

SCHEDULE

(See Regulation 9)

<i>Sl No.</i>	<i>Name of the Post</i>	<i>Number of Posts</i>	<i>Scale of Pay</i>	<i>Whether selection or non-selection post</i>	<i>Maximum age limit for direct recruits</i>	<i>Educational and other qualifications required for direct recruits</i>	<i>Method of recruitment</i>	<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>In case of recruitment by promotion/ transfer/transfer on deputation, the grades from which promotion/ transfer/ transfer on deputation to be made</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	GROUP 'A' POSTS								
1.	Deputy Director General (Administration)	1	16400-450-20000	Selection	50 years	Masters of Business Administration (MBA) with specialization in Personnel Management/Finance/Industrial Relations. At least 15 years' experience in Personnel Management, General Administration, out of which, at least five years shall be in a senior position in a Government, Semi-Government or reputed large organization.	By promotion failing which on deputation, failing both by direct recruitment.	Not applicable	Director (Selection Grade) in these Regulations with two years' regular service in the grade; and Deputation – (i) Officers holding analogous post on regular basis; OR (ii) Officers with 02 years regular service in the scale of pay of Rs. 14300-400-18300.
2.	Deputy Director General (Finance)	1	16400-450-20000	Selection	50 years	Chartered Accountant/ Cost and Works Accountant/Master of Business Administration (MBA) with specialization in Finance. At least 15 years' experience in Financial Management, out of which at least five years shall be in a senior position in a Government, Semi- Government or reputed large organization	*By promotion failing which on deputation, failing both by direct recruitment.	Not applicable	*Promotion – Director (Selection Grade) with two years' regular service in the grade possessing educational qualifications of Accounts and Finance; Deputation – From amongst officers, - (a) (i) holding analogous post on regular basis; or (ii) with two years regular service in the scale of pay of Rs. 14300-400-18300; and (b) possessing educational qualifications prescribed for direct recruits in column 7

*Inserted vide notification No. GSR 270(E) dated 8 Apr 2008.

<i>Sl No.</i>	<i>Name of the Post</i>	<i>Number of Posts</i>	<i>Scale of Pay</i>	<i>Whether selection or non-selection post</i>	<i>Maximum age limit for direct recruits</i>	<i>Educational and other qualifications required for direct recruits</i>	<i>Method of recruitment</i>	<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>In case of recruitment by promotion/ transfer/transfer on deputation, the grades from which promotion/ transfer/ transfer on deputation to be made</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
3.	Director (Selection Grade)	4**	14300-400-18300	Selection	Not applicable	Not applicable	By promotion	Not applicable	Promotion - Secretary/Director in these regulations with five years' regular service in the grade.
**Out of 11 posts of Secretary/Directors, Sl. No. 5 to 15, 4 posts shall be in non-functional Selection Grade									
4.	Chief Vigilance Officer	1	14300-400-18300 or the deputationist's own pay scale	Selection	Not applicable	Not applicable	By deputation	Not applicable	Suitable officers well versed in vigilance matters with adequate experience in equivalent grade or one grade lower.
5.	Secretary	1	12000-375-16500	Selection	45 years	Graduate, qualified Company Secretary/Post Graduate Degree or Diploma in Personnel Management/Labour and Social Welfare from a University or a recognized Institution, 10 years' experience in the field of Personnel Management in a Government, Semi-Government, or reputed large organization, of which 5 years' shall be in a senior position; thorough knowledge of Government of India Rules pertaining to conditions of service.	By promotion failing which by deputation and failing both by direct recruitment	Age - No Educational qualification - To the extent indicated in column 10.	<p>Promotion: Deputy Director (Administration and Finance) with five years' regular service in the grade possessing a Degree of recognized University; qualified Company Secretary/ Post Graduate specialization in Personnel Management or Labour and Social Welfare.</p> <p>Deputation: a) (i) Officers holding analogous post on regular basis; or (ii) Officers with 5 years' regular service in the scale of pay of Rs. 10000-325-15200;</p> <p>(b) Officers possessing qualifications prescribed for direct recruitment under column 7</p> <p>See Note 1</p>

Sl No.	Name of the Post	Number of Posts	Scale of Pay	Whether selection or non-selection post	Maximum age limit for direct recruits	Educational and other qualifications required for direct recruits	Method of recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	In case of recruitment by promotion/ transfer/transfer on deputation, the grades from which promotion/ transfer/ transfer on deputation to be made
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
6.	Director(Finance)	1	12000-375-16500	Selection	45 years	Chartered Accountant, Cost and Works Accountant/Subordinate Accounts Service (SAS) Accountant/ Master of Business Administration (MBA) (with finance specialization) with at least 10 years' experience in accounts work in a Government, or Semi-Government organization or in a commercial concern of repute, of which five years' shall be in a senior position.	By promotion failing which by deputation and failing both by direct recruitment	Age - No Educational qualification - To the extent indicated in column 10.	Promotion: Deputy Director (Administration and Finance) with five years' regular service in the grade possessing qualifications of Chartered Accountant/ Cost Accountant/Graduate Subordinate Accounts Service/ Master of Business Administration with specialization in finance. Deputation: (a) (i) Officers holding analogous post on regular basis, or (ii) Officers with 5 years' regular service in the scale of pay of Rs. 10000-325-15200; and (b) Officers possessing qualifications prescribed for direct recruitment under coloumn 7 See Note 1
7.	Director (Administration)	1	12000-375-16500	Selection	45 years	A degree of a recognized University; 10 years experience in Office Management, Stores Purchase, General Services in a Government, Semi-Government or reputed large organization of which 5 years shall be in a senior position; thorough knowledge of Government of India Rules pertaining to office management, stores purchase, etc; experience in staff welfare activities and building maintenance.	By promotion failing which by deputation and failing both by direct recruitment	Age - No Educational qualification - To the extent indicated in column 10.	Promotion: Deputy Director (Administration and Finance) with five years' regular service in the grade possessing a degree from any recognized University. Deputation:(a) (i) Officers holding analogous post on regular basis; or (ii) Officers with 5 years' regular service in the scale of pay of Rs. 10000-325-15200; (b) Officers possessing qualifications prescribed for direct recruitment under coloumn 7 See Note 1

<i>Sl No.</i>	<i>Name of the Post</i>	<i>Number of Posts</i>	<i>Scale of Pay</i>	<i>Whether selection or non-selection post</i>	<i>Maximum age limit for direct recruits</i>	<i>Educational and other qualifications required for direct recruits</i>	<i>Method of recruitment</i>	<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>In case of recruitment by promotion/ transfer/transfer on deputation, the grades from which promotion/ transfer/ transfer on deputation to be made</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
8.	Director(Legal)	1	12000-375-16500	Selection	45 years	A degree in law; at least 10 years' experience in senior position in labour laws, civil laws, etc, or practice in civil or labour courts or judicial experience; proven ability in drafting of petitions, written statements, replications, agreements, written opinions involving interpretation of laws, preparation of charge-sheets, etc; full proficiency in labour and industrial laws, civil and criminal procedures.	By promotion failing which by deputation and failing both by direct recruitment	Age - No Educational qualification - To the extent indicated in column 10.	Promotion: Deputy Director (Administration and Finance) with five years' regular service in the grade possessing a degree in law. Deputation: (a) (i) Officers holding analogous posts on regular basis or (ii) Officers with five years' regular service in the scale of pay of Rs. 10000-325-15200; and (b) Officers possessing qualifications prescribed for direct recruitment under column 7 See Note 1
9.	Director (Public Relations)	1	12000-375-16500	Selection	45 years	Degree/Post Graduate Diploma in Journalism/Public Relations/ Advertising/ Marketings, 10 years' experience in Public Relations, Publicity, organising conferences, exhibitions and sale of technical publications of which 5 years' shall be in a senior position.	By promotion failing which by deputation and failing both by direct recruitment	Age - No Educational qualification - To the extent indicated in column 10.	Promotion: Deputy Director with five years' regular service in the grade possessing Degree/Post Graduate Diploma in Journalism/Public Relations/ Advertising/ Marketing Deputation: (a) (i) Officers holding analogous post on regular basis; or (ii) Officers with 5 years' regular service in the scale of pay of Rs. 10000-325-15200 (b) Officers possessing qualifications prescribed for direct recruitment under column 7 See Note 1

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
10.	Director (Information Services)	1	12000-375-16500	Selection	45 years	Post Graduate Degree in Arts/Science or Degree in Engineering ; Degree in Library Science; 10 years' library experience in a large scientific or technical library, of which five years' must be in a senior position; thorough knowledge of Universal Decimal Classification system and modern indexing techniques.	By promotion failing which by deputation and failing both by direct recruitment	Age - No Educational qualification - To the extent indicated in column 10.	Promotion: Deputy Director with five years' regular service in the grade possessing a Post Graduate Degree/Diploma in Library Science. Deputation:(a) (i) Officers holding analogous post on regular basis; or (ii) Officers with 5 years' regular service in the scale of pay of Rs. 10000-325-15200 (b) Officers possessing qualifications prescribed for direct recruitment under column 7 See Note 1
11.	Director (Printing)	1	12000-375-16500	Selection	45 years	Degree in Science or Arts; Diploma in Printing Technology; at least 10 years' experience in responsible capacity in a well established publishing/ printing house of technical and scientific publications, of which 5 years' shall be in a senior position.	By promotion failing which by deputation and failing both by direct recruitment	Age - No Educational qualification - To the extent indicated in column 10.	Promotion: Deputy Director with five years' regular service in the grade possessing a degree in Science or Arts and Diploma in Printing Technology. Deputation: (a) (i) Officers holding analogous post on regular basis; or (ii) Officers with 5 years' regular service in the scale of pay of Rs. 10000-325-15200; (b) Officers possessing qualifications prescribed for direct recruitment under column 7 See Note 1
12.	Director(Sales)	1	12000-375-16500	Selection	45 years	Degree in Science or Arts; Post Graduate Degree/Diploma in Marketing/ /Public Relations/ Advertising/ Journalism; 10 years' experience in a reputed organization in Marketing/ Public Relations/ Publicity/ Advertising of which at least five years' shall be in a senior position.	By promotion failing which by deputation and failing both by direct recruitment	Age - No Educational qualification - To the extent indicated in column 10.	Promotion: Deputy Director with five years' regular service in the grade possessing a degree in Science or Arts and Post Graduate Degree/Diploma in Marketing/ /Public Relations/ Advertising/ Journalism. Deputation:(a) (i) Officers holding analogous post on regular basis; or (ii) Officers with 5 years' regular service in the scale of pay of Rs. 10000-325-15200 (b) Officers possessing qualifications prescribed for direct recruitment under column 7 See Note 1

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
13.	Director (Establishment)	1	12000-375-16500	Selection	45 years	Degree in Science or Arts; Company Secretary/Post Graduate Degree or Diploma in Personnel Management/Labour and Social Welfare from a University or a recognized Institution, 10 years' experience in the field of Personnel Management in a Government, Semi-Government, or reputed large organization, of which 5 years' shall be in a senior position	By promotion failing which by deputation and failing both by direct recruitment	Age - No Educational qualification - To the extent indicated in column 10.	Promotion: Deputy Director (Administration and Finance) with five years' regular service in the grade possessing a Degree of a recognized University; qualified Company Secretary/Post Graduate specialization in Personnel Management/Labour and Social Welfare Deputation: a) (i) Officers holding analogous post on regular basis; or (ii) Officers with 5 years' regular service in the scale of pay of Rs. 10000-325-15200; (b) Officers possessing qualifications prescribed for direct recruitment under column 7 See Note 1
14.	Director (Accounts)	1	12000-375-16500	Selection	45 years	Chartered Accountant/ Cost and Works Accountant/Subordinate Accounts Service (SAS) Accountant/ Master of Business Administration (MBA) (with finance specialization) with at least 10 years' experience in accounts work in a Government, or Semi-Government organization or in a commercial concern of repute, of which 5 years' shall be in a senior position.	By promotion failing which by deputation and failing both by direct recruitment	Age - No Educational qualification - To the extent indicated in column 10.	Promotion: Deputy Director (Administration and Finance) with five years' regular service in the grade possessing qualifications as Chartered Accountant/ Cost Accountant/Graduate Subordinate Accounts Service/ Master of Business Administration with specialization in finance. Deputation: (a) (i) Officers holding analogous post on regular basis, or (ii) Officers with 5 years' regular service in the scale of pay of Rs. 10000-325-15200; and (b) Officers possessing qualifications prescribed for direct recruitment under column 7 See Note 1

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
15.	Director (Foreign Languages)	1	12000-375-16500	Selection	45 years	Degree in Science or Engineering; Post Graduate Degree/Diploma in the required Foreign Language(s) from a University or a recognized Institution; 10 years' translation experience of Scientific/ Engineering/ Technological documents of which 5 years' shall be in a senior position.	By promotion failing which by deputation and failing both by direct recruitment	Age - No Educational qualification - To the extent indicated in column 10.	Promotion: Deputy Director with five years' regular service in the grade possessing at least 10 years' experience of translation work in Group 'A' Post/ Post Graduate Degree/ Diploma in Foreign Language. Deputation: (a) (i) Officers holding analogous post on regular basis; or (ii) Officers with five years regular service in the scale of pay of Rs. 10000-325-15200 (b) Officers possessing qualifications prescribed for direct recruitment under column 7 See Note 1
16.	Deputy Director (Hindi)	2	10000-325-15200	Selection	40 years	i) 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 subjects at the Degree level; OR Master's Degree of recognized University or equivalent in any subject with English/Hindi medium and Hindi/English as subjects at the Degree level. ii) Five years' experience in post in the scale of pay Rs 8000-275-13500 or equivalent. iii) Five years' experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature.	By promotion failing which by deputation and failing both by direct recruitment	Not applicable	Promotion: Assistant Director (Hindi) with 5 years' regular service in the grade. Deputation: a(i) Officers holding analogous posts on regular basis (ii) Officers with 05 yrs regular service in the scale of pay of Rs. 8000-13500 in the grade; and (b) Officers possessing educational qualifications prescribed for direct recruitment under column 7 See Note 1

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
17.	Deputy Director (Public Relations/ Library/ Sales/ Printing/ Foreign Languages/ Computer/ Publications)	12	10000-325-15200	Selection	40 years	Degree in Science; Post Graduate Degree/Diploma in the relevant discipline from a recognized University/Institution with 10 yrs' experience in a relevant field.	By promotion failing which by deputation and failing both by direct recruitment	Not applicable	<p>Promotion: Assistant Director (Public Relations/ Library/ Sales/ Printing/ Foreign Languages/ Computer) with 5 years' experience in the grade.</p> <p>Deputation: (a) (i) Officers holding analogous post on regular basis; or (ii) Officers with 05 yrs regular service in the scale of pay of Rs. 8000-13500; (b) Officers possessing educational qualifications prescribed for direct recruitment under column 7</p> <p>See Note 1</p>
18.	Deputy Director (Administration and Finance)	11	10000-325-15200	Selection	40 years	<p>Deputy Director (Personnel Administration) – A Degree of a recognized University; and a member of the Institute of Company Secretary of India/master of Business Administration (MBA) (specialization in Personnel Management)/Post Graduate Degree or Diploma in Personnel Management/Labour and Social Welfare from a University or a recognized Institution with 08 years' experience in the field of Personnel Management in a Government, Semi-Government or in a commercial concern of repute, out of which 05 years shall be in a senior position.</p> <p>Deputy Director (Finance/Accounts) – Chartered Accountant/Cost and Works Accountant/Graduate Subordinate Accounts Service (SAS) Accountant/Master of Business Administration (MBA) with finance specialization with atleast 8 years experience in Accounts work in a Government, Semi-Government or in a Commercial concern of repute, out of which 05 years shall be in a senior position.</p>	By promotion failing which by deputation and failing both by direct recruitment	Not applicable	<p>Promotion – Assistant Director (Administration and Finance) with five years regular service in the grade.</p> <p>Deputation – Officers of the Central Government/State Government/ Autonomous Bodies, (a) holding analogous post on regular basis; or (b) with 5 years regular service in the scale of pay of Rs.8000-13500/-, and possessing experience in the field of Administration /Finance.</p> <p>(c) Officers possessing educational qualifications prescribed for direct recruitment under column 7</p> <p>Explanatory Note – In case of permanent absorption in BIS, such deputationist shall have to meet the educational qualifications prescribed for direct recruits.</p> <p>See Note 1</p>

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
19.	Assistant Director (Hindi)	2	8000-275-13500	Not applicable	30 years	i) 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 subjects at the Degree level; OR Master's Degree of recognized University or equivalent in any subject with English/Hindi medium and Hindi/English as subjects at the Degree level. ii) Five years' experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature.	Direct recruitment	Not applicable	Not applicable
20.	Assistant Director (Public Relations)	2	8000-275-13500	Not applicable	30 years	Post Graduate Degree/Diploma in Journalism/Public Relations/ Advertising/ Marketings, with atleast two years' professional experience in a reputed organization in Public Relations/ Publicity/ Advertising/ Scientific Journalism	Direct recruitment	Not applicable	Not applicable
21.	Assistant Director (Administration and Finance)	14	8000-275-13500	Not applicable	30 years	Assistant Director (Accounts) - Chartered Accountant/ Cost and Works Accountant/Subordinate Accounts Service (SAS) Accountant/ Master of Business Administration (MBA) (with finance specialization) with three yrs' experience Assistant Director (Personnel) - Master of Business Administration (MBA) (specialization in Personnel)/ Post Graduate Diploma in Personnel Management Human Resource Management of two yrs' duration from a reputed Institute/LL.B with three yrs' experience.	i) 2/3 rd by promotion failing which on deputation failing both by direct recruitment and ii) 1/3rd by direct recruitment	Not Applicable	Promotion-Section Officer/Private Secretaries with five years' regular service in the respective grade possessing University Degree. . Deputation: (a) (i) Officers holding analogous post on regular basis; or (ii) Officers with 5 yrs' regular service in the scale of pay of Rs. 6500-10500; (b) Officers possessing educational qualifications prescribed for direct recruitment under column 7 See Note 1

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	GROUP 'B' POSTS								
22.	Supervisor (Drawing)	8	7450-225-11500	Selection	Not applicable	Not applicable	By promotion	Not applicable	Senior Technical Assistant (Drawing) with two years' regular service in the grade.
23.	Section Officer	113	6500-200-10500	Selection	30 years	University Degree with Inter ICWA/ CA/SAS/ LLB/Post Graduate Diploma in Personnel Management/Human Resources Management/ Business Administration of two years' duration from a reputed institute.	(i) 2/3 rd by promotion; and (ii) 1/3 rd on the basis of Limited Departmental Competitive Examination (LDCE) failing which by deputation and failing both by direct recruitment	Not applicable	Promotion - Assistant with three years' regular service in the grade and who has passed the Office Manual Test. Through LDCE: Assistant/ Stenographer with 3 years regular service in the grade and who has passed the Office Manual Test. Deputation: (a)(i) persons holding analogous post on regular basis; or (ii) Candidates in the scale of pay of Rs. 5500-9000 with 3 years regular service in the grade (b) Officers possessing qualifications prescribed for direct recruitment under column 7 See Note 1
24.	Private Secretary	85	6500-200-10500	Selection	Not Applicable	Not Applicable	(i) 2/3 rd by promotion; and (ii) 1/3 rd on the basis of Limited Departmental Competitive Examination (LDCE)	Not Applicable	Promotion – Stenographers with three years' regular service in the grade and who has passed the Office Manual Test. Through LDCE: Stenographer with three years regular service in the grade and who has passed the Office Manual Test.
25.	Librarian	5	6500-200-10500	Selection	30 years	Graduate with Diploma in Library Science from a recognized University/ Institution.	By promotion failing which by deputation and failing both by direct recruitment	Not Applicable	Promotion - Deputy Librarian with three years' regular service in the grade. Deputation:- (a) Persons holding analogous post on regular basis; OR (ii) Candidates in the scale of pay of Rs. 5500-9000 with 3 years regular service in the grade; (b) Officers possessing educational qualifications prescribed for direct recruitment under column 7. See Note 1.

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
26.	Supervisor (Editing & Printing)	4	6500-200-10500	Selection	Not Applicable	Not Applicable	By Promotion	Not Applicable	Senior Proof Reader with six years' regular service in the grade and who has passed the Editing Test.
27.	Senior Technical Assistant (Drawing)	6	6500-200-10500	Selection	Not Applicable	Not Applicable	By Promotion	Not Applicable	Promotion - Technical Assistant (Drawing) with six years' regular service in the grade and who has passed the Departmental Test in the Indian Standard Drawing Code.
28.	Deputy Librarian	5	5500-175-9000	Non - selection	Not applicable	Graduate with Diploma in Library Science from a recognized University/Institution	By promotion failing which by deputation	Not applicable	Promotion:- Assistant Librarian with three years' regular service in the grade. Deputation:- (a) (i) Persons holding analogous post on regular basis;OR (b) Officers possessing educational qualifications prescribed for direct recruitment under column 7. See Note 1
29.	Supervisor (Reprography)	4	5500-175-9000	Non - selection	Not Applicable	Not Applicable	By Promotion	Not Applicable	Senior Operator with six years' regular service in the grade
30.	Senior Master Technician	12	5500-175-9000	Non - selection	30 years	Matric or its equivalent; Certificate from Industrial Training Institute in the trade of Electrician/ Air-conditioning/ Refrigeration/ Mechanic(Diesel Engine) or its equivalent, two years' practical experience in the respective trade after having obtained the Industrial Training Institute Certificate.. OR Industrial Training Institute Certificate in the trade of Fitter/ Carpenter/Plumber/Wireman/ Welding, preferably having also passed Welders qualifying tests as per IS 1161:1998 or its equivalent, two years' practical experience in the respective trade after having obtained the Industrial Training Institute Certificate.	By Promotion failing which by deputation and failing both by direct recruitment	Not Applicable	Promotion:- Master Technician with six years' regular service in the grade. Deputation:- (a) (i) Candidates holding analogous post on regular basis; OR (ii) Candidates in the scale of pay of Rs. 4500-7000 with 06 years' service in the grade; and (b) Candidates possessing educational qualifications prescribed for direct recruits under column 7. See Note 1.

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
31.	Senior Translator (Hindi)	2	5500-175-9000	Non - selection	Not Applicable	Not Applicable	By Promotion	Not Applicable	Junior Translator (Hindi) with three years' regular service in the grade
32.	Assistant	208	5500-175-9000	Non - selection	30 years	Degree from a recognized University	75% by promotion and 25% by direct recruitment	Not Applicable	By promotion – Upper Division Clerk with ten years' regulars service in the grade
33.	Stenographer	115	5500-175-9000	Non - selection	30 years	a) Degree from a recognized University b) Shorthand test in English or Hindi comprising dictation test at 100 words per minute for seven minutes which the candidates shall be required to transcribe in 45 minutes (English dictation) and in 60 minutes (Hindi dictation) and knowledge of Computer	75% by promotion and 25% by direct recruitment	Not Applicable	By promotion – Junior Stenographer with ten years' regular service in the grade and who has passed Shorthand Tests at 100 words per minute and Style Manual Test.

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	GROUP 'C' POSTS								
34.	Senior Proof Reader	2	5000-150-8000	Non - selection	30 years	Graduate in Science with 05 years' experience in reading press proofs in English, working knowledge of typography & related press work.	By Direct Recruitment	Not applicable	Not applicable
35.	Assistant Librarian	5	5000-150-8000	Non - selection	30 years	Graduate with recognized Certificate Diploma in Library Science with 05 years' experience in a reputed Library	By promotion failing which by deputation and failing both by direct recruitment	Not Applicable	Promotion-Library Assistant with three years' regular service in the grade. Deputation: (a)(i) persons holding analogous post on regular basis; or (ii) Candidates in the scale of pay of Rs. 4500-7000 with 3 years regular service in the grade (b) Officers possessing qualifications prescribed for direct recruitment under column 7. See Note 1
36.	Junior Translator (Hindi)	6	5000-150-8000	Not applicable	27 years	Master's Degree of a recognized University or equivalent in Hindi/English with English/Hindi as a subject at the degree level or Master's Degree of a recognized University or equivalent in any subject with English/Hindi as a subject at the degree level or Master's Degree of recognized University or equivalent in any subject with English/Hindi medium and Hindi/English as subject at the Degree level. Diploma/Certificate course in translation or 2 years' experience of technical translation from Hindi to English and vice-versa preferably of technical or scientific literature.	Direct recruitment	Not Applicable	Not applicable
37.	Senior Operator	3	4500-125-7000	Non - selection	Not applicable	Not applicable	By promotion	Not Applicable	Promotion - Assistant Operator with five years' regular service in the grade.
38.	Master Technician	16	4500-125-7000	Non - selection	Not applicable	Not applicable	By promotion	Not Applicable	Senior Technician with five years' regular service in the grade and who has passed the Trade Test.

Sl No.	Name of the Post	Number of Posts	Scale of Pay	Whether selection or non-selection post	Maximum age limit for direct recruits	Educational and other qualifications required for direct recruits	Method of recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	In case of recruitment by promotion/ transfer/transfer on deputation, the grades from which promotion/ transfer/ transfer on deputation to be made
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
39.	Library Assistant	1	4500-125-7000	Non - selection	27 years	Graduate with recognized Diploma in Library Science with 03 years' experience.	By promotion failing which by direct recruitment	Not Applicable	Library Clerk with ten years' regular service in the grade and who has passed Style Manual Test.
40.	Junior Stenographer	30	4000-100-6000	Non - selection	27 years	Graduate with One Year Diploma/Certificate in Computers from a reputed Organization; Shorthand speed of 80 words per minute in English or in Hindi and knowledge of Computer	Direct Recruitment	Not Applicable	Not Applicable
41.	Upper Division Clerk	227	4000-100-6000	Non - selection	27 years	Graduate from recognized University	By promotion failing which by deputation and failing both by direct recruitment	Not Applicable	By Promotion - Lower Division Clerk with eight years' regular service in the grade and who has passed Style Manual Test By Deputation – (a) (1) Persons holding analogous post, OR (ii) 08 years regular service in LDC grade (b) Officers possessing qualifications prescribed for direct recruitment under column 7. See Note 1
42.	Senior Technician	30	4000-100-6000	Non - selection	27 years	Matric or its equivalent; Certificate from Industrial Training Institute in the trade of Electrician/ Air-conditioning/Refrigeration/ Mechanic(Diesel Engine) or its equivalent, two years' practical experience in the respective trade after having obtained the Industrial Training Institute Certificate. OR Industrial Training Institute Certificate in the trade of Fitter/ Carpenter/Plumber/Wireman/ Welding, preferably having also passed Welders qualifying tests as per IS 1161:1998 or its equivalent, two years' practical experience in the respective trade after having obtained the Industrial Training Institute Certificate.	By Promotion failing which by direct recruitment	Not Applicable	Promotion - Technician with eight years' regular service in the grade

<i>Sl No.</i>	<i>Name of the Post</i>	<i>Number of Posts</i>	<i>Scale of Pay</i>	<i>Whether selection or non- selection post</i>	<i>Maximum age limit for direct recruits</i>	<i>Educational and other qualifications required for direct recruits</i>	<i>Method of recruitment</i>	<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>In case of recruitment by promotion/ transfer/transfer on deputation, the grades from which promotion/ transfer/ transfer on deputation to be made</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
43.	Assistant Operator	3	4000-100-6000	Non - selection	27 years	Matric or equivalent; three years' experience in maintenance and operation of machines/equipments in a Printing Press or an establishment of repute.	By Promotion failing which by direct recruitment	Not Applicable	Promotion -Junior Operator with eight years' regular service in the grade
44.	Lower Division Clerk	94	3050-75-3950-80-4590	Not applicable	27 years	<p>Graduate from a recognized University with One Year Diploma/ Certificate Course in Computer from a reputed Institution. English typing speed of 30 words per minute or Hindi typing speed of 25 words per minute.</p> <p>Provided that the educational qualifications for Group D employees of the Bureau for filling up 10% of posts shall be Matric (any division) or its equivalent. Provided further that Group D employees of the Bureau appointed as Lower Division Clerks against the 10% of the posts unless exempted from passing of typing test at the prescribed speed under orders of Central Government on the subject, shall have to pass the said typing test within a period of one year from the date of appointment failing which no annual increments shall be allowed to them until they have passed the said test. Provided also that Group D employees who do not pass the said typing test within the period of probation shall be liable to be reverted to their substantive appointment or temporary posts held by them before their appointment as Lower Division Clerk.</p> <p>i) 90% of posts by Direct recruitment.</p> <p>ii) 10% of posts by appointment on promotion from Matriculate Group D employees of the Bureau as follows :</p> <p>a) 5% of posts on the basis of qualifying examinations held for this purpose by the Bureau;</p> <p>b) 5% of posts on the basis of combined seniority of Group 'D' employees of the Bureau with 5 years continuous approved service in BIS, subject to rejection of the unfit.</p> <p>Provided that if sufficient number of Matriculate Group 'D' employees of the Bureau do not become available to fill 10% of posts, the posts shall be filled through direct recruitment in the manner laid down under Regulation 5.</p> <p>Provided further that, if the number of Group 'D' employees of the Bureau who qualify for appointment as Lower Division Clerk is in excess of the posts available, such excess shall be considered for filling up the vacancies arising in the subsequent year.</p>	<p>i) 90% of posts by Direct Recruitment.</p> <p>ii) 10% of posts by appointment on promotion from Matriculate Group D employees of the Bureau as follows:</p> <p>a) 5% of posts on the basis of qualifying examinations held for this purpose by the Bureau.</p> <p>b) 5% of posts on the basis of combined seniority of Group 'D' employees of the Bureau with 5 years continuous approved service in BIS, subject to reject of the unfit.</p> <p>Provided that if sufficient number of Matriculate Group 'D' employees of the Bureau do not become available to fill 10% of posts, the posts shall be filled through direct recruitment in the manner laid down under Regulation 5.</p> <p>Provided further that, if the number of Group 'D' employees of the Bureau who qualify for appointment as Lower Division Clerk is in excess of the posts available, such excess shall be considered for filling up the vacancies arising in the subsequent year.</p>	Not Applicable	Not Applicable

<i>Sl No.</i>	<i>Name of the Post</i>	<i>Number of Posts</i>	<i>Scale of Pay</i>	<i>Whether selection or non- selection post</i>	<i>Maximum age limit for direct recruits</i>	<i>Educational and other qualifications required for direct recruits</i>	<i>Method of recruitment</i>	<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>In case of recruitment by promotion/ transfer/transfer on deputation, the grades from which promotion/ transfer/ transfer on deputation to be made</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
45.	Library Clerk	1	3050-75-3950-80-4590	Not applicable	Not Applicable	Matric First Division/ Higher Secondary or Intermediate Second Division and recognized Diploma (two years) in Library Science or Graduate with recognized certificate (one year) in Library Science.	*	*	*This post is to be merged with the post of LDC consequent upon the cessation of service of the present incumbent by way of promotion/ retirement/resignation/death.
46.	Head Security Guard	2	3050-75-3950-80-4590	Non -selection	40 years	i)Xth standard; and ii) Ex-servicemen in the through the Directorate General of Re-settlement, Ministry of Defence, with at least 05 years' experience in security matters.	By direct recruitment	Not Applicable	Not Applicable
47.	Staff Car Driver								
	a) Special Grade	1	5000-150-8000	Non -selection	Not Applicable	Not Applicable	By Promotion	Not applicable	Staff Car Driver I with 3 years' regular service in the grade
	b) Grade I	4	4500-125-7000	Non -selection	Not Applicable	Not Applicable	By Promotion	Not applicable	Staff Car Driver Grade II with 6 years' regular service in the grade and who has passed the Trade Test for Grade I post
	c) Grade II	4	4000-100-6000	Non -selection	Not Applicable	Not Applicable	By Promotion	Not applicable	Staff Car Driver Ordinary Grade with 9 years' regular service in the grade and who has passed the Trade Test for Grade II post
	d) Ordinary Grade	4	3050-75-3950-80-4590	Non -selection	30 years	i) Ability to read, write, Hindi/ English/ Regional Language; ii) Must possess a valid driving licence for motor car with five years' experience; iii) Knowledge of Motor mechanism	By Direct recruitment	Not applicable	Not applicable

<i>Sl No.</i>	<i>Name of the Post</i>	<i>Number of Posts</i>	<i>Scale of Pay</i>	<i>Whether selection or non- selection post</i>	<i>Maximum age limit for direct recruits</i>	<i>Educational and other qualifications required for direct recruits</i>	<i>Method of recruitment</i>	<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>In case of recruitment by promotion/ transfer/transfer on deputation, the grades from which promotion/ transfer/ transfer on deputation to be made</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
48.	Junior Operator	2	3050-75-3950-80-4590	Not Applicable	27 years	Matric or its equivalent; Certificate from Industrial Training Institute in the trade of Electrician/ Airconditionin/Refrigeration/ Mechanic(Diesel Engine) or its equivalent, two years' practical experience in the respective trade after having obtained the Industrial Training Institute Certificate. OR Industrial Training Institute Certificate in the trade of Fitter/ Carpenter/Plumber/Wireman/ Welding, preferably having also passed Welders qualifying tests as per IS 1161:1998 or its equivalent, two years' practical experience in the respective trade after having obtained the Industrial Training Institute Certificate.	By Direct Recruitment	Not Applicable	Not Applicable
49.	Senior Attendant	40	3050-75-3950-80-4590	Non - selection	Not applicable	Not applicable	By promotion	Not Applicable	Attendant with four years' regular service in the grade
50.	Technician	1	3050-75-3950-80-4590	Not applicable	27 years	Matric or its equivalent; Certificate from Industrial Training Institute in the Trade of Electrician/Airconditioning/ Refrigeration/Mechanic (Diesel Engine) or its equivalent, two years' practical experience in the respective trade after having obtained the Industrial Training Institute Certificate OR Industrial Training Institute Certificate in the trade of Fitter/Carpenter/Plumber/ Wireman/Welding, preferably having also passed Welders qualifying tests as per IS 1161:1998 or its equivalent, two years' practical experience in the respective trade after having obtained the Industrial Training Institute Certificate	Direct recruitment	Not Applicable	Not applicable

<i>Sl No.</i>	<i>Name of the Post</i>	<i>Number of Posts</i>	<i>Scale of Pay</i>	<i>Whether selection or non- selection post</i>	<i>Maximum age limit for direct recruits</i>	<i>Educational and other qualifications required for direct recruits</i>	<i>Method of recruitment</i>	<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>In case of recruitment by promotion/ transfer/transfer on deputation, the grades from which promotion/ transfer/ transfer on deputation to be made</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
51.	Despatch Rider	1	3050-75-3950-80-4590	Non - selection	Not applicable	Not applicable	Transfer failing which by promotion	Not Applicable	Transfer: - Lift Attendant with ability to read and write English; and/or Hindi/Regional language and possessing a valid driving licence Promotion:- (i) Attendant (Rs. 2610-4000) with four years' regular service in the grade; (ii) Helper, Farash, Mali and Beldar (Rs. 2550-3200) with 8 years' regular service in the grade. (iii) Possessing a valid driving licence
52.	Garden Chowdhury	1	3050-75-3950-80-4590	Non - selection	Not Applicable	Not Applicable	By promotion	Not Applicable	Mali with 8 years' regular service in the grade

- Note I -
- The period of deputation including the period of deputation in another ex-cadre post held immediately proceeding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed 3 yrs.
 - The maximum age limit for appointment on deputation basis including short term contract) shall not exceed 56 yrs as on the closing date of the receipt of application

<i>Sl No.</i>	<i>Name of the Post</i>	<i>Number of Posts</i>	<i>Scale of Pay</i>	<i>Whether selection or non- selection post</i>	<i>Maximum age limit for direct recruits</i>	<i>Educational and other qualifications required for direct recruits</i>	<i>Method of recruitment</i>	<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>In case of recruitment by promotion/ transfer/transfer on deputation, the grades from which promotion/ transfer/ transfer on deputation to be made</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	GROUP 'D' POSTS								
53.	Lift Attendant	2	3050-75-3950-80-4590	Not Applicable	27 years	Middle Pass i) Shall be conversant with the safety device relating to lift; ii) Shall have worked as Lift Attendant or Lift Operator for a period of at least one year.	By Direct Recruitment	Not applicable	Not Applicable
54.	Attendant	219	2610-60-2910-65-3300-70-4000	Non - selection	Not Applicable	Not Applicable	By Promotion	Not Applicable	Helper with 4 years' regular service in the grade.
55.	Helper	80	2550-55-2660-60-3200	Not applicable	27 years	i) Shall have passed Xth Standard (Matriculate) ii) Shall be able to read and write Hindi/English/ Regional Language.	By Direct recruitment	Not Applicable	Not applicable
56.	Farash	20	2550-55-2660-60-3200	Not applicable	27 years	i) Middle Pass ii) Shall be familiar with the job	By Direct Recruitment	Not Applicable	Not Applicable
57.	Mali	5	2550-55-2660-60-3200	Not applicable	27 years	i) Middle Pass ii) Shall be familiar with the job	By Direct Recruitment	Not Applicable	Not Applicable
58.	Beldar	20	2550-55-2660-60-3200	Not applicable	27 years	i) Middle Pass ii) Shall be familiar with the job, such as to assist Mistry, Carpenter, Plumber, etc.	By Direct Recruitment	Not Applicable	Not Applicable

<i>Sl No.</i>	<i>Name of the Post</i>	<i>Number of Posts</i>	<i>Scale of Pay</i>	<i>Whether selection or non- selection post</i>	<i>Maximum age limit for direct recruits</i>	<i>Educational and other qualifications required for direct recruits</i>	<i>Method of recruitment</i>	<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>In case of recruitment by promotion/ transfer/transfer on deputation, the grades from which promotion/ transfer/ transfer on deputation to be made</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
CANTEEN POSTS									
59	Manager-cum-Salesman	01	3200-85-4900	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
60	Halwai	04	3200-85-4900	Non - selection	Not applicable	Not applicable	By Promotion	Not applicable	Assistant Halwai and Cooks with at least three yrs' regular service in the grade
61	Cook	02	3050-75-3950-80-4590	Non - selection	Not applicable	Not applicable	By Promotion	Not applicable	Tea/Coffee makers with at least six yrs' regular service as Helper to Cook or Assistant Halwai
62	Coupon Clerk	03	3050-75-3950-80-4590	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
63	Sales Clerk	02	3050-75-3950-80-4590	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
64	Assistant Halwai	01	3050-75-3950-80-4590	Non - selection	Not applicable	Not applicable	By Promotion	Not applicable	Tea/Coffee makers with at least six yrs' regular service as Helper to Halwai
65	Coffee-cum-Tea Maker	14	2610-60-3150-65-3540	Non - selection	Not applicable	Not applicable	By Promotion	Not applicable	Bearers with at least six months regular service in the grade
66	Bearer	26	2610-60-3150-65-3540	Non - selection	Not applicable	Not applicable	By Promotion	Not applicable	Wash boys with at least two yrs regular service in the grade
67	Wash Boy	16	2550-55-2660-60-3200	Not applicable	not applicable	Not applicable	Not applicable	Not applicable	Not applicable

NOTE - The posts at serial numbers 59 to 67 are personal to the present employees and further recruitment of canteen employees shall not be made on their cessation of service consequent upon their superannuation/promotion/removal/resignation/death.