

NEHRU YUVA KENDRA SANGATHAN

DRAFT

RECRUITMENT RULES - 2020

Schedule

Name of post	Number of posts	Classification	Pay Band and Grade Pay/Pay Scale (in Rupees)	Whether selection post	Age limit for direct recruitment	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation if any	Method of recruitment	In case of recruitment by promotion/deputation/transfer/grades from which promotion/deputation/transfer to be made	If DPC exists, its constitution	Circumstances in which UPSC is to be consulted in making recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Director	12* (2020) 6 posts at Headquarters as Director 6 posts at Pay and Account Office States as Director *subject to variation dependent on	Not Applicable	Level-13, Rs 123100-215900	Non - Selection	Not Applicable	Not Applicable	Not Applicable	Not Applicable	75% posts by promotion. 25% post by deputation (through <u>search</u> cum Selection mode) as Executive Director in the rank of Director and posting at head office	Promotion State Director/Joint Director with 9 years service in Level-12, Rs 78800-209200, in the grade rendered after appointment there to on regular basis. Essential Eligibility conditions Subject to the conditions that the officer in the consideration zone :- a) Should have worked under 4 Pay and Account Office Zones ; b) Fixed term posting of 4 years in specified Hard Area District/State together as per transfer policy; c) Should not have worked more than 7 years in one Pay and Account Office Zone ; d) Should not have worked more than 5 years in a State ; and e) Should not have worked in one Kendra for more than 3 years f) Should not have worked more than 7 years in the entire service in NYKS Headquarter. g) Should not have worked in his/her home District except in exceptional cases with	1) Director General NYKS- Chairman 2) Joint. Secretary (YA) - Member 3) Director (YA) / Deputy Secretary (YA), looking after NYKS in the Ministry -Member 4) An expert in Youth/Social Work. 5) Director level coopted officer - Member	Not Applicable

	work load										<p>the approval of Chairperson of BOG for maximum of two years in the entire service.</p> <p>Note: Exemption from above Essential eligibility conditions :-</p> <p>One time exemption from special eligibility conditions only presently serving Joint Directors / State Directors who have joined NYKS before 1st May, 1988.</p> <p>Deputation: Officers under the Central/State Govt/ Autonomous bodies/ Universities:-</p> <ol style="list-style-type: none"> 1) Holding analogous posts on regular basis; <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 2) With 5 years regular service in the pay level 12, Rs. 78800-209200 <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 3) With 10 years regular service in the pay level 11, Rs. 67700- 208700 <p><u>Desirable</u></p> <ol style="list-style-type: none"> (a) Masters degree in Sociology/ Anthropology, Social Work, Post Graduate Diploma in Social Development/ Youth Work/ Rural Development or equivalent. (b) 5 years experience in rural development or social work or voluntary work or allied areas in Govt./semi Govt. Recognized institutions. <p>Note1 (For promotion) Where Juniors who have completed their qualifying/eligibility service are being consider for promotion, their seniors would also be considered provided they are not short of requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p>		
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										<p>Note 2: (For Deputation)</p> <p>a) The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>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 Govt. shall ordinarily not exceed three years.</p> <p>c) The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>	
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Name of post	Number of posts	Classification	Pay Band and Grade Pay/Pay Scale (in Rs.)	Whether selection post	Age limit for direct recruitment	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation if any	Method of recruitment	In case of recruitment by promotion/deputation/transfer/grades from which promotion/deputation/transfer to be made	If a DPC exists, its constitution	Circumstances which UPSC is to be consulted in making recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Joint Director/ State Director	32* (2020) 3 posts at Headquarters 6 posts at Pay and Account Office States 23 posts at State Offices As and when number of State Offices increase, the post	Not Applicable	Level-12, Rs 78800-209200	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	100% by promotion failing which by deputation	Promotion Deputy Director with 9 years service in Level-11, Rs 67700-208700, in the grade rendered after appointment there to on regular basis. Essential Eligibility conditions Subject to the conditions that the officer in the consideration zone :- a) Should have worked under 3 Pay and Account Office Zones ; b) Fixed term posting of 3 years in specified Hard Area District/State together as per transfer policy ; c) Should not have worked more than 7 years in one Pay and Account Office Zone ; d) Should not have worked more than 5 years in a State ; and e) Should not have worked in one Kendra for more than 3 years f) Should not have worked more than 7 years in the entire service in NYKS Headquarter g) Should not have worked in his/her home District except in exceptional cases with the approval of	1. DIRECTOR GENERAL NYKS– Chairman 2. Joint Secretary (YA)- Member 3. Director (Pers), NYKS– Member 4. An expert in Youth/Social Work. 5. Director level coopted member	Not Applicable

	<p>from Headquarters will be shifted to such States.</p> <p>*subject to variation depending on work load</p> <p>Note: The post will be Joint Director at Headquarters and State Director at State Offices</p>								<p>Chairperson of BOG for maximum of two years in the entire service.</p> <p>Note : Exemption from above Essential eligibility conditions :-</p> <p>One time exemption from special eligibility conditions only presently serving Deputy Directors who have joined NYKS before 1st November, 1992.</p> <p>Deputation:</p> <ol style="list-style-type: none"> 1. Officers under the Central/State Govt / Autonomous bodies/ Universities holding analogous posts on regular basis. OR 2. With 5 years regular service in the pay level 11, Rs. 67700-208700 OR 3. With 10 years regular service in the pay level 10, Rs. 56100-177500 <p>Desirable</p> <ol style="list-style-type: none"> (a) Masters degree in Sociology/ Anthropology, Social Work, Post Graduate Diploma in Social Development/ Youth Work/ Rural Development or equivalent. (b) 5 years experience in rural development or social work or voluntary work or allied areas in Govt./semi Govt. Recognized institutions. <p>Note1: (For promotion) Where Juniors who have completed their qualifying/eligibility service are being consider for promotion, their seniors would also be considered provided they are not short of requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two</p>		
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										<p>years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service.</p> <p>Note 2: (For Deputation)</p> <p>a) The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>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 Govt. shall ordinarily not exceed three years.</p> <p>c) The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>		
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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Deputy Director	107* (2020) 12 at Headquarters. 6 posts at Regional Directorate 89 posts at Nodal Kendras/Districts Note: Identification of Nodal districts will be on the criteria such as	Not Applicable	Level-11, Rs 67700-208700	Non - Selection	Not Applicable	Not Applicable	Not Applicable	Not Applicable	100%By promotion failing which by deputation	Promotion District Youth Coordinator/ Assistant Director/ AD (OL) with 9 years service in the Level-10, Rs 56100-177500, in the grade rendered after appointment there to on regular basis. Essential Eligibility conditions Subject to the conditions that the officer in the consideration zone :- a) Should have worked under 2 Pay and Account Office Zones ; b) Fixed term posting of 2 years in specified Hard Area District/State together as per transfer policy ; c) Should not have worked more than 7 years in one Pay and Account Office Zone ; d) Should not have worked more than 5 years in a State ; and e) Should not have worked in one Kendra for more than 3 years f) Should not have worked more than 7	1. Executive Director /Director (Pers) NYKS - Chairman 2. Director (YA)/Deputy Secretary (YA),MYA&S - Member 3. DirectorNYKS - Member 4. An expert in the field of Youth/Social Work to be nominated by DIRECTOR GENERAL NYKS - Member 5. Joint Director / State Director – co-opted	Not Applicable

<p>State/UTs Capitals, important districts, Namami Gange districts, Aspirational districts, as per present circumstances subject to further review based on Govt. of India Policies from time to time</p>	<p>*subject to variation dependent on work load</p>									<p>years in the entire service in NYKS Headquarter</p> <p>g) Should not have worked in his/her home District except in exceptional cases with the approval of Chairperson of BOG for maximum of two years in the entire service.</p> <p>Note : Exemption from above Essential eligibility conditions :-</p> <p>One time exemption from special eligibility conditions only presently serving Assistant Directors / District Youth Coordinators / AD(OL) who have joined NYKS before 1st June, 1997.</p> <p><u>Deputation:</u></p> <ol style="list-style-type: none"> 1. Officers under the Central/State Govt / Autonomous bodies / Universities holding analogous posts on regular basis. <p>OR</p> <ol style="list-style-type: none"> 2. With 5 years regular service in the pay level 10, Rs. 56100-177500 <p>OR</p> <ol style="list-style-type: none"> 3. With 10 years regular service in the pay level 9, Rs. 53100-167800 <p><u>Desirable</u></p> <p>(a) Masters degree in Sociology/ Anthropology, Social Work, Post Graduate Diploma in Social Development/ Youth Work/ Rural Development or equivalent.</p> <p>(b) 5 years experience in rural development or social work or voluntary work or allied areas in Govt./semi Govt. Recognized institutions.</p> <p>Note1: (For promotion) Where Juniors who have completed their qualifying/eligibility service are being consider for promotion, their seniors would also be considered</p>	<p>Member</p>	
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										<p>provided they are not short of requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service.</p> <p>Note2: (For Deputation)</p> <p>a) The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>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 Govt. shall ordinarily not exceed three years.</p> <p>c) The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>		
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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Assistant Director/District Youth Officer	560* (2020) 14 at Headquarters 12 at Regional Directorate 534 District Offices *subject to variation depending on work	Not Applicable	Level-10, Rs 56100-177500	Selection	21 to 30 years Relaxable for Govt servants/Departmental candidates and for Scheduled Castes, Scheduled tribes, Other Backward Castes, Physically challenged, ex-servicemen and other specified categories in	Essential 1) Post Graduate Degree in any discipline from a recognized university. Desirable : Degree in MSW / Masters in Sociology would be an add advantage Weightage of 10% during Interview shall be given to ex-NYVs and/or	No	2 years	70% by direct recruitment 30% by promotion (failing which by deputation) Note: (Applicable only for direct recruitment) Vacancies caused by the	Promotion Section Officers and Account Officers with 6 years service in Pay Level-7, Rs 44900-142400, in the grade rendered after appointment there to on regular basis. Essential Eligibility conditions Subject to the conditions that the officer in the consideration zone :- a) Should have worked under 4 Pay and Account Office Zones ; b) Fixed term posting of 3 years in specified Hard Area District/State together as per transfer policy; c) Should not have worked	1. Executive Director/Director (Pers) NYKS – Chairman 2. Director (YA)/DS (YA), MYAS-Member 3. Director of NYKS -Member 4. Director of NYKS -Member 5. Deputy Secretary level Coopted officer – Member Note: the committee for confirmation of	Not Applicable

	<p>load</p> <p>Note: The post at Headquarters will be designated as Assistant Director and in Kendra, it will be designated as District Youth Officer</p>			<p>accordance with the instructions issued by DOPT, Govt of India from time to time.</p> <p>Note</p> <p>The crucial date for determining the age-limit shall be the closing date for receipt of application from candidates in India (other than those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Lahul Spiti district and Panji Sub Division of Chamba district of Himachal Pradesh, A & N Island and Lakshadweep time to time.</p>	<p>NYKs affiliated Youth Club Members and to PG Degree holders of RGNIYD</p>		<p>incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or officials of Central Government holding analogous posts on regular basis and processing the qualification prescribed for direct recruitment at column no 7</p>	<p>more than 7 years in one Pay and Account Office Zone ;</p> <p>d) Should not have worked more than 5 years in a State ; and</p> <p>e) Should not have worked in one Kendra for more than 3 years</p> <p>f) Should not have worked more than 7 years in the entire service in NYKS Headquarter</p> <p>g) Should not have worked in his/her home District except in exceptional cases with the approval of Chairperson of BOG for maximum of two years in the entire service.</p> <p>Note : Exemption from above Essential eligibility conditions :-</p> <p>One Time Exemption is not applicable in this case as there is no incumbent at present in the feeder grade post i.e. Section Officers and Accounts Officer in NYKS.</p> <p>Essential eligibility conditions for promotion are meant only for promotion from lower cadres/ feeder grade of NYKS. Direct recruitment will be made as per eligibility conditions in column no 7.</p> <p>Deputation: Officers under the Central/State Govt/Autonomous bodies/ Universities holding analogous posts on regular basis.</p> <p>OR</p>	<p>Probation will be the same as above.</p>	
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										<p>With 5 years regular service in the pay level 9, Rs. 53100-167800</p> <p>OR</p> <p>With 9 years regular service in the pay level 8, Rs. 47600-151100</p> <p>Note1: (For promotion) Where Juniors who have completed their qualifying/eligibility service are being consider for promotion, their seniors would also be considered provided they are not short of requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service.</p> <p>Note2: (For Deputation)</p> <p>a) The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>b) The period of deputation including the period of deputation in another ex-</p>		
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										<p>cadre post held immediately preceding this appointment in the same or some other organization/ department of the central Govt. shall ordinarily not exceed three years.</p> <p>c) The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>		
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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Assistant Director -(Official Language)	1* (2020) *subject to variation dependent on work load	Not Applicable	Level 10, Rs 56100-177500	Non Selection	Not Applicable	Not Applicable	Not Applicable	Two years	By promotion failing which by deputation.	Senior Hindi Translator with 6 years service in Level-7, Rs 44900-142400, in the grade rendered after appointment there to on regular basis. Deputation <i>Officers under the Central/State Govt./ Autonomous Bodies/ Universities holding analogous posts with three years regular service in the pay scale of PB-2 9300-34800 GP 4200 and possessing the following educational qualifications and experience</i> Master degree of a recognized University or equivalent in Hindi with English as a subject at the degree level OR Master degree of a recognized	1) Executive Director/Director (Pers) NYKS - Chairman 2) Deputy Secretary level Officer from the Department of Official Language, Govt. of India/DS(YA) - Member 3) Director level officer of Central Govt - Member 4) Deputy Director -co-opted member Note:	Not Applicable

										<p>University or equivalent in English with Hindi as a subject at the degree level OR Master degree of a recognized university or equivalent in any subject with Hindi and English as a subject at the degree level. OR Master degree of a recognized university or equivalent in any subject with Hindi medium and English as a subject at the degree level OR Master's degree of a recognized university or equivalent in any subject with English medium and Hindi as a subject at the degree level.</p> <p>Five years experience of terminological work in Hindi and/ Or translation work from English to Hindi or vice versa preferably of technical or scientific literature. OR Five years experience of teaching, research, writing or journalism in Hindi.</p> <p>Desirable: (i) Knowledge of Sanskrit and/or a modern Indian Language. (ii) Administrative experience (iii) Experience of organizing Hindi Classes or workshops for noting and drafting.</p> <p><u>Desirable</u> i) Knowledge of Sanskrit or a modern Indian Language ii) Administrative experience iii) Experience of organizing Hindi Classes or work shops, noting and drafting. (The period of deputation including period of deputation in another ex-</p>	<p>the committee for confirmation of Probation will be the same as above.</p>	
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										<p>cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 3 years)</p> <p>The officers holding regular post in the feeder grades are not eligible to apply for appointment on deputation basis. Similarly deputationists are not eligible for promotion.</p> <p>Note1: (For promotion) Where Juniors who have completed their qualifying/eligibility service are being consider for promotion, their seniors would also be considered provided they are not short of requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service.</p> <p>Note 2: (For Deputation)</p> <p>a) The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>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 Govt. shall ordinarily not exceed three years.</p> <p>c) The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the</p>		
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											closing date of receipt of applications.		
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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Accounts Officer	51* (2020) 10 at Headquarters 18 at Pay and Account Office States 23 at State Offices *subject to variation dependent on work load	Not Applicable	Level-7, Rs 44900-142400	Non-selection.	Not Applicable	Not Applicable	Not Applicable	Not Applicable	100% By promotion (failing which by deputation)	Promotion Accounts & Programme Supervisor with 8 years service in Level-6, Rs 35400-112400, in the grade rendered after appointment there to on regular basis. Essential Eligibility conditions Subject to the conditions that the officer in the consideration zone :- a) Should have worked under 3 Pay and Account Office Zones ; b) Fixed term posting of 2 years in specified Hard Area District/State together as per transfer policy; c) Should not have worked more than 7 years in one Pay and Account Office Zone ; d) Should not have worked more than 5 years in a State ; and e) Should not have worked in one Kendra for more than 3 years f) Should not have worked more than 7 years in the entire service in NYKS Headquarter	1. Director (Fin) NYKS - Chairman 2. State Director NYKS - Member 3. Deputy Director of NYKS- Member 4. Deputy Director of NYKS - Member 5. Deputy Director level Coopted officer - Member	Not Applicable

									<p>g) Should not have worked in his/her home District except in exceptional cases with the approval of Chairperson of BOG for maximum of two years in the entire service.</p> <p>h) Should have the knowledge of MS-Office/MS Word/Tally/any other relevant accounting software prevalent at that point of time.</p> <p>Note : Exemption from above Essential eligibility conditions :-</p> <p>One Time Exemption is not applicable in this case as there is no incumbent at present in the feeder grade post i.e. Accounts Cum Programme Supervisor in NYKS..</p> <p><u>Deputation</u> Officers under the Central Government or Central Subordinate/Autonomous Bodies holding:-</p> <p>(i) Analogous posts on regular basis or (ii) Post in Level-6, Rs 35400-112400 with 5 years regular service in the grade (iii) 5 years experience in administration, establishment and accounts matters.</p> <p>Note1: (For promotion) Where Juniors who have completed their qualifying/eligibility service are being consider for promotion, their seniors would also be considered provided they are not short of requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed</p>	
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										<p>such qualifying/ eligibility service.</p> <p>Note2: (For Deputation)</p> <p>a) The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>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 Govt. shall ordinarily not exceed three years.</p> <p>c) The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>		
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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Section Officer	17* (2020) 11 at Headquarters & 06 at Regional Directorate *subject to variation dependent on work load	Not Applicable	Level-7, Rs 44900-142400	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	100%By promotion	<p>Promotion Assistant Section Officer with 8 years service in Level-6, Rs 35400-112400, in the grade rendered after appointment there to on regular basis.</p> <p>Essential Eligibility conditions</p> <p>Subject to the conditions that the officer in the consideration zone :-</p> <p>a) Should have worked under 3 Pay and Account Office Zones ;</p> <p>b) Fixed term posting of 2 years in specified Hard Area District/State together as per transfer policy;</p> <p>c) Should not have worked more than 7 years in one Pay and Account Office Zone ;</p> <p>d) Should not have worked more than 5 years in a State ; and</p> <p>e) Should not have worked in one Kendra for more than 3 years</p> <p>f) Should not have worked more than 7 years in the entire service in NYKS</p>	<ol style="list-style-type: none"> 1. Director (Personnel), NYKS - Chairman 2. State Director, NYKS- Member 3. Deputy Director Headquarter-Member 4. Deputy Director level Coopted officer - Member 	Not Applicable

										<p>Headquarter</p> <p>g) Should not have worked in his/her home District except in exceptional cases with the approval of Chairperson of BOG for maximum of two years in the entire service.</p> <p>Note : Exemption from above Essential eligibility conditions :-</p> <p>One Time Exemption from special eligibility conditions only for presently serving Assistant who have joined NYKS before 31st December, 1992.</p> <p>Note1: (For promotion) Where Juniors who have completed their qualifying/eligibility service are being consider for promotion, their seniors would also be considered provided they are not short of requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: (For Deputation)</p> <p>a) The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>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 Govt. shall ordinarily not exceed three years.</p>		
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Name of post	Number of posts	Classification	Pay Band and Grade Pay/Pay Scale (in Rs)	Whether selection post	Age limit for direct recruitment	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation, if any	Method of recruitment	In case of recruitment by promotion/deputation/transfer/grades from which promotion/deputation/transfer to be made	If a DPC exists, its constitution	Circumstances which UPSC is to be consulted in making recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Senior Hindi Translator	1*(2020) 1 at Headquarters *subject to variation dependent on work load	Not Applicable	Level-7 Rs 44900-142400	Not Applicable	Between 21-30 years Relaxable as per DOPT rules Note The crucial date for determining the age-limit shall be the closing date for receipt of application from	Master's degree of a recognized University in Hindi / English or with English, Hindi as a compulsory / elective subject or as a medium or examination at degree level OR Master's degree of a recognized University in any subject other than Hindi / English with	Not Applicable	Not Applicable	By direct recruitment. Failing which by Deputation	Deputation Officers under the Central Government or Central Subordinate/Autonomous Bodies holding:- (ii) Analogous posts on regular basis or (ii) Post in Level-6, Rs 35400-112400 with 5 years regular service in the grade Note1: (For promotion) Where Juniors who have completed their qualifying/eligibility service	Not Applicable	Not Applicable

				<p>candidates in India (other than those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Lahul Spiti district and Panji Sub Division of Chamba district of Himachal Pradesh, A & N Island and Lakshadweep time to time</p>	<p>Hindi and English as compulsory / elective subject or either of two as medium of examination and the other as a compulsory / elective subject at degree level.</p> <p>OR</p> <p>Master's degree of a recognized University in any subject other than Hindi / English with Hindi / English medium and English / Hindi as compulsory / elective subject or as a medium of examination at degree level and Recognised Diploma / Certificate course in translation from Hindi to English and vice versa in Central / State Govt Offices including undertakings and autonomous bodies of GOI</p> <p>OR</p> <p>Bachelor's degree of a recognized University with Hindi and English as compulsory /</p>			<p>are being consider for promotion, their seniors would also be considered provided they are not short of requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note2: (For Deputation)</p> <p>a) The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>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 Govt. shall ordinarily not exceed three years.</p> <p>c) The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date</p>	
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					<p>elective subject or other of the two as medium of examination and the other as compulsory / elective subject plus a recognised diploma / certificate course of translation from Hindi to English and vice versa or two years experience of translation work from Hindi to English and vice versa is Central Govt. offices including Govt or India Undertaking.</p> <p>Desirable</p> <p>PG Degree of RGNID in various courses will be added advantage.</p>				of receipt of applications.		
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Schedule

Name of post	Number of posts	Classification	Pay Band and Grade Pay/Pay Scale (in Rs.)	Whether selection post	Age limit for direct recruitment	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation, if any	Method of recruitment	In case of promotion/deputation/transfer/grades from which promotion/deputation/transfer to be made	If a DPC exists, its constitution	Circumstances which UPSC is to be consulted in making recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Accounts & Programme Assistant	*534 (2019) 534-Kendras *Subject to variation dependent on work load	Not Applicable	Level-4, Rs 25500-81100	Non Selection	Between 21 – 28 years Relaxable as per DOPT rules) Note The crucial date for determining the age-limit shall be the closing date for receipt of application from candidates in India (other than those in Assam, Meghalaya, Arunachal	1) B.Com of a recognized university Or 2) Degree of a recognized University with 2 year experience in Accounts work 3) Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi (typing test in Computer) 4) Knowledge of MS-Office/MS Word/Tally/any other relevant accounting software is essential.	Age: No Educational Qualification : yes	Two years	90% by Direct Recruitment 10% by promotion through departmental exam. <i>Failing which on deputation basis as per DoPT rules</i> Note: Vacancies caused by the incumbent being	Promotion by Departmental qualifying examination including Typing Test Departmental Multi Staff processing education qualification prescribed for direct recruitment in column number 7 and rendered 13 years service in Level-1, Rs 18000-56900, in the grade rendered after appointment there to on regular basis.	1) Director(Fin) NYKS – Chairman 2) One State Director - Member 3) One Deputy Director, NYKS - Member 4) Asst. Director level Coopted officer - Member Note: the committee for confirmation of Probation will be the same as above.	Not Applicable

					Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Lahul Spiti district and Panji Sub Division of Chamba district of Himachal Pradesh, A & N Island and Lakshadweep time to time				away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or officials of Central Government holding analogous posts on regular basis and processing the qualification prescribed for direct recruitment at column no 7	<p><u>Essential Eligibility conditions</u></p> <p>Subject to the conditions that the officer in the consideration zone :-</p> <p>a) Should have worked under 3 Pay and Account Office Zones ;</p> <p>b) Fixed term posting of 2 years in specified Hard Area District/State together as per transfer policy;</p> <p>c) Should not have worked more than 7 years in one Pay and Account Office Zone ;</p> <p>d) Should not have worked more than 5 years in a State ; and</p> <p>e) Should not have worked in one Kendra for more than 3 years</p> <p>f) Should not have worked more than 7 years in the entire service in NYKS Headquarter</p> <p>g) Should not have worked in his/her home District except in exceptional cases with the approval of Chairperson of BOG for maximum of two years in the entire service.</p>	
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										<p>Note : Exemption from above Essential eligibility conditions :-</p> <p>One Time Exemption from special eligibility conditions only for presently serving MTS / Watchman / Sweepers who have joined NYKS before 1st May , 1999.</p> <p>Essential eligibility conditions for promotion are meant only for promotion from lower cadres/ feeder grade of NYKS. Direct recruitment will be made as per eligibility conditions in column no 7.</p> <p>Deputation: Officers under the Central/State Govt / Autonomous bodies / Universities holding analogous posts on regular basis.</p> <p>Five years experience in administration, establishment and accounts matters.</p> <p>OR</p> <p>Officials With 5 years regular service in the pay level 3, Rs. 21700-69100</p> <p>Note1: (For promotion) Where Juniors who</p>	
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									<p>have completed their qualifying/eligibility service are being consider for promotion, their seniors would also be considered provided they are not short of requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service.</p> <p>Note2: (For Deputation)</p> <p>a) The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>b) The period of deputation including the</p>	
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										<p>period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the central Govt. shall ordinarily not exceed three years.</p> <p>c) The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>	
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Schedule

Name of post	Number of posts	Classification	Pay Band and Grade Pay/Pay Scale (in Rs.)	Whether selection post	Age limit for direct recruitment	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation, if any	Method of recruitment	In case of recruitment by promotion/ deputation/ transfer/ grades from which promotion/ deputation/ transfer to be made	If a DPC exists, its constitution	Circumstances which UPSC is to be consulted in making recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Assistant Section Officer	57* (2020) 16 at Headquarters 18 at Regional	Not Applicable	Level-6 Rs 35400-112400	Non Selection	Between 21 to 28 Years Relaxable as per DoPT rules Note The crucial date for determining the age-limit	<u>Essential</u> 1. Degree of a recognized university 2. Knowledge of MS-Office/MS Word/Tall	Not Applicable	2 years	60% by direct recruitment 40% by promotion Note: Vacancies caused by the incumbent	<u>Promotion :</u> Admn Asstt with 12 years service in Level-4, Rs 25500-81100, in the grade rendered after appointment there to on regular basis. Note: In case of incumbent administrative assistants in Level-4, by virtue of	1. Joint Director (Admn), NYKS - Chairman 2. Deputy. Director NYKS - Member 3. Assistant Director , NYKS –Member 4. Assistant Director level Coopted officer- Member Note:	Not Applicable

<p>Directorate 23 at State Offices</p> <p>*Subject to variation depende nt on work load</p>				<p>shall be the closing date for receipt of application from candidates in India (other than those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Lahul Spiti district and Panji Sub Division of Chamba district of Himachal Pradesh, A & N Island and Lakshadweep time to time</p>	<p>y/any other relevant accounting software is essential.</p>			<p>being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or officials of Central Government holding analogous posts on regular basis and processing the qualification prescribed for direct recruitment at column no 7</p>	<p>merger of post under CRC, their combined service rendered in the post held by them prior to merger of post will be considered for calculating the required qualifying service for promotion.</p> <p><u>Essential Eligibility conditions</u></p> <p>Subject to the conditions that the officer in the consideration zone :-</p> <p>a)Should have worked under two Pay and Account Office Zones ;</p> <p>b)Fixed term posting of 2 years in specified Hard Area District/State together as per transfer policy;</p> <p>c)Should not have worked more than 7 years in one Pay and Account Office Zone ;</p> <p>d)Should not have worked more than 5 years in a State ; and</p> <p>e)Should not have worked in one Kendra for more than 3 years</p> <p>f) Should not have worked more than 7 years in the entire service in NYKS Headquarter</p> <p>g) Should not have worked in his/her home District except in exceptional cases with the approval of Chairperson of BOG for maximum of two years in the entire service.</p>	<p>The committee for confirmation of Probation will be the same as above.</p>	
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									<p>Note : Exemption from above Essential eligibility conditions :-</p> <p>One Time Exemption from special eligibility conditions only for presently serving Admn. Assistants (LDC / UDC and Steno –II) who have joined NYKS before 31st December, 1996.</p> <p>Essential eligibility conditions for promotion are meant only for promotion from lower cadres/ feeder grade of NYKS. Direct recruitment will be made as per eligibility conditions in column no 7.</p> <p>Note1: (For promotion) Where Juniors who have completed their qualifying/eligibility service are being consider for promotion, their seniors would also be considered provided they are not short of requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility</p>		
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										<p>service.</p> <p>Note 2: (For Deputation)</p> <p>a) The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>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 Govt. shall ordinarily not exceed three years.</p> <p>c) The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>		
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Schedule

Name of post	Number of posts	Classification	Pay Band and Grade Pay/Pay Scale (in Rs.)	Whether selection post	Age limit for direct recruitment	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation, if any	Method of recruitment	In case of recruitment by promotion/ deputation/ transfer/ grades from which promotion / deputation / transfer to be made	If a DPC exists, its constitution	Circumstances which UPSC is to be consulted in making recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Accounts & Programme Supervisor	155* (2019) 9 at Headquarters 18 at PAY AND ACCOUNTS OFFICE States 39 at State Offices (Each State @2 posts and 1 post each for 7 NE States except Assam) 89 at Nodal Kendras	Not Applicable	Level-6 Rs 35400-112400	Non Selection	Not Applicable	Not Applicable	Not Applicable	Not Applicable	100% By promotion	<p>Promotion Accounts & Programme Assistant with 14 years service in the Level-4, Rs 25500-81100, in the grade rendered after appointment there to on regular basis.</p> <p>Essential Eligibility conditions</p> <p>Subject to the conditions that the officer in the consideration zone :-</p> <p>a) Should have worked under 3 Pay and Account Office Zones ;</p> <p>b) Fixed term posting of 2 years in specified Hard Area District/State together as per transfer policy;</p> <p>c) Should not have worked more than 7 years in one Pay and Account Office Zone ;</p> <p>d) Should not have worked more than 5 years in a State ; and</p> <p>e) Should not have worked in one Kendra for more than 3 years</p> <p>f) Should not have worked more than 7 years in the entire service in NYKS Headquarter</p> <p>g) Should not have worked in his/her home District except in exceptional</p>	1. Director (Fin) NYKS - Chairman 2. Joint Director Member 3. Deputy Director, NYKS - Member 4. Deputy Director level Coopted officer - Member	Not Applicable

	<p>*subject to variation dependent on work load</p>									<p>cases with the approval of Chairperson of BOG for maximum of two years in the entire service.</p> <p>h) Should have the knowledge of MS-Office/MS Word/Tally/any other relevant accounting software prevalent at that point of time.</p> <p>Note : Exemption from above Essential eligibility conditions :-</p> <p>One Time Exemption from special eligibility conditions only for presently serving Accounts & Prog. Assistant who have joined NYKS before 31st December, 1997.</p> <p>Note1: (For promotion)</p> <p>Where Juniors who have completed their qualifying/eligibility service are being consider for promotion, their seniors would also be considered provided they are not short of requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service.</p> <p>Note 2: (For Deputation)</p> <p>The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>b) The period of deputation including</p>		
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										<p>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 Govt. shall ordinarily not exceed three years.</p> <p>c) The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>		
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Schedule

Name of post	Number of posts	Classification	Pay Band and Grade Pay/Pay Scale (in Rs.)	Whether selection post	Age limit for direct recruitment	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation, if any	Method of recruitment	In case of recruitment by promotion/deputation/transfer/grades from which promotion/deputation/transfer to be made	If a DPC exists, its constitution	Circumstances which UPSC is to be consulted in making recruitment
(1)Rs	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Administrative Assistant	141* (2019) 17 at Headquarters 12 at Pay and Account Office States 23 at State Offices 89 at Nodal Kendras *Subject to variation dependent on work load	Not Applicable	Level-4 Rs 25500-81100	Non Selection	Not Applicable	Not Applicable	Not Applicable	Not Applicable	90% by promotion 10% Departmental Qualifying Exam	<u>Promotion</u> Multi Tasking Staff with 13 years service in Level-1, Rs 18000-56900, in the grade rendered after appointment there to on regular basis. <u>Essential Eligibility conditions</u> Subject to the conditions that the officer in the consideration zone :- a) Should have worked under two Pay and Account Office Zones ; b) Fixed term posting of 2 years in specified Hard Area District/State together as per transfer policy; c) Should not have worked	1. Joint Director, NYKS – Chairman 2. Deputy Director, NYKS - Members 3. Deputy Director, NYKS - Members 4. Assistant Director level Coopted officer - Member	Not Applicable

										<p>more than 7 years in one Pay and Account Office Zone ;</p> <p>d) Should not have worked more than 5 years in a State ; and</p> <p>e) Should not have worked in one Kendra for more than 3 years</p> <p>f) Should not have worked more than 7 years in the entire service in NYKS Headquarter</p> <p>g) Should not have worked in his/her home District except in exceptional cases with the approval of Chairperson of BOG for maximum of two years in the entire service.</p> <p>h) Should have the knowledge of MS-Office</p> <p>Note : Exemption from above Essential eligibility conditions :-</p> <p>One Time Exemption from special eligibility conditions only for presently serving MTS / Watchman / Sweepers who have joined NYKS before 1st May , 1999.</p> <p>Essential eligibility conditions for promotion are meant only for promotion from lower cadres/ feeder grade of NYKS. Direct recruitment will be made as per eligibility conditions in column no 7.</p>	
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										Departmental Qualifying Exam 1)Employees with Level-1 / Rs 18000-56900 with 13 years regular service in the grade		
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Schedule

Name of post	Number of posts	Classification	Pay Band and Grade Pay/Pay Scale (in Rs.)	Whether selection post	Age limit for direct recruitment	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation, if any	Method of recruitment	In case of recruitment by promotion/deputation/transfer/grades from which promotion/deputation/transfer to be made	If a DPC exists, its constitution	Circumstances which UPSC is to be consulted in making recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Driver	50* (2020) 15 at Headquarters 12 at PAY AND ACCOUNTS OFFICE States 23 at State Offices *Subject	Not Applicable	Level-2 Rs 19900-63200	Not Applicable	Between 18 - 30 Years Relaxable as per DoPT rules Note The crucial date for determining the age-limit shall be the closing date for receipt of application from candidates in	<u>Essential</u> 1.Matriculate 2.Possession of valid Motor Driving License 3.Knowledge of motor mechanism(the candidate should be able to remove minor defects in vehicles)	Not Applicable	Two years	100% by direct recruitment Failing which by deputation cum absorption Note: Vacancies caused by the incumbent being away on transfer on	Deputation/Absorption From amongst the group C employees in pay level-1, Rs 18000-56900 in NYKS who possesses 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 a regular basis or regular Group C employees in	DPC not applicable Note: Committee for confirmation of probation will be the same as mentioned for the post of Administrative Assistant	Not Applicable

	<p>to variation dependent on work load</p> <p>Note: The excess drivers if any due to non-availability of vehicles will attend office work at their place of posting</p>			<p>India (other than those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Lahul Spiti district and Panji Sub Division of Chamba district of Himachal Pradesh, A & N Island and Lakshadweep time to time</p>	<p>4.Experience of driving a motor car for at least 3 years in a Govt company or LTD company</p> <p>5.Clerance of Drive/Mechanic Trade</p>			<p>deputation or long illness or study leave or under other circumstances for a duration of one year or officials of Central Government holding analogous posts on regular basis and processing the qualification prescribed for direct recruitment at column no 7</p>	<p>Pay Level-1, Rs 18000-56900 in other Ministries of Central Govt. who fulfill the necessary qualifications as mentioned in column 7</p> <p>Note1: (For promotion) Where Juniors who have completed their qualifying/eligibility service are being consider for promotion, their seniors would also be considered provided they are not short of requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: (For Deputation) The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by</p>		
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										<p>promotion.</p> <p>e) 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 Govt. shall ordinarily not exceed three years.</p> <p>The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>		
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Schedule

Name of post	Number of posts	Classification	Pay Band and Grade Pay/Pay Scale (in Rs.)	Whether selection post	Whether benefit of added years of service admissible under rule 30 of the CCS Pension Rules 1972	Age limit for direct recruitment	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation, if any	Method of recruitment	In case of recruitment by promotion/deputation/transfer/grades from which promotion/deputation/transfer to be made	If a DPC exists, its constitution	Circumstances which UPSC is to be consulted in making recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
Multi Tasking Staff	554* (2019) 20 at Headquarters & 534 at Kendras Subject to variation dependent on work load	Not Applicable	Level-1 Rs 18000-56900	Not Applicable	Not Applicable	Between 18 to 25 years of age. Note: The crucial date for determining the age-limit shall be the closing date for receipt of application from candidates in India (other than those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Lahul Spiti district and Panji Sub Division of Chamba district of	Essential 12 th Standard Pass	Not Applicable	2 years	100% By direct recruitment. Note: Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or officials of Central	Not Applicable	DPC not Applicable. Note: Committee for confirmation of probation will be the same as mentioned for the post of Administrative Assistant	Not Applicable

						Himachal Pradesh, A & N Island and Lakshadweep time to time				Government holding analogous posts on regular basis and processing the qualification prescribed for direct recruitment at column no 7			
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