screening Committee: Comprising of 3 members out of the above Selection Committee</p>	Not applicable

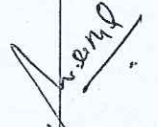
*Deputation applicable only two employees of Govt. Organisations such as Autonomous Bodies/PSUs, etc. in whose case there is no requirement of approval of Dept. of Pension and Pensioner's Welfare, Govt. of India for exemption from the rule of permanent absorption.

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DOEACC Society

Recruitment Rules

Name of Post	Number of Posts	Classification	Scale of Pay (In Rupees)	Whether Selection or Non-Selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972)	Age limit for direct recruitment	Educational and other qualifications required for direct recruitments	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes
01	02	03	04	05	06	07	08	09
Hindi Officer	01 (2008)	Group "B"	Rs. 6500-200-10500	Selection	Not applicable	30 years (Relaxation as per GOI rules)	<p>i) Possessing Master's Degree of a recognized University or equivalent in Hindi with English as a subject at the degree level. OR Master's degree of a recognized University or equivalent in English with Hindi as a subject at the degree level. OR Master's degree of a recognized University or equivalent in any subject with Hindi and English as subject at the degree level. OR Master's degree of a recognized University or equivalent in any subject with Hindi medium and English as a subject at the degree level. OR Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at degree level. ii) 5 years experience of terminological work in Hindi and or translation work from English to Hindi or vice-versa of technical or scientific literature. OR 5 years experience of teaching, research, writing and journalism in Hindi. Desirable: Awareness about modern equipments with Devnagari script.</p>	Age: No Educational Qualification: Yes


 Ashok Verma
 Adm Officer II

Period of Probation, if	Methods of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the posts to be filled by various methods.	In case of recruitment by promotion/deputation/transfer to be made	If a Departmental promotion Committee exists what is its composition	Circumstances in which Union Public/Service Commission is to be consulted in making Recruitment
10	11	12	13	14
One year in case of Direct Recruitment	By promotion / Direct Recruitment on term contract basis failing which by Deputation	<p>Deputation: Officers of the Central/State Governments or Public Sector Undertaking- a) holding analogous post on regular basis in the parent cadre or department; OR b) Junior Hindi Translators in the scale of pay of Rs. 5500-9000 with three years service in the grade rendered after appointment thereto on a regular basis in the parent cadre or department; OR c) Officials working in a scale of pay not lower than Rs. 5000-8000 (under the Central DA pattern) or equivalent and possessing Masters Degree from a recognized University in Hindi or English with English or Hindi as a subject at the Degree level; or Masters' Degree from a recognized University in any subject with Hindi as a medium of instruction and examination with English as a compulsory subject at degree level and having six years experience of translation from Hindi to English and English to Hindi.</p> <p>Desirable: Experience of three years in translating technical or scientific literature from Hindi to English or vice versa.</p> <p>Note 1 - The departmental Junior Hindi Translator in the scale of pay of Rs. 5000-8000 with 8 years regular service in the grade shall be considered alongwith those considered for deputation. In case the departmental Junior Hindi Translator is selected for appointment, the post shall be deemed to have filled by promotion.</p> <p>Note 2 - The departmental officers who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>Note 3 - Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other Organization or department or the Central Government shall ordinarily not exceed three years.</p> <p>Note 4 - The maximum age limit for appointment on deputation (including short term contract) shall be not exceeding fifty six years as on closing date of receipt of application.</p>	<p>Composition of Selection Committee: i) Executive Director - Chairman ii) Registrar, DOEACC - Member iii) Joint Director, Hindi, DIT - Member iv) Two outside experts - Member not below the rank of Dy. Secretary in Govt. of India</p> <p>Screening Committee: Any three members from the above composition.</p>	Not applicable.

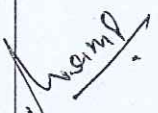
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Ashok Verma
Adm Officer II

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DOEACC Society

Recruitment Rules

Name of Post	Number of Posts	Classification	Scale of Pay (In Rupees)	Whether Selection or Non-Selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972)	Age limit for direct recruitment	Educational and other qualifications required for direct recruitments	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes
01	02	03	04	05	06	07	08	09
Junior Hindi Translator	01 (2008)	Group 'C'	Rs. 5000-150-8000	Not Applicable	Not applicable	28 Years (Relaxation as per Govt. rules)	Essential Possessing Master's Degree of a recognized University or equivalent in Hindi with English as a subject at the degree level. OR Master's degree of a recognized University or equivalent in English with Hindi as a subject at the degree level. OR Master's degree of a recognized University or equivalent in any subject with Hindi and English as subject at the degree level. OR Master's degree of a recognized University or equivalent in any subject with Hindi medium and English as a subject at the degree level. OR Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at degree level. Desirable i) Recognized Diploma or Certificate course in translation from English to Hindi and vice-versa. OR Two years experience in translation from English to Hindi and vice-versa in Central or State Government offices including Govt. organizations. ii) Knowledge of operating Hindi application software packages on computer.	Not applicable


 Ashok Verma
 Adm Officer II

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Period of operation, if any	Methods of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the posts to be filled by various methods.	In case of recruitment by promotion/deputation/transfer to be made	If a Departmental promotion Committee exists what is its composition	Circumstances in which Union Public/Service Commission is to be consulted in making Recruitment
10	11	12	13	14
One year	Direct Recruitment on term contract basis failing which by deputation	For deputation Holding analogous post on regular basis in the parent cadre in Central/State Govt. Deptt., PSUs/ Autonomous Bodies.	Composition of Selection Committee: - Executive Director(HQ) / : Chairman Director (Centre) - Joint Director (Hindi), DIT : Member - Registrar : Member - Two outside experts : Member not below the rank of Under Secretary in Govt. of India Screening Committee: Any two members from the above composition.	Not applicable

Asst. Secy
Asst. Secy
Adm Officer II

NIELIT

Recruitment Rules- S&T

Name of the post	Number of Posts	Classification	Scale of Pay (In Rupees)	Whether Selection or Non-Selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972)	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and other educational qualifications prescribed for direct recruits will apply in the case of promotees
01	02	03	04	05	06	07	08	09
Technical Asstt.*	30	Group 'C'	Pay Band & Grade Pay PB 1: Rs. 5200-20200 + Grade Pay Rs. 2400	Selection	No	Upto 27 Years (Relaxation as per GOI Rules / Norms)	Essential Qualifications: a) Bachelor's Degree in Science/BCA from a recognized University/Institution with 60% marks in the relevant field. OR b) 1 st Class Diploma (3 years full time) in Computer Sc./IT/Electronics/ Electronics and Communication/ Electrical and Electronics Experience Post qualification relevant experience in Govt./PSUs/ Autonomous Bodies/Industry of repute. 1 year for (a) 2 years for (b)	No

* (Junior Engineer=08, Lab Asstt.=19, Workshop Asstt.03)

Period of Probation, if any	Methods of recruitment: whether by direct recruitment or by promotion or by deputation or by absorption and percentage of the posts 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 is to be consulted in making Recruitment
10	11	12	13	14
One year in the case of Direct Recruits	Direct Recruitment/Absorption Failing which by Deputation	Essential Qualifications: B.Sc from a recognized University /Institution with DOEACC 'O' Level/BCA/1 st Class 3 year Diploma in Computer Sc. /IT/Electronics. having experience in the relevant field Employees of Central /State Govts. their attached /Subordinate/ Statutory offices/PSUs/Autonomous Bodies: i) holding analogous post on regular basis; OR ii) Working in PB1: 5200-20200 with GP Rs.1900/- and having 5 years regular service in the grade.	Composition of Selection Committee: (i) Scientist/Engineer 'D' or equivalent level officer : Chairman of NIELIT nominated by Appointing Authority (ii) One S&T officer from the Institute not below the rank of Scientist/ Engineer 'C' : Member (iii) Two outside expert not below rank of Scientist /Engineer 'C' from the relevant field nominated by : Member Appointing Authority (iv) One S&T Officer not below the rank of Scientist : Member /Engnn. 'C' from DeitY or its Constituent Out of the nominated members one member should be from SC/ST category. Screening Committee: Comprising of 3 members out of the above Selection Committee	Not applicable

*Deputation applicable only two employees of Govt. Organisations such as Autonomous Bodies/PSUs, etc. in whose case there is no requirement of approval of Dept. of Pension and Pensioner's Welfare, Govt. of India for exemption from the rule of permanent absorption.

Name of the post	Number of Posts	Classification	Scale of Pay (In Rupees)	Whether Selection or Non-Selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972)	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and other educational qualifications prescribed for direct recruits will apply in the case of promotees
01	02	03	04	05	06	07	08	09
Junior Technical Assistant	10*	Group 'C'	Pay Band & Grade Pay PB 1: Rs. 5200-20200 + Grade Pay Rs. 1900	Selection	No	Upto 27 Years (Relaxation as per GOI Rules / Norms)	Essential Qualifications: a) B.Sc./BCA from a recognized University / Institution with 60% marks. OR b) Graduate in any discipline from a recognized University / Institution with 60% marks having successfully completed NIELIT 'O' Level Certificate Course. OR b) 1 st Class Diploma (3 years full time) in Computer Sc./IT/Electronics/ Electronics and Communication/ Electrical and Electronics with 60% marks Experience Post qualification relevant experience Nil for (a) 1 year for (b)	No

* (Technical Asstt.=04, Handyman=01) (Electrician=05)

Period of Probation, if any	Methods of recruitment: whether by direct recruitment or by promotion or by deputation or by absorption and percentage of the posts 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 is to be consulted in making Recruitment
10	11	12	13	14
One year in the case of Direct Recruits	Direct Recruitment/ Absorption	For Transfer (Absorption): Essential Qualifications: B.Sc from a recognized University /Institution with DOEACC 'O' Level/BCA/ 1 st Class 3 years Diploma in Computer Sc. /IT/Electronics. and having experience in the relevant field Employees of Central /State Govts. their attached /Subordinate/ Statutory offices/PSUs/Autonomous Bodies: i) holding analogous post on regular basis; OR ii) Working in PB1: 5200-20200 with GP Rs.1900/- and having 5 years regular service in the grade	Composition of Selection Committee: (i) Scientist/Engineer 'D' or equivalent level officer : Chairman (ii) One S&T officer from NIELIT not below the rank of Scientist : Member (iii) Two outside expert not below rank of Scientist/Engnn. 'C' : Member from the relevant field to be nominated by appointing authority (iv) One S&T Officer not below the rank of Scientist/Engnn. 'C' : Member from DailY and its Constituents. Out of the nominated members one member should be from SC/ST category. Screening Committee: Comprising of 3 members out of the above Selection Committee	Not applicable

NIELIT
Recruitment Rules- Non S&T Officers

Name of the post	Number of Posts	Classification	Scale of Pay (In Rupees)	Whether Selection or Non-Selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972)	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and other educational qualifications prescribed for direct recruits will apply in the case of promotees
01	02	03	04	05	06	07	08	09
Deputy Director (Law)		Group 'A'	Pay Band & Grade Pay PB 3: Rs.15600-39100 + Grade Pay Rs. 6600	Selection	Not applicable	Up to 45 Years (Relaxation as per GOI Rules)	<p>Essential Qualification</p> <p>a) Regular LLB (05 years after 10+2 or 3 years after graduation) with First Class from a recognised university/ institution OR</p> <p>b) Regular LLM (02 years full time) after LLB with First Class from a recognised university/ institution</p> <p>Experience: Post-qualification Practice in High Court/ District Court 3 Years for (a) 1 Years for (b)</p> <p>Desirable: Preference will be given to Law Graduates qualified through CLAT</p>	Not applicable

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Period of Probation, if any	Methods of recruitment: whether by direct recruitment or by promotion or by deputation or by absorption and percentage of the posts 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 is to be consulted in making Recruitment
10	11	12	13	14
One year in the case of Direct Recruit	Direct Recruitment/ Absorption Failing which by Deputation	In case of deputation / absorption: Essential Qualifications: LLB and having experience in the relevant field. Employees of Central /State Govts. their attached /Subordinate/ Statutory offices/ PSUs/Autonomous Bodies: i) holding analogous post on regular basis; OR ii) holding post on regular basis in the following Grade Pay: i) Grade Pay Rs. 5400/- : 05 years ii) Grade Pay Rs. 4800 : 08 years	Composition of Selection Committee: (i) Managing Director in case of HQs :Chairman Centre Director in case of Centres (ii) One Officer in the Grade Pay :Member of Rs 8700/- from DeitY or its Constitutents to be nominated by Appointing Authority (iii) One Non S&T Officer in the Grade :Member pay of Rs 8700/- and above from NIELIT to be nominated by Appointing Authority (iv) Two outside Experts from the :Member relevant field not below the rank of Director in Govt of India. to be nominated by Appointing Authority <i>Out of the above, one member Should be from the Reserved Category (SC/ST)</i> Screening Committee: Comprising of 3 members out of the above Selection Committee	Not applicable

*Deputation applicable only two employees of Govt. Organisations such as Autonomous Bodies/PSUs, etc. in whose case there is no requirement of approval of Dept. of Pension and Pensioner's Welfare, Govt. of India for exemption from the rule of permanent absorption.

NIELIT
Recruitment Rules- Non S&T Officers

Name of the post	Number of Posts	Classification	Scale of Pay (In Rupees)	Whether Selection or Non-Selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972)	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and other educational qualifications prescribed for direct recruits will apply in the case of promotees
01	02	03	04	05	06	07	08	09
Assistant Director (DB)	17*	Group 'A'	Pay Band & Grade Pay PB3: Rs.15600 - 39100 + Grade Pay Rs. 5400	Selection	Not applicable	Upto 40 Years (Relaxation as per Govt. of India Rules)	Essential Qualifications: a) B.Sc/BCA from a recognized University/Institution with 60% marks and PG Diploma in Computer Science/ Application from a recognised university / DOEACC 'A' level OR b) MCA/M.Sc. (IT) /Computer Sc./ M.Sc in Mathematics or Physics with First Class from a recognized University/Institution/ DOEACC 'B' Level with 'B' Grade and above.	Not Applicable
							Experience: Post qualification experience in responsible position in the relevant area out of which minimum of two years should be in a Supervisory/ Managerial position 5 years for (a) 1 years for (b)	

* (Assistant Director-A=02, Assistant Director (Finance)=02, Admin cum-Finance Officer=01, Joint Manager=10, Admin Officer=02)

** The person who joins the post through other than DR Mode will be placed in PB I (Rs 9300-34800) with Grade Pay of Rs.5400/-

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Period of Probation, if any	Methods of recruitment: whether by direct recruitment or by promotion or by deputation or by absorption and percentage of the posts 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 is to be consulted in making Recruitment
10	11	12	13	14
One year in the case of Direct Recruit	Direct Recruitment/ Absorption Failing which by Deputation	Essential Qualifications: B.Sc. and PG Diploma in Computer Science/ Application from a recognised university / DOEACC 'A' level /BCA from a recognized University/Institution having experience in Supervisory/Managerial position in relevant field; Employees of Central /State Govts. their attached /Subordinate/ Statutory offices/PSUs /Autonomous Bodies:	Composition of Selection Committee: i) Managing Director or his nominee : Chairman in case of HQs and Director in case of Centres ii) An Officer not below the rank of : Member Scientist 'D' from DeitY or its Constituents to be nominated by Appointing Authority. iii) Registrar or an Officer of equivalent : Member rank in NIELIT to be nominated by	Not applicable
		i) holding analogous post on regular basis; OR ii) holding post on regular basis in the following Grade Pay i) Grade Pay Rs. 4200 : 08 years ii) Grade Pay Rs. 4600 : 03 years iii) Grade Pay Rs. 4800 : 02 years	Appointing Authority iv) Two outside members from the relevant : Member field not below the rank of Dy. Secretary in Govt of India.. to be nominated by Appointing Authority NB : One of the nominated members must be from SC/ST category. Screening Committee: Any 3 (three) members from the above composition	

***Deputation applicable only two employees of Govt. Organisations such as Autonomous Bodies/PSUs, etc. in whose case there is no requirement of approval of Dept. of Pension and Pensioner's Welfare, Govt. of India for exemption from the rule of permanent absorption.

NIELIT

Recruitment Rules- Non S&T Officers

Name of the post	Number of Posts	Classification	Scale of Pay (In Rupees)	Whether Selection or Non-Selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972)	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and other educational qualifications prescribed for direct recruits will apply in the case of promotees
01	02	03	04	05	06	07	08	09
Assistant Director (Admn)	17*	Group 'A'	Pay Band & Grade Pay PB3: Rs.15600 - 39100 + Grade Pay Rs. 5400	Selection	Not applicable	Upto 40 Years (Relaxation as per Govt. of India Rules)	Essential Qualifications: a) Graduate from a recognized University/Institution with 60% marks and PG Diploma (Personnel/HR Management/Industrial Relation /Labour Law) OR b) Post Graduate Degree from a recognized University/Institution with 60% marks and PG Diploma (Personnel/HR Management/Industrial Relation /Labour Law) OR c) MBA (Personnel/HR Management) from a recognized University / Institution with 60% marks Experience: Post qualification experience in responsible position in the area of Personnel / Establishment /Administration out of which a minimum of two years should be in a supervisory position equivalent to Section Officer/ Admin. Officer. Should possess working knowledge of computers 7 years for (a) 5 years for (b) 2 years for (c)	NO

* (Assistant Director-A=02, Assistant Director (Finance)=02, Admin cum-Finance Officer=01, Joint Manager=10, Admin Officer=02)

** The person who joins the post through other than DR Mode will be placed in PB I (Rs 9300-34800) with Grade Pay of Rs.5400/-

Period of Probation, if any.	Methods of recruitment: whether by direct recruitment or by promotion or by deputation or by absorption and percentage of the posts 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 is to be consulted in making Recruitment
10	11	12	13	14
One year in the case of Direct Recruit	Direct Recruitment/ Absorption Failing which by Deputation	Essential Qualifications: Graduate from a recognized University /Institution with Computer knowledge preferable CCC or higher certificate and having experience in handling Personnel/ HR/Administration related matter in Supervisory position; Employees of Central /State Govts. their attached /Subordinate/ Statutory offices/PSUs /Autonomous Bodies: i) holding analogous post on regular basis; OR ii) holding post on regular basis in the following Grade-Pay i) Grade Pay Rs. 4200 : 08 years ii) Grade Pay Rs. 4600 : 03 years iii) Grade Pay Rs. 4800 : 02 years Desirable: PG Diploma in Personnel / HRM /Finance as per requirement of the post	Composition of Selection Committee: i) Managing Director or his nominee :Chairman in case of HQs and Director in case Centres. ii) Director /Jt. Director level officer from Personnel/ General/ABC Div of Dely or Its Constituents to be nominated by Appointing Authority. iii) Registrar or an Officer of equivalent rank in NIELIT to be nominated by Appointing Authority. iv) Two outside members from the relevant field not below the rank of Dy. Secretary in Govt of India to be nominated by Appointing Authority. NB : One of the nominated members must be from SC/ST-category. Screening Committee: Any 3 (three) members from the above composition	Not applicable

***Deputation applicable only two employees of Govt. Organisations such as Autonomous Bodies/PSUs, etc. In whose case there is no requirement of approval of Dept. of Pension and Pensioner's Welfare, Govt. of India for exemption from the rule of permanent absorption.

NIELIT
Recruitment Rules- Non S&T Officers

Name of the post	Number of Posts	Classification	Scale of Pay (In Rupees)	Whether Selection or Non-Selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972)	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and other educational qualifications prescribed for direct recruits will apply in the case of promotees
01	02	03	04	05	06	07	08	09
Assistant Director (Finance)/ Accounts Officer	2	Group 'A'	Pay Band & Grade Pay, PB3: 15600 - 39100 + Grade Pay Rs.5400/-	Selection	Not applicable	Upto 40Years (Relaxation as per GOI Rules)	<p>Essential Qualification:</p> <p>a) Degree from a recognised University/Institution with CA/ICWA with minimum 60% marks in both Degree as well as CA/ICWA.</p> <p>OR</p> <p>b) Post Graduate Degree in Commerce or MBA(Finance) from recognised university/Institute with minimum 60% marks</p> <p>Experience</p> <p>Post qualification experience in responsible/ supervisory position in the area of Commercial Finance and Accounts preferable in Govt/ Organisation/ Autonomous Body/PSU/ Industrial Establish of repute and working knowledge of computer.</p> <p>2 years for (a)</p> <p>5 years for (b)</p>	No

(2)

Period of Probation, if any	Methods of recruitment: whether by direct recruitment or by promotion or by deputation or by absorption and percentage of the posts 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 is to be consulted in making Recruitment
10	11	12	13	14
One year	Direct Recruitment / Transfer (absorption) Failing which by Deputation	<p>Essential Qualifications: Graduate from a recognized University /Institution with Computer knowledge preferable CCC or higher certificate.</p> <p>Employees of Central /State Govts. their attached /Subordinate/ Statutory offices/PSUs/Autonomous Bodies</p> <p>i) holding analogous post on regular basis; OR ii) holding a post in PB2: 9300-34800 with GP Rs.4,800/- or equivalent with 2 years of regular service in the grade OR iii) holding a post in PB2: 9300-34800 with GP Rs.4,600/- or equivalent with 3 years of regular service in the grade OR iv) holding a post in PB2: 9300-34800 with GP Rs.4,200/- or equivalent with 8 years of regular service in the grade</p> <p>Experience in a supervisory position in the area of Accounts, Finance, Budgeting etc. in a specific autonomous organisation.</p>	<p>Composition of Selection Committee:</p> <p>i) Managing Director or his nominee : Chairman in case of HQs and Director in case of Centres</p> <p>ii) Director (Fin.)/Dy. FA, DeitY : Member</p> <p>iii) CFO or Officer of equivalent rank : Member in NIELIT (to be nominated by Appointing Authority)</p> <p>iv) Two outside members from the : Member relevant field not below the rank of Dy. Secretary in Govt of India.</p> <p>NB : One of the nominated members must be from SC/ST category.</p> <p>Screening Committee:</p> <p>Any 3 (three) members from the above composition.</p>	Not applicable

*Deputation applicable only two employees of Govt. Organisations such as Autonomous Bodies/PSUs, etc. in whose case there is no requirement of approval of Dept. of Pension and Pensioner's Welfare, Govt. of India for exemption from the rule of permanent absorption.

NIELIT
Recruitment Rules- Non S&T

Name of the post	Number of Posts	Classification	Scale of Pay (In Rupees)	Whether Selection or Non-Selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972)	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and other educational qualifications prescribed for direct recruits will apply in the case of promotees
01	02	03	04	05	06	07	08	09
Admn. Officer	65*	Group 'B'	Pay band & Grade Pay PB2: Rs.9300-34800 + Grade Pay Rs. 4600	Selection	No	Upto 30 Years (Relaxation as per GOI Rules/Norms)	Essential Qualifications: a) Graduate from a recognized University /Institution with 60% marks and PG Diploma (Personnel/HR Management/Industrial Relation /Labour Law) OR b) Post-Graduate Degree from a recognized University/Institution with 60% marks and PG Diploma (Personnel/HR Management/Industrial Relation /Labour Law) OR c) PG Degree in Personnel/HR Management/Industrial Relation /Labour Law with 60% marks OR d) MBA (Personnel/HR Management) from a recognized University / Institution with 60% marks Experience: Post qualification experience in responsible position in the area of Personnel / Establishment /Administration. Should possess working knowledge of computers 5 years for (a) 3 years for (b) NIL for (c) and (d))	Not applicable

* (Admn.cum-Finance Officer=02, Accounts Officer=03),(Information Analyst =01, Supervisor / Sr. Computer System Operator =01, Computer System Operator =06, Section Officer=01, Admn. Officer- Library Incharge=01),(Supporting staff-Gr.IV =10, Assistant =06, Asstt. Admn. Officer =02, Office Asstt. Gr.I =09, Office Superintendent =01, Billing Superintendent =01, Data Entry Supervisor=03, Sr. Data Entry Operator= 04, Public Relation Asstt. =01, Sr. AC Plant Operator =03, Sr. Office Assistant =02, Sr. Store & Purchase Asstt.=01), (Accountant=02, Asstt. Accounts Officer=01, Sr. Accounts Assistant=04)

contd ...p 2

Period of Probation, if any	Methods of recruitment: whether by direct recruitment or by deputation or by absorption and percentage of the posts 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 is to be consulted in making Recruitment
10	11	12	13	14
One year in the case of Direct Recruits	Direct Recruitment / Transfer (Absorption). Failing which by Deputation	<p>Essential Qualifications:</p> <p>Graduate from a recognized University /Institution with Computer knowledge preferable CCC or higher certificate and having experience in handling Personnel/ HR/Administration related matter;</p> <p>Employees of Central /State Govts. their attached /Subordinate/ Statutory offices/PSUs /Autonomous Bodies:</p> <p>i) - holding analogous post on regular basis</p> <p>OR</p> <p>ii) holding a post in Pay Band 2 Rs. 9300-34800/- with Grade Pay of Rs 4200/- with 5 years' regular service</p>	<p>Composition of Selection Committee:</p> <p>(i) Managing Director or his nominee :Chairman in case of HQs and Director in case of Centres</p> <p>(ii) Registrar/ Head of Admn :Member (not below the rank of Dy. Director in case of Centres)</p> <p>(iii) One officer from Institute :Member (not below the rank of Jt. Director to be nominated by Appointing Authority))</p> <p>(iv) Two officers from the the relevant field :Member from outside Institute (not below the</p>	Not applicable
			<p>rank of Deputy Director to be nominated by Appointing Authority)</p> <p>NB : One of the nominated members must be from SC/ST category.</p> <p>Screening Committee: Comprising of 3 members out of the above Selection Committee</p>	

***Deputation applicable only two employees of Govt. Organisations such as Autonomous Bodies/PSUs, etc. in whose case there is no requirement of approval of Dept. of Pension and Pensioner's Welfare, Govt. of India for exemption from the rule of permanent absorption.

NIELIT

Recruitment Rules- Non S&T

Name of the post	Number of Posts	Classification	Scale of Pay (In Rupees)	Whether Selection or Non-Selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972)	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and other educational qualifications prescribed for direct recruits will apply in the case of promotees
01	02	03	04	05	06	07	08	09
Finance Officer	2	Group 'B'	Pay band & Grade Pay PB2: Rs.9300-34800 + Grade Pay Rs. 4600.	Selection	No	Upto 30 Years (Relaxation as per GOI Rules/Norms)	<p>Essential Qualifications:</p> <p>a) Graduate in Commerce from a recognized University/Institution with 60% marks with Diploma in Finance</p> <p>OR</p> <p>b) Post Graduate Degree in Commerce from a recognized University/Institution with 60% marks</p> <p>OR</p> <p>c) MBA (Finance)/ from a recognized University / Institution with 60% marks</p> <p>OR</p> <p>d) ICWA/CA with 60% marks</p> <p>Experience</p> <p>Post-qualification experience in the area of Commercial Finance and Accounts preferable in Govt/ Organisation/ Autonomous Body/PSU/ Industrial Establish of repute and should also have working knowledge of computer preferable NIELIT 'CCC' or higher.</p> <p>5 years for (a) 3 years for (b) Nil for (c) and (d)</p>	NO

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Period of Probation, if any	Methods of recruitment: whether by direct recruitment or by promotion or by deputation or by absorption and percentage of the posts 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 is to be consulted in making Recruitment
10	11	12	13	14
One year in the case of Direct Recruits	Direct Recruitment / Transfer (absorption) Filling which by Deputation	Essential Qualifications: Graduate from a recognized University /Institution with Computer knowledge preferable CCC or higher certificate. Employees of Central /State Govts. their attached /Subordinate/ Statutory offices/PSUs/Autonomous Bodies i) holding analogous post on regular basis; OR	Composition of Selection Committee: (i) Managing Director or his nominee :Chairman In case of HQs and Director in case Centres (ii)Chief Finance Officer or equivalent :Member level officer (iii)One officer from Institute :Member (not below the rank of Jt. Director	No
		ii) holding a post in PB2: 9300-34800 with GP Rs.4,200/- with minimum 3-years of regular service in the grade and having experience of dealing with matters related to Finance / Accounts / Budgeting/ Audit.	to be nominated by Appointing Authority (iv)Two officers from the the relevant field :Member from outside Institute not below the rank of Deputy Director to be nominated by Appointing Authority) NB : One of the nominated members must be from SC/ST category. Screening Committee: Comprising of 3 members out of the above Selection Committee	

*Deputation applicable only two employees of Govt. Organisations such as Autonomous Bodies/PSUs, etc. in whose case there is no requirement of approval of Dept. of Pension and Pensioner's Welfare, Govt. of India for exemption from the rule of permanent absorption.

NIELIT

Recruitment Rules- Non S&T

Name of the post	Number of Posts	Classification	Scale of Pay (In Rupees)	Whether Selection or Non-Selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972)	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and other educational qualifications prescribed for direct recruits will apply in the case of promotees
01	02	03	04	05	06	07	08	09
Sr. Assistant (Accounts)	2	Group 'B'	Pay band & Grade Pay PB2: Rs.9300-34800 + Grade Pay Rs. 4200	Selection	No	Upto 30 Years (Relaxation as per GOI Rules/Norms)	<p>Essential Qualifications:</p> <p>a) Graduate in Commerce from a recognized University/Institution with 60% marks with Diploma in Finance.</p> <p style="text-align: center;">OR</p> <p>b) Post Graduate Degree in Commerce from a recognized University/ Institution with 60% marks;</p> <p style="text-align: center;">OR</p> <p>c) MBA (Finance) with 60% marks</p> <p>Experience:-</p> <p>Post qualification experience in the area of Commercial Finance and Accounts preferable in Govt/ Organisation/ Autonomous Body/PSU/ Industrial Establish of repute and should also have working knowledge of computer preferably NIELIT 'CCC' or higher.</p> <p>2 years for (a) Nil for (b) and (c)</p>	Not applicable

(8)

2

Period of Probation, if any	Methods of recruitment: whether by direct recruitment or by promotion or by deputation or by absorption and percentage of the posts 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 is to be consulted in making Recruitment
10	11	12	13	14
One year in the case of Direct Recruits	Direct Recruitment/ Transfer (absorption) Failing which by Deputation	Essential Qualifications: Graduate from a recognized University /Institution with Computer knowledge preferable CCC or higher certificate. Employees of Central /State Govts. their attached /Subordinate/ Statutory offices/PSUs/Autonomous Bodies i) holding analogous post on regular basis; OR ii) holding a post in PB 1: 5200-20200 with GP Rs.2800/- with minimum 3 years of regular service in the grade and having experience of dealing with matters related to Finance / Accounts / Budgeting/ Audit. OR iii) holding a post in PB 1: 5200-20200 with GP Rs.2400/- with minimum 6 years of regular service in the grade and having experience of dealing with matters related to Finance / Accounts / Budgeting/ Audit.	Composition of Selection Committee: (i) Managing Director or his nominee : Chairman. in case of HQs and Director in case Centres (ii) Chief Finance Officer or equivalent : Member level officer nominated by Appointing Authority (iii) One officer from Institute. : Member not below the rank of Jt. Director to be nominated by Appointing Authority (iv) Two officers from outside the Institute : Member not below the rank of Deputy Director to be nominated by Appointing Authority from relevant field NB : One of the nominated members must be from SC/ST category. Screening Committee: Comprising of 3 members out of the above Selection Committee	NO

*Deputation applicable only two employees of Govt. Organisations such as Autonomous Bodies/PSUs, etc. in whose case there is no requirement of approval of Dept. of Pension and Pensioner's Welfare, Govt. of India for exemption from the rule of permanent absorption.

NIELIT
Recruitment Rules- Library Cadre

Name of the post	Number of Posts	Classification	Scale of Pay (In Rupees)	Whether Selection or Non-Selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972)	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and other educational qualifications prescribed for direct recruits will apply in the case of promotees
01	02	03	04	05	06	07	08	09
Library & Information Asstt.	13	Group 'B'	Pay Band & Grade Pay PB 2: 9300-34800+ Grade Pay 4200	Selection	Not applicable	Upto 30 years (Relaxation as per Govt. of India rules)	Essential Qualifications: a) Degree in Library Science from a recognized University with 60% marks; and with Working knowledge of computers preferably NIELIT 'CCC' or higher certification. b) Post Graduate Degree in Library Science from a recognised University with 60% marks Experience – 2 years in a Library of repute for (a) Nil in case of (b)	Not applicable
Period of Probation, if any		Methods of recruitment: whether by direct recruitment or by promotion or by deputation or by absorption and percentage of the posts 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 is to be consulted in making Recruitment
10		11		12		13		14
One year in the case of Direct Recruits.		Direct Recruitment / Transfer (Absorption) Failing which by Deputation		Essential Qualifications: Graduate in Lib. Science from a recognized University/ Institution. OR Graduate with PG diploma in Library Science and having experience in the relevant field Employees of Central /State Govts. their attached /Subordinate/ Statutory offices/PSUs /Autonomous Bodies: i) Holding analogous post on regular basis OR ii) Working in PB 2: Rs.9300-34800 + Grade Pay Rs. 2800/- having 03 years regular service; OR iii) Working in PB 2: Rs.9300-34800 + Grade Pay Rs. 2400/- having 06 years regular service;		Composition of Selection Committee: (i) Managing Director or his nominee : Chairman in case of HQs and Director in case Centres (ii) Registrar/Chief Finance Officer or : Member equivalent level officer (iii) One officer from Institute not below the : Member the rank of Jt. Director to be nominated by Appointing Authority. (iv) Two officers from outside the Institute not : Member below the rank of Deputy Director to be nominated by Appointing Authority) from the relevant field NB : One of the nominated members must be from SC/ST category. Screening Committee: Comprising of 3 members out of the above Selection Committee		Not applicable.

*Deputation applicable only two employees of Govt. Organisations such as Autonomous Bodies/PSUs, etc. in whose case there is no requirement of approval of Dept. of Pension and Pensioner's Welfare, Govt. of India for exemption from the rule of permanent absorption.

NIELIT

Recruitment Rules- Secretarial Cadre

Name of the post	Number of Posts	Classification	Scale of Pay (In Rupees)	Whether Selection or Non-Selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972)	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and other educational qualifications prescribed for direct recruits will apply in the case of promotees
01	02	03	04	05	06	07	08	09
Receptionist/ Front Office Councillor	4	Group 'B'	Pay Band & Grade Pay PB 2: Rs.9300-34800 + Grade Pay Rs. 4200	Selection	Not applicable	Upto 27 Years (Relaxation as per GOI Rules)	Essential Qualifications: First Class Graduate from a recognised university or equivalent with Working knowledge of computers preferably NIELIT 'CCC' or higher certification. Experience -02 years post qualification-experience in the relevant field Desirable: Diploma in Public Relations/ Marketing	Age: No Educational Qualification: as indicated in Col.8

Period of Probation, if any	Methods of recruitment: whether by direct recruitment or by promotion or by deputation or by absorption and percentage of the posts 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 is to be consulted in making Recruitment
10	11	12	13	14
One year	Direct Recruitment / Transfer (Absorption) Filling which by Deputation	Essential Qualifications: Graduate from a recognized University /Institution with Computer knowledge preferably CCC or higher certificate and having experience in the relevant field. Employees of Central /State Govts. their attached /Subordinate/ Statutory offices/PSUs /Autonomous Bodies: i) Holding analogous post on regular basis OR ii) Persons working in the PB1: 5200-20200 with GP Rs.2,800/- having 5 years of regular service in the grade.OR iii) Persons working in the PB1: 5200-20200 with GP Rs.2,400/- having 6 years of regular service in the grade.	Composition of Selection Committee: (i)MD in case of HQs and Director in case of Centres (ii)Registrar in case of HQs and Head of Admn. (not below the rank of Dy. Director in case of Centres) (iii)One Officer from Institute not below the rank of Dy. Director nominated by Appointing Authority. (iv)Two outside experts from relevant field not below the rank of Dy. Director in Government of India, nominated by Appointing Authority. NB : One of the nominated members must be from SC/ST category Screening Committee: Any 3(three) members from the above composition.	Not applicable

*Deputation applicable only two employees of Govt. Organisations such as Autonomous Bodies/PSUs, etc. in whose case there is no requirement of approval of Dept. of Pension and Pensioner's Welfare, Govt. of India for exemption from the rule of permanent absorption.

NIELIT

Recruitment Rules- Non S&T

Name of the post	Number of Posts	Classification	Scale of Pay (In Rupees)	Whether Selection or Non-Selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972)	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and other educational qualifications prescribed for direct recruits will apply in the case of promotees
01	02	03	04	05	06	07	08	09
Assistant (Accounts)	02	Group 'C'	Pay Band & Grade Pay PB : Rs.5200 - 20200+ Grade Pay Rs 2400/-	Selection	No	Upto 27 Years (Relaxation as per GOI Rules/Norms)	Essential Qualifications: Graduate in Commerce from a recognized University/Institution with 60 % marks. Should also have working knowledge of computer preferably NIELIT 'CCC' or higher Desirable: NIELIT 'O' Level Certificate course	Not applicable
Period of Probation, if any	Methods of recruitment: whether by direct recruitment or by promotion or by deputation or by absorption and percentage of the posts 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 is to be consulted in making Recruitment
10	11		12			13		14
One year in the case of Direct Recruits	Direct Recruitment / Transfer (absorption) Filling which by Deputation		Essential Qualifications: Graduate from a recognized University /Institution with Computer knowledge preferable CCC or higher certificate. Employees of Central /State Govts. their attached /Subordinate/ Statutory offices/PSUs/Autonomous Bodies i) holding analogous post on regular basis; OR iii) holding a post in PB 1: 5200-20200 with GP Rs.1900/- with minimum 5 years of regular service in the grade and having experience of dealing with matters related to Finance / Accounts / Budgeting/ Audit.			Composition of Selection Committee: (i) Chief Finance Officer in case of HQ : Chairman and Head of Finance not below the rank of Joint Director in case of Centre (ii) Two Officers from the Institute. : Member (not below the rank of Dy. Director to be nominated by Appointing Authority) (iii) Two officers from outside the Institute : Member not below the rank of Deputy Director to be nominated by Appointing Authority from relevant field NB : One of the nominated members must be from SC/ST category. Screening Committee: Comprising of 3 members out of the above Selection Committee		Not applicable

*Deputation applicable only two employees of Govt. Organisations such as Autonomous Bodies/PSUs, etc. in whose case there is no requirement of approval of Dept. of Pension and Pensioner's Welfare, Govt. of India for exemption from the rule of permanent absorption.

NIELIT

Recruitment Rules- Non S&T

Name of the post	Number of Posts	Classification	Scale of Pay (In Rupees)	Whether Selection or Non-Selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972)	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and other educational qualifications prescribed for direct recruits will apply in the case of promotees
01	02	03	04	05	06	07	08	09
Assistant	55*	Group 'C'	Pay Band & Grade Pay PB I: Rs.5200 - 20200+ Grade Pay Rs 2400	Selection	No	Upto 27 Years (Relaxation as per GOI Rules/Norms)	Essential Qualifications: First Class Graduate from a recognised university or equivalent with Working knowledge of computers preferably NIELIT 'CCC' or higher certification. Experience -01 years post-qualification experience in the relevant field Desirable: NIELIT 'O' Level Certificate course	Not applicable

* (Receptionist - cum - Telephone operator =04, Senior Clerk /Senior Typist=11, Caretaker =01, Cashier=01, Data Entry Operator=07, AC Plant Operator=02, Sr. I/O Asstt.=01, Tape-cum-Book Librarian=01, Supporting Staff Gr.II=07, Office Asstt. Gr.II=16, Record Management-Asstt. =02, Accounts Assistant=02)

Period of Probation, if any	Methods of recruitment: whether by direct recruitment or by promotion or by deputation or by absorption and percentage of the posts 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 is to be consulted in making Recruitment
10	11	12	13	14
One year in the case of Direct Recruits	Direct Recruitment / Transfer (Absorption) Failing which by Deputation	Essential Qualifications: Graduate from a recognized University /Institution with Computer knowledge preferable CCC or higher certificate and having experience in the relevant field. Employees of Central /State Govts. their attached /Subordinate/ Statutory offices/PSUs /Autonomous Bodies: i) Holding analogous post on regular basis OR ii) Working in PB-I Rs.5200-20200 with Grade Pay of Rs.1900 and having 5 years regular service in the grade Desirable: NIELIT 'O' Level Certificate course	Composition of Selection Committee: (i) Registrar in case of HQs and :Chairman Jt. Director(Admn)or equivalent level Officer to be nominated by Appointing Authority. (ii) Two Officers from the Institute :Member not below the rank of Dy.Director/Scientist Engn 'C' to be nominated by Appointing Authority (iii) Two officers from outside the Institute :Member (not below the rank of Deputy Director to be nominated by Appointing Authority) from relevant field NB : One of the nominated members must be from SC/ST category. Screening Committee: Comprising of 3 members out of the above Selection Committee	Not applicable

**Deputation applicable only two employees of Govt. Organisations such as Autonomous Bodies/PSUs, etc. in whose case there is no requirement of approval of Dept. of Pension and Pensioner's Welfare, Govt. of India for exemption from the rule of permanent absorption.

NIELIT

Recruitment Rules- Secretarial Cadre

Name of the post	Number of Posts	Classification	Scale of Pay (In Rupees)	Whether Selection or Non-Selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972)	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and other educational qualifications prescribed for direct recruits will apply in the case of promotees
01	02	03	04	05	06	07	08	09
Stenographer	22*	Group 'C'	Pay Band & Grade Pay PB 1: Rs. 5200-20200 + Grade Pay Rs. 2400	Selection	No	Upto 27 Years (Relaxation as per GOI Rules/Norms)	Essential Qualifications: First Class Graduate from a recognized University/Institution with shorthand speed of 100/80 wpm in English/ Hindi and Working knowledge of computers preferably NIELIT 'CCC' or higher certification. Desirable: i) Working experience of 02 years in similar S&T organization. ii) NIELIT 'O' Level Certificate Course.	Not applicable

*(Steno Grade II/Steno Typist =04, Personal Asstt. / Stenographer =09, PA to Director / Stenographer=09)

Period of Probation, if any	Methods of recruitment: whether by direct recruitment or by promotion or by deputation or by absorption and percentage of the posts 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 is to be consulted in making Recruitment
10	11	12	13	14
One year in the case of Direct Recruits	Direct Recruitment / Transfer (Absorption). Failing which by Deputation	Essential Qualifications: Graduate from a recognized University/Institution and having experience in the relevant field. Employees of Central /State Govts. their attached /Subordinate/ Statutory offices/PSUs /Autonomous Bodies: i) Holding analogous post on regular basis OR ii) Working in PB-1 Rs.5200-20200 with Grade Pay of Rs.1900 and having 05 years regular service in the grade with shorthand speed of 100/80 wpm in English/Hindi Desirable: i) Working experience of 02 years in similar S&T organization. ii) NIELIT 'O' Level Certificate Course.	Composition of Selection Committee: (i) Registrar/Chief Finance Officer :Chairman in case of HQs and Jt. Director(Admn/Fin) or equivalent level officer to be nominated by Appointing Authority. (ii) Two Officers from the Institute :Member not below the rank of Dy. Director/ Scientist Engnn'C' to be nominated by Appointing Authority. (iii) Two officers from outside the Institute :Member (not below the rank of Deputy Director to be nominated by Appointing Authority) from relevant field NB : One of the nominated members must be from SC/ST category. Screening Committee: Comprising of 3 members out of the above Selection Committee	Not applicable

**Deputation applicable only two employees of Govt. Organisations such as Autonomous Bodies/PSUs, etc. in whose case there is no requirement of approval of Dept. of Pension and Pensioner's Welfare, Govt. of India for exemption from the rule of permanent absorption.

NIELIT
Recruitment Rules- Non S&T

Name of the post	Number of Posts	Classification	Scale of Pay (In Rupees)	Whether Selection or Non-Selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972)	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and other educational qualifications prescribed for direct recruits will apply in the case of promotees
01	02	03	04	05	06	07	08	09
Junior Assistant	66*	Group 'C'	Pay Band & Grade Pay PB 1: Rs. 5200-20200 + Grade Pay Rs. 1900/-	Selection	No	Upto 27 Years (Relaxation as per GOI Rules/Norms)	Essential Qualifications: First Class Graduate from a recognized University/Institution with typing speed of 30 wpm in English or 25 wpm in Hindi with Working knowledge of computers preferably NIELIT 'CCC' or higher certification. Desirable: NIELIT 'O' Level Certificate Course	Not applicable

*(Receptionist=01, Supporting Staff St= 19, Office Asstt.Gr.II =33, Junior Clerk=08, I/O Asstt.=04, Duplicating Operator =01)

Period of Probation, if any	Methods of recruitment: whether by direct recruitment or by promotion or by deputation or by absorption and percentage of the posts 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 is to be consulted in making Recruitment
10	11	12	13	14
One year in the case of Direct Recruits	Direct Recruitment / Transfer (Absorption) Failing which by Deputation	Essential Qualifications: Graduate from a recognized University/ Institution. Employees of Central /State Govts. their attached /Subordinate/ Statutory offices/PSUs /Autonomous Bodies: i) Holding analogous post on regular basis OR ii) Working in PB-1 Rs.5200-20200 with Grade Pay of Rs.1800 and having 02 years regular service in the grade with typing speed of of 30 wpm in English or 25 wpm in Hindi Working knowledge of computers preferably NIELIT 'CCC' or higher certification.	Composition of Selection Committee: (i) Registrar/Chief Finance Officer :Chairman in case of HQs and Jt. Director(Admn/Fin) or equivalent level officer to be nominated by Appointing Authority. (ii) Two Officers from the Institute :Member (not below the rank of Dy.Director/ Scientist Engnn'C' to be nominated by Appointing Authority) (iii) Two officers from outside the Institute :Member (not below the rank of Deputy Director to be nominated by Appointing Authority) from relevant field NB : One of the nominated members must be from SC/ST category. Screening Committee: Comprising of 3 members out of the above Selection Committee	Not applicable

**Deputation applicable only two employees of Govt. Organisations such as Autonomous Bodies/PSUs, etc. in whose case there is no requirement of approval of Dept. of Pension and Pensioner's Welfare, Govt. of India for exemption from the rule of permanent absorption.

DOEACC Society

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30.4.

Name of the post (1)	Number of posts (2)	Classification (3)	Scale of Pay (4)	Whether Selection or Non-selection (5)
Executive Director	One (2005)	Group 'A'	Rs. 18,400-500-22,400	N.A.

Whether benefit of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 (6)	Age limit for Direct Recruits (7)	Education and other qualifications for direct recruits. (8)
No	55 years (Relaxation as per Government of India Rules)	a) Ph. D (Engineering/Science) with 15 years experience OR b) M.Tech./M.E. in the area of Information, Electronics, Communications Technology/ Electrical/ Mechanical/Production/ Industrial Design etc. OR equivalent qualification with 20 years experience OR c) B.E./B.Tech/B.Sc. Engg. in the area of Information, Electronics, Communications Technology/ Electricals/ Mechanical/ Production/ Industrial Design etc. OR equivalent with 25 years experience.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees (9)	Period of probation, if any (10)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of post to be filled by various methods (11)
Not applicable	One year in case of direct recruitment	Direct recruitment/transfer (absorption)/deputation. The appointment would be for a tenure not exceeding 5 years or till date of retirement on superannuation, whichever is earlier.

In case of recruitment by promotion/deputation/ transfer (absorption), grades from which promotion/ deputation/transfer(absorption) to be made (12)	If a Departmental Promotion Committee exists what to its composition (13)	Circumstances in which Union Public Service Commission is to be consulted in making recruitment. (14)
In case of transfer(absorption)/deputation of officers of the Central/ State Govt./ PSUs/ Autonomous Bodies: i) holding analogous post on regular basis or having 5 years regular service in the scale of pay of Rs. 16400-450-20000. ii) Possessing the qualifications prescribed for direct recruitments as in col. 8	Search-sum-Selection Committee comprising of:- a) Secretary, DIT - Chairman b) An eminent Scientist/Academician - Member c) Secretary, Deptt. of Education/MHRD - Member d) Addl. Secretary level officer from Govt. Deptt. - Member e) An outside experts from relevant field - Member	Not applicable

DOEACC Society.

of the post (1)	Number of posts (2)	Classification (3)	Scale of Pay (4)	Whether Selection or Non-selection (5)
Director *	Eight (2005)	Group 'A' (ET-VI)	Rs. 18,400-500-22,400	N.A.

Whether benefit of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 (6)	Age limit for Direct Recruits (7)	Education and other qualifications for direct recruits. (8)
No	50 years (Relaxation as per Government of India Rules)	a) Ph. D (Engineering/Science) with 10 years experience OR b) M.Tech./M.E. in the area of Information, Electronics, Communications Technology/ Electrical/ Mechanical/Production/ Industrial Design etc. OR equivalent qualification with 15 years experience OR c) B.E./B.Tech/B.Sc. Engg. in the area of Information, Electronics, Communications Technology/ Electricals/ Mechanical/ Production/ Industrial Design etc. OR equivalent with 20 years experience.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees (9)	Period of probation, if any (10)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of post to be filled by various methods (11)
N.A.	One year in case of direct recruitment	Direct recruitment/transfer (absorption) failing which by deputation.

In case of recruitment by promotion/deputation/ transfer (absorption), grades from which promotion/ deputation/transfer(absorption) to be made (12)	If a Departmental Promotion Committee exists what to its composition (13)	Circumstances in which Union Public Service Commission is to be consulted in making recruitment. (14)
In case of transfer(absorption)/deputation of officers of the Central/ State Govt./ PSUs/ Autonomous Bodies: i) holding analogous post on regular basis or having 5 years regular service in the scale of pay of Rs. 16400-450-20000. ii) Possessing the qualifications prescribed for direct recruitments as in col. 8	Search-sum-Selection Committee comprising of:- a) Secretary, DIT - Chairman b) An eminent Scientist - Member c) Secretary of another scientific department - Member d) An outside expert from relevant field - Member e) ED, DOEACC - Member	Not applicable


* To be Centre Head

DOEACC Society

Recruitment Rules- S&T Officers

Name of Post	Number of Posts	Classification	Scale of Pay (In Rupees)	Whether Selection or Non-Selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972)	Age limit for direct recruitment	Educational and other qualifications required for direct recruitments	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees
01	02	03	04	05	06	07	08	09
Director	01	'A'	16400-450-20000	Selection	Not applicable	Upto 45 Years (Relaxation as per GOI Rules)	BE/B.Tech./M.Sc/MCA/DOEACC 'B' level or equivalent Degree in the area of Information/Electronics/Computers/ Communications Technology/Electrical/ Mechanical/ Production/Industrial Design with minimum 60% marks from a recognized University/Institution Experience:- 15 years in Industry/ Education / Education related research/management in the area of Information/Electronics/ Computers/Communication Technology. OR M.E/M.Tech Degree in the area of Information, Electronics & Communications Technology/ Electrical/Mechanical/production/ Industrial Design with minimum 60% marks from a recognized University/Institution Experience:- 12 years in Industry/Education / Education related research/management in the area of Information/Electronics / Communication Technology. OR Ph.D. in Science/Engineering from a recognized University/Institution Experience:- 10 years in the above area (out of the above mentioned experience, atleast 3 years should be in immediate lower scale i.e. Rs. 14,300-18,300 or equivalent).	Not applicable

Period of Probation, if any	Methods of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the posts to be filled by various methods.	In case of recruitment by promotion/deputation/transfer to be made	If a Departmental promotion Committee exists what is its composition	Circumstances in which Union Public/Service Commission is to be consulted in making Recruitment
10	11	12	13	14
One year in the case of Direct Recruitment	By Direct Recruitment on Term Contract basis / deputation.	<p>In case of deputation, officers of the Central/State Government/ other Govt. Bodies:</p> <p>i) holding analogous post on regular basis.</p> <p>OR</p> <p>having 5 years regular service in the scale of pay of Rs.14300-400-18300/- or equivalent level</p> <p>ii) Possessing qualifications as prescribed for Direct Recruitment under Col.8 above and experience in Industry/Education/Education related research/management in the area of Information/Electronics/Communications Technology.</p>	<p>Composition of Selection Committee will be as under:-</p> <ul style="list-style-type: none"> - Addl. Secretary or equivalent level, DIT : Chairman - Head of the Society : Member - An eminent Scientist or an expert in the relevant field from outside the Society (Not below the level of Joint Secretary, Govt. of India) : Member - An expert in the relevant field from the academic institution (Not below the level of Joint Secretary, Govt. of India) : Member <p>Screening Committee: Comprising of 3 members out of the above Selection Committee</p>	Not applicable


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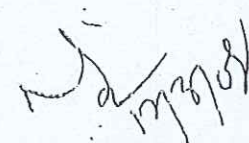
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DOEACC Society
Recruitment Rules- S&T Officers

Name of Post	Number of Posts	Classification	Scale of Pay (In Rupees)	Whether Selection or Non-Selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972)	Age limit for direct recruitment	Educational and other qualifications required for direct recruitments	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees
01	02	03	04	05	06	07	08	09
Chief Controller of Exam.	01	'A'	16400-450-20000	Selection	Not applicable	Upto 45 Years (Relaxation as per GOI Rules)	<p>BE/B.Tech./M.Sc/MCA/DOEACC 'B' level or equivalent Degree in the area of Information/Electronics/Computers/Communications. Technology/Electrical/Mechanical/ Production/Industrial Design with minimum 60% marks from a recognized University/Institution</p> <p>Experience:- 15 years in Education / Education related research/management in the area of Information/Electronics/ Computers/Communication Technology.</p> <p style="text-align: center;">OR</p> <p>M.E/M.Tech Degree in the area of Information, Electronics & Communications Technology/ Electrical/Mechanical/production/ Industrial Design with minimum 60% marks from a recognized University/Institution</p> <p>Experience:- 12 years in Education / Education related research/management in the area of Information/Electronics / Communication Technology.</p> <p style="text-align: center;">OR</p> <p>Ph.D. in Science/Engineering from a recognized University/Institution</p> <p>Experience:- 10 years in the above area (out of the above mentioned experience, at least 3 years should be in immediate lower scale i.e. Rs. 14,300-18,300 or equivalent).</p>	Not applicable

						Desirable: i) Persons having experience of working in Educational Institutions and conversant with conduct/ management of examinations. ii) Track record of absolute integrity and proved ability to maintain strict confidentiality.
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Period of Probation, if any	Methods of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the posts to be filled by various methods.	In case of recruitment by promotion/deputation/transfer to be made	If a Departmental promotion Committee exists what is its composition	Circumstances in which Union Public/Service Commission is to be consulted in making Recruitment
10	11	12	13	14
One year in the case of Direct Recruitment	By Direct Recruitment on Term Contract basis / deputation.	In case of deputation, officers of the Central/State Government/ other Govt. Bodies: i) holding analogous post on regular basis. OR having 5 years regular service in the scale of pay of Rs.14300-400-18300/- or equivalent level ii) Possessing qualifications as prescribed for Direct Recruitment under Col.8 above and experience in Education/Education related research/management in the area of Information/Electronics/Communications Technology. Desirable: Track record of absolute integrity and proved ability to maintain strict confidentiality of official matters.	Composition of Selection Committee will be as under:- - Addl. Secretary or equivalent level, DIT : Chairman - Head of the Society : Member - An eminent Scientist or an expert in the relevant field from outside the Society (Not below the level of Joint Secretary, Govt. of India) : Member - An expert in the relevant field from the academic institution (Not below the level of Joint Secretary, Govt. of India) : Member <u>Screening Committee:</u> Comprising of 3 members out of the above Selection Committee	Not applicable


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NIELIT

Recruitment Rules- NON-S&T Officers

Name of the post	Number of Posts	Classification	Scale of Pay (In Rupees)	Whether Selection or Non-Selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972)	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and other educational qualifications prescribed for direct recruits will apply in the case of promotees
01	02	03	04	05	06	07	08	09
Chief Finance Officer/ Financial Controller	02 (2007)	'A'	12,000-375-16500	Selection	Not applicable	Not exceeding 50 years (Relaxation as per GOI Rules)	Degree from a recognized University or equivalent with CA/ICWA/CS/MBA (Finance)/SAS/JAO (Examination conducted by C&AG/CGA) Experience: 12 years experience in respect of CA/ICWA/CS/MBA/(Finance) qualified (15 years experience in respect of SAS/JAO qualified and conversant with commercial accounts) related to financial/accounts budgetary control matters in Government, Autonomous Bodies or commercial organization/industry of repute out of which 7 years in supervisory responsible position (atleast 3 years in immediate lower scale of pay of Rs. 10,000-15,200 or equivalent).	Not applicable

Contd....2.

Period of Probation, if any	Methods of recruitment: whether by direct recruitment or by promotion or by deputation or by absorption and percentage of the posts 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 is to be consulted in making Recruitment
10	11	12	13	14
One year in the case of Direct Recruit	By Direct Recruitment/ Deputation / Absorption	<p>In case of deputation / absorption:</p> <p>Officers of the Central/State Government/ other Govt. Organization:</p> <p>Holding analogous post on regular basis.</p> <p>OR.</p> <p>Having 5 years Regular Service in the scale of pay of Rs 10000-325-15200/- (Pre-revised) or equivalent and having experience of working in Government, Autonomous Bodies or commercial organization/industry of repute and conversant with commercial accounts related to financial/accounts/budgetary control matters.</p> <p>II) Possessing qualifications for direct recruitment as in col. 8.</p>	<p>Composition of Selection Committee: *</p> <ul style="list-style-type: none"> - Head of the Society : Chairman - Director, Finance, DeitY : Member - Director of the NIELIT Centre : Member - A domain expert from outside the Society (not below the rank of Director, Govt. of India) : Member <p><u>Screening Committee:</u> Comprlsng of 3 members out of the above Selection Committee</p>	Not applicable

*Amended vide DeitY's communication No. 5(6)/2012-ABCD dated 9th July, 2012.

[Signature]

[Signature]

*Norms for filling up various Administrative/Finance posts
for Direct Recruitment and Deputation / Absorption*


Direct recruitment	Deputation/Absorption
<p>1. REGISTRAR (Scale Rs. 14,300-18,300/-) (Selection Grade)</p> <p>a.) Age : Not exceeding 50 years</p> <p>Post Graduate in any discipline, or Graduate with PG Diploma in Management. He should have 15 years experience in a responsible position in the field of Personnel Management, Labour Laws. He should have experience of Organising senior level meetings and should be familiar with the govt. functioning, exposure to working of Societies, preparation of budget and related matters.</p>	<p>a.) Persons holding analogous posts in the Ministry of Information Technology/other Ministries/Depts./Govt. organisations.</p> <p align="center">OR</p> <p>b.) Persons working in the pay scale of Rs. 12,000-16,500/- and having 5 years experience in the grade & relevant field.</p>
<p>2. REGISTRAR (Scale Rs. 12,000-16,500)</p> <p>a.) Age not exceeding 50 years</p> <p>b.) Post Graduate in any discipline, or Graduate with PG Diploma in Management. He should have 12 years experience in a responsible position in the field of Personnel Management, Financial Management, Labour Laws. He should have experience of organising senior Level meetings and should be familiar with the Govt. functioning, exposure to working of Societies, preparation of budget and related matters.</p>	<p>a.) Persons holding analogous posts in the Ministry of Information Technology/ other Ministries/ Deptt./ Govt. organisations.</p> <p>b.) Persons working in the pay scale of Rs. 10,000-15,200/- and having 5 years experience in the grade & relevant field.</p>
<p>3. Registrar (Scale Rs. 10,000-15,200/-)</p> <p>a) Age not exceeding 50 years</p> <p>b) Graduate with PG Diploma in Management. He should have 10</p>	<p>a) Persons holding analogous posts in the Ministry of Information Technology/ other Ministries/ Deptt./ Govt.</p>

DOEACC Society

Recruitment Rules

of Post	Number of Posts	Classification	Scale of Pay (In Rupees)	Whether Selection or Non-Selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972)	Age limit for direct recruitment	Educational and other qualifications required for direct recruitments	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes
01	02	03	04	05	06	07	08	09
Hindi Typist (Office Asstt-III)	01 (2008)	Group 'C'	Rs. 3050-75-3950-80-4590	Selection	Not applicable	18 - 27 years (Relaxations as per Govt. of India norms)	Essential a) Matriculation examination from a recognized Board or University; b) Typing speed 25 w.p.m. in Hindi c) Knowledge of Computer operation. Desirable a) Knowledge of English Typing b) Working experience of 2 years in a S&T organization.	Age: No Essential qualifications: Yes

Period of Probation, if any	Methods of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the posts to be filled by various methods.	In case of recruitment by promotion/deputation/transfer to be made,	If a Departmental promotion Committee exists what is its composition	Circumstances in which Union Public/Service Commission is to be consulted in making Recruitment
10	11	12	13	14
One year in case of Direct Recruitment.	By promotion failing which by Direct Recruitment on term contract basis/ deputation	For promotion Group 'D' employees who have rendered five years regular service in the grade and possess essential qualifications specified under col. 8 and subject to qualifying the written test to be conducted by the Society/Centre.	Constitution of Selection Committee: 1. Registrar : Chairman 2. Jt. Director (ABC Div., DIT) : Member 3. Jt. Director, Hindi, DIT : Member 4. Two members from outside : Member not below the rank of Section Officer in Govt. of India. Screening Committee: Any two members from the above composition.	Not applicable.


 Ashok Verma
 Adm. Officer II

NIELIT
Recruitment Rules- S&T Officers

Name of the post	Number of Posts	Classification	Scale of Pay (In Rupees)	Whether Selection or Non-Selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972)	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and other educational qualifications prescribed for direct recruits will apply in the case of promotees
01	02	03	04	05	06	07	08	09
Scientist / Engineer- 'B'/Assistant Director	151*	Group 'A'	Pay Band & Grade Pay PB 3: 15600-39100+ Grade Pay Rs. 5400	Selection	Not applicable	Upto 30 Years (Relaxation as per GOI Rules)	a) Regular BE/ B.Tech in Computer Science or Computer Engg./Information Technology/ Electrical and Electronics Engg/ Electronics & Instrumentation /Electronics/ Electronics & Communications or equivalent with First Class from a recognized University/Institution OR b)M.Sc (Electronics/ Applied Electronics /Physics) with First Class from a recognized University/ Institution Experience: Post qualification experience in relevant field Nil for a 1 year for (b)	Not applicable

(Scientist 'B'=06, System Analyst=53, /System Engineer=13, Marketing Executive=05, Design Engineer=67, Workshop Supdt.=07)

Period of Probation, if any	Methods of recruitment: whether by direct recruitment or by promotion or by deputation or by absorption and percentage of the posts 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 is to be consulted in making Recruitment
10	11	12	13	14
One year in the case of Direct Recruit	Direct Recruitment/ Absorption Failing which by Deputation	<p>Essential Qualifications: BE/B.Tech. in Computer Science or Computer Engg./Information Technology/Electrical and Electronics Engg/ Electronics & Instrumentation/ Electronics/ Electronics & Communications /M.Sc (Electronics/ Applied Electronics /Physics) or Equivalent* and having experience in the relevant field</p> <p>Employees of Central /State Govts. their attached /Subordinate/ Statutory offices /PSUs/Autonomous Bodies: i) holding analogous post on regular basis; OR ii) holding post on regular basis in the following Grade Pay: i) Grade Pay Rs. 4800/- : 02 years ii) Grade Pay Rs. 4600 : 03 years</p>	<p>Composition of Selection Committee: (i) Managing Director in case of HQs :Chairman Centre Director in case of Centres (ii) One S&T Officer from DeitY or its :Member Constituent not below the rank of Scientist 'D' to be nominated by Appointing Authority (iii) One Officer not below the rank of :Member Scientist 'D' in NIELIT to be nominated by Appointing Authority (iv) Two outside Experts from the :Member relevant field not below the rank of Director in Govt of India. to be nominated by Appointing Authority.</p> <p><i>Out of the above, one member Should be from the Reserved Category (SC/ST)</i></p> <p>Screening Committee: Comprising of 3 members out of the above Selection Committee</p>	Not applicable

****Deputation applicable only to employees of Govt. Organisations such as Autonomous Bodies/PSUs, etc. in whose case there is no requirement of approval of Dept. of Pension and Pensioner's Welfare, Govt. of India for exemption from the rule of permanent absorption.**

NIELIT
Recruitment Rules- S&T Officers

Name of the post	Number of Posts	Classification	Scale of Pay (In Rupees)	Whether Selection or Non-Selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972)	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and other educational qualifications prescribed for direct recruits will apply in the case of promotees
01	02	03	04	05	06	07	08	09
Scientist/ Engineer - D/ Joint Director	22*	Group 'A'	Pay Band & Grade Pay PB3: 15600-39100 + Grade Pay Rs. 7600	Selection	Not applicable	Upto 40 Years (Relaxation as per GOI Rules)	Essential Qualification: a) Regular BE/ B.Tech in Computer Science or Computer Engg./Information Technology/Electrical and Electronics Engg/ Electronics & Instrumentation/ Electronics/ Electronics & Communications, M.Sc (Electronics/ Applied Electronics /Physics) with First Class from a recognized University/ Institution or Equivalent* with First Class from a recognized University/Institution OR b) M.Tech/ME in Computer Science/IT/Electronics & Communications /Electronics or any specialization in CS/IT/EC/ Electronics like VLSI Design, Information Security, Embedded System Design, Software Engineering, AI, Networking etc or Equivalent* with First Class from a recognized University/Institution. OR c) PhD in Computer Engg. or Computer Science/ Information Technology/ Electronics, EEE, E&I & Communications/ Electronics and its allied fields like Agriculture Electronics, Opto Electronics, Power Electronics, Consumer Electronics etc. or any specialization in CS/IT/EC/ Electronics like VLSI Design, Software Engineering, AI, Networking or Equivalent* from a recognized University/Institution Experience: Post qualification experience in relevant field 8 years for a 6 years for b 4 years for c	Not applicable

*(System Manager =03, PDE / Principal Systems Analyst /Scientist 'D'=19)

Period of Probation, if any	Methods of recruitment: whether by direct recruitment or by promotion or by deputation or by absorption and percentage of the posts 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 is to be consulted in making Recruitment
10	11	12	13	14
One year in the case of Direct Recruit	Direct Recruitment/ Absorption Failing which by Deputation	<p>Essential Qualifications: BE/B.Tech in Computer Science or Computer Engg./Information Technology/Electrical and Electronics Engg/ Electronics & Instrumentation/ Electronics/ Electronics & Communications / M.Sc (Electronics/ Applied Electronics /Physics) or Equivalent* and having experience in the relevant field</p> <p>Employees of Central /State Govts. their attached /Subordinate/ Statutory offices/PSUs/Autonomous Bodies: i) holding analogous post on regular basis; OR ii) holding post on regular basis in the Grade Pay Rs. 6600/- for 05 years</p>	<p>Composition of Selection Committee: (i) Managing Director in case of HQs :Chairman Centre Director in case of Centres (ii) Two S&T Officer from DeitY and :Member Its constituents not below the rank of Scientist 'F' (iii) Two outside Experts from the :Member relevant field holding the post in GP of Rs 8900/- & above in Govt of India. to be Nominated by Appointing Authority</p> <p><i>Out of the above, one member Should be from the Reserved Category (SC/ST)</i></p> <p>Screening Committee: Comprising of 3 members out of the above Selection Committee</p>	Not applicable

*Deputation applicable only two employees of Govt. Organisations such as Autonomous Bodies/PSUs, etc. in whose case there is no requirement of approval of Dept. of Pension and Pensioner's Welfare, Govt. of India for exemption from the rule of permanent absorption.