

RECRUITMENT RULES FOR THE POST OF DEPUTY DIRECTOR ADMIN (DDA)

1.	Name of Post	Deputy Director Admin
2.	Number of Post	1* (2023) * Subject to Variation dependent on workload.
3.	Classification	General Central Services Group B
4.	Pay Level in Pay Matrix	Level-9
5.	Whether selection post or non selection post	Selection
6.	Age limit for direct recruitment	Not Applicable
7.	Educational and other qualifications required for direct recruit	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not Applicable
9.	Period of probation, if any	No Probation
10.	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 promotion failing which by deputation
11.	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p><u>By Promotion-</u> From amongst the Registrar Education with two years regular service in the cadre after appointment thereto.</p> <p>Note:- The candidate should have done mandatory ICT skills training/course as per DOP letter No. 28/69-IH(12)Pers.&Trg.-2019/17927 dated 25.11.2019.</p> <p><u>By Deputation-</u> From the officials of Central Govt/ State Govt/ Union Territory Administration</p> <p>i) Holding analogous posts on regular basis and</p> <p>B) Possessing Degree or equivalent from recognized university and having experience of dealing with educational matters in a college/school or an educational institute etc.</p> <p>(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ department shall ordinarily not exceed one year)</p>
12.	IF DPC exists, what is its composition	<p>Yes, Group 'B'-DPC for promotion:</p> <ol style="list-style-type: none"> 1. Secretary Education- Chairperson 2. Director Higher Education- Member 3. Representative of Director Social Welfare, Women and Child Development-Member 4. Representative of Department of Personnel-Member 5. Representative of SC/ ST category - Member
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

RECRUITMENT RULES FOR THE POST OF REGISTRAR (EDUCATION)

1.	Name of Post	Registrar (Education)
2.	Number of Post	2* (2023) * Subject to Variation dependent on workload.
3.	Classification	General Central Services Group B (Ministerial)
4.	Pay Level in Pay Matrix	Level-9
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Not Applicable
7.	Educational and other qualifications required for direct recruit	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotès	Not Applicable
9.	Period of probation, if any	No Probation
10.	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 promotion failing which by deputation
11.	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p>By Promotion- From amongst the Departmental Supdt: Grade-I with two years regular service in level 9 under 7th CPC.</p> <p align="center">Or</p> <p>Superintendent Grade-II with five years regular service in level 6 under 7th CPC.</p> <p>Note:- The candidate should have done mandatory ICT skills training/course as per DOP letter No. 28/69-IH(12)Pers.& Trg.-2019/17927 dated 25.11.2019.</p> <p>By Deputation- From the officials of Central Govt./ State Govt./ Union Territory Administration Holding analogous posts on regular basis;</p> <p align="center">or</p> <p>i) with two years regular service as Supdt. Grade-I in level 9 under 7th CPC;</p> <p align="center">or</p> <p>ii) With five year regular service as Superintendent Grade-II in level 6 under 7th CPC or equivalent and</p> <p>b) Possessing a University Degree or equivalent from recognized university and having experience of dealing with educational matters in a college/school or an educational institute etc.</p> <p>(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/department shall ordinarily not exceed three years)</p>
12.	IF DPC exists, what it its composition	<p>Yes, Group 'B'-DPC for promotion:</p> <ol style="list-style-type: none"> Secretary Education- Chairperson Director Higher Education- Member Representative of Director Social Welfare, Women and Child Development-Member Representative of Department of Personnel-Member Representative of SC/ ST category – Member.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable.