

**MODEL RECRUITMENT RULES FOR THE POSTS OF ADMINISTRATIVE OFFICERS IN
VARIOUS MINISTRIES/DEPARTMENTS OF GOVERNMENT OF INDIA
AND UNION TERRITORIES**

Name of Post	No. of posts	Classification	Scale of pay	Wether Selection Post or non-selection post	Age limit for direct recruits	Educational and other qualifications required direct recruits.
1	2	3	4	5	6	7
1. Administrative Officer	* *Subject to variation dependant on work load	General Central Service Group 'A' Gazetted Ministerial	Rs. 3000-100-3500-125-4500	*	Not exceeding 40 years (Relaxable for Government Servants upto 5 years) 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 J&K State, Lahaul & Spiti district and Pangi Sub-Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).	Essential ;— (i) Degree of a recognised University or equivalent. (ii) 7 years' experience of administration, accounts and establishment work in a supervisory capacity in a Government Office or a Public body or a Commercial Organisation of repute (Qualifications relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified, in particular the qualification regarding experience is relaxable in case of candidates belonging to Scheduled Castes and Scheduled Tribes for posts reserved for them). Desirable : Knowledge of Government Rules and Regulations.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.	Period of probation, if any.	Method of rectt. whether by direct rectt. or by promotion or by deputation, transfer & percentage of the vacancies to be filled by various methods.	In case of rectt. by promotion/deputation/transfer grades from which promotion/deputation/transfer to be made.	If a DPC exists what is its composition.	Circumstances in which UPSC(s) is to be consulted in making rectt.
8	9	10	11	12	13
		*	<p>@Transfer on deputation Officers under the Central/ State Governments holding analogous posts or with at least 5/8 years' service in posts in the scale of Rs. 2200—4000/ Rs. 2000—3500/- or equivalent respectively and having experience in administration, establishment and accounts matters. (Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in any other Government Department shall not exceed.....years)</p>	*	*

1	2	3	4	5	6	7
2. Administrative Officer	*	General Central service Group 'A' Gazetted Ministerial	Rs. 2200—75—2800.—EB—100—4000—	*	Not exceeding 35 years (Relaxable for Government servants upto 5 years).	<p>Essential :</p> <p>(i) Degree of recognised University or equivalent.</p> <p>(ii) 5 years experience of administration, accounts and establishment work in a supervisory capacity in a Government Office or a Public body or a commercial organisation of repute.</p> <p>(i) Qualifications relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified, in particular the qualifications, regarding experience is relaxable in case of candidates belonging to Scheduled Castes and Scheduled Tribes for posts reserved for them).</p> <p>Desirable:</p> <p>Knowledge of Government Rules and Regulations.</p>
					<p>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 J&K State, Lahaul & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).</p>	

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@Transfer on deputation Officers under the Central/ State Government holding analogous posts or with at least 3 years service in posts in the scale of Rs. 2000—3500/- or equivalent and having experience in administration, establishment and accounts matters.

(Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in any other Government Department shall not exceed years.)

1	2	3	4	5	6	7
3. Administrative Officer	*	General Central Service Group 'B' Gazetted Ministerial	Rs. 2000— 60—2300— —EB—75— 3200—100— 3500	*	Not exceeding 30 years (Relaxable for Government servants upto 5 years)	<p>Essential :</p> <p>(i) Degree of a recognised University or equivalent.</p> <p>(ii) 3 years, experience of administration, accounts and establishment work in a supervisory capacity in a Government Office or a Public body or a Commercial organisation of repute.</p> <p>(iii) Qualifications relaxable at the discretion of the Union Public Service Commission in case of candidates (otherwise well Qualified, in particular the qualification regarding experience is relaxable in case of candidates belonging to Scheduled Castes and Scheduled Tribes for posts reserved for them).</p> <p>Desirable : Knowledge of Government Rules and Regulations.</p>
					<p>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 J&K State, Lahaul & Spiti district and Pangi Sub Division of Chamba district Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep.)</p>	

8	9	10	11	12	13
*	*	*	<p>@Transfer on deputation Officers under the Central/ State Governments holding analogous posts or with at least 3/8 years' service in posts in the scale of Rs. 1640—2900 / Rs. 1400—2600 or equivalent respectively and having experience, in administration, establishment and accounts matter.</p>		
			<p>(Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in any other Government Department shall not exceed..... years.)</p>		

1	2	3	4	5	6	7
4. Administrative Officer	*	General Central Service Group 'B' Gazetted Ministerial	Rs. 2000— 60—2300— EB—75— 3200		Not exceeding 30 years. (Relaxable for Government servants upto 5 years). 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 J & K State, Lahaul & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).	* Essential (i) Degree of a recognised University or equivalent. (ii) 2 years experience of administration, accounts and establishment work in a supervisory capacity in a Government Office or a Public body or a commercial organisation of repute. (Qualifications relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified in particular the qualification regarding experience is relaxable in case of candidates belonging to Scheduled Castes and Scheduled Tribes for posts reserved for them). Desirable Knowledge of Government Rules and Regulations.

8	9	10	11	12	13
*	*	*	<p>@Transfer on deputation Officers under the Central/ State Governments holding analogous posts or with at least 3/5 years' service in posts in the scale of Rs. 1640—2900 / 1400—2600/ or equivalent respectively and having experience in administration, establish- ment and accounts matters.</p>		
		<p>(Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in any other Government Department shall not exceed.....years.)</p>			

THE SCHEDULE

Name of the post	Number of posts	Classification	Scale of pay	Whether selection post or non-selection post	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 promotions.
1	2	3	4	5	6	7	8
1. Senior Analyst (Works Study)	To be specified	General Central Service, Group 'A' Gazetted Non-ministerial	Rs. 3000-100-3500-125-4500	Not applicable	Not applicable	Not applicable	Not applicable
2. Junior Analyst (Works Study)	To be specified	General Central Service, Group 'B' Gazetted Non-ministerial	Rs. 2000-60-2300-EB-75-3200-100-3500.	Do.	Do.	Do.	Do.
3. Research Assistant (Works Study)	To be specified	General Central Service, Group 'B', Non-Gazetted, Non-ministerial	Rs. 1640-60-2600-EB-75-2900.	Do.	Do.	Do.	Do.