

Government of India  
Ministry of Information & Broadcasting  
(Press Section)

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**Subject: Amendment of Recruitment Rules (RRs) in r/o post of Clerk Grade-II, Group 'C' in Regional/Branch Offices of PIB –reg.**

Reference is invited to PIB's I.D. Note No. B-11017/01/2023-Admn.III dated 01.05.2023 and further subsequent communications on the subject cited above.

2. In this regard, a bilingual copy of the Recruitment Rules notified in the Gazette of India on 19.04.2025 is enclosed for information and necessary action. The notified copy of RRs may be uploaded on the official website of PIB.

**Encl.: As above.**


  
27/05/25  
(Sourav Das)

Under Secretary to the Government of India

☎: 011-23385586

Pr. DG (M&C), PIB, Shastri Bhawan, New Delhi  
Ministry of I&B's I. D. No. M-20011/2/2023-Press (CFN: 178107) dated 27.05.2025

Copy to: SO (Admin.-III), PIB Hqrs., Shastri Bhawan, New Delhi-110001, for information & necessary action.

  
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ADG (Admin.)  


  
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SO (Ad III)

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### सूचना एवं प्रसारण मंत्रालय

नई दिल्ली, 11 अप्रैल, 2025

**सा.का.नि. 43.**—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए तथा पत्र सूचना कार्यालय (समूह 'ग' पद - उत्तरी क्षेत्र) भर्ती नियम, 1989, पत्र सूचना कार्यालय, (समूह 'ग' पद - पश्चिमी क्षेत्र) भर्ती नियम, 1989, पत्र सूचना कार्यालय, (समूह 'ग' पद - दक्षिणी क्षेत्र) भर्ती नियम, 1989 तथा पत्र सूचना कार्यालय, (समूह 'ग' पद - पूर्वी क्षेत्र) भर्ती नियम, 1989, जहां तक कि उनका संबंध लिपिक ग्रेड-II, लिपिक ग्रेड-II (टेलीप्रिंटर ऑपरेटर) तथा लिपिक ग्रेड-II (भाषा) के पदों से है, उन बातों के सिवाए अधिकृत करते हुए जिन्हे ऐसे अधिक्रमण के पूर्व किया गया है या करने का लोप किया गया हो। सूचना और प्रसारण मंत्रालय के अधीन पत्र सूचना कार्यालय के क्षेत्रीय तथा शाखा कार्यालयों में लिपिक ग्रेड-II (समूह 'ग' पद) के पद पर भर्ती की पद्धति को विनियमित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात:-

1. **संक्षिप्त नाम और प्रारंभ-** (1) इन नियमों का संक्षिप्त नाम पत्र सूचना कार्यालय (क्षेत्रीय और शाखा कार्यालय), लिपिक ग्रेड-II (समूह 'ग' पद) भर्ती नियम 2025 है।

(2) ये राजपत्र उनके प्रकाशन की तारीख से प्रवृत्त होंगे।

2. **पदों की संख्या, वर्गीकरण और वेतन मैट्रिक्स में स्तर-** उक्त पद की संख्या, उसका वर्गीकरण और उससे संबद्ध वेतन मैट्रिक्स में स्तर वह होगा जो इन नियमों से उपाबद्ध अनुसूची स्तंभ (2) से स्तंभ (4) में विनिर्दिष्ट है।

3. **भर्ती की पद्धति, आयु-सीमा तथा अर्हताएं आदि-** उक्त पदों पर भर्ती की पद्धति, आयु-सीमा, अर्हताएं तथा उनसे संबंधित अन्य बातें वे होंगी जो उक्त अनुसूची के स्तंभ (5) से स्तंभ (13) में विनिर्दिष्ट हैं।

4. **निरहता - कोई भी व्यक्ति, -**

(क) जिसने किसी ऐसे व्यक्ति से विवाह किया है, जिसका पति या पत्नी जीवित है; अथवा

(ख) जिसने अपने पति अथवा पत्नी के जीवित रहते हुए किसी अन्य व्यक्ति से विवाह कर लिया है, उक्त पदों पर नियुक्ति के लिए पात्र होंगे:

परंतु यदि केन्द्रीय सरकार इस बात पर समाधान हो जाने पर कि ऐसा विवाह ऐसे व्यक्ति और विवाह के दूसरे पक्षकार पर लागू स्वीय विधि के अधीन अनुज्ञेय है और ऐसा करने के लिए अन्य आधार हैं तो वह किसी व्यक्ति को इस नियम के प्रवर्तन से छूट दे सकेगी।

5. **शिथिल करने की शक्ति-** जहां केन्द्रीय सरकार की यह राय है कि ऐसा करना आवश्यक या समीचीन है, वहां वह, आदेश द्वारा तथा उसके लिए जो कारण होंगे, अभिलिखित प्रवर्ग करके, किसी वर्ग या प्रवर्ग के व्यक्तियों के संबंध में इन नियमों के किसी उपबंध को व्यक्तियों के किसी वर्ग या प्रवर्ग के संबंध में शिथिल कर सकेगी।

6. **व्यावृत्ति-** इन नियमों की कोई बात, ऐसे आरक्षण, आयु-सीमा में छूट और अन्य रियायतों पर प्रभाव नहीं डालेगी, जिनका केन्द्रीय सरकार द्वारा इस संबंध में समय-समय पर जारी किए गए आदेशों के अनुसार अनुसूचित जातियों, अनुसूचित जनजातियों, अन्य पिछड़े वर्गों, भूतपूर्व सैनिकों और अन्य विशेष प्रवर्ग के व्यक्तियों के लिए उपबंध करना अपेक्षित है।

### अनुसूची

पद का नाम	पद की संख्या	वर्गीकरण	वेतन मैट्रिक्स में स्तर	चयन अथवा गैर चयन पद
(1)	(2)	(3)	(4)	(5)
लिपिक ग्रेड-II	84* (2025) *कार्यभार के आधार पर परिवर्तन किया जा सकता हो <b>रिक्तियों का क्षेत्रवार ब्यौरा:</b> उत्तर क्षेत्र -19 पूर्वी क्षेत्र - 15 पश्चिम क्षेत्र -20 दक्षिण क्षेत्र -18 उत्तर पूर्व क्षेत्र -12	साधारण केंद्रीय सेवा, समूह 'ग' अराजपत्रित, अनुसचिवीय।	वेतन मैट्रिक्स में स्तर 2 (रू. 19900-63200)	गैर चयन

सीधी भर्ती के लिए आयु सीमा	सीधी भर्ती के लिए आवश्यक शैक्षणिक एवं अन्य अर्हताएं	क्या सीधी भर्ती के लिए निर्धारित आयु एवं शैक्षणिक योग्यताएं प्रोन्नत व्यक्तियों के मामले में लागू होंगी
(6)	(7)	(8)
18 से 27 वर्ष के बीच। केन्द्रीय सरकार द्वारा जारी अनुदेशों या आदेशों के अनुसार, सरकारी कर्मचारियों के लिए ऊपरी आयु-सीमा में चालीस वर्ष तक की छूट होगी। <b>टिप्पण:</b> आयु-सीमा निर्धारित करने के लिए निर्णायक तारीख कर्मचारी चयन आयोग द्वारा विज्ञापित की जाएगी।	(i) किसी मान्यता प्राप्त बोर्ड अथवा विश्वविद्यालय से 12वी कक्षा उत्तीर्ण अथवा समकक्ष योग्यता। (ii) कम्प्यूटर पर अंग्रेजी में 35 शब्द प्रति मिनट अथवा हिन्दी में 30 शब्द प्रति मिनट की टंकण गति।	लागू नहीं होता

परिवीक्षा अवधि, यदि कोई हो	भर्ती की पद्धति, सीधी भर्ती द्वारा या प्रोन्नति द्वारा या प्रतिनियुक्ति/ आमेसन द्वारा तथा विभिन्न पद्धतियों से भरी जाने वाली रिक्तियों का प्रतिशत	प्रोन्नति या प्रतिनियुक्ति/आमेसन द्वारा भर्ती के मामले में वे ग्रेड जिनसे पदोन्नति या प्रतिनियुक्ति/आमेसन किया जाना है।
(9)	(10)	(11)
सीधी भर्ती के लिए दो वर्ष। <b>टिप्पण:</b> परिवीक्षा को सफलतापूर्वक पूरा करने के लिए केन्द्रीय सरकार द्वारा निर्धारित कम से कम दो सप्ताह की अवधि का अनिवार्य प्रारंभिक प्रशिक्षण होगा।	(i) 85% कर्मचारी चयन आयोग के माध्यम से सीधी भर्ती द्वारा; (ii) 10% रिक्तियां विभागीय अर्हता परीक्षा के आधार पर भरी जाएंगी; और (iii) 5% रिक्तियां वरिष्ठता-सह-अर्हता के आधार पर प्रोन्नति द्वारा भरी जाएंगी।	<b>पदोन्नति:</b> (i) विभागीय अर्हता परीक्षा के आधार पर, वेतन मैट्रिक्स में स्तर 1(रू. 18000-56900) में समूह 'ग' के कर्मचारियों में से, जिनके पास किसी मान्यता प्राप्त बोर्ड या विश्वविद्यालय से 12वी कक्षा पास या समकक्ष अर्हता है और उस ग्रेड में तीन वर्ष की नियमित सेवा है। <b>टिप्पण 1:</b> परीक्षा के लिए पात्रता हेतु अधिकतम आयु सीमा पैंतालीस वर्ष है। (अनुसूचित जाति या अनुसूचित जनजाति के लिए पचास वर्ष) <b>टिप्पण 2:</b> यदि खंड के अंतर्गत उपलब्ध रिक्तियों की संख्या से अधिक कर्मचारी परीक्षा में उत्तीर्ण होते हैं, तो ऐसे अतिरिक्त कर्मचारियों पर आगामी वर्षों में होने वाली रिक्तियों को भरने के लिए विचार किया जाएगा, जिससे पहले की परीक्षा में उत्तीर्ण होने वाले कर्मचारियों पर बाद की परीक्षा में उत्तीर्ण होने वाले कर्मचारियों से पहले विचार किया जाए। (ii) वरिष्ठता-सह-उपयुक्तता के आधार पर, वेतन मैट्रिक्स में स्तर 1 में समूह 'ग' के उन कर्मचारियों से, जिन्होंने उस ग्रेड में तीन वर्ष की नियमित सेवा की हो और जो किसी मान्यता प्राप्त बोर्ड या विश्वविद्यालय से 12वी कक्षा उत्तीर्ण या समकक्ष हों। <b>टिप्पण:</b> जहां ऐसे कनिष्ठ कार्मिकों के संबंध में, जिन्होंने अपनी अर्हक या पात्रता सेवा पूरी कर ली है, प्रोन्नति के लिए विचार किया जा रहा है, वहां उनसे वरिष्ठ कार्मिकों पर भी विचार किया जाएगा बशर्ते कि उनकी अपेक्षित अर्हक या पात्रता सेवा आधे से अधिक या दो वर्ष से कम न हो इनमें से जो भी कम हो, कम न किया हो और उन्होंने

	अपने उन कनिष्ठ कार्मिकों के साथ, जिन्होंने ऐसी अर्हक या पात्रता सेवा पहले ही पूरी कर ली है, अगले उच्चतर ग्रेड में प्रोन्नति के लिए अपनी परिवीक्षा अवधि सफलतापूर्वक कर ली हो।
यदि विभागीय प्रोन्नति समिति विद्यमान है तो उसकी संरचना क्या है?	वे परिस्थितियाँ जिनमें भर्ती करने में संघ लोक सेवा आयोग से परामर्श किया जाएगा।
(12)	(13)
पत्र सूचना कार्यालय के प्रत्येक जोन में समूह 'ग' विभागीय प्रोन्नति समिति (प्रोन्नति पर विचार करने के लिए) जिसमें निम्नलिखित शामिल होंगे: (क) संबंधित क्षेत्र के निदेशक/उप निदेशक-अध्यक्ष; (ख) संबंधित जोन के सहायक निदेशक या मीडिया एवं संचार अधिकारी/प्रशासनिक अधिकारी - सदस्य; (ग) उस क्षेत्र में उपलब्ध सूचना एवं प्रसारण की किसी अन्य मीडिया इकाई से उप निदेशक या सहायक निदेशक स्तर का एक अधिकारी - सदस्य; तथा (घ) उप निदेशक स्तर पर अनुसूचित जाति या अनुसूचित जनजाति से संबंधित अधिकारी - सदस्य। (यदि विभागीय प्रोन्नति समिति में इन समुदायों से संबंधित अध्यक्ष या सदस्य उपलब्ध नहीं है)। पत्र सूचना कार्यालय के प्रत्येक जोन में समूह 'ग' विभागीय पुष्टि कक्षा समिति (पुष्टि कक्षा पर विचार करने के लिए) जिसमें निम्नलिखित शामिल होंगे: (क) संबंधित क्षेत्र के निदेशक या उप निदेशक-अध्यक्ष; (ख) संबंधित जोन के सहायक निदेशक या मीडिया एवं संचार अधिकारी/प्रशासनिक अधिकारी - सदस्य; (ग) उस क्षेत्र में उपलब्ध सूचना एवं प्रसारण की किसी अन्य मीडिया इकाई से उप निदेशक/सहायक निदेशक स्तर का एक अधिकारी - सदस्य; तथा (घ) उप निदेशक स्तर पर अनुसूचित जाति या अनुसूचित जनजाति से संबंधित अधिकारी - सदस्य। (यदि विभागीय पुष्टि समिति में इन समुदायों से संबंधित अध्यक्ष या सदस्य उपलब्ध नहीं है)।	लागू नहीं होता

[फा. सं. एम.20011/2/2023-प्रेस]

सी. सेंथिल राजन, संयुक्त सचिव

## MINISTRY OF INFORMATION AND BROADCASTING

New Delhi, the 11th April, 2025

**G.S.R. 43.**—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Press Information Bureau (Group 'C' posts - Northern Region) Recruitment Rules, 1989, Press Information Bureau (Group 'C' posts - Western Region) Recruitment Rules, 1989, Press Information Bureau (Group 'C' posts - Southern Region) Recruitment Rules, 1989 and Press Information Bureau (Group 'C' posts - Eastern Region) Recruitment Rules, 1989, in so far as they relate to the post of Clerk Grade-II, Clerk Grade II (Teleprinter Operator) and Clerk Grade II (Language), 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 Clerk Grade-II (Group 'C' post) in the Regional and Branch Offices of Press Information Bureau under the Ministry of Information and Broadcasting, namely :-

**1. Short title and commencement.**- (1) These rules may be called the Press Information Bureau (Regional and Branch Offices), Clerk Grade-II (Group 'C' post) Recruitment Rules, 2025.

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

**2. Number of posts, classification and level in pay matrix.**- The number of the said post, its classification and level

in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

**3. 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.

**4. 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 posts:

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.

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

**6. Saving.-** Nothing in these rules shall affect 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 pay matrix.	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
Clerk Grade-II	84* (2025) * Subject to variation dependent on workload. <b>Zone-wise breakup of vacancies:</b> North Zone - 19 East Zone - 15 West Zone - 20 South Zone - 18 North East Zone - 12	General Central Service, Group C, Non-Gazetted, Ministerial.	Level 2 in the pay matrix (Rs.19900-63200).	Non-selection.

Age limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.
(6)	(7)	(8)
Between 18 and 27 years. (The upper age-limit is relaxable for the Government servants upto forty 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.	(i) 12 <sup>th</sup> Class passor equivalent qualification from a recognised Board or University. (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.	Not applicable.

Period of	Method of recruitment	In case of recruitment by promotion or by deputation/
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probation, if any.	whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	absorption grades from which promotion or deputation/absorption to be made.
(9)	(10)	(11)
<p>Two years for direct recruits.</p> <p><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.</p>	<p>(i) 85% by direct recruitment through Staff Selection Commission;</p> <p>(ii) 10% of the vacancies shall be filled on the basis of departmental qualifying examination; and</p> <p>(iii) 5% of the vacancies shall be filled by promotion on seniority-cum-fitness basis.</p>	<p><b>Promotion:</b></p> <p>(i) On the basis of departmental qualifying examination, from amongst the Group C employees in level 1 (Rs. 18000-56900) in the pay matrix and who possess 12<sup>th</sup> Class pass or equivalent qualification from a recognised Board or University with three years' regular service in the grade.</p> <p><b>Note 1:</b> The maximum age limit for eligibility for examination is forty-five years. (Fifty years of age for the Scheduled Castes or the Scheduled Tribes).</p> <p><b>Note 2:</b> If more of such employees than the number of vacancies available under clause (i) qualified the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at the later examination.</p> <p>(ii) On the basis of seniority-cum-fitness, from Group C employees in level 1 in the pay matrix with three years' regular service in the grade and are 12<sup>th</sup> Class pass or equivalent from a recognised Board or University.</p> <p><b>Note:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p>

If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
(12)	(13)
<p><b>Group 'C' Departmental Promotion Committee (for considering promotion) in each Zone of Press Information Bureau consisting of:</b></p> <p>(a) Director or Deputy Director of the concerned Zone- Chairperson;</p> <p>(b) Assistant Director or Media and Communication Officer/ Administrative Officer of the concerned Zone – Member;</p> <p>(c) One officer of Deputy Director or Assistant Director level from any other media unit of Information and Broadcasting available in that Zone- Member; and</p> <p>(d) An officer belonging to the Scheduled Caste or Scheduled Tribe at Deputy Director Level – Member. (if Chairperson or members belonging to these communities are not available in Departmental Promotion Committee).</p> <p><b>Group 'C' Departmental Confirmation Committee (for considering</b></p>	<p>Not applicable.</p>

<p><b>confirmation) in each Zone of Press Information Bureau consisting of:</b></p> <ul style="list-style-type: none"> <li>(a) Director or Deputy Director of the concerned Zone- Chairperson;</li> <li>(b) Assistant Director or Media and Communication Officer/ Administrative Officer of the concerned Zone – Member;</li> <li>(c) One officer of Deputy Director/ Assistant Director level from any other media unit of Information and Broadcasting available in that Zone- Member; and</li> <li>(d) An officer belonging to the Scheduled Caste or Scheduled Tribe at Deputy Director Level – Member. (if Chairperson or members belonging to these communities are not available in Departmental Confirmation Committee).</li> </ul>	
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[F. No. M-20011/2/2023-Press]

C. SENTHIL RAJAN, Jt. Secy.

(2) Under Secretary, Marketing Division Department of Agriculture and Farm Welfare, New Delhi	- Member;
(3) Under Secretary, Directorate of Marketing and Inspection, Head Office, Faridabad	- Member;
(4) A Group 'A' Officer from an outside office	- Member.

[F. No. 12018/01/2024-M-I]

SHAKUN PARDASANI, Director (Marketing-I)

### सूचना और प्रसारण मंत्रालय

नई दिल्ली, 3 सितम्बर, 2024

**सा.का.नि. 122.**—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए तथा प्रेस सूचना ब्यूरो (मुख्यालय), बहुकार्य कर्मचारीवृन्दभर्ती नियम, 2011, को उन बातों के सिवाय अधिक्रांत करते हुए, जिन्हें ऐसे अधिक्रमण से पूर्व किया गया है या करने का लोप किया गया है, सूचना और प्रसारण मंत्रालय, प्रेस सूचना ब्यूरो (मुख्यालय) में बहुकार्य कर्मचारीवृन्द (समूह 'ग') के पद पर भर्ती की पद्धति का विनियमन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात:-

**1. संक्षिप्त नाम और प्रारंभ.**-(1) इन नियमों का संक्षिप्त नाम प्रेस सूचना ब्यूरो (मुख्यालय), बहुकार्य कर्मचारीवृन्द (समूह 'ग' पद) भर्ती नियम, 2024 है।

(2) ये राजपत्र में उनके प्रकाशन की तारीख को प्रवृत्त होंगे।

**2. लागू होना.**- ये नियम इन नियमों से उपाबद्ध अनुसूची के स्तंभ (1) में विनिर्दिष्ट पदों को लागू होंगे।

**3. पदों की संख्या, वर्गीकरण और वेतन मैट्रिक्स में स्तर.**-उक्त पद की संख्या, उसका वर्गीकरण और वेतन मैट्रिक्स में उसका स्तर वह होगा जो इन नियमों से उपाबद्ध अनुसूची के स्तंभ (2) से स्तंभ (4) में विनिर्दिष्ट है।

**4. भर्ती की पद्धति, आयु-सीमा तथा अर्हताएं आदि.**-उक्त पदों पर भर्ती की पद्धति, आयु-सीमा, अर्हताएं तथा उनसे संबंधित अन्य बातें वे होंगी जो उक्त अनुसूची के स्तंभ (5) से स्तंभ (13) में विनिर्दिष्ट हैं।

**5. निरर्हता.-वह व्यक्ति, -**

(क) जिसने ऐसे व्यक्ति से, जिसका पति या जिसकी पत्नी जीवित हैं; विवाह किया है या विवाह की संविदा की है; या

(ख) जिसने अपने पति या अपनी पत्नी के जीवित रहते हुए किसी व्यक्ति से विवाह किया है या विवाह की संविदा की है

उक्त पद पर नियुक्ति का पात्र नहीं होगा:

परन्तु यदि केन्द्रीय सरकार का यह समाधान हो जाता है कि ऐसा विवाह ऐसे व्यक्ति और विवाह के अन्य पक्षकार पर लागू स्वीय विधि के अधीन अनुज्ञेय है और ऐसा करने के लिए अन्य आधार हैं तो वह किसी व्यक्ति को इस नियम के प्रवर्तन से छूट दे सकेगी।

**6. शिथिल करने की शक्ति.**- जहां केन्द्रीय सरकार की यह राय है कि ऐसा करना आवश्यक या समीचीन है, वहां वह उसके लिए जो कारण हैं, उन्हें लेखबद्ध करके तथा इन नियमों के किसी उपबंध को किसी वर्ग या प्रवर्ग के व्यक्तियों की बाबत, आदेश द्वारा शिथिल कर सकेगी।



7. व्यावृत्ति.-इन नियमों की कोई बात, ऐसे आरक्षणों, आयु-सीमा में छूट और अन्य रियायतों पर प्रभाव नहीं डालेगी, जिनका केंद्रीय सरकार द्वारा इस संबंध में समय-समय पर जारी किए गए आदेशों के अनुसार अनुसूचित जातियों, अनुसूचित जनजातियों, अन्य पिछड़े वर्ग, भूतपूर्व सैनिकों और अन्य विशेष प्रवर्ग के व्यक्तियों के लिए उपबंध करना अपेक्षित है।

### अनुसूची

पद का नाम	पदों की संख्या	वर्गीकरण	वेतन मैट्रिक्स में स्तर	चयन अथवा अचयन पद	सीधे भर्ती किए जाने वाले व्यक्तियोंके लिए आयु सीमा	सीधे भर्ती किए जाने वाले व्यक्तियों के लिएअपेक्षितशैक्षिक और अन्य अर्हताएं
(1)	(2)	(3)	(4)	(5)	(6)	(7)
बहुकार्य कर्मचारीवृन्द	* 117 (2024) * कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण केन्द्रीय सेवा , 'ग' समूह , अराजपत्रित अननुसचिवीय।	वेतन मैट्रिक्स में स्तर 1 -18000.रु) (56900	लागू नहीं होता	18 से 25 वर्ष के बीच। (केन्द्रीय सरकार द्वारा जारी अनुदेशों या आदेशों के अनुसार विभागीय अभ्यर्थियों के लिए ऊपरी आयु-सीमा में 40 वर्ष तक शिथिल की जा सकती है।) टिप्पण आयु :सीमा अवधारित करने के लिए निर्णायक तारीख कर्मचारी चयन आयोग द्वारा विज्ञापित अनुसार होगी।	किसी मान्यता प्राप्त बोर्ड या विश्वविद्यालय से मैट्रिक या समतुल्य।

सीधे भर्ती किए जाने वाले व्यक्तियों के लिए विहित आयु और शैक्षिक अर्हताएं प्रोन्नत व्यक्तियों की दशा में लागू होंगी या नहीं	परिवीक्षा अवधि , यदि कोई हो	भर्ती की पद्धति: भर्ती सीधे होगीद्वारा या प्रोन्नति द्वारा या प्रतिनियुक्ति/आमेलन द्वारा तथा विभिन्न पद्धतियों द्वारा भरी जाने वाली रिक्तियों का प्रतिशतता	प्रोन्नति या प्रतिनियुक्ति/आमेलन द्वारा भर्ती की दशा में वे श्रेणियां जिनसे प्रोन्नति या प्रतिनियुक्ति/आमेलन किया जाएगा	यदि विभागीय प्रोन्नति समिति है, तो उसकी संरचना	भर्ती करने में किन परिस्थितियों में संघ लोक सेवा आयोग से परामर्श किया जाएगा
(8)	(9)	(10)	(11)	(12)	(13)
लागू नहीं होता	दो वर्ष टिप्पण :यथाविहित परिवीक्षा को सफलतापूर्वक पूरा करने के लिए न्यूनतम दो सप्ताह की अवधि का अनिवार्य प्रवेश प्रशिक्षण करना होगा।	100% सीधी भर्ती	लागू नहीं होता	समूह 'ग'विभागीय प्रोन्नति समिति (पुष्टिके संबंध में विचार करने के लिए) जिसमें निम्नलिखित होंगे: क) निदेशक या संयुक्त प्रशासन) निदेशक), प्रेस सूचना ब्यूरो - अध्यक्ष; ख) उप निदेशक (प्रशासन), प्रेस सूचना ब्यूरो - सदस्य; ग अनुभाग (अधिकारी (प्रेस), सूचना और प्रसारण मंत्रालय - सदस्य।	लागू नहीं होता

[फा. सं. एम-20011/6/2024-प्रेस]

सी. सेंथिल राजन, संयुक्त सचिव

## MINISTRY OF INFORMATION AND BROADCASTING

New Delhi, the 3rd September, 2024

**G.S.R. 122.**—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Press Information Bureau (Headquarters), Multi-Tasking Staff Recruitment Rules, 2011, 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 Multi Tasking Staff (Group 'C') in Press Information Bureau (Headquarters), Ministry of Information and Broadcasting, namely :-

**1. Short title and commencement.**- (1) These rules may be called the Press Information Bureau (Headquarters), Multi Tasking Staff (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)
Multi Tasking Staff	117* (2024) * Subject to variation dependent on workload.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	Level I 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% direct recruitment	Not applicable	<b>Group 'C' Departmental Promotion Committee (for considering confirmation) consisting of:</b> a) Director or 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

[F. No. M-20011/6/2024-Press]

C. SENTHIL RAJAN, Jt. Secy.

**जल शक्ति मंत्रालय**

(जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग)

नई दिल्ली, 10 सितम्बर, 2024

**सा.का.नि. 123.**— राष्ट्रपति संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, और केंद्रीय जल और शक्ति अनुसंधान स्टेशन, पुणे (प्रशासनिक और लेखा सेवाएं) समूह 'ग' पद भर्ती नियम, 1986 को जहां तक उनका संबंध मुख्य भंडारी के पद से है, उन बातों के सिवाय अधिक्रांत करते हुए, जिन्हें ऐसे अधिक्रमण से पूर्व किया गया है या करने का लोप किया गया है जल शक्ति मंत्रालय जल संसाधन, नदी विकास और गंगा संरक्षण विभाग में केंद्रीय जल और शक्ति अनुसंधान स्टेशन में भंडार पर्यवेक्षक ग्रेड-1 के पद पर भर्ती की पद्धति का विनियमन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात:-

**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.



**(Shuhaib T)**  
**Deputy Director (Photo Division)**  
**Tel. : 011-23488088**

To

**All Stakeholders**

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



SCHEDULE

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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

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