

## Annexure 'C'

Referred to in Rule 5.1 of Part II

### A. Heads of Department

S. No	Name of post	Number	Scale of Pay Rs.	Whether by selection or Non selection	Age Limit for direct recruitment	Educational and other qualification for direct rectt.	Whether age and qualification prescribed for direct rectt. will apply in case of promotion	Period of probation if any	Method of recruitment either by promotion/deputation transfer and % age of promotion to be filled by various methods	In case of promotion/deputation/transfer grade from which promotion/transfer to be made	Composition of DPC
1	2	3	4	5	6	7	8	9	10	11	12
1.	Secretary	1	14300-400-18300	Open Selection	Preferably below 52 years	NA	As given in Annexure B	NA	By deputation	(For deputationist qualification and experience as given in Annexure B)	N.A
2.	Director (Academic)	1	14300-400-18300	Open Selection	Preferably below 52 years	As given in Annexure B	N.A.	Two year in case of direct rectt.	By Direct Recruitment failing which by deputation / transfer	(For deputationist qualification and experience as given in Annexure B)	N.A.
3.	Director Evaluation# /Director Vocational Education/ Director Students Support Services	3	14300-400-18300	Open Selection	Preferably below 52 years	As given in Annexure B	N.A.	Two year in case of direct rectt.	By Direct Recruitment failing which by deputation / transfer	(For deputationist qualification and experience as given in Annexure B)	N.A

Note: 1.The incumbents of the posts mentioned at Serial No. 3 are interchangeable.

2.For Posts to be filled in by deputation, the staff of NIOS are not eligible

# Previously designated Controller of Examinations

**B. ACADEMIC (Group 'A' Posts)**

S.No	Name of post	Number	Scale of Pay Rs.	Whether by selection or Non selection	Age Limit for direct recruitment	Educational and other qualification for direct rectt.	Whether age and qualification prescribed for direct rectt. will apply in case of promotion	Period of probation if any	Method of recruitment either by promotion/deputation transfer and % age of promotion to be filled by various methods	In case of promotion/deputation/transfer grade from which promotion/ transfer to be made	Composition of DPC
1	2	3	4	5	6	7	8	9	10	11	12
<b>Academic &amp; Technical</b>											
1.	Joint Director (Academic)	3	14300-400-18300	Selection through DPC for promotion	NA	NA	NA	NA	100% by promotion failing which by deputation	By promotion from amongst the officers having regular continuous service for 5 years as Deputy Director (Acad.) in the scale of Rs.12000-16500 in Academic Administration, Research, Planning, Preparation and Production of Self Learning materials/text books at the school stage.	As given in General Rules of Recruitment and Promotion (Part 1)

1	2	3	4	5	6	7	8	9	10	11	12
2.	Joint Director (Media)	1	14300-400-18300	Open Selection for Direct Recruitment	Below 47 years	As given in Annexure 'B'	NA	2 years	100% by Direct Recruitment failing which by deputation	In the case of Deputationist qualifications & experience as given in Annexure B	N.A.
3.	Deputy Director (Acad.)	7	12000-375-16500	Open Selection for Direct Recruitment and Selection through DPC for promotion	Below 42 years	As given in Annexure 'B'	Qualification for Direct Recruitment will apply	2 years in case of Direct Recruitment	25% by direct recruitment and 75 % by promotion failing which by deputation	By promotion from amongst the officers having regular continuous service for 5 years in the scale of Rs.10000-325-15200 as Assistant Director (Acad.) in Academic Administration, Research, Planning, Preparation and Production of Self Learning materials/text books at the school stage. For deputationist qualification and experience as given in Annexure B	As given in General Rules of Recruitment and Promotion (Part 1)
4.	Asstt. Director (Academic)	11	10000-325-15200	Selection through DPC for promotion	NA	NA	NA	NA	100% by promotion failing which by deputation	By promotion from amongst the officers having regular continuous service for at least 5 years as REO/Academic Officer in the scale of Rs. 8000-13500 in Academic Administration, Research, Planning, Preparation and Production of Self Learning materials/text books at the school stage For deputationist qualification and experience as given in Annexure B	As given in General Rules of Recruitment and Promotion (Part 1)

1	2	3	4	5	6	7	8	9	10	11	12
5.	Academic officers	21	8000-275-10500	Open Selection	37 years	As given in Annexure B	N.A.	Two Years	Direct Recruitment failing which by deputation 20 Academic Officer + 1 REO by Direct Recruitment, 1 post of Academic Officer by promotion with 5 years of regular continuous service in the scale of Rs. 6500-10500 as Hindi Officer	For deputationist qualification and experience as given in Annexure B	As given in General Rules of Recruitment and promotion (part-1) for promotion of Hindi Officer to one post of Acad Officer
	Research & Evaluation Officer	01									
6.	Librarian	1	8000-275-10500	Promotion by DPC failing which by deputation	37	As given in Annexure B	NA	Two Years	100% by promotion failing which by deputation	By promotion from Assistant Librarian with 10 years of continuous regular service in that grade. In case of deputation from persons (a) holding analogous post on regular basis in Central/State Govt, Universities/Semi Govt./Autonomous Organisations (b) possessing qualifications given in Annexure B	As given in General Rules of Recruitment and promotion (part-1)

Note: The notes given below C-1 group A post (non-academic) will also apply to academic posts

**C. NON ACADEMIC**

**C-1: Group A posts**

S.No	Name of post	Number	Classification	Scale of Pay Rs.	Whether by selection or Non selection	Age Limit for direct recruitment	Educational and other qualification for direct rectt.	Whether age and qualification prescribed for direct rectt. will apply in case of promotion	Period of probation if any	Method of recruitment either by promotion/deputation transfer and % age of promotion to be filled by various methods	In case of promotion/deputation/transfer grade from which promotion/ transfer to be made	Composition of DPC
1	2	3	4	5	6	7	8	9	10	11	12	13
<b>Administrative &amp; Technical</b>												
1.	Joint Director (Admn.)	2	A	14300-400-18300	Selection through DPC for promotion	NA	NA	NA	NA	100% by promotion failing which by transfer on deputation	By promotion from amongst the officers having regular continuous services for at least, 5 years in the scale of Rs.12000-16500 as Deputy Director (Admn.) in any of the following fields including Administration (including Finance and HRD) Conduct of Examinations, Organization of Seminars for teachers and key persons, Student Support Services etc. For deputationist qualification and experience as prescribed in Annexure B.	As given in General Rules of Recruitment and Promotion (Part 1)

1	2	3	4	5	6	7	8	9	10	11	12	13
2.	Deputy Director (Admn.)	7 (6+1)*	A	12000-375-16500	Open Selection for Direct Recruitment and Selection through DPC for promotion	Below 42 years	As given in Annexure B	N.A.	2 years in the case of Direct Recruitment	25% by Direct Recruitment and 75% by promotion failing which by deputation	By promotion from amongst the officers having regular continuous services for at least, 5 years in the scale of Rs.10000-325-15200 as Assistant Director (Adm.) in any of the following fields:- Administration (including Finance and HRD) Conduct of Examinations, Organization of Seminars for teachers and key persons, Student Support Services etc. For deputationist qualification and experience as prescribed in Annexure B	As given in General Rules of Recruitment and Promotion (Part 1)
3.	Deputy Director (Accounts)	*	A	12000-375-16500	By deputation including contract	Below 42 years	N.A.	N.A.	NA	By Deputation fulfilling the qualifications as given in Annexure B (including contract)	Deputationist fulfilling the experience as given in Annexure B	N.A.

1	2	3	4	5	6	7	8	9	10	11	12	13
4.	System Analyst-cum Programmer	1	A	12000-375-16500	Open Selection	Below 42 years	As given in Annexure B	N.A.	2 years in the case of Direct Recruitment	By Direct Recruitment, failing which by Deputation	Deputationist fulfilling the qualifications for direct recruitments. as given in Annexure B	N.A.
5.	Publication Officer	1	A	12000-375-16500	Open Selection	Below 42 years	As given in Annexure B	N.A.	2 years in the case of Direct Recruitment	By Direct Recruitment, failing which by Deputation	Deputationist fulfilling the qualifications for direct recruitments. as given in Annexure B	N.A.
6.	Asstt. Director (Admn.)	9	A	10000-325-15200	Selection by DPC for Promotion and open selection for Direct Recruitment	37 years	As given in Annexure B	Qualifications for Direct Recruitment will not apply	Two years	25% Direct Recruitment and 75% by promotion failing which by deputation	By promotion from amongst the officers having regular continuous services for at least 8 years in the scale of Rs. 6500-10500 as Section Officers in any of the following fields:- Administration (including Finance and HRD) Conduct of Examinations, Organization of Seminars for teachers and key persons, Student Support Services etc. For deputationist qualification and experience as prescribed in Annexure B	As given in General Rules of Recruitment and Promotion (Part-I)

1	2	3	4	5	6	7	8	9	10	11	12	13
7.	Accounts Officer	1	A	10000-325-15200	Deputation	NA	N.A.	N.A.	N.A.	By deputation (including contract) from Govt./autonomous bodies etc.	Deputationist fulfilling the qualification and experience given under Annexure B	NA

Note: For determining the promotion/Direct Recruitment quota both Academic and non-academic post will be grouped together in the roster.

\* Includes one post of Deputy Director (Accounts)



**C. NON ACADEMIC (Cont...)**  
**C-2: Group B, C & D posts**  
**(C 2.1) Administrative, ministerial & Secretarial**

S.No	Name of post	Number	Classification	Scale of Pay Rs.	Whether by selection or Non selection	Age Limit for direct recruitment	Educational and other qualification for direct rectt.	Whether age and qualification prescribed for direct rectt. will apply in case of promotion	Period of probation if any	Method or recruitment either by promotion/deputation transfer and % age of promotion to be filled by various methods	In case of promotion/deputation/transfer grade from which promotion/ transfer to be made	Composition of DPC
Administrative, Ministerial and Secretarial												
1	2	3	4	5	6	7	8	9	10	11	12	13
1.	Section Officer	27	B	6500-200-10500	Open selection for Direct Recruitment and selection by DPC for promotion	37 years	As given in Annexure B	N.A.	Two years for direct rectt.	1/3 by Direct Recruitment and 2/3 by promotion failing which by deputation	By promotion from amongst the officers having regular continuous services for 5 years in the scale of 5500-9000 as Superintendents in any of the following fields:- Administration (including Finance and HRD) Conduct of Examinations, Organization of Seminars for teachers and key persons, Student Support Services etc. (excluding media/library/translation/printing publication/computer application) For deputationist qualification and experience as prescribed in Annexure B	As given in General Rules of Recruitment and Promotion (Part-I)

1	2	3	4	5	6	7	8	9	10	11	12	13
2.	PS to Chairman	1	B	6500-200-10500	Selection through DPC	37	As given in Annexure B	NA	N.A.	100% by Promotion failing which by Deputation	Promotion from Personal Assistant having 5 years of continuous regular service in the grade of 5500-175-9000, failing which by deputation fulfilling the qualification and experience given under Annexure B.	As given in General Rules of Recruitment and Promotion (Part-1)
3.	Assistant Audit Officer	1	B	6500-200-10500	By deputation	NA	NA	NA	NA	By deputation	Deputationist fulfilling the qualification and experience given under Annexure B	N.A.
4.	Superintendent	10	B	5500-175-9000	Selection through DPC	NA	NA	NA	Two years	100% by promotion failing which by Deputation	Promotion from Assistants./ Internal Auditor having 10 years of continuous regular service in the grade of 4000-100-6000 or 8 years in the grade of 4500-125-7000. Deputationist fulfilling the qualification and experience given in Annexure B.	As given in General Rules of Recruitment and Promotion (Part-1)
5.	Personal Assistant	3	B	5500-175-9000	Selection through DPC	NA	To the extent mentioned in col. 12	NA	Two years	100% by promotion failing which by Deputation	Promotion from stenographers having 10 years of continuous regular service in that grade and fulfilling the qualification prescribed for Direct Recruitment relating to speed in shorthand and computer as mentioned in Annexure B	As given in General Rules of Recruitment and Promotion (Part-1)

1	2	3	4	5	6	7	8	9	10	11	12	13
6.	Assistants	40	C	4000-100-6000	Open selection for Direct Recruitment and selection by DPC for promotion	NA	NA	NA	2 years for direct rectt.	20% by Direct Recruitment and 80% by promotion failing which by deputation	From Jr. Asstt. having 5 years of continuous regular service in grade 3050-75-3950-80-4590. For deputationist qualification & experience as prescribed in Annexure B	As given in General Rules of Recruitment and promotion (part-1)
7.	Internal Auditor	02	C	4000-100-6000	Selection through DPC	NA	As given in Annexure B	NA	NA	100% by promotion failing which by deputation	From Jr. Asstt. having 5 years of continuous regular service in grade of 3050-75-3950-80-4590 and experience of working in Accounts/Audit. For deputationist qualification and experience as prescribed in Annexure B	As given in General Rules of Recruitment and promotion (part-1)
8.	Stenographer	6	C	4000-100-6000	Direct Recruitment failing which by deputation	27 years	As given in Annexure B	NA	2 years	100% Direct Recruitment failing which by deputation	Deputationist fulfilling the qualifications for Direct Recruitment as given in Annexure 'B'	NA

1	2	3	4	5	6	7	8	9	10	11	12	13
9.	Junior Assistant/ Data Entry Operators	53	C	3050-75- 3950-80- 4590	Open selection for Direct Recruitment and non selection through DPC	27 years	As given in Annexure B	As given in col. 12	2 years for direct rectt.	90% Direct Recruitment 10% promotion on the basis on seniority cum fitness	Promotion quota to be filed from group D having at least 10 years of continuous regular service in that grade and fulfilling the minimum educational qualification referred in Annexure B and qualifying in the computer test prescribed	As given in General Rules of Recruitment and promotion (part-1)

**C. NON ACADEMIC (Cont...)**

**C-2: Group B, C & D posts**

**(C-2.2) Technical**

S.No	Name of post	Number	Classification	Scale of Pay Rs.	Whether by selection or Non selection	Age Limit for direct recruitment	Educational and other qualification for direct rectt.	Whether age and qualifica-tion prescribed for direct rectt. will apply in case of promotion	Period of probation if any	Method or recruitment either by promotion/deputation transfer and % age of promotion to be filled by various methods	In case of promotion/deputation /transfer grade from which promotion/ transfer to be made	Composition of DPC
1	2	3	4	5	6	7	8	9	10	11	12	13
<b>(1) Public Relation Officer</b>												
1.	Public Relation Officer	1	B	6500-200-10500	Direct Recruitment failing which by deputation	37 years	As given in Annexure B	N.A.	Two years for direct rectt.	100% Direct Recruitment failing which by deputation	Deputationist fulfilling the qualifications for Direct Recruitment as given in Annexure 'B'	NA
<b>(2) Computers</b>												
1.	EDP Supervisor	1	B	5500-175-9000	Open selection	37	As given in Annexure B	N.A.	Two years	100% by Direct Recruitment failing which by Deputation	Deputationist fulfilling the qualifications for Direct Recruitment as given in Annexure 'B'	NA

1	2	3	4	5	6	7	8	9	10	11	12	13
<b>(3) Printing</b>												
1.	Technical Asstt.	2	B	5500-175-9000	Open selection	30	As given in Annexure B	Two years for Direct Recruitment	Two years	100% by Direct recruitment failing which by deputation	Deputationist fulfilling the qualifications for Direct Recruitment as given in Annexure 'B'	NA
<b>(4) Library</b>												
1.	Asstt. Librarian	1	B	5500-175-9000	Non Selection through DPC	NA	As given in Annexure B	NA	Two Years	100% promotion failing which by deputation	Library Assistants with 10 years of continuous regular service in that grade. Deputationist fulfilling the qualifications for Direct Recruitment as given in Annexure 'B'	As given in General Rules of Recruitment and promotion (part-1)
2.	Library Assistant	1.	C	4000-100-6000	Open Selection	27 years	As given in Annexure B	NA	Two years	100% Direct Recruitment	NA	NA
<b>(5) Media</b>												
1	Editor	1	B	5500-175-9000	Open selection	37	As given in Annexure B	NA	Two years	100% Direct Rectt	NA	NA
2	Camera Man	1	B	5500-175-9000	Open selection	37	As given in Annexure B	NA	Two years	100% Direct Rectt.	NA	NA
3	Graphic Artist	1	B	5500-175-9000	Open selection	37	As given in Annexure B	NA	Two years	100% Direct Rectt.	NA	NA
4	Production Asstt.	1	C	4500-125-7000	Open selection	30	As given in Annexure B	NA	Two years	100% Direct Rectt.	NA	NA

1	2	3	4	5	6	7	8	9	10	11	12	13
<b>(6) Translation</b>												
1.	Hindi Officer	1	B	6500-200-10500	Selection through DPC failing which by direct rectt.	37	As given in Annexure B	NA	Two years	100% Promotion failing which by direct rectt.	From translators with 10 years of continuous regular service in that grade of 4500-125-7000	As given in General rules of recruitment and promotion (Part 1)
2.	Translator	1	C	4500-125-7000	Open selection failing which by deputation	30	As given in Annexure B	NA	Two years	100% Direct Recruitment failing which by deputation with deputationist fulfilling qualification and experience of direct recruitment as mentioned in annexure B	NA	NA

**C. NON ACADEMIC (Cont...)**

**C-2: Group B, C & D posts**

**(C-2.3) Others**

S.No	Name of post	Number	Classification	Scale of Pay Rs.	Whether by selection or Non selection	Age Limit for direct recruitment	Educational and other qualification for direct rectt.	Whether age and qualification prescribed for direct rectt. will apply in case of promotion	Period of probation if any	Method or recruitment either by promotion/deputation transfer and % age of promotion to be filled by various methods	In case of promotion/deputation /transfer grade from which promotion/ transfer to be made	Composition of DPC
1	2	3	4	5	6	7	8	9	10	11	12	13
1.	Staff Car Driver	3	C	3050-75-3950-80-4590	Open selection	27	As given in Annexure B	NA	Two years	100% direct rectt.	NA	NA
2.	Electrician	1	C	3050-75-3950-80-4590	Do	27	Open Selection	NA	Two years	100% Direct Recruitment	NA	NA
3.	Photocopier Operator#	1	C	3050-75-3950-80-4590	Non-Selection through DPC	27	---do---	As given in col. 12	Two years	100% Promotion failing which by direct rectt.	Group D employees with 8 years of service in that grade fulfilling the educational qualification as provided in Col. 8.	As given in General rules of recruitment and promotion (Part 1)

# Designation of Gestner Operator changed as Photocopier Operator.



**C. NON ACADEMIC (Cont...)**  
**C-2: Group B, C & D posts**  
**(C-2.4) Group D**

S.No	Name of post	Number	Classification	Scale of Pay Rs.	Whether by selection or Non selection	Age Limit for direct recruitment	Educational and other qualification for direct rectt.	Whether age and qualification prescribed for direct rectt. will apply in case of promotion	Period of probation if any	Method or recruitment either by promotion/deputation transfer and % age of promotion to be filled by various methods	In case of promotion/deputation /transfer grade from which promotion/ transfer to be made	Composition of DPC
1	2	3	4	5	6	7	8	9	10	11	12	13
1.	Peons & Mali	18+1	D	2550-55-2660-60-3200	Open election for direct recruitment and Selection through DPC for promotion	27	Annexure B	NA	Two Years	100% Direct Rectt. from candidates through advertisement alongwith Employment Exchange	Transfer from Group D employees of NIOS, Mali who has completed 8 years of service in the grade and literate i.e. able to read & write Hindi/ English	As given in general in general rules of recruitment and promotion (Part 1)