

**National Institute of Public Cooperation and Child Development
5, Siri Institutional Area, Hauz Khas, New Delhi-110016**

Recruitment Rules

Approved by Executive Council in its 64th Meeting held on 12th March, 2013

1	Name of Post	Stenographer Grade-II
2	Number of Posts	12 (Twelve)
3	Classification	Group 'C' Non-Gazetted Ministerial
4	Pay Band and Grade Pay	PB - 1 Rs. 5200-20200 +Grade Pay Rs. 2400/-
5	Whether selection post or non selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruitment	18-27 Years (Relaxable for Govt. Servants upto 40 years in accordance with instructions or orders issued by the Central Govt.) Note: The crucial date for determining the age limit shall be as advertised by the Institute.
8	Educational and other qualifications required for direct recruits	i) 12 th class pass or equivalent from a recognized Board or University ii) Skill Test Norms Dictation : 10 mts@80 w.p.m Transcription: 65 mts. (English) 75 mts. (Hindi) (on Manual Typewriter) Or 50 mts. (English) 65 mts. (Hindi) (On Computer)
9	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable

10	Period of probation, if any	Two years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment Note: Vacancies caused by the incumbent 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 on deputation from the officials holding analogous posts or regular basis and possessing the qualifications prescribed for direct recruits at Col. 8
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable
13.	If DPC exists, what is its composition	Group 'C' Departmental Promotion Committee for confirmation
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

Note:

- (a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of a candidate of exceptional merit on the basis of recommendations made by the Selection Committee".
- (b) "Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- (c) "No person;
- (i) Who has entered into, or contracted a marriage with a person who has a spouse living; or
- (ii) 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 permitted 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".

NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT
RECRUITMENT RULES

Approved by Executive Council in its Meeting held on 25.03.2010

1. **Name of the Post** : Lower Division Clerk
2. No. of Posts : 37
3. Classification : Group 'C'
4. Pay Band and Grade Pay /Pay Scales : PB-1 Rs. 5200-20200 +GP Rs. 1900/-
5. Whether Selection post or Non-selection post : Non-Selection
6. Whether the benefit of added years of service is admissible Under rule 30 of the CCS (Pension) Rules 1972. : Not Applicable
7. Age limit for direct recruits : Between 18 to 27 years of age (relaxable for Government servants up to 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 the last date for receipt of applications.
8. Educational and other qualification Required for Direct Recruits : (i) 12th class or equivalent qualification from a recognized Board or University
(ii) A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on manual typewriter
Or
A typing speed of of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)
9. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. : Yes, to the extent indicated in Col. 11.
10. Period of Probation, if any : **Two years**
11. Method of recruitment whether by : **i) 85%** by direct recruitment. A written test

direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.

will be conducted in Arithmetic and English/Hindi. Syllabus of the written test will be of the standard of class-X of CBSE Board. The minimum qualifying marks would be 50% of maximum marks in each paper. In case of SC/ST candidates, the qualifying marks would be 45% of maximum marks in each paper. Those who qualify the written test will be allowed to take the typing test. The required minimum typing speed for the qualifying test is 30 w.p.m. in English or 25 w.p.m. in Hindi or a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word). Only those candidates who qualify both the examination i.e. written and typing test, will be eligible for being considered by the regularly constituted Selection Committee for appointment upto the number of vacancies available under the Direct Recruitment quota.

- ii) 10% of the vacancies shall be filled 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 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years. (50 years of age for the SC/ST).

Applications will be invited from willing and eligible Group 'C' employees in the Grade Pay of Rs. 1800/-with three years regular service in the Institute. A written test will be conducted in Arithmetic and English/Hindi. Syllabus of the written test will be of the standard of class-X. The minimum qualifying marks would be 40% of maximum marks in each paper. In case of SC/ST candidates, the qualifying marks would be 35% of maximum marks in each paper. Those who qualify the written test will be allowed to take the typing test. The

required minimum typing speed for the qualifying test is 30 w.p.m. in English or 25 w.p.m. in Hindi or a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word). Only those candidates, who qualify both the examination i.e. written and typing test, will be eligible for being considered by the regularly constituted DPC for appointment upto the number of vacancies available under the DCE quota.

Note I : 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 early examination are considered before those who qualify at a later examination.

Note II : If no suitable candidates will be found on conducting of the Departmental Qualifying Examination, the posts falls under the quota will be filled up by direct recruitment.

(iii) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group C employees who have 3 years regular service in posts with the Grade Pay of Rs.1800.

Note : If no suitable candidates will found, the posts falls under the quota will be filled up by direct recruitment.

12. In case of recruitment by : As stated in Col.11
promotion/deputation/
absorption grades from which
promotion/deputation/
absorption to be made.
13. If a DPC exists, what is its : DPC of Group 'C' posts.

composition

14. Circumstances in which UPSC is to be consulted in making recruitment : Not applicable

One post of Gestetner Operator converted into the post of LDC/Typist with the approval of Executive Council in its meeting held on 24-03-2005.

Note:

- (a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- (b) Nothing in these rules shall affect reservations, relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
- (c) "No person;
 - (i) Who has entered into or contracted marriage with a person who has a spouse living, or
 - (ii) 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 Institute 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".

**NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT
RECRUITMENT RULES**

Approved by Chairman, NIPCCD vide DWCD letter no. 19-4/88-TR dt 14-12-88

1. Name of Post : *Assistant Librarian
2. No. of Posts : Five
3. Classification : Group 'C'
4. Pay Band and Grade Pay /Pay Scales : PB-1 Rs. 5200-20200 + GP Rs. 2800/-
5. Whether Selection post or non-selection post : Selection
6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972) : --
7. Age for direct recruits : 30 years (relaxable for SC/ST and others as per Government of India Rules.).
8. Educational and other qualifications required for direct recruits : **Essential** :
(i) Degree of a recognized university.
(ii) Degree/recognized diploma in Library Science
(iii) Three years experience of working in an educational Institutions/ Government department/ autonomous bodies in case of degree holders and five years in case of diploma holders.
9. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees : No
10. Period of probation, if any : 2 years
11. Method of recruitment whether by direct recruitment or by promotion /deputation/ transfer and percentage of the vacancies to be filled by various methods. : 25% Promotion failing which by direct recruitment
75% Direct recruitment.
12. Grade from which recruitment by promotion/deputation/transfer/short-term contract, re-employment is to be made. : **Promotion:** From Library Attendant with 8 years regular service in the grade.
13. If a DPC exists, what is its composition : DPC- Group 'C'

*** The post of Technical Assistant (Library)/Assistant Librarian has been re-designated as Assistant Librarian by the Executive Council in its 60th meeting held on 24.03.2009.**

**NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT
RECRUITMENT RULES**

Approved by Chairman, NIPCCD vide DWCD letter no. 19-4/88-TR dt 14-12-88

1. Name of Post : Photographer-cum-Operator
 2. No. of Posts : One
 3. Classification : Group 'C'
 4. Pay Band and Grade Pay /Pay Scales : PB-1 Rs. 5200-20200 + GP Rs. 2800/-
 5. Whether Selection post or non-selection post : N. A
 6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972) : N.A.
 7. Age for direct recruits : Between 18 to 25 years (Relaxable for Government servants upto 35 years in accordance with the instructions or orders issued by the Central Government).
 8. Educational and other qualification required for direct recruits : **Essential:**
(i) High School Certificate
(ii) Atleast five years experience of photography, making slides film strips and other visual aids.

Desirable:
Diploma in photography from a recognized Institute.
 9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees. : *No
 10. Period of probation, if any : Two years
 11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods. : *By promotion from the incumbents who have worked as Dark Room Assistant or as Audio-Visual Technician for a period of 3 years in the Institute, failing which by direct recruitment or on transfer on deputation
 12. Grade from which recruitment by Promotion deputation/transfer / short-term contract re-employment is to be made. : **Transfer on deputation:** From amongst officers holding analogous post in Government/Autonomous bodies/educational Institutions or in a scale with minimum of Rs. 5200 +GP Rs. 2400/- and having experience as in Col. 8
 13. If a DPC exists, what is its composition : Not Applicable
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Note:

- a) "The appointing authority may at its discretion relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- c) "No person:
 - i. Who has entered into, or contracted a marriage with a person who has a spouse living: or
 - ii. 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".

* Approved by MOS (HRD-cum-Chairperson, NIPPCD) in file no. NI/V/21/84-Pers.(PF)

NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT

RECRUITMENT RULES

Approved by Chairman, NIPCCD vide DWCD letter no. 19-4/88-TR dt 14-12-88

1. Name of Post : Assistant Accountant
 2. No. of post : Five
 3. Classification : Group 'C'
 4. Pay Band and Grade Pay /Pay Scales : PB-1 Rs. 5200-20200 +GP Rs. 2800/-
 5. Whether Selection post or non-selection post : Selection
 6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972). : --
 7. Age for direct recruits : Between 18 to 28 years
 8. Educational and other qualification required for direct recruits : **Essential:**
 - i. University degree preferably in commerce.
 - ii. 3 years experience of handling cash and maintaining accounts on mercantile / Govt. system.
 - iii. Knowledge of Government Rules double entry system of books keeping.
 9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees. : N.A.
 10. Period of Probation, if any : Two years
 11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods. : * By promotion - 50%
* By direct recruitment - 50%
 12. Grade from which recruitment by Promotion/deputation /transfer/ short-term contract, re-employment is to be made. : * **Promotion:** From amongst Accounts Clerk with 5 years regular service in the grade.
 13. If a DPC exists, what is its composition : D.P.C. Group 'C'
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- **Amended by Executive Council in its meeting held on 30-03-2007.**

Note:

- a) "The appointing authority may at its discretion relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- c) "No person:
 - (i) Who has entered into, or contracted a marriage with a person who has a spouse living: or
 - (ii) 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".

NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT

RECRUITMENT RULES

Approved by Chairman, NIPCCD vide DWCD letter no. 19-4/88-TR dt 14-12-88

1. Name of Post : Offset Machine Operator
 2. No. of Posts : One
 3. Classification : Group 'C'
 4. Pay Band and Grade Pay /Pay Scales : PB-1 Rs. 5200-20200 + GP Rs. 2800/-
 5. Whether Selection post or non-selection post : Selection
 6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972) : N.A.
 7. Age for direct recruits : 30 years (relaxable by 5 years for SC/ST candidates and others as per Government of India Rules.).
 8. Educational and other qualification required for direct recruits : **Essential:**
 - a) High School Certificate from recognised Institute (relaxable in case of exceptionally experienced persons).
 - b) About 5 years experience in maintenance and operation of offset machines in a reputed printing establishment with specialization in colour printing.
 - c) Knowledge of Ink mixing techniques.**Desirable:**
 - a) ITI Certificate in Mechanical/Printing trade or three years apprenticeship training in offset machine trade from Government Press.
 - b) Some experience in plate making colour printing and book production jobs.
 - c) Knowledge of handling computerized Offset Machines/Alpha Rota Print Machine/Multilith Offset Machine.
 9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees. : N.A.
 10. Period of probation, if any : Two years
 11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods. : Direct Recruitment
 12. Grade from which recruitment by Promotion/deputation/transfer/short-term contract re-employment is to be made. : N.A.
 13. If a DPC exists, what is its composition : ---
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Note:

- a) "The appointing authority may at its discretion relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- c) "No person:
 - (i) Who has entered into, or contracted a marriage with a person who has a spouse living: or
 - (ii) 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".

NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD DEVELOPMENT

RECRUITMENT RULES

Approved by Chairman, NIPCCD vide DWCD letter no. 19-4/88-TR dt 14-12-88

1. Name of the Post : Accounts Clerk
 2. No. of Post : Three
 3. Classification : Group 'C'
 4. Pay Band and Grade Pay /Pay Scales : PB-1 Rs. 5200-20200 + GP Rs. 2400/-
 5. Whether selection post or non selection post : Not applicable
 6. Age limit for direct recruitments. : 30 years (relaxable by 5 years for SC/ST candidates and others as per Govt. of India's Rules).
 7. Educational and other qualifications required for direct recruits. : **Essential:**
 - i) High School Certificate.
 - ii) Five years experience of handling accounts dealing with establishment matters in Government/Autonomous Bodies.
 8. Whether age & educational qualifications prescribed for the direct recruit will apply in case of promotees. : Not applicable
 9. Period of probation, if any : One year
 10. Method of recruitment whether by direct recruitment or by promotion / deputation/ transfer and percentage of the vacancies to be filled by various methods. : By transfer/ direct recruitment
 11. In case of recruitment by promotion/deputation/transfer grades from which promotion/transfer to be made. : In case of transfer from amongst persons holding analogous posts in the Institute/Government/autonomous bodies having five years experience in a scale of minimum of which is Rs. 5200 + GP Rs. 2400/-.
 12. If a Departmental promotion Committee exists what is its composition. : Yes - as approved by the Executive Council
 13. Whether the appointment needs Government of India's approval. : No
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Note:

- a) "The appointing authority may at its discretion relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- c) "No person:
 - (i) Who has entered into, or contracted a marriage with a person who has a spouse living:
or
 - (ii) 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".

NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT

RECRUITMENT RULES

Approved by the Executive Council in its 49th meeting dated 30th March, 2000.

1. Name of the Post : Electrician
 2. No. of Posts : Two
 3. Classification : Group 'C'
 4. Pay Band and Grade Pay /Pay Scales : PB-1 Rs. 5200-20200 + GP Rs. 2400/-
 5. Whether Selection post or non-selection post : Selection
 6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972) : No
 7. Age for direct recruits : Between 18 to 25 years (Relaxable upto 35 years in accordance with the instructions or orders issued by the Central Government).
 8. Educational and other qualification required for direct recruits : **Essential :**
 - (i) High School Certificate with pass in ITI certificate course in Electrical Trade.
 - (ii) At least five years experience in the trade.
 - (iii) Possession of a valid Electrical Workman's License
 9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees. : Yes
 10. Period of Probation, if any : Two years
 11. Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods. : By promotion, failing which by direct recruitment
 12. Grade from which recruitment promotion/deputation/ transfer/ short-term contract re-employment is to be made. : **Promotion:** By promotion from amongst Assistant Electricians (PB-1 Rs.5200-20200 + GP Rs.1900), having five years regular service in the Institute possessing qualifications prescribed in col. 8 of recruitment rules.
 13. If a DPC exists, what is its composition. : DPC for Group 'C' posts
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Note:

- a) "The appointing authority may at its discretion relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- c) "No person:
 - (i) Who has entered into, or contracted a marriage with a person who has a spouse living:
or
 - (ii) 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".

NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT

RECRUITMENT RULES

Approved by Chairman, NIPCCD vide DWCD letter no. 19-4/88-TR dt 14-12-88

1. Name of Post : Handyman
 2. No. of Posts : One
 3. Classification : Group 'C'
 4. Pay Band and Grade Pay /Pay Scales : PB-1 Rs. 5200-20200 + GP Rs. 2400/-
 5. Whether Selection post or non-selection post : Not Applicable
 6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972) : Not Applicable
 7. Age for direct recruits : Between 18 to 25 years (relaxable for Government servants upto 35 years in accordance with the instructions or orders issued by the Central Government).

Educational and other qualification required for direct recruits : **Essential :**
(i) High School Certificate course in Electrical maintenance/carpentry/plumbing.
(ii) One year practical experience
 9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees. : Not Applicable
 10. Period of probation, if any : Two years
 11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods. : By direct recruitment
 12. Grade from which recruitment by Promotion / deputation/ transfer /short-term contract re-employment is to be made. : Not Applicable
 13. If a DPC exists, what is its composition : Not Applicable
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Note:

- a) "The appointing authority may at its discretion relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- c) "No person:
 - (i) Who has entered into, or contracted a marriage with a person who has a spouse living;
or
 - (ii) 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".

NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT

RECRUITMENT RULES

Approved by Chairman, NIPCCD vide DWCD letter no. 19-4/88-TR dt 14-12-88

1. Name of Post : Computer Operator
 2. No. of Posts : Two
 3. Classification : Group 'C'
 4. Pay Band and Grade Pay /Pay Scales : PB-1 Rs. 5200-20200 + GP Rs. 2400/-
 5. Whether Selection post or non-selection post : Not Applicable
 6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972). : Not Applicable
 7. Age for direct recruits : Between 18 to 28 years (relaxable for Government servants upto 35 years in accordance with the instructions or orders issued by the Central Government).

Educational and other qualification required for direct recruits : **Essential :**
Graduate with three years operational experience on Micro-Computer.

Desirable :
Knowledge of Micro-Computer applications
 9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees. : Not Applicable
 10. Period of probation, if any : Two years
 11. Method of recruitment whether by direct recruitment or by promotion / deputation/transfer and percentage of the vacancies to be filled by various methods. : By direct recruitment
 12. Grade from which recruitment by Promotion/ deputation/ transfer /short-term contract re-employment is to be made. : ---
 13. If a DPC exists, what is its composition : Not Applicable
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Note:

- a) "The appointing authority may at its discretion relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- c) "No person:
 - (i) Who has entered into, or contracted a marriage with a person who has a spouse living:
or
 - (ii) 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".

NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMNT

RECRUITMENT RULES

Approved by Chairman, NIPCCD vide DWCD letter no. 19-4/88-TR dt 14-12-88

1. Name of the Post : Upper Division Clerk
 2. No. of Posts : 13 (Thirteen)
 3. Classification : Group 'C'
 4. Pay Band and Grade Pay /Pay Scales : PB-1 Rs. 5200-20200 +GP Rs. 2400/-
 5. Whether Selection post or Non-selection post : Not Applicable
 6. Whether the benefit of added years of service is admissible under rule 30 of the CCS (Pension Rules 1972). : Not Applicable
 7. Age for direct recruits : Not Applicable
 8. Educational and other qualification Required for Direct recruits : Not Applicable
 9. Whether age and education qualification Prescribed for direct recruits will apply in the case of promotees. : Not Applicable
 10. Period of Probation, if any : Two years
 11. Method of recruitment whether by direct recruitment or by promotion / deputation/ transfer and percentage of the vacancies to be filled by various methods. : (i) By promotion- 50%
(ii) By limited departmental competitive examination - 50%
 12. Grade from which recruitment by promotion / deputation / transfer/ short-term contract re-employment is to be made : **Promotion** :
(i) On the basis of seniority-cum-fitness amongst the LDCs who have rendered 8 years regular service.
(ii) Through limited departmental competitive examination amongst the LDCs who have rendered at least five years of regular service. The period of service should be counted upto the date of announcement of the examination
- Note:-** The period of service should be counted upto the date of announcement of the examination.
13. If a DPC exists, what is its composition : DPC - Group 'C'
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Note:

- a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- c) "No person:
 - (i) Who has entered into, or contracted a marriage with a person who has a spouse living;
or
 - (ii) 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".

RECRUITMENT RULES

Approved by Chairman, NIPCCD vide DWCD letter no. 19-4/88-TR dt 14-12-88

1. Name of Post : Demonstrator (Bal Sevika)
2. No. of Posts : One
3. Classification : Group 'C'
4. Pay Band and Grade Pay /Pay Scales : PB-1 Rs. 5200-20200 + GP Rs. 2400/-
5. Whether Selection post or non-selection post : Not Applicable
6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972) : Not Applicable
7. Age for direct recruits : Between 18 to 30 years (Relaxable for Government servants upto 35 years in accordance with the instructions or orders issued by the Central Government).
8. Educational and other qualification required for direct recruits : **Essential:**
 - (i) Metric/Higher Secondary Certificate form Recognized University/Board.
 - (ii) Training as Balsevika/Nursery Teacher Anganwadi Workers from a recognised Institution.

Desirable:
Experience of working with children in an educational setting for at least two years.
9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees. : Not Applicable
10. Period of probation, if any : Two years
11. Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods. : By direct recruitment
12. Grade from which recruitment by Promotion deputation/transfer : Not Applicable

/short-term contract re-
employment is to be made.

13. If a DPC exists, what is its : Not Applicable
composition
-

Note:

- a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- c) "No person:
 - (i) Who has entered into, or contracted a marriage with a person who has a spouse living;
or
 - (ii) 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".

NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT

RECRUITMENT RULES

Approved by Chairman, NIPCCD vide DWCD letter no. 19-4/88-TR dt 14-12-88

1. Name of Post : Dispatch Rider
 2. No. of Posts : Two
 3. Classification : Group 'C'
 4. Pay Band and Grade Pay /Pay Scales : PB-1 Rs. 5200-20200 + GP Rs. 1900/-
 5. Whether Selection post or non-selection post : N. A.
 6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972). : N. A.
 7. Age for direct recruits : Between 18 to 25 years (relaxable for Government servants upto 35 years in accordance with the instructions or orders issued by the Central Government).
 8. Educational and other qualification required for direct recruits : **Essential:**
Possession of a valid driving license for a motor-cycle and experience of driving a motorcycle for at least 2 years.
Desirable :
(i) Eighth Class Pass
(ii) A valid driving license for motor vehicle
 9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees. : N. A.
 10. Period of probation, if any : Two years
 11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods. : By direct recruitment
 12. Grade from which recruitment by Promotion/deputation/transfer /short-term contract re-employment is to be made. : ---
 13. If a DPC exists, what is its composition : ----
-

Note:

- a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- c) "No person:
 - (i) Who has entered into, or contracted a marriage with a person who has a spouse living:
or
 - (ii) 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".

NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT

RECRUITMENT RULES

Approved by Executive Council in its meeting held on 31-03-1999

1. Name of Post : Staff Car Driver (Ordinary Grade)
 2. No. of Posts : Six
 3. Classification : Group 'C'
 4. Pay Band and Grade Pay /Pay Scales : PB-1 Rs. 5200-20200 + GP Rs. 1900/-
 5. Whether Selection post or non-selection post : Not Applicable
 6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972) : Not Applicable
 7. Age for direct recruits : Between 18 to 30 years (Relaxable for SC/ST candidates upto 35 years). There will be no age bar for employees of Government or autonomous organizations fully funded by Government or Public Sector undertaking.
 8. Educational and other qualification required for direct recruits : Essential: (i) Tenth Class Pass and (ii) Possession of valid driving license for LMV and HMTV.
 9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promitees. : Not Applicable
 10. Period of probation, if any : Two Years
 11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods. : By direct recruitment.
 12. Grade from which recruitment by Promotion / deputation/ transfer /short-term contract re-employment is to be made. : Not Applicable
 13. If a DPC /Selection Committee exists, what is its composition : Selection Committee for Group 'C' posts in the Institute subject to medical fitness, character verification and passing a driving competency test.
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Note:

- a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
- c) " No person:
 - (i) Who has entered into or contracted a marriage with a person who has a spouse living, or
 - (ii) 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 Institute may if satisfied that such marriage is permissible under the Personal Law applicable to such person and other party to the marriage and that there are other grounds for so doing exempt any person from the operation of this rule".

NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT

RECRUITMENT RULES

Approved by Chairman, NIPCCD vide DWCD letter no. 19-4/88-TR dt 14-12-88

1. Name of Post : Library Attendant
 2. No. of Post : One
 3. Classification : Group 'C'
 4. Pay Band and Grade Pay /Pay Scales : PB-1 Rs. 5200-20200 + GP Rs. 1900/-
 5. Whether Selection post or non-selection post : Not Applicable
 6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972). : Not Applicable
 7. Age for direct recruits : Between 18 to 25 years (relaxable for Government Servants upto 35 years in accordance with the instructions or orders issued by the Central Government)
 8. Educational and other qualification required for direct recruits : **Essential:**
High School Certificate.
Certificate in Library Science.
One year experience of working in Government/
Autonomous Bodies/Educational Institution.
 9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees : Not Applicable
 10. Period of probation, if any : 2 years
 11. Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods. : By direct recruitment.
 12. Grade from which recruitment by Promotion deputation /transfer/short-term contract re-employment is to be made. : Not Applicable
 13. If a DPC exists, what is its composition : Not Applicable
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Note:

- (a) "The appointing authority may at its discretion relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- (b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
- (c) "No person:
 - (i) who has entered into or contracted marriage with a person who has a spouse living, or
 - (ii) 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 Institute may if satisfied that such marriage is permissible under the Personal Law applicable to such person from the operation of this rule".

NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT

RECRUITMENT RULES

Approved by Chairman, NIPCCD vide DWCD letter no. 19-4/88-TR dt 14-12-88

1. Name of the Post : Audio Visual Technician*
 2. No. of Posts : One
 3. Classification : Group 'C'
 4. Pay Band and Grade Pay /Pay Scales : PB-1: Rs. 5200-20200 + GP Rs. 1900/-
 5. Whether selection post or non-selection post : Not Applicable
 6. Age limit for direct recruitment : 25 years (relaxable upto 5 years in case of SC/ST and other cases as per Government of India Rules)
 7. Educational and other qualifications required for direct recruits : (i) Matric or equivalent from a recognised university/Board with two yeas sound knowledge of developing printing and enlarging.
Knowledge of recording and numbering of negative.
 8. Whether age and educational qualifications prescribed for the direct recruit will apply in the case of promotees : Not Applicable
 9. Period of probation, if any : Two years for direct recruit
 10. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be fill be various methods. : Direct
 11. In case of recruitment by promotion/deputation/transfer grade from which promotion/transfer to be made. : Not Applicable
 12. If a Departmental Promotion Committee exists, what is its composition. : Not Applicable
 13. Whether the appointment needs Government of India's approval : No
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* Approved by Executive Council in its 63rd meeting held on 31.03.2012

Note:

- a) "The appointing authority may at its discretion relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
- c) "No person:
 - (i) who has entered into or contracted marriage with a person who has a spouse living, or
 - (ii) 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 Institute may if satisfied that such marriage is permissible under the Personal Law applicable to such person from the operation of this rule".

National Institute of Public Cooperation and Child Development
5, Siri Institutional Area, Hauz Khas, New Delhi-110016

RECRUITMENT RULES FOR MULTI-TASKING-STAFF (MTS)
PB-1 Rs. 5200-20200 + GP Rs. 1800/-
(FOR ERSTWHILE GORUP-'D' EMPLOYEES)

1	Name of Post	MULTI-TASKING-STAFF
2	Number of Post	67
3	Classification	Group 'C' Non-Gazetted, Non-Ministerial
4	Pay Band and Grade Pay	Pay Band - 1 (Rs. 5200-20200) +Grade Pay Rs. 1800/-
5	Whether selection post or non selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruitment	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 the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.
8	Educational and other qualifications required for direct recruits	Matriculation or equivalent pass or ITI pass* (* As per special requirements of the post, if any)
9	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
10	Period of probation, if any	Two years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/deputation/absorption	Not applicable

	grades from which promotion/deputation/absorption to be made	
13.	If DPC exists, what is its composition	Group 'C' Departmental Promotion Committee for considering confirmation
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

Note: Approved by Executive Council in its meeting held on 31.03.2012 and Secretary (MWCD)-cum-Vice Chairperson NIPCCD vide e-Office receipt No. 102264/2017/NIPCCD (ADMN) dated 17.01.2017

DESIGNATION AND INDICATIVE LIST OF DUTIES

(Erstwhile Group 'D' posts of Peon, Daftry, Farash, Chowkidar, Safaiwala, Mali, Helper, Hostel Attendant, Reprography Attendant etc)

New suggested designation: MULTI-TASKING-STAFF

The duties would broadly include:

- a) Physical Maintenance of records of the Section.
- b) General cleanliness & upkeep of the Section/Unit/Hostel Building
- c) Carrying of files & other papers within the campus.
- d) Photocopying, sending of FAX, Attending Audio Visual and other office equipment, etc.
- e) Other non-clerical work in the Section/Unit/ Hostel.
- f) Assisting in routine office work like diary, dispatch etc., including on computer.
- g) Delivery of dak (outside the building).
- h) Watch & ward duties.
- i) Opening & closing of rooms.
- j) Cleaning of Rooms.
- k) Dusting of furniture etc.
- l) Cleaning of building, fixtures etc.
- m) Work related to his ITI qualifications, if it exists.
- n) Driving of vehicles, if in possession of valid driving licence.
- o) Upkeep of parks, lawns, potted plants etc.
- p) Any other work assigned by the superior authority.