

INDIAN COUNCIL FOR CULTURAL RELATIONS  
AZAD BHAVAN, IP ESTATE, NEW DELHI-110002

Dated: January 15<sup>th</sup>, 2013

NOTIFICATION

In exercise of the powers conferred under sub rule (ix) of rule 5 of the Constitution of the Indian Council for Cultural Relations, the General Assembly hereby makes the rules to regulate the method of recruitment of Group A, Group B and Group C posts in the Indian Council for Cultural Relations. DG, ICCR, on behalf of General Assembly of Indian Council for Cultural Relations, hereby notify the Recruitment Rules as approved by competent authority in Ministry of External Affairs for the above said posts. Five copies of the above said Recruitment Rules are available in the library of ICCR Headquarters i.e. Azad Bhavan, New Delhi for information and reference of all concerned including employees of ICCR. These rules come into effect from 11<sup>th</sup> January 2013.

Hindi version will follow.

  
(Anwar Haleem)  
Dy. Director General(AH)

All concerned

Copy to:

1. President's Office
2. DG's Office
3. Dy. Director General(AN)'s Office
4. Director(AJ)'s Office
5. All Regional Directors/ Regional Officers of ICCR Regional Office alongwith copy of the Recruitment Rules with the request to kindly bring it to the notice of all ICCR employees in their respective Regional Offices.
6. PD(Library) alongwith five copies of the Recruitment Rules with the request to display for general information of all concerned including ICCR's employees.
7. Webmaster, ICCR, New Delhi to upload on the ICCR's website.
8. Under Secretary (CCP & Cadre), Ministry of External Affairs, New Delhi alongwith copy of the Recruitment Rules with reference to his OM NO. Q/CAD/798/3/2011 dated 01.01.2013.

  
(Anwar Haleem)

(As corrected and approved by the  
competent authority in the MEA)

**Indian Council for Cultural Relations  
Azad Bhavan, IP Estate  
New Delhi**

**FINAL DRAFT  
RECRUITMENT RULES**

**2013**



## Table of Contents

RESOLUTION.....	3
1. Recruitment Rules for the post of Dy. Director General .....	5
2. Recruitment Rules for the post of Director.....	6
3. Recruitment Rules for the post of Senior Programme Director .....	7
4. Recruitment Rules for the post of Programme Director.....	8
5. Recruitment Rules for the post of Programme Director(F&A).....	9
6. Recruitment Rules for the post of Programme Officer(A/Cs).....	10
7. Recruitment Rules for the post of Programme Officer.....	11
8. Recruitment Rules for the post of Assistant Programme Officer.....	13
9. Recruitment Rules for the post of Senior Hindi Translator.....	15
10. Recruitment Rules for the post of Assistant .....	17
11. Recruitment Rules for the post of Senior Stenographer .....	19
12. Recruitment Rules for the post of Upper Division Clerk .....	21
13. Recruitment Rules for the post of Junior Hindi Translator .....	22
14. Recruitment Rules for the post of Junior Stenographer.....	24
15. Recruitment Rules for the post of Refrigeration/ Air Condition Mechanic.....	26
16. Recruitment Rules for the post of Electrician/ Projectionist.....	28
17. Recruitment Rules for the post of Lower Division Clerk.....	30
18. Recruitment Rules for the post of Staff Car Driver.....	32
19. Recruitment Rules for the post of Dispatch Rider.....	34
20. Recruitment Rules for the post of Multi Tasking Staff .....	36
21. Annexure - I .....	40

Dated: 11<sup>th</sup> Jan., 2013

## RESOLUTION

In exercise of the powers conferred under sub rule (ix) of rule 5 of the Constitution of the Indian Council for Cultural Relations, the General Assembly hereby makes the following rules to regulate the method of recruitment of Group A, Group B and Group C posts in the Indian Council for Cultural Relations, namely:-

**1. Short title and commencement:**

(1) These rules may be called the Indian Council for Cultural Relations Group A, Group B and Group C posts Recruitment Rules, 2013.

(2) They shall come into force on the date of issue of this resolution.

**2. Applications:** These rules shall apply to the posts specified in S.N.1 of the Schedules I to XX annexed to these rules.

**3. Number of posts, classification and scale of pay:** The number of the said posts, their classification and the scale of pay attached thereto shall be as specified in S.Nos.2 to 4 of the Schedules I to XX annexed to these rules.

**4. Method of recruitment, age limit, educational qualifications, etc:** The method of recruitment, age limit, educational qualifications and other matter relating thereto shall be as specified in S.No.5 to 12 of the said Schedules.

**5. Initial Constitution:** The service rendered by the existing incumbents, prior to commencement of these rules in various Group A, Group B and Group C who were appointed after following the due process as per the relevant instructions & rules (including erstwhile Group D reclassified as Group C) posts published in the schedules annexed hereto, shall be treated as regular service in the corresponding grade(s) and the same shall be taken as regular service for all purposes after commencement of these rules.

**6. Consideration of Seniors:**

Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/ eligibility service by more than half of such qualifying/ eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service.

7. **Disqualification:** No person –
- (a) who has entered into or contracted a marriage with a person having spouse living; or
  - (b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any of the said posts:

Provided that the Indian Council for Cultural Relations in consultation with the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are grounds for doing so, exempt any person from the operation of this rule.

8. **Power to relax:** (i) Where the Indian Council for Cultural Relations is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing and with the approval of the Central Government in the Ministry of External Affairs relax any of the provisions of these rules with respect to any class or category of persons.

**Provided that no such approval of the Central Government shall be required while relaxing the minimum qualifying service for promotion where the shortfall is to the extent of one year in respect of Group A and Group B posts and full powers in respect of Group C posts except in the matter of upper age limit or educational qualifications for direct requirement.**

9. **Saving:** Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for Scheduled Castes, Scheduled tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time.
10. **Repeal:** Any rule, regulations, orders etc. repugnant to the provisions of these rules, in so far as it relates to the service conditions of the employees of ICCR, shall stand repealed to the extent of such repugnancy with effect from the date of commencement of these rules.



Director General  
For and on Behalf of the General Assembly of ICCR



## Recruitment Rules for the post of Deputy Director General

1.	Designation	Deputy Director General
2.	No. of posts	3
3.	Classification	Group A
4.	Pay Band and Grade Pay/Pay Scale	Pay Band 4 ( ` 37,400-67,000) Grade Pay : ` 10,000
5.	Whether Selection Or Non-Selection Post	Selection
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications required for direct recruitment	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable
9.	Period of probation	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption & percentage of posts to be filled by various methods	66.6% of posts by deputation and 33.4% of posts by promotion failing which by deputation
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	<b>Promotion:</b> 5 years regular service in the grade of Director in PB-4 (Rs. 37,400-67,000)+8700 GP <b>Deputation:</b> Officers holding analogous posts on a regular basis with at least 10 yrs experience in handling international relations/ diplomacy including promotion of cultural relations in bilateral/ multilateral fora.
12.	Composition of DPC or Selection Committee	1. Foreign Secretary, MEA, - Chairman 2. Secretary in MEA- Member 3. DG, ICCR – Member 4. Additional Secretary, MEA – Member

## Recruitment Rules for the post of Director

1.	Designation	Director
2.	No. of posts	3* (2011) *Subject to variation dependent on work load
3.	Classification	Group A
4.	Pay Band and Grade Pay/Pay Scale	Pay Band 4 ( ` 37400-67000) Grade Pay : ` 8700
5.	Whether Selection Or Non-Selection Post	Selection
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications required for direct recruitment	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable
9.	Period of probation	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption & percentage of posts to be filled by various methods	By promotion
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	<b>Promotion:</b> 5 years regular service in the grade of Sr. Programme Director in PB-3 ( ` 15600-39100) + 7600 GP
12.	Composition of DPC or Selection Committee	1. Secretary, MEA - Chairman 2. DG, ICCR- Member 3. DDG (A)-Member Secretary 4. Joint Secretary (AD), MEA – Member



## Recruitment Rules for the post of Senior Programme Director

1.	Designation	Senior Programme Director
2.	No. of posts	8* (2011) (*Subject to variation dependent on work load)
3.	Classification	Group A
4.	Pay Band and Grade Pay/Pay Scale	Pay Band 3 ( 15600-39100) Grade Pay : 7600
5.	Whether Selection Or Non-Selection Post	Selection
6.	Age limit for direct recruitment (for Central & State Government, Autonomous Bodies, University Employees)	Not applicable
7.	Educational and other qualifications required for direct recruitment	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable
9.	Period of probation	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption & percentage of posts to be filled by various methods	By promotion
11.	In case of recruitment by promotion/ deputation/ transfer/ grades from which promotion/deputation/transfer is to be made	<b>Promotion:</b> 5 years regular service in the grade of Programme Director in PB-3 ( 15600-39100) + 6600 GP.
12.	Composition of DPC or Selection Committee	1. Secretary, MEA - Chairman 2. DG, ICCR- Member 3. DDG (A)- Member Secretary 4. Joint Secretary (AD), MEA – Member

## Recruitment Rules for the post of Programme Director

1.	Designation	Programme Director
2.	No. of posts	29* (2011) *Subject to variation dependent on work load
3.	Classification	Group A
4.	Pay Band and Grade Pay/Pay Scale	Pay Band 3 ( ` 15600-39100) Grade Pay : ` 6600
5.	Whether Selection Or Non-Selection Post	Selection
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications required for direct recruitment	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable
9.	Period of probation	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption & percentage of posts to be filled by various methods	By promotion
11.	In case of recruitment by promotion/ deputation/ transfer/ grades from which promotion/deputation/transfer is to be made	<b>Promotion:</b> 5 years regular service in the grade of Programme Officer in PB-3 ( ` 15600-39100) + 5400 GP
12.	Composition of DPC or Selection Committee	1. DG, ICCR – Chairman 2. DDG (A) - Member 3 & 4. Two representative of Director rank officers from MEA-Members

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## Recruitment Rules for the post of Programme Director (F&A)

1.	Designation	Programme Director(F&A)
2.	No. of posts	1* (2011) *Subject to variation dependent on work load
3.	Classification	Group A
4.	Pay Band and Grade Pay/Pay Scale	Pay band 3 ( ` 15600-39100) Grade Pay : ` 6600
5.	Whether Selection Or Non-Selection Post	Not applicable
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications required for direct recruitment	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable
9.	Period of probation (for direct recruitment)	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption & percentage of posts to be filled by various methods	By deputation
11.	In case of recruitment by promotion/ deputation/ transfer/ grades from which promotion/deputation/transfer is to be made	<p><b>Deputation:</b> Officers holding analogous post or with 4 years regular service as Senior Accounts Officer in PB-3 ( ` 15600-39100) + 5400 GP in any Central accounts service. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/Department of the Central Government shall not exceed 4 years.)</p> <p><b>Note:</b> The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of receipt of applications</p>
12.	Composition of DPC or Selection Committee	<p>Selection for the post of PD (F&amp;A) on deputation will be done with approval of the Selection Committee consisting:</p> <ol style="list-style-type: none"> <li>1. DDG(A), ICCR</li> <li>2. One Director level officer of MEA</li> <li>3. One Director level officer from ICCR</li> </ol>

## Recruitment Rules for the post of Programme Officer(A/Cs)

1.	Designation	Programme Officer (A/Cs)
2.	No. of posts	2* (2011) *Subject to variation dependent on work load
3.	Classification	Group A
4.	Pay Band and Grade Pay/Pay Scale	Pay band 3 (` 15600-39100) Grade Pay : ` 5400
5.	Whether Selection Or Non-Selection Post	Not applicable
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications required for direct recruitment	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable
9.	Period of probation (for direct recruitment)	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption & percentage of posts to be filled by various methods	By deputation
11.	In case of recruitment by promotion/ deputation/ transfer/ grades from which promotion/deputation/transfer is to be made	<p><b>Deputation:</b> Officers of the Central Government holding analogous post or Assistant Accounts Officers of an Accounts cadre with six years regular service in the grade. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/ Department of the Central Government shall not exceed 3 years.) Note: The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of receipt of applications</p>
12.	Composition of DPC or Selection Committee	<p>Selection for the post of Account Officer on deputation will be done with approval of the Selection Committee consisting:</p> <ol style="list-style-type: none"> <li>1. DDG(A), ICCR</li> <li>2. One Director level officer of MEA</li> <li>3. One Director level officer from ICCR</li> </ol>

## Recruitment Rules for the post of Programme Officer

1.	Designation	Programme Officer
2.	No. of posts	35* (2011) *Subject to variation dependent on work load
3.	Classification	Group A
4.	Pay Band and Grade Pay/Pay Scale	Pay band 3 ( ` 15600-39100) Grade Pay : ` 5400
5.	Whether Selection Or Non-Selection Post	Selection
6.	Age limit for direct recruitment	Not exceeding 35 years (Relaxable for Government servants/ICCR employees up to 5 years in accordance with the orders issued by the Central Government )
7.	Educational and other qualifications required for direct recruitment	<p><b>Essential</b></p> <p>i) Degree from recognized University</p> <p>ii) 7 years experience of dealing with cultural activities, organizing festivals and exhibitions/ international relations/ personnel, administrative/ financial matters etc. in Government departments/ autonomous bodies/ Universities/ recognized Research Institutions/ Public Undertakings/ NGOs.</p> <p><b>Desirable</b></p> <p>Anyone or more of the following qualifications:</p> <p>i) Post graduate degree in English literature or any other Indian language,</p> <p>ii) Post graduate diploma in International Relations.</p> <p>iii) Diploma in tourism and Indian heritage/ Indian culture/ Museology</p> <p>iv) Certificate of proficiency in a foreign language</p> <p>v) Certificate course from recognized university/ institute in computer application</p> <p>Note: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority 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.</p>

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	No
9.	Period of probation (for direct recruitment)	2 years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption & percentage of posts to be filled by various methods	66.6% (2/3) of posts by promotion 33.4% (1/3) of posts by direct recruitment – by open selection on All-India competition basis failing which by deputation/ absorption basis
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made	<p><b>Promotion:</b> 3 years regular service in the grade of Assistant Programme Officer in PB-2 ( 9300-34800) + 4600 GP</p> <p><b>Deputation (including short term contract)/ Absorption:</b> Officers under the Central/ State Govts./ Autonomous bodies/ Universities/ Recognized Research Institutions/ Public Undertakings, etc. (a) (i) holding analogous posts on regular basis; or (ii) with 3 years regular service in Pay Band Rs. 9300-34800 Grade Pay of 4600; or (iii) with 8 years regular service in Pay Band Rs. 9300-34800 Grade Pay of 4200; and (b) Possessing the qualifications and experience prescribed for direct recruits under S.N.7</p> <p>(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/ Department of the Central Government shall not exceed 3 years.)</p> <p>Note: The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of receipt of applications</p>
12.	Composition of DPC or Selection Committee	1. DG, ICCR – Chairman 2. DDG (A) - Member 3 & 4. Two representative of Director rank officers from MEA-Members

## Recruitment Rules for the post of Assistant Programme Officer

1.	Designation	Assistant Programme Officer
2.	No. of posts	52* (2011) *Subject to variation dependent on work load
3.	Classification	Group B
4.	Pay Band and Grade Pay/Pay Scale	Pay band 2 ( ` 9300-34800) Grade Pay : ` 4600
5.	Whether Selection Or Non-Selection Post	Selection
6.	Age limit for direct recruitment	Not exceeding 35 years (Relaxable for Government servants/ICCR employees up to 5 years in accordance with the orders issued by the Central Government)
7.	Educational and other qualifications required for direct recruitment	<p><b>Essential</b></p> <p>i) Degree from recognized University</p> <p>ii) 5 years experience of dealing with cultural activities, organizing festivals and exhibitions/ international relations/ personnel, administrative/ financial matters etc. in Government departments/ Autonomous bodies/ Universities/ recognized Research Institutions/ Public Undertakings/ NGOs.</p> <p><b>Desirable</b></p> <p>Anyone or more of the following qualifications:-</p> <p>i) Post graduate degree in English literature or any other Indian language,</p> <p>ii) Post graduate diploma in International Relations.</p> <p>iii) Diploma in tourism and Indian heritage/Indian culture/ Museology</p> <p>iv) Certificate of proficiency in a foreign language</p> <p>v) Certificate course from recognized university/ institute in computer application</p> <p>Note: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority 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</p>



		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	2 years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption & percentage of posts to be filled by various methods	50% of posts by promotion 25% of posts by direct recruitment from open market 25% of posts by Limited Departmental Competitive Examination (LDCE)
11.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer is to be made	<b>Promotion:</b> 5 years regular service in the grade of Assistant/ Sr. Stenographer in PB-2 (Rs. 9300-34800) + 4200 GP <b>Note:-</b> The eligibility list for promotion shall be prepared with reference to the date of completion by the officers of the prescribe qualifying service in the respective grade/post <b>Deputation:</b> Not applicable <b>Limited Departmental Competitive Examination:</b> Officials of level of Assistant/ Sr. Stenographer with regular service of 3 yrs in the PB-2 (Rs. 9300-34800) + 4200 GP  <b>Note:</b> The crucial date for determining the qualifying service shall be the last date for receiving the applications.
12.	Composition of DPC/Selection Committee	1. DG, ICCR – Chairman 2. DDG (A) - Member 3 & 4. Two representative of Director rank officers from MEA-Members

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## Recruitment Rules for the post of Senior Hindi Translator

1.	Designation	Senior Hindi Translator
2.	No. of posts	1* (2011) *Subject to variation dependent on work load
3.	Classification	Group B
4.	Pay Band and Grade Pay/Pay Scale	Pay band 2 ( ` 9300-34800) Grade Pay : ` 4600
5.	Whether Selection Or Non-Selection Post	Non Selection
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications required for direct recruitment	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable
9.	Period of probation	2 years
10.	Method of recruitment whether by direct recruitment or by promotion or deputation/ absorption and percentage of posts to be filled by various methods.	Deputation/ promotion
11.	In case of recruitment by promotion/deputation/ transfer/grades from which promotion/ deputation/transfer is to be made	<p><b>Deputation:</b></p> <p>Officers of Central Government</p> <p>(a) (i) holding analogous posts on regular basis; or</p> <p>(ii) with 5 years regular service in posts in the Pay Band ` 9300-34800 Grade Pay 4200; or</p> <p>(iii) with 15 years regular service in posts in the Pay Band ` 5200-20200 Grade Pay 2400; and</p> <p>(b) Possessing the qualifications and experience prescribed for direct recruits under S. No. 7.</p> <p><b>Note 1:</b> Departmental Junior Hindi Translator with 5 years regular service in the grade will also be considered along with the outsiders and if he/she is selected for appointment it would be deemed to have been filled by promotion.</p> <p><b>Note 2:</b> Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.</p>



		<b>Note 3:</b> The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of receipt of applications.
12.	Composition of DPC or Selection Committee	1. DG, ICCR – Chairman 2. DDG (A) - Member 3 & 4. Two representative of Director rank officers from MEA-Members

4

## Recruitment Rules for the post of Assistant

1.	Designation	Assistant
2.	No. of posts	20* (2011) *Subject to variation dependent on work load
3.	Classification	Group B
4.	Pay Band and Grade Pay/Pay Scale	Pay band 2 ( ` 9300-34800) Grade Pay : ` 4200
5.	Whether Selection Or Non-Selection Post	Non Selection
6.	Age limit for direct recruitment	Upto 30 years  (Relaxable for Government servants/ICCR employees up to 5 years in accordance with the orders issued by the Central Government)  <b>Note:</b> The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahul & 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 recruitment	<b>Essential:</b> 1. Degree from recognized University <b>Desirable:</b> i) Diploma/ Certificate in Travel and Tourism from a recognized institution. ii) Knowledge of financial/ Service rules/ Indian history/ heritage/ culture. iii) 3 years experience of dealing with cultural activities, organizing festivals and exhibitions/ international relations/ personnel, administrative / financial matters etc. in Government departments/ autonomous bodies/ Universities/ recognized Research Institutions/ Public Undertakings/ NGOs etc. iv) Certificate course from recognized university/ institute in computer application.  <b>Note:</b> The qualification(s) regarding



		experience is relaxable at the discretion of the Competent Authority 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.	Age : No Educational qualification: No
9.	Period of probation	2 years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption & percentage of posts to be filled by various methods	66.6% (2/3) of posts by promotion and  33.4% (1/3) of posts by Direct Recruitment – by open selection on all India competition basis failing which by deputation/absorption basis
11.	In case of recruitment by promotion/ deputation/ transfer/ grades from which promotion/ deputation/ transfer is to be made	<b>Promotion:</b> 10 years regular service in the grade of UDC provided that it shall continue to be 5 years in respect of the existing incumbents in position immediately before the date of commencement of the rules. <b>Deputation (including short term contract):</b> Officers under the Central/ State Govts./ Autonomous bodies/ Universities/ Recognized Research Institutions/ Public Undertakings, etc. (a) (i) holding analogous posts on regular basis; or (ii) with 10 years regular service in Pay Band ` 5200-20200 Grade Pay 2400; and (b) possessing the qualifications and experience prescribed for direct recruits under S. N.7  (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/Department of the Central Government shall not exceed 3 years.)
12.	Composition of DPC or Selection Committee	1. DG, ICCR – Chairman 2. DDG (A) - Member 3 & 4. Two representative of Director rank officers from MEA-Members

## Recruitment Rules for the post of Senior Stenographer

1.	Designation	Senior Stenographer
2.	No. of posts	8* (2011) *Subject to variation dependent on work load
3.	Classification	Group B
4.	Pay Band and Grade Pay/Pay Scale	Pay band 2 ( ` 9300-34800) Grade Pay : ` 4200
5.	Whether Selection Or Non-Selection Post	Non Selection
6.	Age limit for direct recruitment	Upto 30 years  (Relaxable for Government servants/ICCR employees up to 5 years in accordance with the orders issued by the Central Government )  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahul & 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 recruitment	i) Degree from a recognized University.  ii) Skill Test Norms  Dictation: 10 mts @ 100 w.p.m.  Transcription: 60 mts (English), 75 mts (Hindi), only on computer.  iii) Diploma/certificate course from recognized University/Institute in Computer application.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	No
9.	Period of probation	2 years
10.	Method of recruitment whether by direct or by deputation/absorption & percentage of posts to be filled by various methods of promotion	66.6% (2/3) of posts by promotion 33.4% (1/3) of posts by Direct Recruitment- by open selection on all India competition basis failing which by deputation/ absorption basis



11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made	<p><b>Promotion:</b> 10 years regular service in the grade of Jr. Stenographer provided that it shall continue to be 5 years in respect of the existing incumbents in position immediately before the date of commencement of the rules.</p> <p><b>Deputation (including short term contract):</b> Officers under the Central/ State Govts./ Autonomous bodies/ Universities/ Recognized Research Institutions/ Public Undertakings, etc.</p> <p>(a) (i) holding analogous posts on regular basis; or (ii) with 10 years regular service in Pay Band ` 5200-20200 Grade Pay 2400;and</p> <p>(b) possessing the qualifications prescribed for direct recruits under S. N.7</p> <p>(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/Department of the Central Government shall not exceed 3 years.)</p> <p><b>Note:</b> The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of receipt of applications</p>
12.	Composition of DPC or Selection Committee	<p>1. DG, ICCR – Chairman 2. DDG (A) - Member 3 &amp; 4. Two representative of Director rank officers from MEA-Members</p>

6

## Recruitment Rules for the post of Upper Division Clerk

1.	Designation	Upper Division Clerk
2.	No. of posts	25* (2011) *Subject to variation dependent on work load
3.	Classification	Group C
4.	Pay Band and Grade Pay/Pay Scale	Pay Band 1 ( ` 5200-20200) Grade Pay : ` 2400
5.	Whether Selection Or Non-Selection Post	Non Selection
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications required for direct recruitment	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	No
9.	Period of probation	2 years
10.	Method of recruitment whether by direct recruitment or by promotion or deputation/absorption and percentage of posts to be filled by various methods.	100% by promotion
11.	In case of recruitment by promotion/deputation/ transfer/ grades from which promotion/ deputation/ transfer is to be made	<b>Promotion:</b> 8 years regular service in the grade of LDC in PB -1 ( ` 5200-20200) + 1900 GP
12.	Composition of DPC or Selection Committee	1. DG, ICCR – Chairman 2. DDG (A) - Member 3 & 4. Two representative of Director rank officers from MEA-Members



## Recruitment Rules for the post of Junior Hindi Translator

1.	Designation	Junior Hindi Translator
2.	No. of posts	1* (2011) *Subject to variation dependent on work load
3.	Classification	Group B
4.	Pay Band and Grade Pay/Pay Scale	Pay band 2 ( ` 9300-34800) Grade Pay : ` 4200
5.	Whether Selection or Non-Selection Post	Non Selection
6.	Age limit for direct recruitment	<p>Upto 30 years ICCR employees upto 5 years in accordance with orders issued by Central Govt.</p> <p><b>Note1:</b> The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&amp;K State, Lahul &amp; Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman &amp; Nicobar islands or Lakshadweep)</p> <p><b>Note2:</b> In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.</p>
7.	Educational and other qualifications required for direct recruitment	<p>(i) Masters degree of a recognized University in Hindi with English as a subject at the degree level. OR Masters degree of a recognized University in English with Hindi as a subject at the degree level. OR Master's degree of a recognized University in any subject with Hindi and English as subjects at the Degree level; OR Master's Degree of a recognized University in any subject with Hindi medium and English as a subject at the degree level. OR</p>





		<p>Master's Degree of a recognized University in any subject with English medium and Hindi as a subject at the Degree level; and</p> <p>2. Bachelor's Degree with Hindi &amp; English as main subjects or either of the two as medium of examination and other as a main subject plus recognized diploma/ Certificate course from a recognized institution in translation from Hindi to English and vice versa.</p> <p>Or</p> <p>Two years experience in translation from Hindi to English and vice versa with Central/ State Govt. offices including Govt. of India undertakings.</p> <p><b>Note:</b> The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority 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.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable
9.	Period of probation	2 years
10.	Method of recruitment whether by direct recruitment or by promotion or deputation/absorption and percentage of posts to be filled by various methods.	<p>Direct Recruitment</p> <p>Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government</p> <p>(a) (i) holding analogous posts on regular basis; or</p> <p>(ii) with 8 years regular service in posts in the Pay Band ` 5200-20200 Grade Pay 1900; and</p> <p>(b) Possessing the qualifications and experience prescribed for direct recruits under S.N. 7.</p>
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made	Not applicable
12.	Composition of DPC for confirmation	To be indicated

## Recruitment Rules for the post of Junior Stenographer

1.	Designation	Junior Stenographer
2.	No. of posts	7* (2011) *Subject to variation dependent on work load
3.	Classification	Group C
4.	Pay Band and Grade Pay/Pay Scale	Pay band 1 ( 5200-20200) Grade Pay : 2400
5.	Whether Selection Or Non-Selection Post	Not applicable
6.	Age limit for direct recruitment	Between 18-27 years of age.  (Relaxable for Government servants/ICCR employees up to 40 years in accordance with the orders issued by the Central Government)  <b>Note 1:</b> The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahul & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar islands or Lakshadweep)  <b>Note 2:</b> In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.
7.	Educational and other qualifications required for direct recruitment	i) 12th pass from a recognized Board or University. ii) Skill Test Norms Dictation: 10 mts @ 80 w.p.m. Transcription: 50 mts (English), 65 mts (Hindi), only on computer. iii) Diploma/certificate course from recognized University/Institute in Computer application.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable
9.	Period of probation	2 years

10.	Method of recruitment whether by direct recruitment or by promotion or deputation/absorption and percentage of posts to be filled by various methods.	<p>Direct Recruitment – by selection on all India competition basis</p> <p>Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government</p> <p>(a) (i) holding analogous posts on regular basis; or</p> <p>(ii) with 8 years regular service in posts in the Pay Band ` 5200-20200 Grade Pay 1900; and</p> <p>(b) Possessing the qualifications and experience prescribed for direct recruits under S. N. 7.</p>
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made	Not applicable
12.	Composition of DPC for confirmation	To be indicated

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**Recruitment Rules for the post of Refrigeration/Air Condition Mechanic (As per SIU recommendation the post is to be abolished on falling vacant)**

1.	Designation	Refrigeration/ Air Condition Mechanic
2.	No. of posts	1* (2011) *Subject to variation dependent on work load
3.	Classification	Group C
4.	Pay Band and Grade Pay/Pay Scale	Pay band 1 ( 5200-20200 ) Grade Pay: ` 2400
5.	Whether Selection Or Non-Selection Post	Non Selection
6.	Age limit for direct recruitment	<p>Upto 27 years (Relaxable for Government servants/ ICCR employees up to 40 years in accordance with the orders issued by the Central Government)</p> <p><b>Note 1:</b> The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&amp;K State, Lahul &amp; Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman &amp; Nicobar islands or Lakshadweep)</p> <p><b>Note 2:</b> In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.</p>
7.	Educational and other qualifications required for direct recruitment	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Matriculation from a recognized State/ Central Board</li> <li>2. ITI pass in Refrigeration/ Air Conditioning trade.</li> <li>3. 2 years experience in maintenance and repair of all type of ACs and refrigerators</li> </ol> <p>Note: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of</p>

		<p>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.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not Applicable
9.	Period of probation	2 years
10.	Method of recruitment whether by direct recruitment or by promotion or deputation/absorption and percentage of posts to be filled by various methods.	<p>By direct recruitment</p> <p>Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government</p> <p>(a) (i) holding analogous posts on regular basis; or  (ii) with 8 years regular service in posts in the Pay Band ` 5200-20200 Grade Pay 1900; and</p> <p>(b) Possessing the qualifications and experience prescribed for direct recruits under S.N. 7.</p>
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made	Not applicable
12.	Composition of DPC or Selection Committee	<p>1. DG, ICCR – Chairman  2. DDG (A) - Member  3 &amp; 4. Two representative of US rank officers from MEA-Members</p>



**Recruitment Rules for the post of Electrician/Projectionist (As per SIU recommendation, the post is to be abolished on falling vacant)**

1.	Designation	Electrician/ Projectionist
2.	No. of posts	1* (2011) *Subject to variation dependent on work load
3.	Classification	Group C
4.	Pay Band and Grade Pay/Pay Scale	Pay band 2 ( 5200-20200) Grade Pay : 2400
5.	Whether Selection Or Non-Selection Post	Non Selection
6.	Age limit for direct recruitment	Upto 27 years (Relaxable for Government servants/ICCR employees up to 40 years in accordance with the orders issued by the Central Government)  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahul & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar islands or Lakshadweep)  In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.
7.	Educational and other qualifications required for direct recruitment	1. Matriculation from a recognized State/ Central Board. 2. ITI pass in Electrical trade. 3. 2 years experience in electrical maintenance, internal wiring, maintenance and repair of various equipments including audio/ video equipments, etc.  Note: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority 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.	Not Applicable

9.	Period of probation	2 years
10.	Method of recruitment whether by direct recruitment or by promotion or deputation/absorption and percentage of posts to be filled by various methods.	By direct recruitment Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government (a) (i) holding analogous posts on regular basis; or (ii) with 8 years regular service in posts in the Pay Band 5200-20200 Grade Pay 1900; and (b) Possessing the qualifications and experience prescribed for direct recruits under S.N. 7.
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made	Not applicable
12.	Composition of DPC or Selection Committee	1. DG, ICCR – Chairman 2. DDG (A) - Member 3 & 4. Two representative of US rank officers from MEA-Members

## Recruitment Rules for the post of Lower Division Clerk

1.	Designation	Lower Division Clerk
2.	No. of posts	26* (2011) *Subject to variation dependent on work load
3.	Classification	Group C
4.	Pay Band and Grade Pay/Pay Scale	Pay band 1 ( 5200-20200) Grade Pay : 1900
5.	Whether Selection Or Non-Selection Post	Non Selection
6.	Age limit for direct recruitment	<p>18-27 years (Relaxable for Govt. servants including ICCR employees upto 40 years in accordance with the instructions or orders issued by the Central Govt.)</p> <p>Note 1: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&amp;K State, Lahul &amp; Spiti district and Pangri Sub Division of Chamba district of Himachal Pradesh, Andaman &amp; Nicobar islands or Lakshadweep)</p> <p>Note 2: In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.</p>
7.	Educational and other qualifications required for direct recruitment	<p>1. 12<sup>th</sup> class or equivalent from recognized Board/University 2. Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi, on computer.</p> <p><b>Desirable:</b> Certificate course from recognized university/ institute in computer application.</p> <p>Note: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority 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 requisite</p>





		experience are not likely to be available to fill up the vacancy reserved for them.
	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Age: No Educational qualification : Yes
9.	Period of probation	2 years
10.	Method of recruitment whether by direct recruitment or by promotion or deputation/absorption and percentage of posts to be filled by various methods.	33.4% (1/3) of posts by promotion and 66.6% (2/3) of posts by direct recruitment by selection on all-India competition basis
11.	In case of recruitment by promotion/deputation/transfer/grades from which promotion/deputation/transfer is to be made	Promotion: Multi Tasking Staff in the ICCR having 3 years regular service in the grade.
12.	Composition of DPC or Selection Committee	1. DG, ICCR – Chairman 2. DDG (A) - Member 3 & 4. Two representative of US rank officers from MEA-Members

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## Recruitment Rules for the post of Staff Car Driver

1.	Designation	Staff Car Driver
2.	No. of posts	10* (2011) *Subject to variation dependent on workload
3.	Classification	Group C
4.	Pay Band and Grade Pay/Pay Scale	Pay Band 1 ( 5200-20200) + ` 1900 GP
5.	Whether Selection or Non-Selection Post	Not applicable
6.	Age limit for direct recruitment	<p>Not exceeding 25 years (Relaxable for Government servants/ICCR employees up to 40 years in accordance with the orders issued by the Central Government ) Note 1: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&amp;K State, Lahul &amp; Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman &amp; Nicobar islands or Lakshadweep)</p> <p>Note 2: In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.</p>
7.	Educational and other qualifications required for direct recruitment	<p><b>Essential Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. Possession of a valid driving license for motor cars.</li> <li>2. Knowledge of automobile mechanism (the candidate should be able to remove minor defects in vehicle)</li> <li>3. Experience of a driving a motor car for at least 3 years.</li> <li>4. Pass in 8th Standard from recognized school</li> </ol> <p><b>Desirable:</b> 3 yrs service as Home Guard/ Civil Volunteers</p> <p>Note: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority 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.</p>

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable
9.	Period of probation	2 years
10.	Method of recruitment whether by direct recruitment or by promotion or deputation/absorption and percentage of posts to be filled by various methods.	<p>Direct Recruitment</p> <p>Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government</p> <p>(a) (i) holding analogous posts on regular basis; or  (ii) with 3 years regular service in posts in the Pay Band ` 5200-20200 Grade Pay Rs. 1800; and</p> <p>(b) Possessing the qualifications and experience prescribed for direct recruits under S.N. 7.</p>
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made	Not Applicable
12.	Composition of DPC or Selection Committee	<p>1. DG, ICCR – Chairman</p> <p>2. DDG (A) - Member</p> <p>3 &amp; 4. Two representative of US rank officers from MEA-Members</p>

## Recruitment Rules for the post of Dispatch Rider

1.	Designation	Dispatch Rider
2.	No. of posts	3*(2011) * Subject to variation dependent on workload
3.	Classification	Group C
4.	Pay Band and Grade Pay/Pay Scale	Pay band 1( 5200-20200) Grade Pay : ` 1900
5.	Whether Selection Or Non-Selection Post	Not Applicable
6.	Age limit for direct recruitment	<p>Not exceeding 25 yrs.</p> <p>(Relaxable for Government servants/ICCR employees up to 40 years in accordance with the orders issued by the Central Government)</p> <p>Note 1: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&amp;K State, Lahul &amp; Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman &amp; Nicobar islands or Lakshadweep)</p> <p>Note 2: In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.</p>
7.	Educational and other qualifications required for direct recruitment	<p><b>Essential Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. Possession of a valid driving license for Motor cycle/ auto rickshaw.</li> <li>2. Two years experience of driving Motor cycle/ auto rickshaw.</li> <li>3. Basic knowledge of Motor cycle/ auto rickshaw mechanism (The candidate should be able to remove minor defects in the vehicle.)</li> <li>4. Ability to read English and Hindi/ Regional Languages of the area in which the concerned organization is situated.</li> </ol>

		<p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Pass in the 8th Standard</li> <li>2. 3 yrs service as Home Guard/ Civil Volunteers</li> </ol> <p><b>Note:</b> The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority 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 requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not Applicable
9.	Period of probation	2 years
10.	Method of recruitment whether by direct recruitment or by promotion or deputation/absorption and percentage of posts to be filled by various methods.	<p>Direct Recruitment</p> <p>Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government</p> <p>(a) (i) holding analogous posts on regular basis; or  (ii) with 3 years regular service in posts in the Pay Band ` 5200-20200 Grade Pay ` 1800; and</p> <p>(b) Possessing the qualifications and experience prescribed for direct recruits under S.N. 7.</p>
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/ deputation/transfer is to be made	Not Applicable
12.	Composition of DPC or Selection Committee	<ol style="list-style-type: none"> <li>1. DG, ICCR – Chairman</li> <li>2. DDG (A) - Member</li> <li>3 &amp; 4. Two representative of US rank officers from MEA-Members</li> </ol>

## Recruitment Rules for the post of Multi Tasking Staff

1.	Designation	Multi Tasking Staff **
2.	No. of posts	43* (2011) *Subject to variation dependent on work load
3.	Classification	Group C
4.	Pay Band and Grade Pay/Pay Scale	Pay band 1 ( 5200-20200) Grade Pay : ` 1800
5.	Whether Selection Or Non-Selection Post	Not applicable
6.	Age limit for direct recruitment	Between 18-25 years of age.  Note 1: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahul & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar islands or Lakshadweep)  Note 2: In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.
7.	Educational and other qualifications required for direct recruitment	Matriculation pass or equivalent from a recognized Board  or Industrial Training Institute Pass Certificate from a recognized Institute* *May be adopted as per special requirement of the post, if any
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable
9.	Period of probation	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by various methods.	Direct recruitment-on the basis of open competitive exam and/ or skill test  Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government (a) holding analogous posts on regular basis; and (b) Possessing the qualifications prescribed for direct recruits under S.N. 7.



11.	In case of recruitment by promotion/deputation/transfer/grades from which promotion/deputation/transfer is to be made	Not Applicable
12.	Composition of DPC or Selection Committee	1. DG, ICCR – Chairman 2. DDG (A) - Member 3 & 4. Two representative of US rank officers from MEA-Members

**\*\*Consists of the following erstwhile Group D posts**

<b>Packer</b>	<b>02</b>
<b>Daftry</b>	<b>02</b>
<b>Jamadar</b>	<b>01</b>
<b>Store Attendant</b>	<b>01</b>
<b>Head Mali</b>	<b>01</b>
<b>Peon</b>	<b>21</b>
<b>Farash</b>	<b>04</b>
<b>Safai Karamchari</b>	<b>05</b>
<b>Chowkidar</b>	<b>06</b>
<b>Total</b>	<b>43</b>

*[Handwritten mark]*