

Amendments/ Additions to
RECRUITMENT RULES FOR THE INSTITUTE STAFF 2013

Recommended
on
April 2, 2018

by

Recruitment Rules Committee
INSTITUTE OF ECONOMIC GROWTH
DELHI - 110007

Name of the Post	Professional Assistant/ Documentalist*
Scale of Pay	9300-34800 GP 4200
Classification	Non-Ministerial, Library, Group B
Age Limit	35 Years
Educational and Other Qualifications required for Direct Recruitment	<p>Essential</p> <p>1. Masters in any discipline from a recognised university and B.Lib.Sc/ B.LI.Sc with minimum 50% marks <u>Or</u> M.Lib.Sc/ M. LI. Sc. With minimum 50% marks from a recognised university</p> <p>2. 6 months course in Computer Applications/ Computer Course at Graduate or Masters level</p> <p>Desirable</p> <ul style="list-style-type: none"> - Social Sciences background, knowledge of computerisation, Library software, digitalisation, E-resources, E-databases, etc. - Work experience
Period of Probation	One Year For Direct Recruit
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<p>50% by Promotion failing which by LDE failing which by direct recruitment</p> <p>50% by LDE failing which by Direct Recruitment</p>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<p>Promotion</p> <p>Semi-Professional Assistants working in the pay scale of 5200-20200 GP 2800 with a minimum period of 5 years regular service in the cadre</p> <p>LDE</p> <p>Amongst Semi-Professional Assistants working in the pay scale of 5200-20200 GP 2800 with a minimum period of 3 years regular service in the cadre</p>

*Recommended to add by the duly constituted RR Committee on April 2, 2018.

Name of the Post	Senior Assistant/ Office Superintendent*
Scale of Pay	9300-34800 GP 4200
Classification	Ministerial, Administrative, Group B
Age Limit	32 Years
Educational and Other Qualifications required for Direct Recruitment	<p>Essential</p> <p>Graduate with minimum 50% marks <u>Or</u> Masters with minimum 50% marks in any discipline from a recognised university with working knowledge of latest software packages like MIS, Tally, Income Tax, etc.</p> <p>Desirable</p> <p>Work experience in General Administration, Finance, Accounts, Purchase, etc.</p>
Period of Probation	One Year For Direct Recruit
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<p>50% by Promotion failing which by LDE failing which by direct recruitment</p> <p>50% by LDE failing which by Direct Recruitment</p>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<p>Promotion</p> <p>Assistant working in the pay scale of 5200-20200 GP 2400 with a minimum period of 5 years regular service in the cadre with a graduate degree and knowledge of operation of latest software packages like MIS, Tally, Income Tax, etc.</p> <p>LDE</p> <p>Amongst Assistants working in the pay scale of 5200-20200 GP 2400 with a minimum period of 3 years regular service in the cadre with a graduate degree and knowledge of operation of latest software packages like MIS, Tally, Income Tax, etc.</p>

* Recommended by the duly constituted RR Committee to add on April 2, 2018

Name of the Post	Senior Stenographer/ Office Secretary/ Training Course Secretary*/ PS to Director*
Scale of Pay	9300-34800 GP 4600
Classification	Secretarial, Group B
Age Limit	35 Years
Educational and Other Qualifications required for Direct Recruitment	<p>Essential</p> <p>1. Graduate with minimum 50% marks <u>Or</u> Masters with minimum 50% marks <u>And</u> Diploma/ Certificate Of Minimum 6 Months Duration In Computer Application/ Office Management/ Secretarial Practices/ Finance Management/ Accounts Or Equivalent Discipline from a recognised university.</p> <p style="text-align: center;">OR</p> <p>Graduate degree with minimum 50% marks in Computer Application/ Office Management/ Secretarial Practices/ Financial Management/ Accounts or equivalent discipline from a recognised university.</p> <p>2. Minimum 6 years of stenography experience</p> <p>Desirable</p> <p>1. Professional qualifications like LL.B/ MCA/ PGDM/ MBA/ MBE etc.</p>
Period of Probation	One Year For Direct Recruit
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<p>50% by Promotion failing which by LDE failing which by direct recruitment</p> <p>50% by LDE failing which by Direct Recruitment</p>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<p>Promotion Stenographer working in the pay scale of 9300-34800 GP 4200 with a minimum period of 5 years regular service in the cadre</p> <p>LDE Amongst Stenographers working in the pay scale of 9300-34800 GP 4200 with a minimum period of 3 years regular service in the cadre</p>

*These posts are recommended to add by duly constituted RR Committee on April 2, 2018. Further recommended that any Senior Stenographer assigned the job of these posts will be designated as the same till he/she is on the assigned job.

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Name of the Post	Office Attendant-cum-Technician
Scale of Pay	5200-20200 GP 1900
Classification	Ministerial, Administrative, Group C
Age Limit	27 Years
Educational and Other Qualifications required for Direct Recruitment	Essential 1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognised Board/ University/ Institution with minimum 50% marks 2. Operational knowledge of computers, scanners and photocopy machines
Period of Probation	One Year For Direct Recruit
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	Direct Recruitment
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	N.A

* Recruitment Rules for the specified post are recommended by the duly constituted RR Committee on April 2, 2018.

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Name of the Post	Head Cook
Scale of Pay	5200-20200 GP 1900
Classification	Hostel, Group C
Age Limit	35 Years
Educational and Other Qualifications required for Direct Recruitment	Essential 1. Secondary School Certificate or its equivalent examination from recognised Board/ Institution; 2. Should have hands-on experience in cooking of Indian or Western dishes in general from a Hotel or Guest House of repute; 3. Should possess sound health and clean habits. Desirable Certificate course in Catering or Cooking from a recognised government Institute or a reputed Hotel.
Period of Probation	One Year For Direct Recruit
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	Promotion failing which by Direct Recruitment
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	Promotion Cook working in the pay scale of 5200-20200 GP 1900 with a minimum period of 5 years regular service in the cadre.

*New Recruitment Rules for the post are recommended by duly constituted RR Committee on April 2, 2018