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ANNEXURE - R-2

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RECRUITMENT RULES & PROMOTION POLICY

1. Classification of Posts:

All posts in the Societies shall be classified as under:

Description of Posts	Classification of Posts
Post carrying a pay or a scale of pay maximum of not less than Rs.13500/-	Group 'A'
Rs.9000/- but less than Rs.13500/-	Group 'B'
Rs.4000/- but less than Rs.9000/-	Group 'C'
Below Rs.4000/-	Group 'D'

2. Reservation In Recruitment:

Government orders from time to time on Reservation for SC/ST/OBCs etc. shall be followed, unless exempted by Government of India.

3. Mode of Recruitment:

Recruitment to the various posts shall be made by any of the following methods:

- a) Deputation/permanent absorption from amongst the DIT Officers/ Employees.
- b) Promotion.
- c) Direct recruitment from the open market through advertisement/ Employment exchange as per instructions of the Government issued from time to time.
- d) Deputation of suitable staff from the Central/State Government/ PSUs/ Semi Government and Autonomous bodies, or other Government Organizations.
- e) Direct recruitment of specialists on a tenure of short-term consultancy or on contract basis.
- f) Any other method of recruitment with the approval of Governing Council of the Society.

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4. Procedure for Direct Recruitment:

The following procedures shall be followed for filling up vacancies under Direct Recruitment in Group 'A' & 'B' category.

4.1 **Screening Committee:** Applications received for various posts shall be screened by a Screening committee consisting of 3 members out of the Selection Committee.

4.2 **Selection Committee:** The Selection Committee shall be constituted with the approval of Appointing Authority. The selection shall be made on the basis of personal interview and any other method the Selection Committee may adopt where there is no laid method. However, in cases where appointing authority is Government, composition of Screening and Selection Committee is to be approved by DIT.

The Selection Committee would consist of 5 members including 2 members from outside. The level of the members shall be generally 2 steps above the level for which the Selection Committee is being constituted. Normally, the composition of the Selection Committee would consist of three experts in the field for which recruitment is being made and two experts from outside in the relevant field.

It has to be ensured that one member in the Selection Committee is from SC/ST. Efforts would also be made to associate a member of minority community and woman, particularly for Group 'C' and 'D' posts.

5. Age:

Maximum/Minimum age limit would be as per instructions issued by Government from time to time for various categories of posts or as prescribed in the Recruitment Rules.

Relaxation in age to SC/ST/OBCs would be given as per instructions issued by the Government from time to time.

In exceptional cases the Appointing Authority shall have powers to relax the age by recording the reasons in writing.

6. Application Fees:

Charging of application fee for advertised posts be decided by Executive Director from time to time. However, no fees will be charged from the SC/ST/OBC candidates.

7. TA for TEST/interview:

TA for tests/interview shall be reimbursed as per Government orders on the subject or as decided by Executive Director.

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8. Medical Examination:

Every employee shall prior to taking up employment in the Society be medically examined and found fit for service. In case of non-executives, medical examination would be done by the Medical Officer and in case of executives by Medical Board nominated by Executive Director.

9. Verification of Character and Antecedents:

The appointing authority shall satisfy itself that the character and antecedents of the persons proposed to be appointed is verified by appropriate authority to render him/her suitable for appointment to the post.

However in case of urgency, the Appointing Authority may allow a person to join the post provisionally on production of certificates of good character from two Gazetted Officers. In such cases before probation of the person is cleared or regularized, the character and antecedents verification shall be got done through the appropriate authorities.

10. Appointment on Deputation:

An officer of the Central Government who is appointed on deputation will be governed by the rules and instructions issued by the Government from time to time. While filling up the posts on deputation, efforts shall be made to select first the Officers/employees from the DIT.

11. Pay Fixation:

This will be as applicable for Central Government employees.

12. Permanent Absorption:

With a view to attracting experienced and talented persons and to maintain continuity of such employees, the Society may offer appointment to Government Servants on permanent absorption basis at the time of their initial selection or at a later date while they are on deputation with the Society. The service rendered in ERNET India on deputation basis will be counted towards promotion in the next grade on their permanent absorption.

The Society will pay the leave salary and pension contributions to the Government of India or any other organization, as the case may be, in respect of persons appointed in the Society on Foreign Service terms (Deputation). The rates of such contributions shall be in accordance with the rates prescribed by the Government from time to time.

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13. Recruitment/Promotion Policy:**13.1 S&T Personnel**

The promotion of the S&T employees of the Society shall be governed as per provisions contained in S&T Personnel Policy and practices operative in the Department of Information Technology (DIT). Direct Recruitment/Deputation/ Absorption shall be as per Recruitment Rules.

13.2 Non-S&T Personnel

The promotion of Administrative and Finance Staff etc. will be as per the recruitment rules of the respective posts. However, the Person Oriented procedures will be applicable for all the posts as per the prescribed

13.3 Under the PERSON ORIENTED PROMOTION, the existing posts in Society have been divided into two parts :-

13.3.1 Posts for which higher post are available for promotion. These posts are Jr. Assistant, Assistant, Stenographer, Personal Assistant.

13.3.2 The posts for which no higher posts are available for promotion. These are CFO, Registrar & CPO, Section Officer, Private Secretary, Accountant and Accounts Officer.

13.3.3 For the posts under category 13.3.1, the person may be considered for promotion after completion of minimum qualifying service as mentioned in the Recruitment Rules provided that vacancy is available in the higher-grade.

13.3.4 In other cases where vacancy is not available which may be the strongest possibility because of very limited number of posts in each cadre, the person may be considered for financial upgradation after completion of the minimum qualifying period which has been prescribed as under :-

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Sl. No.	Name of the Post	From	To	Residency Period
i)	Section Officer & Private Secretary	Rs.6500-10500 Rs.8000-13500 Rs.10000-15200	Rs.8000-13500 Rs.10000-15200 Rs.12000-16500	4 years 4 years 5 years
ii)	Accountant	Rs.5500-9000	Rs.6500-10500	5 years
iii)	Accounts Officer	Rs.8000-13500 Rs.10000-15200	Rs.10000-15200 Rs.12000-16500	4 years 5 years
iv)	Registrar & CPO	Rs.12000-16500 Rs.14300-18300	Rs.14300-18300 Rs.16400-20000	5 years 5 years
v)	Chief Finance Officer	Rs.12000-16500 Rs.14300-18300	Rs.14300-18300 Rs.16100-20000	5 years 5 years

13.3.5

The level upto which any category of personnel mentioned above will be eligible for financial upgradation under "POP" will be limited to the maximum of that category for which there is no change in the requirement of basic qualification. For the Financial upgradation, in the category of Section Officer & PS the basic qualification should not be less than the graduation or equivalent from a recognized university.

13.3.6

The persons promoted will hold the higher post till he/she continues in the services of ERNET India against the sanctioned lower post against which he/she was recruited. On his/her final upgradation under POP to the higher post, his/her lower post gets temporarily upgraded and will not fall vacant. It will fall vacant only when he/she vacates the post on resignation/retirement.

13.4

ANNUAL CONFIDENTIAL REPORT - Rating Scale

13.4.1

Annual Confidential Report (ACR) will be maintained for each employee. The ACRs will be assessed on a 10 point-scale as under:

Outstanding	Excellent performance – achieved all targets to and beyond expectation and performed all functions very well.	10
Very Good	Very good performance met all targets as per expectation and performed all duties upto expectation.	08

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Good	Satisfactory performance met some targets upto expectation and completed most duties assigned.	06
Average	Needs to improve to meet targets upto expectations and perform duties assigned	04
Poor		00

13.5

CRITERIA FOR CONSIDERING PROMOTIONS TO NEXT HIGHER GRADE FOR NON-SAT EMPLOYEES (SO, PS, REGISTRAR & GPO, CFO)

Sl. No.	Scale of Pay	No. of years in the Grade				
		4 years	5 years	6 years	7 years	8 years
1.	Rs.4000-100-6000	90%	80%	70%	60%	
2.	Rs.5500-175-9000	90%	80%	70%	60%	
3.	Rs.6500-200-10500	80%	70%	60%		
4.	Rs.8000-275-13500	90%	80%	70%	60%	
5.	Rs.10000-325-15200	90%	80%	70%	60%	
6.	Rs.12000-375-16500	90%	80%	70%	60%	
7.	Rs.14300-400-18300		90%	80%	70%	60%
8.	Rs.16400-450-20000		90%	80%	70%	60%

13.6

PROCEDURE FOR ASSESSMENT FOR PROMOTIONS

ACRs of officials who fulfills the minimum residency period, will be reviewed by a committee constituted by Executive Director. The committee will review the ACRs and give its recommendations based on procedure mentioned in preceding paras.

13.7

CUT OFF DATE FOR ASSESSMENT

In case of promotions, the cut off date for determining eligibility will be 1st January of the year in which promotions are proposed to be made.

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13.8

RECKONING OF LENGTH OF SERVICE

For calculating the length of service in ERNET India, six months of regular and continuous service in the grade rendered by the officers would be taken as completed year for consideration for promotion to the next higher grade.

13.9

RETROSPECTIVE PROMOTION WHEN NOT ADMISSIBLE

Officers who go on study leave, scholarship and extraordinary leave are not eligible for promotion from retrospective date, since the period of such absence is not treated as duty. As a general rule, retrospective promotion is to be avoided as far as possible, and this particular aspect has to be kept in mind while shortlisting candidates for training/study leave.

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DRAFT RECRUITMENT RULES

Sl. No.	Name of Post	Pay Scale	No. of Sanctioned Posts	Page No.
Technical Posts				
1.	Director	16,400-20,000	01	1-2
2.	Senior Manager	14,300-18,300	05	3-4
3.	Manager	12,000-16,500	03	5-6
4.	Senior Scientific Officer	10,000-15,200	03	
5.	Junior Scientific Officer	8,000-13,500	04	7-8
6.	Technical Assistant	5,500-9,000	06	9-10
Non-Technical Posts				
1.	Chief Finance Officer	14,300-18,300	01	13-14
2.	Registrar & CPO	14,300-18,300	01	
3.	Accounts Officer	8,000-13,500	01	15-16
4.	Section Officer	6,500-10,500	01	17-18
5.	Private Secretary	6,500-10,500	02	19-20
6.	Accountant	5,500-9,000	02	21-22
7.	Assistant	5,500-9,000	01	23-24
8.	Personal Assistant	5,500-9,000	04	25-26
9.	Junior Assistant	4,000-6,000	02	27-28
10.	Stenographer	4,000-6,000	07	29-30
Total		46		31-32

Name of the post	Number of posts	Classification	Scale of pay	Whether selection or non-selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972	Maximum age limit for direct recruits
1	2	3	4	5	6	7
Director (Scientist 'F')	01 (2008)	Group 'A'	Rs.16400-450-20000/-	Not Applicable	No	45 Years (Relaxation as per GoI Rules)

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Educational qualification for Direct Recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Mode of Recruitment	Experience for appointment on Transfer/Deputation		If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
				Transfer	Deputation		
B.E. / B.Tech / M.Sc. or equivalent in the related field(*) with minimum 60% marks from a recognized University/ Institution	9	Not Applicable	One year in case of Direct Recruitment (DR)	By Direct Recruitment/ Transfer (absorption) failing which by Deputation	In case of transfer (absorption)/ deputation, officers of the Central/ State Governments/ PSUs/ Autonomous bodies:-	13 OR (i) Holding analogous post on regular basis	14 Not Applicable
Experience - '15 years in the relevant field(*) OR M.E. / M.Tech in related field(*) with minimum 60% marks from a recognized University/ Institution.	8	10	11	12	having 5 years regular service in the scale of pay of Rs.14300-18300/-.	AND (ii) Possessing the qualifications prescribed for direct recruitment as per Column 8.	
Experience - 12 years in relevant field(*) OR Ph.D. in the related field(*) from a recognized University/ Institution.							
Experience - 10 years industrial/ research experience in the relevant field(*) (*) Computer Communication & networking, Data Communication, Internet & Web Technology, VSAT Communication							

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Name of the post	Number of posts	Classification	Scale of pay	Whether selection or non-selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972	Maximum age limit for direct recruits
Senior Manager (Scientist 'E')	05 (2008)	Group 'A'	Rs.14300-400-18300/-	Not Applicable	No	45 Years (Relaxation as per GoI Rules)

Educational qualification for Direct Recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Mode of Recruitment	Experience for appointment on Transfer/deputation	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
8	B.E. / B.Tech / M.Sc. or equivalent in the related field(*) with minimum 60% marks from a recognized University/ Institution Experience – 12 years in the relevant field(*). OR M.E. / M.Tech in related field(*) with minimum 60% marks from a recognized University/ Institution. Experience – 10 years in relevant field(*). OR Ph.D. in the related field(*) from a recognized University/ Institution. Experience – 8 years in the relevant field(*) (*) Computer Communication & networking, Data Communication, Internet & Web Technology, VSAT Communication	9	10	11	12	13

Name of the post	Number of posts	Classification	Scale of pay	Whether selection or non-selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972	Maximum age limit for direct recruits
Manager (Scientist 'D')	03 (2008)	Group 'A'	Rs.12000-375-16500/-	Not Applicable	No	40 Years (Relaxation as per GoI Rules)

<i>Educational qualification for Direct Recruitment</i>	<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promoted</i>	<i>Period of probation, if any</i>	<i>Mode of Recruitment</i>	<i>Experience for appointment on Transfer/deputation</i>	<i>If a Departmental Promotion Committee exists, what is its composition</i>	<i>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</i>
B.E. / B.Tech / M.Sc. or equivalent in the related field(*) with minimum 60% marks from a recognized University/ Institution Experience – 9 years in the relevant field(*). OR M.E. / M.Tech in related field(*) with minimum 60% marks from a recognized University/ Institution. Experience – 8 years in relevant field(*). OR Ph.D. in the related field(*) from a recognized University/ Institution. Experience – 5 years in the relevant field(*) (*) Computer Communication & networking, Data Communication, Internet & Web Technology, VSAT Communication	9 Not Applicable	One year in case of Direct Recruitment (DR)	By Direct Recruitment/ Transfer (absorption) failing which by deputation	In case of transfer (absorption)/ deputation, officers of the Central / State Governments / PSUs / Autonomous bodies :- (i) Holding analogous post on regular basis OR having 5 years regular service in the scale of pay of Rs.10000-15200/- AND (ii) Possessing the qualifications prescribed for direct recruitment as per Column 8.	11 Not Applicable	12 13 14 Not Applicable

Name of the post	Number of posts	Classification	Scale of pay	Whether selection or non-selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972	Maximum age limit for direct recruits
1 Senior Scientific Officer (Scientist 'C')	2 03 (2008)	Group 'A'	Rs.10000-325-15200/-	Not Applicable	No	35 Years (Relaxation as per GoI Rules)

Educational qualification for Direct Recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Mode of Recruitment	Experience for appointment on Transfer/Deputation	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
8 B.E. / B.Tech / M.Sc. or equivalent in the related field(*) with minimum 60% marks from a recognized University/ Institution Experience - 7 years in the relevant field(*). OR M.E. / M.Tech in related field(*) with minimum 60% marks from a recognized University/ Institution. Experience - 5 years in relevant field(*). OR Ph.D. in the related field(*) from a recognized University/ Institution. (*) Computer Communication & Networking, Data Communication, Internet & Web Technology, VSAT Communication	9 Not Applicable	10 One year in case of Direct Recruitment (DR)	11 By Direct Recruitment/ Transfer (absorption)	12 In case of transfer (absorption) officers of the Central / State Governments / PSUs/ Autonomous bodies : - (i) Holding analogous post on regular basis OR having 5 years regular service in the scale of pay of Rs.8000-13500/-. AND (ii) Possessing the qualifications prescribed for direct recruitment as per Column 8.	13 Not Applicable	14 Not Applicable

Name of the post	Number of posts	Classification	Scale of pay	Whether selection or non-selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972	Maximum age limit for direct recruitment
Junior Scientific Officer (Scientist 'B')	04 (2008)	Group 'A'	Rs.8000-275-13500/-	Not Applicable	No	30 Years (Relaxation as per GoI Rules)

Educational qualification for Direct Recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotes	Period of probation, if any	Mode of Recruitment	Experience for appointment on Transfer/Deputation	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
8 B.E / B.Tech / M.Sc. or equivalent with minimum 60% marks in the related field(*) or possessing DOEACC 'B' level certificate.	9 Not Applicable	10 One year in case of Direct Recruitment (DR)	11 By Direct Recruitment/ Transfer (absorption)	12 In case of transfer (absorption), officers of the Central Government/ State Governments/ PSUs/ Autonomous bodies:-	13 Not Applicable	14 Not Applicable

(*) Computer Communication & networking, Data Communication, Internet & Web Technology, VSAT Communication

Name of the post	Number of posts	Classification	Scale of pay	Whether selection or non-selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972	Maximum age limit for direct recruitment
1	2	3	4	5	6	7
Technical Assistant	06 (2008)	Group 'B'	Rs.5500-175-9000/-	Not Applicable	No	30 Years (Relaxation as per GoI Rules)

Educational qualification for Direct Recruitment	Whether age and educational qualifications prescribed for direct recruit will apply in the case of promotees	Period of probation, if any	Mode of Recruitment	In case of recruitment by promotion / deputation / transfer (absorption), grades from which promotion / deputation / transfer (absorption) to be made		If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
				13	14		
Diploma in Engineering/ B.Sc. in the related field(*) with minimum 60% marks or possessing DOEACC 'A' level Certificate.	9 Not Applicable	10 One year in case of Direct Recruitment (DR)	11 By Direct Recruitment/ Transfer (Absorption) failing which by deputation	12 In case of transfer (absorption) / deputation, officers of the Central / State Governments / PSUs / Autonomous bodies:-	13 Not Applicable	14 Not Applicable	

Experience: 5 years in the relevant field(*) .

(*) Computer Communication & networking, Data Communication, Internet & Web Technology, VSAT Communication

OR

Working in the pay scale of Rs.4000-6000/- and having 4 years experience in the grade and relevant field(*) .

(*) Computer Communication & networking, Data Communication, Internet & Web Technology, VSAT Communication

Name of the post	Number of posts	Classification	Scale of pay	Whether selection or non-selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972	Maximum Age limit for DR only
Chief Finance Officer	01 (2008)	Group 'A'	Rs.14300-400-18300/-(*)	Not Applicable	No	50 Years With Relaxation as per GoI norms
	1	2	3	4	5	6

(*) Note: The post is presently operated in the scale of Rs.12,000-375-16,500/-.

Educational Qualifications for Direct Recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Mode of Recruitment	Experience for appointment of transfer/deputation	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
CA / ICWA / MBA (Finance) / SAS (IAAD) / ICAD) with 10 years experience thereafter in the relevant field.	9	10	Transfer (absorption), failing which by direct recruitment and failing which by deputation.	For Transfer (absorption) Deputation: OR Post Graduate Degree in Commerce from recognized University with 15 years experience in responsible position in the area of commercial, finance and accounts. Or	11 12 Person working on analogous post in Govt. / PSUs / Autonomous bodies on regular basis.	13 14 Not Applicable Desirable: Experience in a responsible position in the area of Accounts, Finance, Budgeting, etc. in organization of repute.

(*) Note : The post is presently operated in the scale of Rs.12000-375-16500/-.

Name of the post	Number of posts	Classification	Scale of pay	Whether selection or non-selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972	Maximum Age limit for direct recruits only
1	2	3	4	5	6	7
Registrar & Chief Personnel Officer	01 (2008)	Group 'A'	Rs.14300-400-18300/- (*)	Not Applicable	No	50 Years With Relaxation as per Gol norms

Educational Qualifications for Direct Recruitment	Age	Mode of Recruitment	Experience for appointment of transfer/deputation		If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
			Period of probation, if any			
	8	MBA (HRD) with 10 years experience thereafter in a responsible position of Personnel/ Administration.	One year for Direct Recrt. (DR)	10	11	14
	8	MBA (HRD) with 10 years experience thereafter in a responsible position of Personnel/ Administration.	Post Graduate in any discipline with 15 years experience thereafter in a responsible position in the field of Personnel/ Administration.	Direct transfer (absorption), failing which by deputation	For Transfer (absorption)/ Deputation: Person working on analogous post in Govt. / PSUs / Autonomous bodies on regular basis. OR Person working in the pay scale of Rs.12000-16500/- and having 5 years regular service in the grade and equivalent field.	12 13 Not Applicable Not Applicable

Name of the post	Number of posts	Classification	Scale of pay	Whether selection or non-selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972	Maximum Age limit for DR only
1	2	3	4	5	6	7
Accounts Officer	01 (2008)	Group 'A'	Rs.8000-275-13500/-	Not Applicable	No	35 years With Relaxation as per Govt norms

Education/Qualification for Direct Recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Mode of Recruitment	Experience for appointment on transfer/deputation	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
CA / ICWA / MBA (Finance) / SAS (IADD / ICAD) with 5 years experience thereafter in the relevant field.	9	Not Applicable	One year for Direct Recn (DR)	<p>11 Transfer(absorption) failing which by DR failing which by Deputation.</p> <p>OR</p> <p>Post Graduate Degree in Commerce from recognized university with 8 years experience in responsible position in the area of commercial, finance and accounts.</p> <p>OR</p> <p>Degree in Commerce from recognized university with 12 years experience in responsible position in the area of finance and commercial, accounts.</p>	<p>12 For Transfer (absorption) / Deputation</p> <p>OR</p> <p>Person working on analogous post in Govt. / PSUs / Autonomous Bodies on regular basis.</p>	<p>13 Not Applicable</p> <p>Desirable: Experience in a responsible position in the area of Accounts, Finance, Budgeting, etc. in organization of repute.</p>

post	Scale of pay	Whether selection or non-selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972	Maximum Age limit for DR only
posts				
1	2	3	4	5
Section Officer	02 (2008)	Group 'B'	Rs.6500-200-10500/- Selection	No
				Not Applicable
				7

<i>Educational Qualifications for Recruitment</i>	<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>Period of probation, if any</i>	<i>Mode of Recruitment</i>	<i>Experience</i>	<i>If a Departmental Promotion Committee exists, what is its composition</i>	<i>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</i>
8 Applicable	9 Not Applicable	10 Not applicable	11 By promotion OR Transfer (absorption) failing which by Deputation.	12 <u>For Promotion:</u> Assistant with 08 years regular service in the grade of Rs.5500-9000/-. <u>For transfer (absorption) / deputation:</u> Person working on analogous post in Govt. / PSUs / Autonomous Bodies on regular basis.	13 Departmental Promotion Committee consisting of the following:- 1. Director, ERNET India - Chairman 2. Registrar & CPO, ERNET India - Member 3. One Officer at the level of Joint Director or Director from DIT - (Outside Member) OR Person working in the pay scale of Rs.5500-9000/- and having 5 years regular service in the grade	14 Not Applicable
					Essential Qualification Graduate.	

Name of the post	Number of posts	Classification	Scale of pay	Whether selection or non-selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972	Maximum Age Limit for DR only
	1					
Private Secretary	02 (2008)	Group 'B'	Rs.6500-200-10500/-	Selection	No	Not Applicable

Educational Qualifications for Direct Recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Methods of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the posts to be filled by various methods	Experience for appointment transfer/deputation	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
8	Not Applicable	9	10	11	12	13
						14

Name of the post	Number of posts	Classification	Scale of pay	Whether selection or non-selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972	Maximum Age Limit for DR only					
						1	2	3	4	5	6
Accountant	01 (2008)	Group 'B'	Rs.5500-175-9000/-	Not Applicable	No	27 Years					

With Relaxation as per GoI norms

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Educational Qualifications for Direct Recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Mode of Recruitment	Experience for appointment transfer/deputation	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
8 Essential: Degree in Commerce from University with 3 years experience in responsible position in the area of Commercial, Finance and Accounts and having working knowledge of computerized accounting packages.	9 Not Applicable	10 Two years in case of Direct Recruitment (DR)	11 Transfer (absorption), failing Direct Recruitment failing deputation	12 For transfer (absorption): deputation: Person working on analogous post in Govt. / PSUs / Autonomous Bodies on regular basis. OR Person working in the pay scale of Rs.4000-6000/- and having 6 years regular service in the grade and equivalent field and educational qualification as per column 8.	13 Not Applicable	14 Not Applicable

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Name of the post	Number of posts	Classification	Scale of pay	Whether selection or non-selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972	Maximum Age Limit for DR only
1	2	3	4	5	6	7
Assistant 04 (2008)	Group 'B'	Rs.5500-175-9000/-	Selection	No	27 Years With Relaxation as per Gol norms	

Educational Qualification for Direct Recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Mode of Recruitment	Experience for appointment on transfer/deputation	If a Departmental Promotion Committee exists, what is its composition
Graduate from a recognized University or equivalent with 3 years experience thereafter in the relevant field and having working knowledge of Computers.	9	Two years in case of Direct Recruitment.	By promotion OR Direct Recruitment/ (DR) and promotion failing which by Deputation	Junior Assistant with 6 years regular service in the grade of Rs.4000/- <u>For Promotional:</u> Direct Transfer (absorption), failing which by For transfer / absorption/ <u>For deputation:</u> Person working on analogous post in Govt. / PSUs / Autonomous Bodies on regular basis. OR Person working in the pay scale of Rs.4000-6000/- and having 6 years regular service in the grade.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment

Name of the post	Number of posts	Classification	Scale of pay	Whether selection or non-selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972	Age limit for direct recruits
Personal Assistant	02 (2008)	Group 'B'	Rs.5500-175-9000/-	Selection	No	27 Years With Relaxation as per Govt norms

Educational and other qualifications for direct recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Mode of Recruitment	Experience for appointment on transfer/deputation	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
<u>Essential:-</u> Graduate from a recognized University or equivalent with 3 years experience thereafter in responsible position in the relevant field with shorthand speed of 120/100 w.p.m. in English / Hindi and knowledge of computer operations.	Not Applicable	Two years in case of Direct Recruitment (DR) / Promotion failing which by deputation.	By promotion OR Direct Recruitment/ Transfer (absorption)	<u>For Promotion:</u> Stenographers with six years regular service in the grade of Rs.4000-6000/-. <u>For Transfer (Absorption) / Deputation:</u> Persons working on analogous post in Govt. / PSUs / Autonomous Bodies on regular basis	<u>Departmental Promotion Committee</u> consisting of the following:- 1. Director, ERNET India – Chairman 2. Registrar & CPO, ERNET India – Member OR 3. One Officer of the level of Joint Director or Director from DTT - (Outside Member).	Not Applicable

Name of the post	Number of posts	Classification	Scale of pay	Whether selection or non-selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
Junior Assistant (2008)	03	Group 'C'	Rs.4000-100-6000/-	Not Applicable	No With Relaxation as per Gol norms	27 years

Educational qualification for direct recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Mode or Recruitment	Experience for appointment on Transfer/Deputation		If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
				10	11	12	13
Graduate from a recognized University.	Not Applicable	Two years in case of Direct Recruitment (DR)	Direct Transfer (Absorption) failing deputation.	For Transfer (Absorption) / Deputation:	For Transfer (Absorption) / Deputation:	Not Applicable	Not Applicable
Desirable				Person working on analogous post in Govt. / PSUs / Autonomous Bodies on regular basis OR Person working in the pay scale of Rs.3050-4590/- and having 5 years regular service in the grade.	Person working on analogous post in Govt. / PSUs / Autonomous Bodies on regular basis OR Person working in the pay scale of Rs.3050-4590/- and having 5 years regular service in the grade.	Desirable: Working knowledge of computers.	Desirable: Working knowledge of computers. Essential Qualifications: Graduate.

Name of the post	Number of posts	Classification	Scale of pay	Whether selection or non-selection	Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972	Age limit for direct recruitment
1	2	3	4	5	6	7
Stenographer	07 (2005)	Group 'C'	Rs.4000-100-6000/-	Not Applicable	No	27 Years With Relaxation as per GoI norms

Educational qualification for direct recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Mode of Recruitment	Experience for appointment on Transfer/Deputation		If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
				10	11		
<u>Essential:</u> Graduate from a recognized University with Shorthand speed 100/80 w.p.m. in English/Hindi.	Not Applicable	Two years in case of Direct Recruitment (DR)	Direct Transfer failing which by deputation.	12	13	Not Applicable	Not Applicable
<u>Desirable:</u> Working experience of 2 years in similar S&T organization. Working knowledge of computer.			<u>For Transfer / Absorption / Deputation:</u> Person working on analogous post in Govt / PSUs / Autonomous Bodies on regular basis OR Person working in the pay scale of Rs.3050-4590/- and having 5 years regular service in the grade with a shorthand speed of 80 w.p.m. in English/Hindi.	11	14		

Essential Qualifications:

Graduate.

Working knowledge of computers.

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Proposed Recruitment Rules for the post of Jr. Hindi Translator in ERNET India

Name of Post	No. of Post	Classification	Scale of Pay	Whether Selection or non Selection Post	Whether benefit of Added years of service admissible under rule 30 of central Civil services (pension) Rules 1972	Age limit for recruits	Educational qualification for direct recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Period of probation if any	Mode of recruitment	Recruitment by deputation or absorption grades from which deputation or absorption to be made	Composition n of selection committee
Junior Hindi Translator	01	Group B	Pay band-2 Rs. 9300- 34800/- with Grade pa of Rs. 4200/-	Selection	Not applicable	Between 18 and 30 years (with Relaxation as per GoI norms)	Essential [i] Master Degree from a recognized university in Hindi or English with English or Hindi as compulsory or elective subject or as a medium of examination at degree level: Or Master Degree from recognized university or equivalent in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as medium of examination at degree level at Degree level Or Master Degree from a recognized University or equivalent in any subject other than Hindi or English with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and other compulsory or elective subject at Degree level; And (ii) recognized Diploma or Certificate course in translation from Hindi and English and vice versa or two years experience of translation work from Hindi to English and vice versa in Central of State Government offices, including Government of India Undertakings:	Not Applicable	Two Years	Direct Recruitment falling which by Deputation	By From amongst those holding analogous post in a regular capacity in other Ministries or Departments of Government of India or Autonomous Bodies or Public sector OR Chairman & Registrar & CPO, ERNET India 2. One Officer at the level of Joint Director Meity member.	Deputation: Selection Committee: 1. Registrar & CPO, ERNET India Chairman & Registrar & CPO, ERNET India 2. One Officer at the level of Joint Director Meity member.

Note : The period of deputation including period of deputation held against another cadre post immediately proceedings this appointment in the same or in some other organization shall not ordinarily exceed three years.

Note: The maximum age limit for appointment on deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.

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