

		<u>Recruitment Rules</u>
1.	Name of post	Deputy Director (Administration)
2.	Number of post	One
3.	Classification	Group - A
4.	Pay Band and Grade Pay/Level	Pay Matrix Level -11
5.	Whether Selection post or non-selection post	Selection in case of promotion.
6.	Age limit for direct recruits	Up to 40 years (Relaxable for Government servants up to five years in accordance with the instructions or orders issued by the Central Government). Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep).
7.	Educational and other qualifications required for direct recruits	(i) Post Graduate degree from a recognized university. (ii) Five years experience in Administration, in Group- A or B level post in the Government/Semi Govt. Organisation. Note1: Qualification (s) are relaxable at the discretion of the Competent authority (Search-cum-Selection Committee/ Departmental Promotion Committee), for reasons to be recorded in writing, in the case of candidates otherwise well qualified. Note2: the qualification (s) regarding experience is relaxable at the discretion of the competent authority (Search-cum-Selection Committee/ Departmental Promotion Committee), for reasons to be recorded in writing, in the case of candidates belonging to Scheduled castes or scheduled tribes if at any stage of selection the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	No.
9.	Period of probation, if	Two years in case of Direct Recruitment as well as promotees.

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10.	<p>Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.</p>	<p>Composite Method: Deputation (including short term contract) plus promotion; failing which by Direct Recruitment.</p>
11.	<p>In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made</p>	<p>Composite method (deputation (including short term contract) plus promotion):</p> <p>Deputation (including short term contract):-</p> <p>Officers under the Central or State Governments or Union Territories Administrations or Public Sector Undertakings or Universities or recognized research institutions or semi government, or autonomous bodies or Statutory Organisations holding:-</p> <p>(a)</p> <p>(i) analogous post on regular basis in the parent cadre or department Or</p> <p>(ii) with five years service in the grade rendered after appointment thereto on regular basis in posts in pay band -3, Rs. 15600-39100 + GP of Rs. 5400/-; or</p> <p>(iii) with six years service in the grade rendered after appointment thereto on regular basis in posts in pay band -2, Rs. 9300-34800 + GP of Rs. 4800/-; or</p> <p>(iv) with seven years service in the grade rendered after appointment thereto on regular basis in posts in pay band -2, Rs. 9300-34800 + GP of Rs. 4600/-.</p> <p>(b) possessing educational and experience mentioned under the column(7).</p> <p>Note-1: The departmental Administrative Officer in posts in PB-2; Rs. 9300-34800+ GP of Rs. 4600 with seven years' regular service in the grade will also be considered along with outsiders and in case he or she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.</p> <p>Note-2: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.</p> <p>(Period of deputation (including short term contract) including period of deputation (including short term contract) another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the</p>

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		<p>closing date of receipt of applications).</p> <p>Note-3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2016 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended), shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
12.	<p>If a Selection /Promotion Committee exists what is its composition</p>	<p>Promotion/Confirmation:</p> <ol style="list-style-type: none"> 1. Chairperson, CCRT-Chairman/Chairperson. 2. Joint Secretary, Ministry/Deptt. of Culture - Member. 3. Director, CCRT- Member. <p>Note:</p> <ol style="list-style-type: none"> 1. One co-opted Member representing SC/ST communities for reserved posts. 2. One subject expert to be nominated by the Executive Committee in case of direct recruitment-co-opted member.
13.	<p>Circumstances in which Union Public Service Commission to be consulted in making recruitment</p>	<p>N/A</p>

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 Ministry of Culture, Government of India
 New Delhi