

**F.No. 22/2/2023-Admn.II**  
**Government of India**  
**Ministry of Information & Broadcasting**  
**Press Information Bureau**

‘A’ Wing, Shastri Bhawan, New Delhi.  
Dated 4<sup>th</sup> November, 2024

**NOTICE**

**Amendment of Recruitment Rules (RRs) for posts of Administrative Cadre (Group C) in the Photo Division, PIB, Ministry of Information & Broadcasting.**

Recruitment Rules for posts of Administrative Cadre (Group –C) in the Photo Division are proposed to be amended to bring them in consonance with Model Recruitment Rules, various orders & guidelines issued by DoP&T and 7<sup>th</sup> CPC recommendations.

2. All stakeholders are requested to kindly send their comments, if any on the draft RRs (annexed) via e-mail at [adm2.pib@nic.in](mailto:adm2.pib@nic.in) within 30 days from the date of issue of this Notice.

Encl: As above.



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**Tel. : 011-23488088**

To

**All Stakeholders**

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TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART II, SECTION 3, SUB-SECTION (i)  
GOVERNMENT OF INDIA  
MINISTRY OF INFORMATION AND BROADCASTING

**NOTIFICATION**

New Delhi, the ..... 2024

GSR\_\_\_\_.- In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the (i) Photo Division, New Delhi (Group C and D Posts) Recruitment Rules, 1980; (ii) Photo Division's (Staff Car Driver) Recruitment Rules, 2001; and (iii) Photo Division, Ministry of Information and Broadcasting, Multi Tasking Staff (Group 'C' Post) Recruitment Rules, 2014 in so far they relate to the post of Head Clerk, Upper Division Clerk, Store Keeper, Lower Division Clerk, Multi Tasking Staff, Stenographer Grade I, Stenographer Grade II and Staff Car Driver, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Head Clerk, Upper Division Clerk, Store Keeper, Lower Division Clerk, Multi Tasking Staff, Stenographer Grade I, Stenographer Grade II and Staff Car Driver in the Photo Division of the Ministry of Information and Broadcasting, namely :-

**1. Short title and commencement.-** (1) These rules may be called the Photo Division, Press Information Bureau, Administrative Cadre (Group-C), Recruitment Rules, 2024.

(2) They shall come into force on the date of their publication in the Official Gazette.

**2. Application.-** These rules shall apply to the posts specified in Column (1) of the Schedule annexed to these rules.

**3. Number of posts, classification and level in the pay matrix.-** The number of the said post, its classification and level in the pay matrix level attached thereto shall be as specified in Columns (2) to (4) of the said schedule.

**4. Methods of recruitment, age-limit and qualifications, etc.-** The method of recruitment, age-limit, qualifications and other matters relating to the said posts shall be as specified in Columns (5) to (13) of the said Schedule.

**5. Disqualification.-** No person, -

- (a) who, has entered into or contracted a marriage with a person having a spouse living; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

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

**6. Power to relax.-** Where the Central Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reason to be recorded in writing, relax any of the provision of these rules with respect to any class or category of persons.

**7. Saving.-** Nothing in these rules shall affects reservations, relaxation of age-limit, and other concessions required to be provided for the Scheduled Castes, Schedule Tribes, Other Backward Classes, Ex-servicemen and other special category of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of post	Number of post	Classification	Level in the Pay Matrix	Whether Selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications if required for direct recruits
1	2	3	4	5	6	7
1. Head Clerk	02* (2024) * Subject to variation dependent on workload.	General Central Service, Group C, Non-Gazetted, Ministerial.	Level 6 in the Pay Matrix (Rs.35400-112400)	Non-selection	Not applicable	Not applicable

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion or deputation/ absorption grades from which promotion or deputation/ absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
8	9	10	11	12	13
Not applicable	Not applicable	By promotion failing which by deputation.	<p><b>Promotion:</b> Upper Division Clerk and Store Keeper in Level 4 in the Pay Matrix (Rs.25500-81100) in Photo Division with 10 years regular service in the grade.</p> <p><b>Deputation:</b> 'Officers of the Central Government (or the Central Government/ State Government or Union territories): (a)(i) Holding analogous post on a regular basis in the Ministry of I&amp;B and its Media Units; or (ii) With 10 years service rendered after appointment to the post of UDC (Non-CSCS) on a regular basis in Level 4 in the Pay Matrix (Rs.25500-81100) or equivalent in the Media Units of Ministry of I&amp;B; and (iii) 12<sup>th</sup> Class or equivalent from a recognized Board or University.</p>	<p><b>Group 'C'</b> <b>Departmental Promotion Committee (for considering promotion) consisting of:</b></p> <p>a) Director/ Joint Director (Admn.), Press Information Bureau – Chairman b) Deputy Director (Admn.), Press Information Bureau – Member c) Section Officer (Press), Ministry of Information and Broadcasting – Member</p>	Not applicable



SCHEDULE

Name of post	Number of post	Classification	Level in the Pay Matrix	Whether Selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications if required for direct recruits
1	2	3	4	5	6	7
2. Upper Division Clerk	05* (2024) * Subject to variation dependent on workload.	General Central Service, Group C, Non-Gazetted, Ministerial.	Level 4 in the Pay Matrix (Rs.25500-81100)	Non-selection	Not applicable	Not applicable

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion or deputation/ absorption grades from which promotion or deputation/ absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
8	9	10	11	12	13
Not applicable	Not applicable	By promotion failing which by deputation/ absorption.	<p><b>Promotion:</b> Lower Division Clerk in Level 2 in the Pay Matrix (Rs.19900-63200) in Photo Division with 8 years regular service in the grade.</p> <p><b>Deputation:</b> 'Officers of the Central Government (or the Central Government/ State Government or Union territories): (a)(i) Holding analogous post on a regular basis in the Ministry of I&amp;B and its Media Units; or (ii) With 8 years service rendered after appointment to the post of LDC (Non-CSCS) on a regular basis in Level 2 in the Pay Matrix (Rs.19900-63200) or equivalent in the Media Units of Ministry of I&amp;B; and (iii) 12<sup>th</sup> Class or equivalent from a recognized Board or University.</p>	<p><b>Group 'C' Departmental Promotion Committee (for considering promotion) consisting of:</b></p> <p>a) Director/ Joint Director (Admn.), Press Information Bureau – Chairman b) Deputy Director (Admn.), Press Information Bureau – Member c) Section Officer (Press), Ministry of Information and Broadcasting – Member</p>	Not applicable

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**SCHEDULE**

Name of post	Number of post	Classification	Level in the Pay Matrix	Whether Selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications if required for direct recruits
1	2	3	4	5	6	7
3. Store Keeper	01* (2024) * Subject to variation dependent on workload.	General Central Service, Group 'C', Non-Gazetted, Ministerial.	Level 4 in the Pay Matrix (Rs.25500-81100)	Non-Selection	Between 18 and 27 years of age.  (The upper age-limit is relaxable for departmental candidate upto 40 years in accordance with the instructions or orders issued by the Central Government).  <b>Note:</b> The crucial date for determining the age limit shall be as advertised by Staff Selection Commission.	(i) 12th Class or equivalent qualification from a recognized Board or University. (ii) Two years' experience in handling Scientific/ Photographic Stores and keeping Accounts in a Store or a concern of Central or State Government, autonomous/ statutory organization, PSUs or University or in any Private Organization listed on the stock exchange(s) of India.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion or deputation/ absorption grades from which promotion or deputation/ absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
8	9	10	11	12	13
No	Two years for direct recruits.  <b>Note for direct recruits:</b> There shall be a mandatory induction training of at least two weeks duration for successful completion of the probation as prescribed by the Central Government..	By promotion failing which by direct recruitment.	<b>Promotion:</b> Lower Division Clerk in Level 2 in the Pay Matrix (Rs.19900-63200) in Photo Division with 8 years regular service in the grade.	<b>Group 'C' Departmental Promotion Committee (for considering promotion &amp; confirmation) consisting of:</b>  a) Director/ Joint Director (Admn.), Press Information Bureau – Chairman b) Deputy Director (Admn.), Press Information Bureau – Member c) Section Officer (Press), Ministry of Information and Broadcasting – Member	Not applicable

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Name of post	Number of post	Classification	Level in the Pay Matrix	Whether Selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications if required for direct recruits
1	2	3	4	5	6	7
4. Lower Division Clerk	01* (2024) * Subject to variation dependent on workload.	General Central Service, Group C, Non-Gazetted, Ministerial.	Level 2 in the Pay Matrix (Rs.19900-63200)	Not applicable	Between 18 and 27 years of age.  (The upper age-limit is relaxable for departmental candidate upto 40 years in accordance with the instructions or orders issued by the Central Government).  <b>Note:</b> The crucial date for determining the age limit shall be as advertised by Staff Selection Commission.	(i) 12 <sup>th</sup> Class or equivalent from a recognised Board or University. (ii) A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion or deputation/absorption grades from which promotion or deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
8	9	10	11	12	13
Not applicable	Two years.  <b>Note:</b> There shall be a mandatory induction training of at least two weeks duration for successful completion of the probation as prescribed by the Central Government.	100% by direct recruitment	Not applicable	<b>Group 'C' Departmental Promotion Committee (for considering confirmation) consisting of:</b>  a) Director/ Joint Director (Admn.), Press Information Bureau – Chairman b) Deputy Director (Admn.), Press Information Bureau – Member c) Section Officer (Press), Ministry of Information and Broadcasting – Member	Not applicable



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SCHEDULE

Name of post	Number of post	Classification	Level in the Pay Matrix	Whether Selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications if required for direct recruits
1	2	3	4	5	6	7
5. Multi Tasking Staff	07* (2024) * Subject to variation dependent on workload.	General Central Service, Group C, Non-Gazetted, Non-Ministerial	Level 1 in the Pay Matrix (Rs.18000-56900)	Not applicable	Between 18 and 25 years.  (The upper age-limit is relaxable for departmental candidate upto 40 years in accordance with the instructions or orders issued by the Central Government).  <b>Note:</b> The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.	Matriculation or equivalent from a recognised Board or University.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion or deputation/absorption grades from which promotion or deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
8	9	10	11	12	13
Not applicable	Two years.  <b>Note:</b> There shall be a mandatory induction training of at least two weeks duration for successful completion of the probation as prescribed by the Central Government.	100% by direct recruitment	Not applicable	<b>Group 'C' Departmental Promotion Committee (for considering confirmation) consisting of:</b>  a) Director/ Joint Director (Admn.), Press Information Bureau – Chairman b) Deputy Director (Admn.), Press Information Bureau – Member c) Section Officer (Press), Ministry of Information and Broadcasting – Member	Not applicable

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Name of post	Number of post	Classification	Level in the Pay Matrix	Whether Selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications if required for direct recruits
1	2	3	4	5	6	7
6. Stenographer Grade I	01* (2024) * Subject to variation dependent on workload.	General Central Service, Group C, Non-Gazetted, Ministerial.	Level 6 in the Pay Matrix (Rs.35400-112400)	Non-selection	Not applicable	Not applicable

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion or deputation/ absorption grades from which promotion or deputation/ absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
8	9	10	11	12	13
Not applicable	Not applicable	By promotion failing which by deputation.	<p><b>Promotion:</b> Stenographer Grade II in Level 4 in the Pay Matrix (Rs.25500-81100) in Photo Division with 10 years regular service in the grade.</p> <p><b>Deputation:</b> 'Officers of the Central Government (or the Central Government/ State Government or Union territories): (a)(i) Holding analogous post on a regular basis in the Ministry of I&amp;B and its Media Units; or (ii) With 10 years service rendered after appointment to the post of Stenographer Grade II (Non-CSSS) on a regular basis in Level 4 in the Pay Matrix (Rs.25500-81100) or equivalent in the Media Units of Ministry of I&amp;B; and (iii) 12<sup>th</sup> Class or equivalent from a recognized Board or University.</p>	<p><b>Group 'C' Departmental Promotion Committee (for considering promotion) consisting of:</b></p> <p>a) Director/ Joint Director (Admn.), Press Information Bureau – Chairman b) Deputy Director (Admn.), Press Information Bureau – Member c) Section Officer (Press), Ministry of Information and Broadcasting – Member</p>	Not applicable



SCHEDULE

Name of post	Number of post	Classification	Level in the Pay Matrix	Whether Selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications if required for direct recruits
1	2	3	4	5	6	7
7. Stenographer Grade II	01* (2024) * Subject to variation dependent on workload.	General Central Service, Group C, Non-Gazetted, Ministerial.	Level 4 in the Pay Matrix (Rs.25500-81100)	Not applicable	Between 18 and 27 years of age.  (The upper age-limit is relaxable for departmental candidate upto 40 years in accordance with the instructions or orders issued by the Central Government).  <b>Note:</b> The crucial date for determining the age limit shall be as advertised by Staff Selection Commission.	(i) 12th Class or equivalent qualification from a recognized Board or University. (ii) Skill Test Norms Dictation: 10 minutes @ 80 w.p.m. Transcription: 50 minutes (in English) or 65 minutes (in Hindi) on computer.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion or deputation/ absorption grades from which promotion or deputation/ absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
8	9	10	11	12	13
Not applicable	Two years.  <b>Note:</b> There shall be a mandatory induction training of at least two weeks duration for successful completion of the probation as prescribed by the Central Government.	100% by direct recruitment	Not applicable	<b>Group 'C' Departmental Promotion Committee (for considering confirmation) consisting of:</b>  a) Director/ Joint Director (Admn.), Press Information Bureau – Chairman b) Deputy Director (Admn.), Press Information Bureau – Member c) Section Officer (Press), Ministry of Information and Broadcasting – Member	Not applicable

SCHEDULE

Name of post	Number of post	Classification	Level in the Pay Matrix	Whether Selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications if required for direct recruits
1	2	3	4	5	6	7
8. Staff Car Driver	01* (2024) * Subject to variation dependent on workload.	General Central Service, Group 'C', Non-Gazetted, Ministerial.	Level 2 in the Pay Matrix (Rs.19900-63200)	Not applicable	Between 18 and 25 years.  (The upper age-limit is relaxable for departmental candidate upto 40 years in accordance with the instructions or orders issued by the Central Government).  <b>Note:</b> The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.	<b>Essential:</b> (i) Possession of a valid driving licence for motor cars. (ii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicles.) (iii) Experience of driving a motorcar for at least 3 years.; and (iv) Pass in 10th standard. <b>Desirable:</b> 3 years' service as Home Guard/ Civil Volunteers. Note 1: The qualification regarding experience is relaxable at the discretion of the competent authority. Note 2: In the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if at any stage of selection, the competent authority is of the opinion that the sufficient number of candidates with requisite experience is not likely to be available to fill up the vacancy reserved for them.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion or deputation/ absorption grades from which promotion or deputation/ absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
8	9	10	11	12	13
Not applicable	Two years for direct-recruits or re-employed.	100% by Deputation/ Re-employment/ Absorption, failing which by direct recruitment.	<p><b>Deputation/ Absorption:</b> From amongst the regular Dispatch Rider (Group C) and Group C employees in Level 1 in the Pay Matrix (Rs.18000-56900) in Photo Division who possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars, failing which from officials holding the post of Dispatch Rider on regular basis or regular Group C employees in Level 1 in the Pay Matrix (Rs.18000-56900) in other Ministries of the Central Government who fulfill the necessary qualifications as mentioned in column 7.</p> <p><b>For Ex-Servicemen:</b> <b>Deputation/ Re-Employment:</b> The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.</p> <p><b>Note:</b> 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 organization/ Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation/ absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of application.</p>	<p><b>Group 'C' Departmental Promotion Committee (for considering confirmation) consisting of:</b></p> <p>a) Director/ Joint Director (Admn.), Press Information Bureau – Chairman b) Deputy Director (Admn.), Press Information Bureau – Member c) Section Officer (Press), Ministry of Information and Broadcasting – Member</p>	Not applicable

[F. No.: M-26011/7/2021-Press]

(C. Senthil Rajan)  
Joint Secretary to the Government of India