

(A) Basic Eligibility conditions:-

1. **Assistant Registrar (Law)**

For deputation

Officers possessing a degree in law and holding analogous posts in Central Govt./Supreme Court/High Court/CAT or officers of Central Govt./Supreme Court/CAT/High Court in the Pay Band-2 Rs.9300-34800/- + GP Rs.4800/- with 8 years of regular service.

For re-employment/short-term contract

Persons who have held analogous posts on regular basis in Central Govt./Supreme Court/High Court/CAT and possessing a degree in law.

The period of short-term contract/re-employment shall not exceed two years.

2. **Director**

By transfer on deputation / transfer:

(i) holding analogous posts on regular basis; or 5 years regular service in the scale of Rs. 12000 - 16500/- or equivalent, and

(ii) Possessing experience in personnel and general administration matters.

By re-employment /short term contract :

Persons who have held analogous posts on regular basis under the Central Govt and possessing experience in personnel and general administrative matters. The period of short-term contract / re-employment shall not exceed 2 years

3. **Senior Principal Private Secretary**

By Deputation:-

Officers holding analogous posts under the Central or State Govt. / Supreme Court or officers under the Central or State Govt. / Supreme Court or any Tribunal or Adjudicating Bodies of comparable status with 5 years regular service in the grade.

By re-employment./Short-term contract:-

Persons who have held analogous posts on regular basis under the Central or State Govt./ Supreme Court/High Court/CAT & such tribunals or other Statutory Autonomous Authority/Board/ Commission or any Tribunal or Adjudicating Bodies of comparable status. The period of short-term contract / re-employment shall not exceed 3 years or 65 years of age, whichever is earlier.

Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ department shall ordinarily not exceed the maximum period prescribed by the DOP&T from time to time.

4. **Private Principal Secretary**

By Transfer on deputation / transfer:

Officers under the Central Govt. / Supreme Court / Central Administrative Tribunal:

(i) holding analogous posts on regular basis: or

(ii) with 8 years regular basis in the scale of Rs. 6,500 - 10,500/- or equivalent.

By re-employment / short-term contract:-

Persons who have held analogous posts under the Central Govt. / Supreme Court / Central Administrative Tribunal on regular basis. The period of short-term contract / re-employment shall not exceed 2 years.

5. Librarian/Documentation Officer

For Deputation

Officers under the Central government ,

- (a)(i) Holding analogous post on a regular basis or;
- (ii) with 3 years' regular service in posts in the scale of PB-2 RS. 9300-34800/- + GP Rs. 4800/- (pre-revised) or equivalent or
- (iii) With 8 years regular service in posts in the scale of PB-2 Rs. 9300-34800/- + GP Rs. 4600/- (pre-revised) or equivalent and

(b) Possessing the educational qualification and experience as mentioned below:-

Essential

- (i) Degree of a recognized university or equivalent
- (ii) Bachelor's degree or equivalent diploma in Library Science of a recognized University/ Institute or equivalent;
- (iii) 2 years' professional experience in a Library of Standing

Or

Diploma in Computer Application from a recognized University/Institutions or equivalent.

By short term contract / re-employment :-

Persons who have held analogous posts on regular basis under Central Govt. and possessing qualifications and experience prescribed for Deputation.

The period of short-term contract/re-employment shall not exceed 2 years

6. Section Officer

For Deputation:-

- (i) Officers under the Central Govt. holding analogous posts on regular basis OR with 8 years regular service in Pay Matrix Level -6 (PB-2 RS. 9300-34,800/- + GP Rs. 4200/- (pre-revised) or equivalent; and

- (i) Possessing experience of Administration/establishment and accounts matters.

Desirable: a degree in law.

7. Junior Translator

For deputation

Holding analogous post on regular basis in the Central Government.

By re-employment / short-term contract:-

Persons who have held analogous posts on regular basis under the Central Govt. and possessing qualifications Masters Degree in English / Hindi with Hindi / English as a compulsory and elective subject at degree level or Bachelor's degree with English / Hindi as main subjects (which includes the term compulsory and elective subject). The period of short-term contract / re-employment shall not exceed 2 years

8. Private Secretary

For Deputation

- (i) Holding analogous posts on regular basis; or
- (ii) With 8 years regular service in a post of Stenographer in the pay scale of PB-2 + GP Rs.4200 (pre-revised)

By re-employment / short-term contract:-

Persons who have held analogous posts on regular basis under the Central Govt./ Supreme Court. The period of short-term contract / re-employment shall not exceed 2 years.

9. Personal Assistant

For Deputation:-

Officers under the Central Govt.

- (i) Holding analogous posts on a regular basis; or
- (ii) With 8 years regular service in the post of Stenographer in Pay Band Rs.5200-20200/- + GP Rs.2400/- (pre-revised)

10. Assistant

For Deputation:-

Officer under the Central Government:

- i) holding analogous posts on regular basis; or
- ii) with 5 years regular service in the posts in Pay Band Rs.5200-20200 + GP Rs.2400/-

11. Joint Director (Research)

For deputation

Officers under the Central Govt./State Govt./Universities/Research Institutions holding analogous posts on regular basis, Possessing following educational qualifications and experience:

Essential

- (i) Masters Degree in Political Science/ Sociology/Social Work/Economics/Human Rights/Psychology/Population Studies or Criminology from a recognized University.
- (ii) 5 years research experience in any of the above subjects in an Institution/ University of repute.

Desirable

Ph.D or LLM from any recognized University

For Short term contract/re-employment

By Short term contract/re-employment from persons who have held analogous posts under the Central Govt./State Govt./Autonomous Bodies/Universities/Research Institutions on regular basis and possessing educational qualifications and experience prescribed for deputationists above.

(Note:- The period of short short-term contract/re-employment shall not exceed two years).

12. Senior Research Officer

For Transfer on deputation

Officers under the Central/State Govt./ Universities/ Research Institutions:

- (a)(i) holding analogous post on regular basis; or
- (ii) with five years regular service in Post in scale of PB-3 with GP Rs.5400/-(pre-revised) or equivalent
- (iii) with 8 years regular service in scale of Rs.PB-2 with GP Rs.4600(pre-revised) or equivalent and possessing the following educational qualification:-

Essential

- (i) Masters degree in Political Science, History, Statistics, Sociology of a recognized university or equivalent
- (ii) Degree in Law of recognized University or equivalent
- (iii) 4 year research experience in any of the social sciences

For re-employment/short-term contract:-

- (i) Persons who have held analogous posts under the Central Govt./State Govt./Universities/Research Institutions on regular basis and possessing the educational qualifications and experience as prescribed for deputations above.
- (ii) The period of short short-term contract/re-employment shall not exceed two years.

13. Research Assistant

For Deputation:-

Officers under the Central Govt./Universities/Research Institutes;

- (a) (i) Holding analogous posts on regular basis; or
(ii) with 5 years regular service in a post in the pay scale of Rs.5200-20,200/-+ GP Rs.2400/-(pre-revised) or above.

- (b) Possessing the following educational qualifications/experience:-

Essential Qualifications: - Bachelor Degree from a recognized university or equivalent

Experience:- Research experience in any of social sciences or in the application of law and procedure.

Desirable: Degree in Law from a recognized university or equivalent.

By re-employment / short-term contract:-

Persons who have held analogous post on regular basis under the Central Govt./Universities / Research Institutes and possessing qualifications and experience prescribed for deputationists. The period of short-term contract / re-employment shall not exceed 2 years.

14. Deputy Superintended of Police

For deputation

Officers under Central / State Police Organizations

- (a) (i) holding analogous posts on a regular basis; OR
(ii) Inspectors of Police with 5 years regular service in the grade or equivalent ; and
(b) possessing experience in investigation of criminal cases.

For re-employment/short-term contract:

Persons who have held analogous posts on regular basis under the Central Govt. / State Police Organization and possessing experience in investigation of criminal cases.

Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ department shall ordinarily not exceed the maximum period prescribed by the DOP&T from time to time.

Desirable:

- (i) A degree in Law
(ii) Experience or knowledge in Human Rights.

15. Inspector

For deputation

- (a) (i) Working in similar or equivalent grade in the Central/State Police Forces/Armed Forces of Union: or
(ii) Sub-Inspector in the Central/State Police Forces/Armed Forces of the Union with 5 years regular service as Sub-Inspector: or
(iii) Officers working in the equivalent grade on regular basis under the Central Govt./State Govt Departments/Central Public Undertakings; and
(b) Possessing at least 5 years experience in vigilance or investigation or intelligence work.

For re-employment/short-term contract:-

- (i) Persons who have held analogous posts on regular basis in the Central/State Police Forces/Armed Forces of Union and possessing at least 5 years experience in vigilance or investigation or intelligence work.
(ii) The period of short short-term contract/re-employment shall not exceed two years.

16. Assistant Accounts Officer

For Deputation

- (i) Officers under the Central Govt. holding analogous posts on regular basis who have undergone training in Cash and Accounts in the ISTM or equivalent and possess experiences in cash and accounts work, or
- (ii) Junior Accounts Officers or equivalent in the pay scale of Rs.9300-34800+Rs.4200/-(pre-revised) with 8 years regular service in the grade.

17. Junior Accountant

For Deputation

- (i) Junior accountant having experience of departmental accounting system under Controller General of Accounts/Postal and Telegraph Accounts, Defence and Railways Accounts or Auditors under Comptroller and Auditor General.
- (ii) Failing-(i) above; Upper Division Clerks in Central Secretariat Clerical Service or subordinate offices with Cash and Accounts training conducted by the Institute of Secretarial Training and Management.
- (iii) Failing (i) & (ii) both Lower Division Clerks with 5 years regular service in the grade with experience in Cash/Accounts Section in the above offices.

18. Programmer

For Transfer on deputation / transfer:

Officers holding analogous posts on regular basis in National Informatics Center or similar Central Govt. organization.

For short-term contract

Persons who have held analogous posts on regular basis in National Informatics Centre or similar Central Govt. Organisation.
The period of short-term contract / re-employment should not exceed 2 years.

19. Programmer Assistant

For Deputation

- (i) officers holding analogous posts on regular basis in the National Informatics Center or similar organizations.

For re-employment / short-term contract

Persons who have held analogous posts on regular basis in the National Informatics Center or similar organization and possessing the following qualifications and experience prescribed :-

(a) Masters of Arts / Masters of Science in Physics / Mathematics / Statistics / Operation Research / Economics / Computer Science with First Class or at least 60% marks in aggregate or equivalent grade, knowledge of computer programming is essential.

or

(b) Bachelor of Arts / Bachelor of Science in Physics / Mathematics / Statistics / Operation Research / Economics / Computer Science with either Post Graduate Diploma in Computer Science / Computer Applications (from a Government recognized Institution / University) or with at least two years experience in computer programming. The Bachelor's degree and Post Graduate Diploma should be with First Class or at least 60% marks in aggregate or equivalent grade. The period of short-term contract / re-employment shall not exceed two years.