

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART-II, SECTION-3, SUB-SECTION (i)]

GOVERNMENT OF INDIA

MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP

New Delhi, dated the 2020.

Notification

G.S.R. - In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules regulating the method of recruitment to the post of Lower Division Clerk in the Directorate of Jan Shikshan Sansthan, Ministry of Skill Development & Entrepreneurship, namely :-

1. Short title and commencement.-(1) These rules may be called the Directorate of Jan Shikshan Sansthan, Ministry of Skill Development & Entrepreneurship, Lower Division Clerk(Group-C), Recruitment Rules, 2020.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, classification, Level of pay in the Pay Matrix.-The number of posts, its classification and Level of Pay in pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Method of recruitment, age limit, qualifications, etc. - The method of recruitment to the said post, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the aforesaid Schedule.

4. Disqualification. - No person,-

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied, that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Power to relax.- Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving.-Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, the Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

Schedule

Name of Post	Number of post.	Classification.	"LEVEL in the PAY MATRIX";	Whether selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Lower Division Clerk	2*(2020) (*Subject to variation dependent on work load).	General Central Service Group 'C' Non-Gazetted Non-ministerial.	"LEVEL- 2 (Rs.19900-63200)in the Pay Matrix".	Non-Selection	Between 18-27 years (relaxable for Government Servants upto 40 years in accordance with the instructions or orders issued by the Central Government). Note.-The crucial date for determining the age-limit shall be as advertised by the Staff Selection Commission..

Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or transfer and percentage of vacancies to be filled by various method.
(7)	(8)	(9)	(10)
<p>(i) 12th Class or equivalent qualification from a recognized Board or University.</p> <p>(ii) A typing speed of 30 words per minute in English or 25 words per minute in Hindi on manual typewriter Or A typing speed of 35 w.p.m in English or 30 w.p.m. in Hindi on computer(35w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)</p>	<p>Yes, to the extent indicated in column 10</p>	<p>Two years.</p>	<p>(i)85% by direct recruitment through Staff Selection Commission.</p> <p>(ii) 10% of vacancies shall be filled up from amongst the Group ‘C’ staff in the Grade Pay of Rs.1800 and who possess 12th Class pass or equivalent qualification and have rendered three years regular service in the grade, on the basis of a Departmental qualifying Examination. The maximum age limit for eligibility for Examination is 45 years (50 years of age for SC/ST).</p> <p>Note:-If more of such employees than the number of vacancies available under Clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</p> <p>5% of the vacancies shall be filled on seniority-cum-fitness basis from Group ‘C’ employees who have three years regular service in level-1 in the pay matrix18000-56900..</p>

In case of recruitment by promotion or by deputation or by absorption, grades from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
(11)	(12)	(13)
As stated in Column 10.	Group 'C' Departmental Promotion & Confirmation Committee 1. Director, Directorate of Jan Shikshan Sansthan- Chairman 2. Joint Director, Directorate of Jan Shikshan Sansthan- Member 3. Under Secretary, Ministry of Skill Development & Entrepreneurship-Member.	Not applicable.

[F.No2-2/2020-DJSS(ESTT).]

(SANATAN)

Deputy Secretary to the Govt. of India

To

The Manager,
Government of India Press,
Mayapuri, Ring Road,
New Delhi

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART-II, SECTION-3, SUB SECTION (i)]

GOVERNMENT OF INDIA

MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP

New Delhi, dated the, 2020

Notification

G.S.R.- In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules regulating the method of recruitment to the post of Stenographer Grade-II in the Directorate of Jan Shikshan Sansthan, Ministry of Skill Development & Entrepreneurship, namely :-

1. Short title and commencement.-(1) These rules may be called the Directorate of Jan Shikshan Sansthan, Ministry of Skill Development & Entrepreneurship, Stenographer Grade-II, Recruitment Rules, 2020.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, classification, Pay level in the pay matrix.-The number of posts, its classification and pay level in the pay matrix attached hereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Method of recruitment, age limit, qualifications, etc. – The method of recruitment to the said post, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the aforesaid Schedule.

4. Disqualification. - No person,-

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied, that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Power to relax.- Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving.-Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, the Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

Schedule

Name of Post	Number of post.	Classification.	Pay level in the pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Stenographer Grade-II.	2*(2019) (*Subject to variation dependent on work load).	General Central Service Group C' Non-Gazetted Non-ministerial.	Level -4, Rs. 25500-81100 in the Pay Matrix	Not applicable	Between 18-27 years (relaxable for Government Servants upto 40 years in accordance with the instructions or orders issued by the Central Government). Note.-The crucial date for determining the age-limit shall be as advertised by the Staff Selection Commission..

Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of 7onitori.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or transfer and percentage of vacancies to be filled by various method.
(7)	(8)	(9)	(10)
<p>(i)12th Class pass from a recognized Board or University.</p> <p>(ii)Skill Test Norms:</p> <p>Dictation: 10 Minutes @ 80 words per minute.</p> <p>Transcription</p> <p>65minutes(English) 75 minutes(Hindi)[On Manual Typewriter]</p> <p>50 minutes (English) 65 minutes (Hindi) (on computer).</p>	Not applicable.	Two years.	<p>Direct Recruitment through Staff Selection Commission.</p> <p>Note: Vacancies caused by the incumbents being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled up by deputation basis from officers of Central Government;</p> <p>(a)holding an analogous posts on regular basis; in the parent cadre or department and</p> <p>(b) possessing the educational qualification and experience prescribed for direct recruits under column (7).</p> <p>(The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications).</p>

In case of recruitment by promotion or by deputation or by absorption, grades from which promotion or deputation or absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
(11)	(12)	(13)
Not applicable.	Group 'C' Departmental Confirmation Committee 1. Director, Directorate of Jan Shikshan Sansthan - Chairman 2. Joint Director, Directorate of Jan Shikshan Sansthan - Member 3. Under Secretary, Ministry of Skill Development & Entrepreneurship. Member	Not applicable.

[F.No.30-1/2019-DJSS]

(Sanatan)
Deputy Secretary to the Govt. of India

To
The Manager,
Government of India Press
Mayapuri,
New Delhi

Notification

G.S.R.....- In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules regulating the method of recruitment to the post of Multi-Tasking Staff in the Ministry of Skill Development & Entrepreneurship, Directorate of Jan Shikshan Sansthan, namely :-

1. Short title and commencement.-(1) These rules may be called the Ministry of Skill Development & Entrepreneurship, Directorate of Jan Shikshan Sansthan, Multi-Tasking Staff, Group 'C' post Recruitment Rules, 2019.

(2) They shall come into force on the date of their publication in the official Gazette.

2. Number of post, classification, Pay Level in pay Matrix.-The number of said post, its classification and the Pay Level in Pay Matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Method of recruitment, age limit, qualifications, etc. – The method of recruitment to the said post, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the aforesaid Schedule.

4. Disqualifications. - No person ,-

(a) who has entered into or contracted a marriage with a person having a spouse living, or

(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Power to relax.- Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving.-Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Schedule

Name of post	Number of post.	Classification.	Pay Level in Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Multi – Tasking Staff.	5*(2019) *Subject to variation dependent on work load.	General Central Service Group ‘C’ Non-Gazetted Non-Ministerial.	Level -1, Rs.18000 – 56900 in the pay Matrix	Not applicable	Between 18 and 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 (and not the closing date prescribed for those in Assam, Meghalaya, Arunuchal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim Ladakh division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).

Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various method.
(7)	(8)	(9)	(10)
Matriculation or equivalent passes from a recognized Board.	Not applicable.	Two years.	By direct recruitment.

In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
(11)	(12)	(13)
Not applicable	Group 'C' Departmental Confirmation Committee (for considering confirmation), consisting of:- (1) Director, Directorate of Jan Shikshan Sansthan - Chairman; (2) Joint Director, Directorate of Jan Shikshan Sansthan -Member (3) Under Secretary, Ministry of Skill Development and Entrepreneurship - Member.	Not applicable.

[F.No.2-1/2019-DJSS]

(Sanatan)
Deputy Secretary to the Government of India

To
The Manager,
Government of India Press,
Mayapuri
New Delhi.

