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इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह पृथक संकलन के रूप में रखा जा सके  
Separate Paging is given to this Part in order that it may be filed as a separate compilation

भाग II—खण्ड 3—उप-खण्ड (i)  
PART II—Section 3—Sub-section (i)

भारत सरकार के मंत्रालयों ( रक्षा मंत्रालय को छोड़कर ) और केन्द्रीय अधिकारियों ( संघ राज्य क्षेत्र प्रशासनों को छोड़कर ) द्वारा विधि के अंतर्गत बनाए और जारी किए गए साधारण सांविधिक नियम ( जिनमें साधारण प्रकार के आदेश, उप-नियम आदि सम्मिलित हैं )

General Statutory Rules (Including Orders, Bye-laws etc. of a general character) issued by the Ministries of the Government of India (other than the Ministry of Defence) and by the Central Authorities (other than the Administrations of Union Territories)

**MINISTRY OF MINORITY AFFAIRS**

New Delhi, the 29th December, 2015

**G.S.R. 9.**—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 Typist (Urdu) in the Ministry of Minority Affairs, namely:-

**1. Short title and commencement .-**

(1) These rules may be called the Ministry of Minority Affairs, Typist (Urdu), Group 'C' Post Recruitment Rules, 2015.

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

**2. Number of post, its classification and pay band and grade pay or pay scale.-** The number of the said post, its classification and the Pay Band and Grade Pay/Pay Scale attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

**3. Method of recruitment, age-limit and qualifications, etc. .-** The method of recruitment, age-limit, educational and other qualifications relating there to shall be as specified in columns (5) to (13) of the said 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 expedient so to do, it may, by order, for reason to be recorded in writing and in consultation with the Staff Selection 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 reservations, relaxation of age-limit and other concessions required to be provided for the Schedule 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 posts	Classification.	Pay band and grade pay or pay scale	Whether selection or non-selection post
(1)	(2)	(3)	(4)	(5)
Typist (Urdu)	1*(2015) *subject to variation depending on workload.	General Central Service Group 'C' Non-Gazetted, Ministerial	Pay Band PB-1: Rs. 5200-20200, plus grade pay Rs. 1900	Not applicable



for direct recruits.	other qualifications required for direct recruits.	and educational qualifications prescribed for direct recruits will apply in the case of promotees.	probation, if any.	recruitment : whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	promotion or deputation/absorption grades from which promotion or deputation/absorptions is to be made.
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(6)	(7)	(8)	(9)	(10)	(11)
<p>Between 18 and 25 years (relaxation of the upper age-limit for Departmental candidates upto 40 years for appointment by direct recruitment to Groups 'C' posts) in accordance with the instructions or orders issued by the Central Government).</p> <p><b>Note 1:</b> The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal 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 and Lakshadweep).</p> <p><b>Note 2:</b> In the case of recruitment made through the Employment Exchange, the crucial date for determining the age-limit shall be the last date up to which the Employment Exchange is asked to submit the names.</p>	<p><b>Essential:</b></p> <p>(i) Pass in 10<sup>th</sup> Standard or equivalent from recognized Board or University with English/Hindi and Urdu as subject.</p> <p>(ii) A typing speed of 30 wpm in Urdu.</p> <p><b>Desirable:</b></p> <p>Minimum of three years experience of typing speed of 30 wpm in Urdu.</p>	Not applicable.	Two years.	Direct Recruitment failing which by Deputation (including short-term contract)/Absorption.	<p><b>Deputation/Absorption:</b></p> <p>Group 'D' employees of the Central Government in the Pay Band: PB-I with grade pay of Rs.1800/- who have put in a minimum of three years regular service in the grade and having the following qualifications:-</p> <p>(i) Pass in 10<sup>th</sup> standard or equivalent from recognized Board or University with English/Hindi and Urdu as subject.</p> <p>(ii) A typing speed of 30 wpm in Urdu.</p>



If a Departmental Promotion Committee exists, what is its composition?	Circumstances in which UPSC is to be consulted in making recruitment.
(12)	(13)
<p><b>Deputation/Absorption.</b></p> <p>Group 'C' Departmental Promotion Committee(for considering deputation and confirmation) consisting of :—</p> <p>(1) Deputy Secretary (Administration) -Chairman;</p> <p>(2) Under Secretary (Administration) - Member, and</p> <p>(3)Deputy Secretary or Under Secretary who belongs to Scheduled Caste or Scheduled Tribe representative –Member.</p>	<p>Consultation with Staff Selection Commission is necessary for appointment to the post on each occasion.</p>

[F.No. A-12017/1/2015-Estt.]

D. S. BIST, Jt. Secy.