# HANDBOOK ON RECRUITMENT RULES, 2010

## 1. **GUIDELINES**

## 2. **IMPORTANT ORDERS**

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   – Date of regular appointment of the incumbents to the upgraded post.
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   Revision of guidelines for framing/ amendment/ relaxation of recruitment rules – consideration
   of seniors in cases where juniors are considered.

32. DOPT OM No. AB-14017/43/ 93-
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   – Date of regular appointment of the
   incumbents to the upgraded post.

33. DOPT O.M. No. AB-14017/12/88-
   Estt. (RR) dated 25.3.1996
   Recruitment Rules for newly created posts
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34. DOPT O.M. No. AB-14017/12/97 –
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35. DOPT Notification No GSR 758(E)
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36. DOPT OM No. 35034/7/97-
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   30/07/2007
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40. DOP&PW OM No. 7/7/2008-P&PW
   (F) dated 13.2.2009
   Implementation of Government’s decision on
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41. DOPT OM No. AB 14017/66/2008-
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42. DOPT OM No.AB.14017/61/2008-
   Estt. (RR) dated 24.3.2009
   Sixth Central Pay Commission's
   recommendations revision of pay scales-
   amendment of Service Rules/ Recruitment
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43. DOPT OM No. AB.14017/64/2008-
   Estt.(RR) dated 24/04/2009
   Non-Functional upgradation for Officers of
   Organised Group 'A' Services in PB-3 and PB-
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44. No. AB 14017/64/2008-Estt. (RR)
   dated 25/09/2009
   Classification of posts/ Service

45. DOPT S.O. 946(E) dated 9.4.2009
   (File No. 11012/7/2008-Estt. A)
   Sixth Central Pay Commission's
   recommendations - revision of pay scales -
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46. DOPT OM No. AB. 14017/ 61/ 2008-
   Estt.(RR) dt. 12/03/2010
   CCS and Civil Posts, Lower Division Clerk
   (Educational and other Qualifications for Direct

47. DOPT Notification No. AB -14017/32/2009 Estt.(RR) dt. 04/08/2010
   Modified Flexible Complementing Scheme for
   Scientists based on the recommendations of
the 6th Central Pay Commission.

3.(I) RECRUITMENT RULES UPDATED AFTER 6TH CPC

(1) Lower Division Clerk
(2) Stenographer Grade II post in non-Secretariat Organizations
(3) Multi-Tasking Staff i.e. Group C posts in Pay Band-1, with Grade Pay of Rs. 1800/- (pre-revised Group D posts)
(4) Upper Division Clerk

3.(II) EXISTING RECRUITMENT RULES

(1) Accounts Officer, Assistant Accounts Officer and Junior Accounts Officer/Accountant
(2) Computer Programming & Information System
   (a) Director
   (b) Joint Director/System Supervisor/Principal System Analyst
   (c) Sr. Programmer / Sr.System Analyst / Data Processing Manager
   (d) Programmer / System Analyst
   (e) Jr. Programmer / Assistant Programmer System Security Officer
   (f) Programme Assistant-cum-Console Operator/Programming Assistant
(3) Data Entry Operator
   (a) Grade-A
   (b) Grade-B
   (c) Grade-C
   (d) Grade-D
   (e) Data Processing Assistant Grade A
(4) Library Discipline
   (a) Junior Library Attendant
   (b) Library Attendant
   (c) Senior Library Attendant
   (d) Library Clerk
   (e) Library & Information Assistant
(5) Hindi Officer
(6) Junior & Senior Hindi Translator
(7) Senior Personal Assistant
(8) Store Supervisors
   (a) Grade-I,
   (b) Grade-II
   (c) Store Keeper Grade-I
   (d) Store Keeper Grade-II
(9) Draftsmen
   (a) Grade-I
   (b) Grade-II
   (c) Grade-III
(10) Administrative Officer
(11) (a) Senior Analyst Works Study
     (b) Junior Analyst Works Study
(12) (a) Welfare Officer
     (b) Labour Officer/Labour Welfare Officer