

SCHEDULE FOR GROUP C NON TECHNICAL (MINISTERIAL POSTS)- MTS

Name of post	Number of post	Classification	Scale of Pay	Whether selection post or Non-selection post	Age limit for direct recruit
(1)	(2)	(3)	(4)	(5)	(6)
<p>1. MTS</p> <p>*Allerstwhile Group D Posts upgraded to Group C as MTS.</p> <p>(Erstwhile Group D posts namely-Female Orderly/Peon/Hostel Attendant/Chowkidar/Safaiwala/Sweeper-cum-Mali.)</p>	<p>71*(2019)</p> <p>*Subject to variation depending on work load</p>	<p>General Central Service (Group 'C'- Non-Gazetted, Non- Ministerial)</p>	<p>Level -I as per 7th CPC</p>	<p>Not applicable</p>	<p>Between 18 and 25 years of age. (Relaxation as per Government of India rules issued time to time)</p>

Educational and other qualification required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation if any	Method of recruitment whether by direct Recruitment or by promotion or by deputation/ Absorption & percentage of the posts to be filled by various methods.
(7)	(8)	(9)	(10)
Matriculation or equivalent pass or ITI pass (From any Govt. Recognized Board)	Not applicable	Two years	100% By Direct Recruitment only through SSC.

In case of recruitment by promotion/ deputation/absorption grades from which promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exists what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(11)	(12)	(13)
Not applicable	Not Applicable	Not Applicable

SCHEDULE FOR GROUP C NON TECHNICAL (MINISTERIAL POSTS)- LOWER DIVISION CLERK (LDC)

Name of post	Number of post	Classification	Scale of Pay	Whether selection post or Non-selection post	Age limit for direct recruit
(1)	(2)	(3)	(4)	(5)	(6)
1. LOWER DIVISION CLERK	15*(2019) *Subject to variation depending on work load	General Central Service (Group 'C'- Non-Gazetted, Ministerial)	Level -2 As per 7 th CPC	Not applicable	Between 18 and 25 years of age and (Relaxation as per Government of India rules issued time to time).

Educational and other qualification required for direct recruits	whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Period of probation if any	Method of recruitment whether by direct Recruitment or by promotion or by deputation/ Absorption & percentage of the posts to be filled by various methods.
(7)	(8)	(9)	(10)
Essential Qualifications: i. 12 th Pass or its equivalent qualification from & recognized Board or University. ii. Skill Test Norms: Typing speed on computer @ 35 words per minutes in English or 30 words per minutes in Hindi.	Age: No. Qualification: Yes	Two years	(i) 80 % Direct recruitment through Staff Selection Commission: (ii) 20% of vacancies shall be filled up from promotions amongst the eligible MTS staff having eight years regular service in the regional units and possess essential qualifications mentioned in column 7 (i)&(ii)

In case of recruitment by promotion/ deputation/absorption grades from which promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exists what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(11)	(12)	(13)
<p>Promotion: Amongst the eligible MTS staff having eight years regular service in the regional units and possess essential qualifications mentioned in column 7 (i)&(ii)</p>	<p>Group 'C' Departmental Promotion Committee consisting of:</p> <ol style="list-style-type: none"> 1. Joint Director of Training/ HOD of the concerned Unit Secretariat, DGT, Ministry of Skill Development and Entrepreneurship – Chairperson 2. Group 'A' Officer, concern unit secretariat/ WT/DGT, Ministry of Skill Development and Entrepreneurship – Member 3. A Group 'A' officer stationed in the same city, other than Ministry of Skill Development and Entrepreneurship – Member 4. Principal/Assistant Director of Training, NSTI, Women Training, DGT, (Ministry of Skill Development and Entrepreneurship) – Member Secretary 	<p>Not Applicable</p>

SCHEDULE FOR GROUP C NON TECHNICAL (MINISTERIAL POSTS)-UPPER DIVISION CLERK (UDC)

Name of post	Number of post	Classification	Scale of Pay	Whether selection post or Non-selection post	Age limit for direct recruit
(1)	(2)	(3)	(4)	(5)	(6)
1. UPPER DIVISION CLERK	22*(2019) *Subject to variation depending on work load	General Central Service (Group 'C'- Non-Gazetted, Ministerial)	Level -4 As per 7 th CPC	Non-Selection	Not Applicable

Educational and other qualification 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/ Absorption & percentage of the posts to be filled by various methods.
(7)	(8)	(9)	(10)
Not Applicable	Not Applicable	Two years.	By promotion, failing which by transfer/transfer on deputation.

In case of recruitment by promotion/ deputation/absorption grades from which promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exists what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(11)	(12)	(13)
<p>Promotion: LDC with 5 years regular service in the grade after appointment thereto from unit secretariat.</p> <p>Transfer: Persons from Central or State Government office Holding analogous posts.</p> <p>Transfer on Deputation: Persons from Central or State Government office holding analogous posts or holding posts in the pay level-2 with 5 years' service in the grade rendered after appointment thereto on a regular basis.</p> <p>Note:The departmental officers in the feeder category who are in the direct line on the promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p>	<p>Group 'C' Departmental Promotion Committee consisting of:</p> <ol style="list-style-type: none"> 1. Joint Director of Training/ HOD of the concerned Unit Secretariat, DGT, Ministry of Skill Development and Entrepreneurship – Chairperson 2. Group 'A' Officer, concern unit secretariat/ WT/DGT, Ministry of Skill Development and Entrepreneurship – Member 3. A Group 'A' officer stationed in the same city, other than Ministry of Skill Development and Entrepreneurship – Member 4. Principal/Assistant Director of Training, NSTI, Women Training, DGT, (Ministry of Skill Development and Entrepreneurship) –Member Secretary 	<p>Not Applicable</p>

SCHEDULE FOR GROUP C NON TECHNICAL (MINISTERIAL POSTS)- STENO Gr.D

Name of post	Number of post	Classification	Scale of Pay	Whether selection post or Non-selection post	Age limit for direct recruit
(1)	(2)	(3)	(4)	(5)	(6)
1. STENO (D)	11*(2019) *Subject to variation depending on work load	General Central Service (Group 'C'- Non-Gazetted, Ministerial)	Level -4 As per 7 th CPC	Not applicable	Between 18 and 27 years of age and (Relaxation as per Government of India rules issued time to time)

Educational and other qualification required for direct recruits	whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Period of probation if any	Method of recruitment whether by direct Recruitment or by promotion or by deputation/ Absorption & percentage of the posts to be filled by various methods.
(7)	(8)	(9)	(10)
Essential Qualifications: i. Candidates must have passed 12th Standard or equivalent from a recognised Board or University. ii. Should possess a speed of not less than @80 Word per minutes in English / Hindi in Shorthand and 30/25 word per minutes in English/ Hindi Typewriting on computer only.	Age: No. Qualification: Yes	Two years	By promotion, failing which by direct recruitment through SSC.

In case of recruitment by promotion/ deputation/absorption grades from which promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exists what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(11)	(12)	(13)
<p>Promotion (Unit Basis):</p> <p>Lower Division Clerk with 5 years regular service in the grade and possessing the stenography and typing speed as prescribed for direct recruits in Column 7 (i) & (ii) on the basis of a skill test in Stenography-English / Hindi on Unit basis.</p>	<p>Group 'C' Departmental Promotion Committee consisting of:</p> <ol style="list-style-type: none"> 1. Joint Director of Training/ HOD of the concerned Unit Secretariat, DGT, Ministry of Skill Development and Entrepreneurship – Chairperson 2. Group 'A' Officer, concern unit secretariat/ WT/DGT, Ministry of Skill Development and Entrepreneurship – Member 3. A Group 'A' officer stationed in the same city, other than Ministry of Skill Development and Entrepreneurship – Member 4. Principal/Assistant Director of Training, NSTI, Women Training, DGT, (Ministry of Skill Development and Entrepreneurship) – Member Secretary 	<p>Not Applicable</p>

SCHEDULE FOR GROUP C NON TECHNICAL (MINISTERIAL POSTS)- DATA ENTRY OPERATOR (DEO)

Name of post	Number of post	Classification	Scale of Pay	Whether selection post or Non-selection post	Age limit for direct recruit
(1)	(2)	(3)	(4)	(5)	(6)
DATA ENTRY OPERATOR	07*(2019) *Subject to variation depending on work load	General Central Service (Group 'C'- Non-Gazetted, Ministerial)	Level -4 As per 7 th CPC	Not Applicable	Between 18 and 27 years of age and (Relaxation as per Government of India rules issues time to time)

Educational and other qualification required for direct recruits	whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Period of probation if any	Method of recruitment whether by direct Recruitment or by promotion or by deputation/ Absorption & percentage of the posts to be filled by various methods.
(7)	(8)	(9)	(10)
Essential Qualifications: i. 12 th Standard Pass or equivalent. ii. Should possess a speed of not less than 8000 Key depression per hour for Data Entry work. DESIRABLE: iii. Preference will be given to candidate knowing operation of Key Board of Computer in Hindi and English both. Note 1: The qualifications are relaxable at the discretion of Staff Selection Commission/ Competent Authority in case of candidates otherwise well qualified.	Age: No. Qualification: Yes	Two years	By promotion, failing which by direct recruitment through SSC.

In case of recruitment by promotion/ deputation/absorption grades from which promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exists what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(11)	(12)	(13)
<p>Promotion (Unit Basis):</p> <p>Lower Division Clerks with 5 years regular service in the grade and possessing the prescribed qualifications for direct recruits in Column 7(i) & (ii) on the basis of a skill test.</p>	<p>Group 'C' Departmental Promotion Committee consisting of:</p> <ol style="list-style-type: none"> 1 Joint Director of Training/ HOD of the concerned Unit Secretariat, DGT, Ministry of Skill Development and Entrepreneurship – Chairperson 2. Group 'A' Officer, concern unit secretariat/ WT/DGT, Ministry of Skill Development and Entrepreneurship – Member 3. A Group 'A' officer stationed in the same city, other than Ministry of Skill Development and Entrepreneurship - Member 4. Principal/Assistant Director of Training, NSTI, Women Training, DGT, (Ministry of Skill Development and Entrepreneurship) – Member <p>Secretary</p>	<p>Not Applicable</p>

SCHEDULE FOR GROUP C NON TECHNICAL (MINISTERIAL POSTS) - ACCOUNTANT

Name of post (1)	Number of post (2)	Classification (3)	Scale of Pay (4)	Whether selection post or Non-selection post (5)	Age limit for direct recruit (6)
ACCOUNTANT	18*(2019) *Subject to variation depending on work load	General Central Service (Group 'C'- Non-Gazetted, Ministerial)	Level 5 As per 7 th CPC	Selection	Not Applicable

Educational and other qualification required for direct recruits (7)	whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes (8)	Period of probation if any (9)	Method of recruitment whether by direct Recruitment or by promotion or by deputation/ Absorption & percentage of the posts to be filled by various methods. (10)
Not Applicable	Not applicable	Two Years	By promotion, failing which by Transfer/transfer on deputation.

In case of recruitment by promotion/ deputation/absorption grades from which promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exists what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(11)	(12)	(13)
<p>Promotion:</p> <p>i. UDC with 05 years regular services in the grade after appointment thereto in the unit secretariat.</p> <p style="text-align: center;">OR</p> <p>ii. Steno-D/Hostel Warden/Data Entry Operator(DEO) having 05 years regular services in the grade after appointment thereto from unit secretariat</p> <p>Note-Steno-D/Hostel Warden / Data Entry Operator shall complete the essential training provided by ISTM on cash and accounts, if selected.</p>	<p>Group 'C' Departmental Promotion Committee consisting of:</p> <ol style="list-style-type: none"> 1. Joint Director of Training/ HOD of the concerned Unit Secretariat, DGT, Ministry of Skill Development and Entrepreneurship – Chairperson 2. Group 'A' Officer, concern unit secretariat/ WT/DGT, Ministry of Skill Development and Entrepreneurship – Member 3. A Group 'A' officer stationed in the same city, other than Ministry of Skill Development and Entrepreneurship - Member 4. Principal/Assistant Director of Training, NSTI, Women Training, DGT, (Ministry of Skill Development and Entrepreneurship) –Member Secretary 	Not Applicable

SCHEDULE FOR GROUP C NON TECHNICAL (MINISTERIAL POSTS) - HOSTEL WARDEN

Name of post	Number of post	Classification	Scale of Pay	Whether selection post or Non-selection post	Age limit for direct recruit
(1)	(2)	(3)	(4)	(5)	(6)
HOSTEL WARDEN	04*(2019) *Subject to variation depending on work load	General Central Service (Group 'C'- Non-Gazetted, Ministerial)	Level -4 As per 7 th CPC	Not Applicable	Between 18 and 27 years of age and (Relaxation as per Government of India rules issued time to time)

Educational and other qualification required for direct recruits	whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Period of probation if any	Method of recruitment whether by direct Recruitment or by promotion or by deputation/ Absorption & percentage of the posts to be filled by various methods.
(7)	(8)	(9)	(10)
Essential Qualifications: I. Bachelor's or Master's/Post Graduate Degree or Post Graduate Diploma in any stream/discipline/subject from a recognized University or institution. II. Two years' experience in administration, cash and accounts work or maintaining Hostel for students. III. Only female candidates to be considered for the post.	Age: No. Qualification: Yes	Two years	100 percent by promotion failing which by direct recruitment.

In case of recruitment by promotion/ deputation/absorption grades from which promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exists what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(11)	(12)	(13)
<p>Promotion: Lower Division Clerks who have directly been recruited through Staff Selection Commission with 5 years regular service in the grade rendered after appointment thereto on regular basis.</p> <p>Note (1) - Only female Lower Division Clerks would be considered in the order of their seniority on All India basis.</p> <p>Note (2) – Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior(s) would also be considered. Provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years whichever is less, and have successfully completed their probation period for promotion to next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p>	<p>Group 'C' Departmental Promotion Committee consisting of:</p> <ol style="list-style-type: none"> 1. Joint Director of Training/ HOD of the concerned Unit Secretariat, DGT, Ministry of Skill Development and Entrepreneurship – Chairperson 2. Group 'A' Officer, concern unit secretariat/ WT/DGT, Ministry of Skill Development and Entrepreneurship – Member 3. A Group 'A' officer stationed in the same city, other than Ministry of Skill Development and Entrepreneurship – Member 4. Principal/Assistant Director of Training, NSTI, Women Training, DGT, (Ministry of Skill Development and Entrepreneurship) – Member Secretary 	Not Applicable

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