

**Central Institute of Indian Languages and its Regional Language Centres****RR Amendments-Group B (Non Gazetted)- Office Superintendent- Level 6 in the Pay Matrix of CCS (RP) Rules 2016**

Col no	Description	Existing RRS G.S.R.629/14th November 1994	Proposed Amendments	Reasons
1	Name of the Post	Office Superintendent	No amendments	
2	No.of Post	7 *(1993) * Subject to variation dependent on workload	Seven*(2017) * Subject to variation dependent on workload	Change of year
3	Classification	General Central Services, Group `C` , Non-Gazetted Ministerial	General Central Services, Group `B` , Non-Gazetted Ministerial	Revision of Classification of posts issued by Central Govt.
4	Scale of pay	Rs.1600-50-2300--EB-60-2660	Level 6 in the Pay Matrix as contained in CCS (Revised pay) Rules 2016 [Equivalent to PB-2; Grade Pay Rs.4200 of CCS (RP) Rules 2006 ]	Pay scale revised in accordance with CCS (Revised pay) Rules 2016.
5	whether selection post or non-selection post	Non Selection	No amendments	

6	Age limit for direct recruits	Between 18 and 25 years (relaxable for Government servants upto 40 years). The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in the Andaman and Nicobar Islands and Lakshadweep). In case of recruitment through the Employment Exchange the crucial date for determining the age limit should be the last date upto which the Employment Exchange is asked to forward the names.	Upper age limit up to 30 years (relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government). The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahual and Spiti District and Pangti Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep). In case of recruitment through the Employment Exchange the crucial date for determining the age limit should be the last date upto which the Employment Exchange is asked to forward the names.	Inclusion of North Eastern states, Ladakh division of J&K, Lahual spiti district and Pangti sub-division of Himachal Pradesh as per Govt of India Orders.
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7	Educational and other qualifications required for direct recruits.	Essential: (i) Degree from a recognised University (ii) Eight years' service in a responsible post such as Upper Division Clerks /Assistant/Stenographer in Central Government Departments/ Central Autonomous Bodies with knowledge/experience in establishment/account work. Note 1: Qualifications are relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified. Note 2: the qualification regarding experience is relaxable at the discretion of the competent authority 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 are not likely to be available to fill up the vacancy reserved for them.	Essential: (i) Degree from a recognised University (ii) Ten years' service in a responsible post such as Upper Division Clerks /Assistant in level 4 in the Pay Matrix of CCS (RP) Rules or six years of regular service in the level 5 in the Pay Matrix of CCS (RP) Rules in the Central Government Departments/ Central Autonomous Bodies with knowledge/experience in establishment/account work. Note 1: Qualifications are relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified. Note 2: the qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes/ Scheduled Tribes if at any stage of selection the competent authority is of the opinion that the sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancy reserved for them.	Revision in the Scale of Pay as per CCS (RP) Rules 2016.
8	Whether age and educational qualifications prescribed for the direct recruits will apply in case of promotees	Not applicable	No amendments	
9	Period of Probation, if any.	Two years ( for direct recruits only)	No amendments	
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	100% by promotion failing which by transfer on deputation failing which by direct recruitment.	No amendments	

11	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.	Promotion: From amongst officers of the Central Institute of Indian Languages and Regional Language Centres:- (i) holding the post of Junior Accountant for at least four years on regular basis in the grade OR (ii) holding the post of Upper Division Clerk for at least nine years on regular basis in the grade. Transfer on deputation: From amongst officers of the Central Government:- i) holding analogous posts or equivalent posts or (ii) Upper Division Clerks with 9 years of regular service in the grade; or (iii) Stenographers (Grade 'D') with 9 years of regular service in the grade out of which 3 years of experience in administrative and Accounts work in Central Government Departments. (The period of deputation including the period of deputation against an ex-cadre post held immediately preceding this appointment in the same organization /department or any other organization or Department of the Central Government shall ordinarily not exceed three years).	Promotion: From amongst officers of the Central Institute of Indian Languages and Regional Language Centres:- Holding the post of Upper Division Clerk for at least ten years on regular basis in the grade. Transfer on deputation: From amongst officers of the Central Government:( i) holding analogous posts or equivalent posts or (ii) Upper Division Clerks/Assistanats with 10 years of regular service in the level 4 in the Pay Matrix of CCS (RP) Rules or six years of regular service in the level 5 in the Pay Matrix of CCS (RP) Rules 2016 or six years of regular service in the grade . (The period of deputation including the period of deputation against an ex-cadre post held immediately preceding this appointment in the same organization /department or any other organization or Department of the Central Government shall ordinarily not exceed three years).	In the 6th CPC the pay scale of Junior Accountant (5000-150-8000) and Office Superintendent (5500-175-9000) are merged and new Pay scaled 9300-34800 + Grade Pay 4200/- granted. Hence the Junior Accountant is not a feeder cadre for the promotion to Office Superintendent.
12	If a Departmental Promotion Committee exists what is its composition	Group "C" Departmental Promotion Committee consisting of :- (i). Director, Central Institute of Indian Languages- Chairman. (ii). Professor-cum-Deputy Director, Central Institute of Indian Languages-Member (iii). Under Secretary/ Desk Officer(L), Ministry of Human Resource Development - Member. (iv) Principal, Regional Language Centre concerned (if the matter relates to his Centre)-Member (v) Assistant Director (Administration), Central Institute of Indian Languages- Member.	Group "B" Departmental Promotion Committee consisting of :- (i). Jt. Secretary , Min of Human Resource Development, Department of Higher Education, New Delhi- Chairman. (ii).Deputy Secretary (Languages), Ministry of Human Resource Development , Department of Higher Education, New Delhi-Member (iii) Director, CIIL, Mysore.-Member (iv). Under Secretary(Languages), Ministry of Human Resource Development , Department of Higher Education - Member.	Composition of DPC revised due to Classification of Posts.

13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable	No amendments	
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