



**SAVITRIBAI PHULE NATIONAL INSTITUTE OF WOMEN AND CHILD DEVELOPMENT**  
**5, SIRI INSTITUTIONAL AREA, HAUZ KHAS, NEW DELHI - 110016**

No. NIP-13/13/2013-o/o JD(CS)

Dated: 16.01.2026

**OFFICE MEMORANDUM**

**Subject: Amendments in Recruitment Rules of various posts in SPNIWCD – reg.**

The undersigned is directed to say that as per the DoPT's OM No. 14017/61/2008-Estt.(RR) dated 13.10.2015, proposals for framing/amendments of Recruitment Rules are required to be uploaded on the website of the organization for a period of 30 days for comments from the stakeholders. Accordingly, draft Recruitment Rules of various posts of SPNIWCD are hereby uploaded on the Institute's website. All the stakeholders, including employees of the Institute, are requested to offer their objections and suggestion, if any, to the undersigned within a period of 30 days either by Dak or by Hand or by e-mail. In case no comments are received within the stipulated date, SPNIWCD will proceed with the proposal to amend aforesaid RRs.

*Hemambika Varma*  
(Hemambika Varma) 16/1/26

DD(Admn.) I/c

Tel No. 011-26863121

Email: [Hemambika.nipccd@gov.in](mailto:Hemambika.nipccd@gov.in)

Encl: As above

NIC, SPNIWCD for uploading on website

**Copy to:-**

1. Deputy Secretary, MWCD, New Delhi - for information.
2. All employees of SPNIWCD including its Regional Centres.

### Draft amendments in Recruitment Rules of various posts in SPNIWCD

1	Name of the post	Director
2	Number of post	1* (2026) *(Subject to variation dependent on workload)
3	Classification	Group 'A'
4	Level in Pay Matrix	Level 13A (Rs 131100-216600) in Pay Matrix
5	Whether Selection Post or Non-selection post	Selection
6	Age limit for direct recruitment	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	By Composite method [deputation (including short term contract)/ Promotion]
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation /absorption is to be made	<p><u>By Composite method</u>  <u>By deputation (including short term contract )</u>  Officers of the Central Government or State Governments or Union Territories or Recognized Research Institutions or Public Sector Undertaking or Universities or Autonomous Bodies or Statutory Bodies-</p> <p>(a)(i) Holding analogous post on regular basis in the parent cadre or department  or  With 2 years' service in the grade rendered after appointment thereto on regular basis in posts in Pay level 13 of the Pay Matrix or equivalent in the parent cadre or department  or  With 6 years' service in the grade rendered after appointment thereto on regular basis in posts in Pay level 12 of the Pay Matrix or equivalent in the parent cadre or department and</p>

		<p>(b)possessing the following educational qualifications and experience-</p> <p>Doctoral degree in Sociology or Social Work or Psychology or Health or Nutrition or Statistics or Economics or Law or Child Development or Women Studies from a recognized University or Institute; and</p> <p>(ii) Ten years' experience in supervising training and research in the field of women and child development.</p> <p><b>Note 1:</b> The departmental Additional Director in pay level 13 (Rs. 123100-215900) with two years of regular service in the grade shall also be considered along with the outside candidates and in the case such person is selected for appointment, the post shall be deemed to have been filled by promotion.</p> <p><b>Note 2:</b> The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 3 :</b> The period of deputation (ISTC) in other ex-cadre posts held immediately preceding this appointment in the same or other organization or department of the Central Government shall ordinarily not exceed 5 years.</p> <p><b>Note 4:</b> The maximum age limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date for receipt of application.</p> <p><b>Note 5:</b> For the purpose of appointment of deputation basis, the service rendered on regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the recommendation of the 7<sup>th</sup> Central Pay Commission has been extended, shall be deemed to be service rendered in the Pay Level in the pay matrix based on a recommendation of the said Pay Commission except where there has been merger of more than one pre revised scale of pay into one grade with a common pay level or pay matrix and where this benefit will extend only for the post(s) for which that pay level or pay</p>
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		matrix is the normal replacement level without any upgradation.
12	If a Departmental Promotion Committee exists, what is its composition	Not applicable
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable

1	Name of the post	Additional Director
2	Number of post	2* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'A'
4	Level in Pay Matrix	Level 13 (Rs 123100-215900) in Pay Matrix
5	Whether Selection Post or Non-selection post	Selection
6	Age limit for direct recruitment	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	By Promotion, failing which by Deputation(including short term contract)
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation /absorption is to be made	<p><b><u>Promotion :</u></b> Joint Director/Regional Director in Pay level 12 (Rs 78800-209200) in Pay Matrix with 5 years of regular service and have Doctoral degree in Sociology or Social Work or Psychology or Health or Nutrition or Statistics or Economics or Law or Child Development or Women Studies from a recognized University or Institute.</p> <p><b>Note 1:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall 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 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the recommendations of the Seventh Central Pay Commission has been extended, shall be deemed</p>

		<p>to be service rendered in the corresponding pay level extended based on the recommendations of the said Pay Commission.</p> <p><b><u>Deputation (including short term contract )</u></b>  Officers of the Central Government or State Governments or Union Territories or Recognized Research Institutions or Public Sector Undertaking or Universities or Autonomous Bodies or Statutory Bodies-</p> <p>(a)(i) Holding analogous post on regular basis in the parent cadre or department  or  With 5 years' service in the grade rendered after appointment thereto on regular basis in posts in Pay level 12 of the Pay Matrix or equivalent in the parent cadre or department  or  With 10 years' service in the grade rendered after appointment thereto on regular basis in posts in Pay level 11 of the Pay Matrix or equivalent in the parent cadre or department and</p> <p>(b)possessing the following educational qualifications and experience-</p> <p><b><u>Essential:</u></b>  (i) Doctoral degree in Sociology, Social Work or Psychology or Health or Nutrition or Statistics or Economics or Law or Child Development or Women Studies from a recognized University or Institute; and</p> <p>(ii) Ten years' experience in training and research in the field of women and child development.</p> <p><b><u>Desirable:</u></b>  Research publications/ papers published in Peer Reviewed/ UGC listed Journals.</p> <p><b>Note 3:</b> The departmental officer in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 4:</b> The period of deputation (ISTC) including period of deputation (ISTC) in other ex-cadre posts held immediately preceding this appointment in the same or other organization or department of the</p>
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		<p>Central Government shall ordinarily not to exceed 5 years.</p> <p><b>Note 5:</b> The maximum age limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date for receipt of applications.</p> <p><b>Note 6:</b> For the purpose of appointment of deputation basis, the service rendered on regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the recommendation of the 7<sup>th</sup> Central Pay Commission has been extended, shall be deemed to be service rendered in the Pay Level in the pay matrix based on a recommendation of the said Pay Commission except where there has been merger of more than one pre revised scale of pay into one grade with a common pay level or pay matrix and where this benefit will extend only for the post(s) for which that pay level or pay matrix is the normal replacement level without any upgradation.</p>
12	If a Departmental Promotion Committee exists, what is its composition	<p>Departmental Promotion Committee (for promotion)</p> <ol style="list-style-type: none"> <li>1. Secretary, Ministry of Women and Child Development- Chairman</li> <li>2. Additional Secretary/ Joint Secretary in charge of SPNIWCD in the Ministry of Women and Child Development- Member</li> <li>3. Director, SPNIWCD- Member</li> </ol>
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable

1	Name of the post	Joint Director (Programme Division)/Regional Director
2	Number of post	10* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'A'
4	Level in Pay Matrix	Level 12 (Rs 78800-209200) in Pay Matrix
5	Whether Selection Post or Non-selection post	Selection
6	Age limit for direct recruitment	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	70% by promotion 30% by deputation(including short term contract)
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	<p><b><u>Promotion</u></b> Deputy Director in Pay level 11 (Rs 67700-208700) in Pay Matrix with 5 years of regular service and have Doctoral degree in Sociology, Social Work or Psychology or Health or Nutrition or Statistics or Economics or Law or Child Development or Women Studies from a recognized University or Institute.</p> <p><b>Note 1:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall 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 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the recommendations of the Seventh Central Pay Commission has been extended, shall be deemed</p>



		<p>to be service rendered in the corresponding pay level extended based on the recommendations of the said Pay Commission.</p> <p><b><u>Deputation (including short term contract )</u></b>  Officers of the Central Government or State Governments or Union Territories or Recognized Research Institutions or Public Sector Undertaking or Universities or Autonomous Bodies or Statutory Bodies-</p> <p>(a)(i) Holding analogous post on regular basis in the parent cadre or department  or  With 5 years' service in the grade rendered after appointment thereto on regular basis in posts in Pay level 11 of the Pay Matrix or equivalent in the parent cadre or department  or  With 10 years' service in the grade rendered after appointment thereto on regular basis in posts in Pay level 10 of the Pay Matrix or equivalent in the parent cadre or department and</p> <p>(b)possessing the following educational qualifications and experience-</p> <p><b><u>Essential:</u></b>  (i) Doctoral degree in Sociology, Social Work or Psychology or Health or Nutrition or Statistics or Economics or Law or Child Development or Women Studies from a recognized University or Institute; and</p> <p>(ii) Five years' experience in training and research in the field of women and child development.</p> <p><b><u>Desirable:</u></b>  Research publications/papers published in Peer Reviewed/ UGC listed Journals.</p> <p><b>Note 3:</b> The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 4:</b> The period of deputation (ISTC) including period of deputation (ISTC) in other ex-cadre posts held immediately preceding this appointment in the same or other organization or department of the Central Government shall ordinarily not to exceed 5 years.</p>
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		<p><b>Note 5:</b> The maximum age limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date for receipt of applications.</p> <p><b>Note 6:</b> For the purpose of appointment of deputation basis, the service rendered on regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the recommendation of the 7<sup>th</sup> Central Pay Commission has been extended, shall be deemed to be service rendered in the Pay Level in the pay matrix based on a recommendation of the said Pay Commission except where there has been merger of more than one pre revised scale of pay into one grade with a common pay level or pay matrix and where this benefit will extend only for the post(s) for which that pay level or pay matrix is the normal replacement level without any upgradation.</p>
12	If a Departmental Promotion Committee exists, what is its composition	<p>Departmental Promotion Committee (for promotion)</p> <ol style="list-style-type: none"> <li>1. Secretary, Ministry of Women and Child Development- Chairman</li> <li>2. Additional Secretary/ Joint Secretary in charge of SPNIWCD in the Ministry of Women and Child Development- Member</li> <li>3. Director, SPNIWCD- Member</li> </ol>
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable

1	Name of the post	Joint Director (Common Services)
2	Number of post	1* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'A'
4	Level in Pay Matrix	Level 12 (Rs 78800-209200) in Pay Matrix
5	Whether Selection Post or Non-selection post	Selection
6	Age limit for direct recruitment	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	By Composite method[deputation( including short term contract)/ promotion]
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	<p><u>By Composite method</u>  <u>By deputation (including short term contract )</u>  Officers of the Central Government or State Governments or Union Territories or Recognized Research Institutions or Public Sector Undertaking or Universities or Autonomous Bodies or Statutory Bodies-</p> <p>(a)(i) Holding analogous post on regular basis in the parent cadre or department  or  With 5 years' service in the grade rendered after appointment thereto on regular basis in posts in Pay level 11 of the Pay Matrix or equivalent in the parent cadre or department  or</p> <p>With 10 years' service in the grade rendered after appointment thereto on regular basis in posts in Pay level 10 of the Pay Matrix or equivalent in the parent cadre or department and  (b)possessing the following educational qualifications and experience-</p>

		<p>(i) Graduate from any recognized University and (ii) 5 years' experience in establishment/ administration/ finance and accounts/ Court cases.</p> <p><b>Note 1:</b> The departmental Deputy Director (Admn) or Deputy Director (Accounts) in level 11 (Rs 67700-208700) in Pay Matrix with 5 years of regular service in the grade may also be considered along with the outside candidates and in case such person is selected for appointment, the post shall be deemed to have been filled on promotion.</p> <p><b>Note 2:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite or qualifying or eligibility service by more than half of such qualifying or eligibility service, or one year, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service</p> <p><b>Note 3:</b> The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 4:</b> Period of deputation (ISTC) in other ex-cadre posts held immediately preceding this appointment in the same or other organization or department of the Central Government shall ordinarily not exceed 5 years.</p> <p><b>Note 5:</b> The maximum age limit for appointment by deputation (ISTC) shall not exceed 56 years as on the closing date for receipt of application.</p> <p><b>Note 6:</b> For the purpose of appointment of deputation basis, the service rendered on regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the recommendation of the 7<sup>th</sup> Central Pay Commission has been extended, shall be deemed to be service rendered in the Pay Level in the pay matrix based on a recommendation of the said Pay Commission except where there has been merger of more than one pre revised scale of pay into one grade with a common pay level or pay matrix and where this benefit will extend only for the post(s) for which that pay level or pay</p>
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		matrix is the normal replacement level without any upgradation.
12	If a Departmental Promotion Committee exists, what is its composition	Not applicable
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable

	Name of the post	Deputy Director (Programme Division)
2	Number of post	16* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'A'
4	Level in Pay Matrix	Level 11 (Rs 67700-208700) in Pay Matrix
5	Whether Selection Post or Non-selection post	Selection
6	Age limit for direct recruitment	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	80% by promotion 20% by deputation(including short term contract)
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/ absorption is to be made	<p><b><u>By promotion</u></b> Assistant Director in Level 10 (Rs 56100-177500) in Pay Matrix with 5 years of regular service in the grade.</p> <p><b>Note 1:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall 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 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the recommendations of the Seventh Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding pay level extended based on the recommendations of the said Pay Commission.</p>

		<p><b><u>By deputation (including short term contract )</u></b>  Officers of the Central Government or State Governments or Union Territories or Recognized Research Institutions or Public Sector Undertaking or Universities or Autonomous Bodies or Statutory Bodies-</p> <p>(a)(i) Holding analogous post on regular basis in the parent cadre or department  or  With 5 years' service in the grade rendered after appointment thereto on regular basis in posts in Pay level 10 of the Pay Matrix or equivalent in the parent cadre or department and</p> <p>(b)possessing the following educational qualifications and experience-</p> <p><b><u>Essential</u></b>  (i) Post Graduate degree in Sociology, Social Work or Psychology or Public Administration or Health or Nutrition or Statistics or Economics or Law or Child Development or Women Studies from a recognized University or Institute; and  (ii) Five years' experience in training and research in the field of women and child development</p> <p><b><u>Desirable</u></b>  Doctoral degree in any of the subjects mentioned above.</p> <p><b>Note 3:</b> The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 4 :</b> The period of deputation (ISTC) in other ex-cadre posts held immediately preceding this appointment in the same or other organization or department of the Central Government shall ordinarily not exceed 5 years.</p> <p><b>Note 5:</b> The maximum age limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date for receipt of application.</p> <p><b>Note 6:</b> For the purpose of appointment of deputation basis, the service rendered on regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the recommendation of the 7<sup>th</sup> Central Pay Commission has</p>
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		been extended, shall be deemed to be service rendered in the Pay Level in the pay matrix based on a recommendation of the said Pay Commission except where there has been merger of more than one pre revised scale of pay into one grade with a common pay level or pay matrix and where this benefit will extend only for the post(s) for which that pay level or pay matrix is the normal replacement level without any upgradation.
12	If a Departmental Promotion Committee exists, what is its composition	Departmental Promotion Committee (for promotion) <ol style="list-style-type: none"> <li>1. Director, SPNIWCD - Chairman</li> <li>2. Director/Deputy Secretary in charge of SPNIWCD in the Ministry of Women and Child Development- Member</li> <li>3. Addl Director, SPNIWCD - Member</li> </ol>
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable



1	Name of the post	Deputy Director (Common Services)
2	Number of post	1* (2026)*(Subject to variation dependent on workload) (One)
3	Classification	Group 'A'
4	Level in Pay Matrix	Level 11 (Rs 67700-208700) in Pay Matrix
5	Whether Selection Post or Non-selection post	Selection
6	Age limit for direct recruitment	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	By Composite method[deputation( including short term contract)/ promotion]
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	<p><b><u>By Composite method</u></b>  <b><u>By deputation (including short term contract )</u></b>  Officers of the Central Government or State Governments or Union Territories or Recognized Research Institutions or Public Sector Undertaking or Universities or Autonomous Bodies or Statutory Bodies-</p> <p>(a)(i)Holding analogous post on regular basis in the parent cadre or department  or  With 5 years' service in the grade rendered after appointment thereto on regular basis in posts in Pay level 10 of the Pay Matrix or equivalent in the parent cadre or department  or  With 9 years' service in the grade rendered after appointment thereto on regular basis in posts in pay level 7 of the Pay Matrix or equivalent in the parent cadre or department and</p> <p>(b)possessing the following educational qualifications and experience-</p>

		<p>Graduate from a recognized university and 2 years' experience in establishment/administrative matters and having knowledge of computers.</p> <p><b>Note 1:</b> The departmental Assistant Administrative Officer in level-7 (Rs 44900-142400) in Pay Matrix with 9 years of regular service in the grade will also be considered along with outside candidates and in case the person is selected for appointment, the post shall be deemed to be filled up by promotion.</p> <p><b>Note 2:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite or qualifying or eligibility service by more than half of such qualifying or eligibility service, or one year, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service</p> <p><b>Note 3:</b> The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 4:</b> Period of deputation (ISTC) in other ex-cadre posts held immediately preceding this appointment in the same or other organization or department of the Central Government shall ordinarily not exceed 5 years.</p> <p><b>Note 5:</b> The maximum age limit for appointment by deputation (ISTC) shall not exceed 56 years as on the closing date for receipt of application.</p> <p><b>Note 6:</b> For the purpose of appointment of deputation basis, the service rendered on regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the recommendation of the 7<sup>th</sup> Central Pay Commission has been extended, shall be deemed to be service rendered in the Pay Level in the pay matrix based on a recommendation of the said Pay Commission except where there has been merger of more than one pre revised scale of pay into one grade with a common pay</p>
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		level or pay matrix and where this benefit will extend only for the post(s) for which that pay level or pay matrix is the normal replacement level without any upgradation.
12	If a Departmental Promotion Committee exists, what is its composition	Not applicable
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable

1	Name of the post	Editor
2	Number of post	1* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'A'
4	Level in Pay Matrix	Level 11 (Rs 67700-208700) in Pay Matrix
5	Whether Selection Post or Non-selection post	Not applicable
6	Age limit for direct recruitment	Not exceeding 40 years( relaxable in upper age limit as per Government of India instructions )
7	Educational and other qualification required for Direct Recruits	<b>Essential-</b> (i) Masters' degree in English or Hindi or Mass Communication or Journalism and Library Science (ii)5 years' experience in copy editing of books, journals and/or periodicals in an institute of repute <b>Desirable -</b> i)Knowledge of printing technology and ii) Knowledge of computers
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	By deputation (including short term contract), failing which by Direct Recruitment.
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	<b><u>By deputation (including short term contract )</u></b> Officers of the Central Government or State Governments or Union Territories or Recognized Research Institutions or Public Sector Undertaking or Universities or Autonomous Bodies or Statutory Bodies-  (a)(i) Holding analogous post on regular basis in the parent cadre or department or With 5 years' service in the grade rendered after appointment thereto on regular basis in posts in Pay level 10 of the Pay Matrix or equivalent in the parent cadre or department and (b)possessing the following educational qualifications and experience- <b>Essential-</b>

		<p>(i) Masters' degree in English or Hindi or Mass Communication or Journalism and Library Science</p> <p>(ii) 5 years' experience in copy editing of books, journals and/or periodicals in an institute of repute</p> <p><b>Desirable –</b></p> <p>i) Knowledge of printing technology and</p> <p>ii) Knowledge of computers</p> <p><b>Note 1:</b> Period of deputation (ISTC) in other ex-cadre posts held immediately preceding this appointment in the same or other organization or department of the Central Government shall ordinarily not exceed 5 years.</p> <p><b>Note 2:</b> The maximum age limit for appointment by deputation (ISTC) shall not exceed 56 years as on the closing date for receipt of application.</p> <p><b>Note 3:</b> For the purpose of appointment of deputation basis, the service rendered on regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the recommendation of the 7<sup>th</sup> Central Pay Commission has been extended, shall be deemed to be service rendered in the Pay Level in the pay matrix based on a recommendation of the said Pay Commission except where there has been merger of more than one pre revised scale of pay into one grade with a common pay level or pay matrix and where this benefit will extend only for the post(s) for which that pay level or pay matrix is the normal replacement level without any upgradation.</p>
12	If a Departmental Promotion Committee exists, what is its composition	Not applicable.
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable

1	Name of the post	Deputy Director (Accounts)
2	Number of post	3* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'A'
4	Level in Pay Matrix	Level 11 (Rs 67700-208700) in Pay Matrix
5	Whether Selection Post or Non-selection post	Selection
6	Age limit for direct recruitment	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	By Promotion failing which by deputation (including short term contract)
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	<p><b><u>By promotion</u></b> Accounts Officer in Level 7 (Rs 44900-142400) in Pay Matrix with 9 years of regular service in the grade.</p> <p><b>Note 1:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite or qualifying or eligibility service by more than half of such qualifying or eligibility service, or one year, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service</p> <p><b>Note 2:</b> For the purpose of appointment on promotion basis, the service rendered on regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the recommendation of the 7<sup>th</sup> Central Pay Commission has been extended, shall be deemed to be service rendered in the Pay Level in the pay matrix based on a recommendation of the said Pay Commission except where there has been merger of more than one pre</p>

		<p>revised scale of pay into one grade with a common pay level or pay matrix and where this benefit will extend only for the post(s) for which that pay level or pay matrix is the normal replacement level without any upgradation.</p> <p><b><u>By deputation (including short term contract )</u></b>  Officers of the Central Government or State Governments or Union Territories or Recognized Research Institutions or Public Sector Undertaking or Universities or Autonomous Bodies or Statutory Bodies-</p> <p>(a)(i)Holding analogous post on regular basis in the parent cadre or department  or  With 5 years' service in the grade rendered after appointment thereto on regular basis in posts in Pay level 10 of the Pay Matrix or equivalent in the parent cadre or department  or  With 9 years' service in the grade rendered after appointment thereto on regular basis in posts in Pay level 7 of the Pay Matrix or equivalent in the parent cadre or department and  (b)possessing the following educational qualifications and experience-  (i) Graduate from a recognized university;  (ii) 2 years' experience in finance and budget;  (iii) knowledge of accounts software.</p> <p><b>Note 3:</b> The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 4 :</b>Period of deputation (ISTC) in other ex-cadre posts held immediately preceding this appointment in the same or other organization or department of the Central Government shall ordinarily not exceed 5 years.</p> <p><b>Note 5:</b> The maximum age limit for appointment by deputation (ISTC) shall not exceed 56 years as on the closing date for receipt of application.</p>
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		<p><b>Note 6:</b> For the purpose of appointment of deputation basis, the service rendered on regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the recommendation of the 7<sup>th</sup> Central Pay Commission has been extended, shall be deemed to be service rendered in the Pay Level in the pay matrix based on a recommendation of the said Pay Commission except where there has been merger of more than one pre revised scale of pay into one grade with a common pay level or pay matrix and where this benefit will extend only for the post(s) for which that pay level or pay matrix is the normal replacement level without any upgradation.</p>
12	If a Departmental Promotion Committee exists, what is its composition	<p>Departmental Promotion Committee (for promotion)</p> <ol style="list-style-type: none"> <li>1. Director, SPNIWCD - Chairman</li> <li>2. Director/Deputy Secretary in charge of SPNIWCD in the Ministry of Women and Child Development- Member</li> <li>3. Controller of Accounts, MWCD – Member</li> <li>4. A representative from SC</li> </ol>
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable



1	Name of the post	Joint Technical Advisor
2	Number of post	1* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'A'
4	Level in Pay Matrix	Level 12 (Rs 123100-00) in Pay Matrix
5	Whether Selection Post or Non-selection post	Selection
6	Age limit for direct recruitment	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	By composite method [deputation (including short term contract)/promotion]
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	<p><b><u>By deputation (including short term contract )</u></b></p> <p>Officers of the Central Government or State Governments or Union Territories or Recognized Research Institutions or Public Sector Undertaking or Universities or Autonomous Bodies or Statutory Bodies-</p> <p>(a) (i) Holding analogous post on regular basis in the parent cadre or department</p> <p style="text-align: right;">or</p> <p>With 5 years' service in the grade rendered after appointment thereto on regular basis in posts in Pay level 11 of the Pay Matrix or equivalent in the parent cadre or department and</p> <p>b) possessing the following educational qualifications and experience-</p> <p><b>Essential-</b></p> <p>(i) Post Graduate Degree in Food Science and Nutrition or Applied Nutrition or Food and Nutrition or Bio-chemistry or Food Technology and Chemical Science or Home Science or Food Science and Technology from a recognized university or institution and</p>

		<p>(ii) 10 years' experience in implementing community nutrition programme or program planning in nutrition and health or research in field of nutrition supported with publications having impact factor.</p> <p><b>Note 1:</b> The departmental Deputy Technical Advisor in level 11 with 5 years' regular service in the grade shall also be considered alongwith the outside candidates and in the case such person is selected for appointment, the post shall be deemed to have been filled by promotion.</p> <p><b>Note 2:</b> The departmental officer in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 3:</b> The period of deputation (ISTC) including period of deputation (ISTC) in other ex-cadre posts held immediately preceding this appointment in the same or other organization or department of the Central Government shall ordinarily not to exceed 5 years.</p> <p><b>Note 4:</b> The maximum age limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date for receipt of applications.</p> <p><b>Note 5:</b> For the purpose of appointment of deputation basis, the service rendered on regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the recommendation of the 7<sup>th</sup> Central Pay Commission has been extended, shall be deemed to be service rendered in the Pay Level in the pay matrix based on a recommendation of the said Pay Commission except where there has been merger of more than one pre revised scale of pay into one grade with a common pay level or pay matrix and where this benefit will extend only for the post(s) for which that pay level or pay matrix is the normal replacement level without any upgradation.</p>
12	If a Departmental Promotion Committee exists, what is its composition	<p>Departmental Promotion Committee (for promotion)</p> <ol style="list-style-type: none"> <li>1. Secretary, Ministry of Women and Child Development- Chairman</li> <li>2. Director, SPNIWCD- Member</li> <li>3. Joint Secretary in charge of SPNIWCD in the Ministry of Women and Child Development- Member</li> </ol>

13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable
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1	Name of the post	Deputy Technical Advisor
2	Number of post	4* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'A'
4	Level in Pay Matrix	Level 11 (Rs 123100-00) in Pay Matrix
5	Whether Selection Post or Non-selection post	Selection
6	Age limit for direct recruitment	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Not applicable

10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	By promotion failing which by deputation (including short term contract)
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	<p><b><u>By Promotion</u></b>  Assistant Technical Advisor in level 10 with 5 years regular service in the grade and have undergone training in any recognized institute in nutrition or related fields as prescribed by the Central Government from time to time.</p> <p><b>Note 1:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall 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 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the recommendations of the Seventh Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding pay level extended based on the recommendations of the said Pay Commission.</p> <p><b><u>By deputation (including short term contract )</u></b>  Officers of the Central Government or State Governments or Union Territories or Recognized Research Institutions or Public Sector Undertaking or Universities or Autonomous Bodies or Statutory Bodies-</p> <p>(a) (i) Holding analogous post on regular basis in the parent cadre or department  or  With 5 years' service in the grade rendered after appointment thereto on regular basis in posts in Pay level 10 of the Pay Matrix or equivalent in the parent cadre or department and  b) possessing the following educational qualifications and experience-</p>

		<p><b><u>Essential-</u></b></p> <p>i. Post Graduate degree in Food Science and Nutrition or Applied Nutrition or Food and Nutrition or Bio-chemistry or Food Technology and Chemical Science or Home Science or Food Science and Technology from a recognized university or institution and</p> <p>ii. Five years' experience in implementing community nutrition programme or program planning in nutrition and health or research in field of nutrition supported with publications having impact factor</p> <p><b><u>Desirable-</u></b></p> <p>Doctorate Degree from a recognized university or institute in any of the subjects mentioned above as essential qualification</p> <p><b>Note 3:</b> The departmental officer in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 4:</b> The period of deputation (ISTC) including period of deputation (ISTC) in other ex-cadre posts held immediately preceding this appointment in the same or other organization or department of the Central Government shall ordinarily not to exceed 5 years.</p> <p><b>Note 5:</b> The maximum age limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date for receipt of applications.</p> <p><b>Note 6:</b> For the purpose of appointment of deputation basis, the service rendered on regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the recommendation of the 7<sup>th</sup> Central Pay Commission has been extended, shall be deemed to be service rendered in the Pay Level in the pay matrix based on a recommendation of the said Pay Commission except where there has been merger of more than one pre revised scale of pay into one grade with a common pay level or pay matrix and where this benefit will extend only for the post(s) for which that pay level or pay matrix is the normal replacement level without any upgradation.</p>
12	If a Departmental Promotion Committee exists, what is its composition	<p>Departmental Promotion Committee (for promotion)</p> <p>1. Director, SPNIWCD - Chairman</p>

		2. Director/ Deputy Secretary in charge of SPNIWCD in the Ministry of Women and Child Development- Member 3. Addl Director- member.
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable

1	Name of the post	Assistant Technical Advisor
2	Number of post	2* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'A'
4	Level in Pay Matrix	Level 10(Rs 56100 - 177500 ) in Pay Matrix
5	Whether Selection Post or Non-selection post	Selection
6	Age limit for direct recruitment	Not exceeding 35 years. (Relaxable for Govt. servants upto 5 years applicable in accordance with the instructions or orders issued by the Central Govt. ) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from the candidates in India.
7	Educational and other qualification required for Direct Recruits	<b><u>Essential-</u></b>  i.Post Graduate degree in Food Science and Nutrition or Applied Nutrition or Food and Nutrition or Bio-Chemistry or Food Technology and Chemical Science or Home Science or Food Science and Technology from a recognized university or institution and ii.Three years research or practical experience in the field of food and nutrition or applied nutrition or nutrition education and extension or community nutrition in Central Govt. or any State Govt. Department or organization or Universities or recognized research institutions or PSUs or semi-Government or Autonomous or Statutory organisations.  <b>Desirable:</b> Doctorate in any of the subjects mentioned above as educational qualification.
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	By Direct recruitment.

11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	Not applicable.
12	If a Departmental Promotion Committee exists, what is its composition	<p>Departmental Promotion Committee (for promotion)</p> <ol style="list-style-type: none"> <li>1. Director, SPNIWCD- Chairman</li> <li>2. Director/ Deputy Secretary, Ministry of Women and Child Development dealing with the institute-Member</li> <li>3. Addl Director, SPNIWCD-Member</li> </ol> <p>Departmental Promotion Committee (for confirmation )</p> <ol style="list-style-type: none"> <li>1. Director, SPNIWCD- Chairman</li> <li>2. Director/ Deputy Secretary, Ministry of Women and Child Development dealing with the institute-Member</li> <li>3. Addl Director, SPNIWCD-Member</li> </ol>
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable



1	Name of the post	Assistant Director
2	Number of post	44* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'A'
4	Level in Pay Matrix	Level 10 (Rs 56100 - 177500) in Pay Matrix
5	Whether Selection Post or Non-selection post	Selection
6	Age limit for direct recruitment	Not exceeding 35 years (Relaxable for Govt. servants upto 5 years applicable in accordance with the instructions or orders issued by the Central Govt. ) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from the candidates in India.
7	Educational and other qualification required for Direct Recruits	Post Graduate degree in Sociology or Social Work or Psychology or Health or Nutrition or Statistics or Economics or Law or Child Development or Women Studies.
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years for Direct Recruitment
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	60% by Promotion 40% by Direct Recruitment.
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	<b>By promotion</b> Research Assistant in Level 6 (Rs 35400-112400) in Pay Matrix with 10 years of regular service in the grade and have Doctoral degree in Sociology or Social Work or Psychology or Health or Nutrition or Statistics or Economics or Law or Child Development or Women Studies from a recognized University or Institute.  <b>Note 1:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite or qualifying or eligibility service by more than half of such qualifying or eligibility service, or one year, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their

		<p>juniors who have already completed such qualifying or eligibility service</p> <p><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the recommendations of the Seventh Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding pay level extended based on the recommendations of the said Pay Commission.</p>
12	If a Departmental Promotion Committee exists, what is its composition	<p>Departmental Promotion Committee (for promotion)</p> <ol style="list-style-type: none"> <li>1. Director, SPNIWCD- Chairman</li> <li>2. Director/ Deputy Secretary, Ministry of Women and Child Development dealing with the institute-Member</li> <li>3. Addl Director, SPNIWCD-Member</li> </ol>
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable

1	Name of the post	Senior Programmer
2	Number of post	1* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'A'
4	Level in Pay Matrix	Level 11 (Rs 67700-208700) in Pay Matrix
5	Whether Selection Post or Non-selection post	Selection
6	Age limit for direct recruitment	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	By deputation (including short term contract)
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	<p><b><u>By deputation (including short term contract )</u></b>  Officers of the Central Government or State Governments or Union Territories or Recognized Research Institutions or Public Sector Undertaking or Universities or Autonomous Bodies or Statutory Bodies-</p> <p>(a) (i) Holding analogous post on regular basis in the parent cadre or department  or  With 5 years' service in the grade rendered after appointment thereto on regular basis in posts in Pay level 10 of the Pay Matrix or equivalent in the parent cadre or department and</p> <p>(b) possessing the following educational qualifications and experience-</p> <p>Post Graduate degree in Computer Science or Mathematics or statistics</p> <p><b>Note 1:</b> Period of deputation (ISTC) in other ex-cadre posts held immediately preceding this appointment in the same or other organization or department of the</p>

		<p>Central Government shall ordinarily not exceed 5 years.</p> <p><b>Note 2 :</b> The maximum age limit for appointment by deputation (ISTC) shall not exceed 56 years as on the closing date for receipt of application.</p> <p><b>Note 3:</b> For the purpose of appointment of deputation basis, the service rendered on regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the recommendation of the 7<sup>th</sup> Central Pay Commission has been extended, shall be deemed to be service rendered in the Pay Level in the pay matrix based on a recommendation of the said Pay Commission except where there has been merger of more than one pre revised scale of pay into one grade with a common pay level or pay matrix and where this benefit will extend only for the post(s) for which that pay level or pay matrix is the normal replacement level without any upgradation.</p>
12	If a Departmental Promotion Committee exists, what is its composition	Not applicable
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable

1	Name of the post	Research Assistant
2	Number of post	30* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'B'
4	Level in Pay Matrix	Level 6 (Rs 35400 - 112400) in Pay Matrix
5	Whether Selection Post or Non-selection post	Not applicable
6	Age limit for direct recruitment	Not exceeding 27 years. (relaxable in upper age limit as per Government of India instructions)
7	Educational and other qualification required for Direct Recruits	<p><b>Essential</b> Masters' Degree in Sociology or Social Work or Statistics or Health or Nutrition or Psychology or Women Studies or Child Development or Economics or Law</p> <p><b>Desirable</b> Doctoral degree in Sociology or Social Work or Statistics or health or Nutrition or Psychology or Women Studies or Child Development or Economics or Law.</p>
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	Direct Recruitment.
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	Not applicable
12	If a Departmental Promotion Committee exists, what is its composition	<p>Departmental Promotion Committee (for confirmation)</p> <ol style="list-style-type: none"> <li>1. Joint Director (Common Services), SPNIWCD</li> <li>2. Deputy Director (Common Services), SPNIWCD- Member</li> <li>3. Assistant Director, SPNIWCD- Member.</li> </ol>
13	Circumstances in which Union Public Service Commission is to be	Not applicable

	consulted in making recruitment.	
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1	Name of the post	Assistant Administrative Officer
2	Number of post	8* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'B'
4	Level in Pay Matrix	Level 7 (Rs 44900 - 142400) in Pay Matrix
5	Whether Selection Post or Non-selection post	Selection
6	Age limit for direct recruitment	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	By Promotion failing which by deputation (including short term contract)
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	<p><b><u>By promotion</u></b>  Assistant in Level 6 (Rs 35400-112400) in Pay Matrix with 5 years of regular service in the grade and successfully completed training of 4 weeks in the field of Administration, Establishment and Accounts.</p> <p><b>Note 1:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite or qualifying or eligibility service by more than half of such qualifying or eligibility service, or one year, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the recommendation of the 7<sup>th</sup> Central Pay Commission has been extended, shall be deemed to be service rendered in the Pay Level in the pay matrix based on a recommendation of the said Pay</p>

		<p>Commission except where there has been merger of more than one pre revised scale of pay into one grade with a common pay level or pay matrix and where this benefit will extend only for the post(s) for which that pay level or pay matrix is the normal replacement level without any upgradation.</p> <p><b><u>By deputation (including short term contract )</u></b>  Officers of the Central Government or State Governments or Union Territories or Recognized Research Institutions or Public Sector Undertaking or Universities or Autonomous Bodies or Statutory Bodies-</p> <p>(a)(i)Holding analogous post on regular basis in the parent cadre or department  or  With 5 years' service in the grade rendered after appointment thereto on regular basis in posts in Pay level 6 of the Pay Matrix or equivalent in the parent cadre or department and  (b)possessing the following educational qualifications and experience-  (i)Graduate from a recognized University  (ii)2 years experience in establishment, or administration or accounts work in a Govt office/PSU/Autonomous Body/ Statutory body.</p> <p><b>Note 3 :</b> The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 4 :</b> Period of deputation (ISTC) in other ex-cadre posts held immediately preceding this appointment in the same or other organization or department of the Central Government shall ordinarily not exceed 5 years.</p> <p><b>Note 5:</b> The maximum age limit for appointment by deputation (ISTC) shall not exceed 56 years as on the closing date for receipt of application.</p> <p><b>Note 6:</b> For the purpose of appointment of deputation basis, the service rendered on regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the recommendation of the 7<sup>th</sup> Central Pay Commission has been extended, shall be deemed to be service rendered in the Pay Level in the pay matrix based on a recommendation of the said Pay Commission except where there has been merger of more than one pre</p>
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		revised scale of pay into one grade with a common pay level or pay matrix and where this benefit will extend only for the post(s) for which that pay level or pay matrix is the normal replacement level without any upgradation.
12	If a Departmental Promotion Committee exists, what is its composition	Departmental Promotion Committee (for promotion) <ol style="list-style-type: none"> <li>1. Joint Director(Common Services),SPNIWCD-Chairman</li> <li>2. Deputy Director (Common Service), SPNIWCD</li> <li>3. Assistant Director, SPNIWCD-Member.</li> </ol>
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable

1	Name of the post	Assistant
2	Number of post	13* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'B'
4	Level in Pay Matrix	Level 6 (Rs 35400 - 112400) in Pay Matrix
5	Whether Selection Post or Non-selection post	Selection
6	Age limit for direct recruitment	Not applicable.
7	Educational and other qualification required for Direct Recruits	Not applicable.
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	By Promotion failing which by deputation including short term contract and
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	<p><b><u>By promotion</u></b> Upper Division Clerk in Level 4 (Rs 25500-81100) in Pay Matrix with 5 years of regular service in the grade.</p> <p><b>Note1:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite or qualifying or eligibility service by more than half of such qualifying or eligibility service, or one year, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service</p> <p><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the recommendation of the 7<sup>th</sup> Central Pay Commission has been extended, shall be deemed to be service rendered in the Pay Level in the pay matrix based on a recommendation of the said Pay Commission except where there has been merger of</p>

		<p>more than one pre revised scale of pay into one grade with a common pay level or pay matrix and where this benefit will extend only for the post(s) for which that pay level or pay matrix is the normal replacement level without any upgradation.</p> <p><b><u>By deputation (including short term contract )</u></b>  Officers of the Central Government or State Governments or Union Territories or Recognized Research Institutions or Public Sector Undertaking or Universities or Autonomous Bodies or Statutory Bodies-</p> <p>(a)(i)Holding analogous post on regular basis in the parent cadre or department  or  With 5 years' service in the grade rendered after appointment thereto on regular basis in posts in Pay level 4 of the Pay Matrix or equivalent in the parent cadre or department and  (b)possessing the following educational qualifications and experience-  Graduate from a recognized University having experience of 2 years in Administration or Accounts or Establishment or Finance</p> <p><b>Note 3:</b> The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 4:</b> Period of deputation (ISTC) in other ex-cadre posts held immediately preceding this appointment in the same or other organization or department of the Central Government shall ordinarily not exceed 3 years.</p> <p><b>Note 5:</b> The maximum age limit for appointment by deputation (ISTC) shall not exceed 56 years as on the closing date for receipt of application.</p> <p><b>Note 6:</b> For the purpose of appointment of deputation basis, the service rendered on regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the recommendation of the 7<sup>th</sup> Central Pay Commission has been extended, shall be deemed to be service rendered in the Pay Level in the pay matrix based on a recommendation of the said Pay Commission except where there has been merger of more than one pre revised scale of pay into one grade with a common pay level or pay matrix and where this benefit will extend</p>
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		only for the post(s) for which that pay level or pay matrix is the normal replacement level without any upgradation.
12	If a Departmental Promotion Committee exists, what is its composition	Departmental Promotion Committee (for promotion) 1. Joint Director(Common Services),SPNIWCD 2. Deputy Director (Admin), SPNIWCD 3. Assistant Director, SPNIWCD-Member
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable

1	Name of the post	Upper Division Clerk
2	Number of post	11* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'C'
4	Level in Pay Matrix	Level 4 (Rs 25500 - 81100) in Pay Matrix
5	Whether Selection Post or Non-selection post	Non-selection
6	Age limit for direct recruitment	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	By Promotion failing which by deputation (including short term contract)
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	<p><b><u>By promotion</u></b>  Lower Division Clerk in Level 2 (Rs 19900-63200) in pay matrix with 8 years of regular service in the grade.</p> <p><b>Note 1:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite or qualifying or eligibility service by more than half of such qualifying or eligibility service, or one year, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the recommendation of the 7<sup>th</sup> Central Pay Commission has been extended, shall be deemed to be service rendered in the Pay Level in the pay matrix based on a recommendation of the said Pay</p>

		<p>Commission except where there has been merger of more than one pre revised scale of pay into one grade with a common pay level or pay matrix and where this benefit will extend only for the post(s) for which that pay level or pay matrix is the normal replacement level without any upgradation.</p> <p><b><u>By deputation (including short term contract )</u></b>  Officers of the Central Government or State Governments or Union Territories or Recognized Research Institutions or Public Sector Undertaking or Universities or Autonomous Bodies or Statutory Bodies-</p> <p>(a)(i)Holding analogous post on regular basis in the parent cadre or department</p> <p style="text-align: right;">or</p> <p>With 8 years' service in the grade of Lower Division Clerk or equivalent in the parent cadre or department .</p> <p><b>Note 3 :</b> The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 4 :</b> Period of deputation (ISTC) in other ex-cadre posts held immediately preceding this appointment in the same or other organization or department of the Central Government shall ordinarily not exceed 5 years.</p> <p><b>Note 5:</b> The maximum age limit for appointment by deputation (ISTC) shall not exceed 56 years as on the closing date for receipt of application.</p> <p><b>Note 6:</b> For the purpose of appointment of deputation basis, the service rendered on regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the recommendation of the 7<sup>th</sup> Central Pay Commission has been extended, shall be deemed to be service rendered in the Pay Level in the pay matrix based on a recommendation of the said Pay Commission except where there has been merger of more than one pre revised scale of pay into one grade with a common pay level or pay matrix and where this benefit will extend only for the post(s) for which that pay level or pay matrix is the normal replacement level without any upgradation.</p>
12	If a Departmental Promotion Committee	Departmental Promotion Committee (for promotion)

	exists, what is its composition	1.Joint Director(Common Services),SPNIWCD-Chairman 2.Deputy Director (Common Service), SPNIWCD 3.Assistant Director, SPNIWCD-Member.
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable

1	Name of the post	Lower Division Clerk
2	Number of post	27* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'C'
4	Level in Pay Matrix	Level 2 (Rs 19900 - 63200) in Pay Matrix
5	Whether Selection Post or Non-selection post	Non-selection
6	Age limit for direct recruitment	18 to 27 years ( relaxable for Govt servants upto 40 years upto as per GOI instructions)
7	Educational and other qualification required for Direct Recruits	i) 12 <sup>th</sup> class or equivalent qualification from a recognized Board / university ii) A typing speed of 30 wpm in English or 25 wpm in Hindi on manual typewriter or 35 wpm in English or 30 wpm in Hindi on computer(35 wpm and 30wpm correspond to 10500 KDPH/9000KDPH on an average 5 key depressions for each word)
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Yes
9	Period of probation, if any	2 years
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	By direct recruitment. A written test 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 the 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 wpm in English or 25 wpm in Hindi or a typing speed of 35 wpm in English or 30 wpm in Hindi on computer. Only those candidates who qualify both the examination, i.e., written and typing test, will be eligible for being considered for appointment upto the number of vacancies available under the direct recruitment quota.
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	Not applicable



12	If a Departmental Promotion Committee exists, what is its composition	Departmental Promotion Committee (for confirmation) 1. Deputy Director ( Admin), SPNIWCD 2. Assistant Director, SPNIWCD-Member 3. AAO, SPNIWCD- Member.
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable

1	Name of the post	Accounts Officer
2	Number of post	10* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'B'
4	Level in Pay Matrix	Level 7 (Rs 44900 - 142400) in Pay Matrix
5	Whether Selection Post or Non-selection post	Selection
6	Age limit for direct recruitment	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotees	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	By Promotion failing which by deputation including short term contract
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	<p><b><u>By promotion</u></b>  Assistant Accountant in Level 5 (Rs 29200-92300) in Pay Matrix with 11 years of regular service in the grade.</p> <p><b>Note 1:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite or qualifying or eligibility service by more than half of such qualifying or eligibility service, or one year, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service</p> <p><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the recommendation of the 7<sup>th</sup> Central Pay Commission has been extended, shall be deemed to be service rendered in the Pay Level in the pay matrix based on a recommendation of the said Pay Commission except where there has been merger of</p>

	<p>more than one pre revised scale of pay into one grade with a common pay level or pay matrix and where this benefit will extend only for the post(s) for which that pay level or pay matrix is the normal replacement level without any upgradation.</p> <p><b><u>By deputation (including short term contract )</u></b>  Officers of the Central Government or State Governments or Union Territories or Recognized Research Institutions or Public Sector Undertaking or Universities or Autonomous Bodies or Statutory Bodies-</p> <p>(a)(i) Holding analogous post on regular basis in the parent cadre or department</p> <p style="text-align: right;">or</p> <p>With 11 years' service in the grade rendered after appointment thereto on regular basis in posts in Pay level 5 of the Pay Matrix or equivalent in the parent cadre or department</p> <p>(b)possessing the following educational qualifications and experience-</p> <p>(i) A pass in the SAS or equivalent examination conducted by any one of the Organised Accounts Department of the Central Government;</p> <p>(ii) Successful completion of training in the Cash and Accounts work in the ISTM or equivalent training course and a minimum of 5 years experience in Cash, Accounts and Budget work.</p> <p><b>Note 3:</b> The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly the duptationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 4:</b> Period of deputation (ISTC) in other ex-cadre posts held immediately preceding this appointment in the same or other organization or department of the Central Government shall ordinarily not exceed 5 years.</p> <p><b>Note 5:</b> The maximum age limit for appointment by deputation (ISTC) shall not exceed 56 years as on the closing date for receipt of application.</p> <p><b>Note 6:</b> For the purpose of appointment of deputation basis, the service rendered on regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the recommendation of the 7<sup>th</sup> Central Pay Commission has</p>
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		been extended, shall be deemed to be service rendered in the Pay Level in the pay matrix based on a recommendation of the said Pay Commission except where there has been merger of more than one pre revised scale of pay into one grade with a common pay level or pay matrix and where this benefit will extend only for the post(s) for which that pay level or pay matrix is the normal replacement level without any upgradation.
12	If a Departmental Promotion Committee exists, what is its composition	Departmental Promotion Committee (for promotion) 1. Joint Director(CS), SPNIWCD- Chairman- Chairman 2. Deputy Director(Accounts), SPNIWCD-Member. 3. Assistant Director , SPNIWCD- Member
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable

1	Name of the post	Assistant Accountant
2	Number of post	4* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'C'
4	Level in Pay Matrix	Level 5 (Rs 29200 - 92300) in Pay Matrix
5	Whether Selection Post or Non-selection post	Selection
6	Age limit for direct recruitment	Between 18 to 27 years (relaxable in upper age limit as per Government of India instructions)
7	Educational and other qualification required for Direct Recruits	(i) Graduate degree in Commerce or Finance or Accounts or MBA or CA from a recognized University or institute (ii) Knowledge of computer and accountancy software
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years for Direct Recruitment
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	75% by Direct Recruitment. 25% by Promotion failing which by deputation including short term contract
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	<b><u>By promotion</u></b> Accounts Clerk in Level 4 (Rs 25500-81100) in Pay Matrix with 5 years of regular service in the grade. <b>Note1:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite or qualifying or eligibility service by more than half of such qualifying or eligibility service, or one year, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service. <b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.

		<p><b><u>By deputation (including short term contract )</u></b>  Officers of the Central Government or State Governments or Union Territories or Recognized Research Institutions or Public Sector Undertaking or Universities or Autonomous Bodies or Statutory Bodies-</p> <p>(a)(i)Holding analogous post on regular basis in the parent cadre or department</p> <p style="text-align: right;">or</p> <p>With 5 years' service in the grade rendered after appointment thereto on regular basis in posts in Pay level 4 of the Pay Matrix or equivalent in the parent cadre or department and</p> <p>(b)possessing the following educational qualifications and experience-</p> <p>(i)Graduate Degree in Commerce or Finance or Accounts or MBA or CA from a recognized University or institute</p> <p>(ii)Knowledge of computer and accountancy software</p> <p><b>Note 3:</b> The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 4:</b> Period of deputation (ISTC) in other ex-cadre posts held immediately preceding this appointment in the same or other organization or department of the Central Government shall ordinarily not exceed 3 years.</p> <p><b>Note 5:</b> The maximum age limit for appointment by deputation (ISTC) shall not exceed 56 years as on the closing date for receipt of application.</p> <p><b>Note 6:</b> For the purpose of appointment on deputation(ISTC), the service rendered on regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p>
12	If a Departmental Promotion Committee	<p>Departmental Promotion Committee (for promotion)</p> <p>1. Joint Director( Common Services), SPNIWCD - Chairman</p>

	exists, what is its composition	2. Deputy Director (Accounts), SPNIWCD- Member 3. AAO, SPNIWCD- Member Departmental Promotion Committee(for Confirmation) 1. Deputy Director(Accounts),SPNIWCD- Chairman 2. Assistant Director, SPNIWCD- Member 3. AAO, SPNIWCD- Member.
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable

1	Name of the post	Assistant Director (OL)
2	Number of post	1* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'A'
4	Level in Pay Matrix	Level -10 (Rs.56100-177500) in Pay Matrix
5	Whether Selection Post or Non-selection post	Selection
6	Age limit for direct recruitment	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	By promotion, failing on deputation basis on 'foreign service terms',  Or by Short term contract basis
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/ absorption is to be made	<p><b>Promotion</b> Senior Translators in Level-7 with 3 years regular service in the Grade and have successfully completed the training of 4 weeks as prescribed.</p> <p><b>Note 1:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall 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 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p>



		<p><b>Deputation:</b>  Officers from the Central/State Governments/UTs/Autonomous Bodies/Universities:-  a)(i) holding analogous posts on regular basis in the parent cadre/department;  or  with 3 years' regular service in the grade rendered after appointment thereto on regular basis in posts in Pay Level 7 of the pay matrix or equivalent in the parent cadre or department  and  (ii) possessing the educational qualifications and experience as under:-  Essential:  Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;  OR  Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;  OR  Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;  OR  Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;  OR  Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level.  (ii) Three years' experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central/State Governments/Autonomous Body/Statutory Organizations/PSUs/Universities or recognized research or educational institutions.  OR  Three years' experience of teaching in Hindi and English or research in Hindi or English under Central/State Governments/ Autonomous Body/Statutory Organizations/PSUs/Universities or recognized research or educational institutions.</p>
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		<p><b>Note 1:</b> Qualifications are relaxable at the discretion of the Appointing Authority in the case of candidates otherwise well qualified.</p> <p><b>Note 2:</b> The qualification(s) regarding experience is relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them. Desirable: Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10<sup>th</sup> level from a recognized Board.</p> <p><b>Note 3:</b> The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 4:</b> Period of deputation (ISTC) in other ex-cadre posts held immediately preceding this appointment in the same or other organization or department of the Central Government shall ordinarily not exceed 3 years.</p> <p><b>Note 5:</b> The maximum age limit for appointment by deputation (ISTC) shall not exceed 56 years as on the closing date for receipt of application.</p> <p><b>Note 6:</b> For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p> <p style="text-align: center;">Or</p> <p><b>Short term contract basis</b>  Age limit: 40 years  Educational qualifications and experience as indicated in deputation case above.</p>
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12	If a Departmental Promotion Committee exists, what is its composition	<b>Chairperson:</b> 1. Director, NIPCCD –Chairman 2. Joint Director (CS)-Member. 3. Dir/ Deputy Secretary, MWCD dealing with SPNIWCD-Member.
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable

1	Name of the post	Senior Hindi Translator
2	Number of post	1* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'B'
4	Level in Pay Matrix	Level -7 (Rs.44900-142400) in Pay Matrix
5	Whether Selection Post or Non-selection post	Selection
6	Age limit for direct recruitment	30 years (relaxation in upper age limit as per Government of India instructions)
7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Not applicable.
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	By promotion, failing on deputation basis on 'foreign service terms',  Or by Short term contract basis
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	<p><b>Promotion</b> Junior Translators in Level-6 with 5 years regular service in the grade. <b>Note 1:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall 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 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p> <p><b>Deputation</b></p>

		<p>Officers from the Central/State Governments/UTs/Autonomous Bodies/Universities:-</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre/department; Or (ii) with 5 years regular service in Pay Level6; and (b) Possessing the educational qualifications and experience as under:-</p> <p>Essential: (i) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; Or Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; Or Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of an examination at the degree level; Or Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of an examination at the degree level; Or Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level; AND (ii) Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or three years' experience of translation work from Hindi to English and vice versa in a Central or State Government office, including Government of India Undertaking.</p> <p><b>Note 1:</b> Qualifications are relaxable at the discretion of the Appointing Authority in the case of candidates otherwise well qualified.</p> <p><b>Note 2:</b> The qualification(s) regarding experience is relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection Appointing Authority is of the opinion that sufficient number of candidates from these communities</p>
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		<p>possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them</p> <p><b>Note 3:</b> The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 4:</b> Period of deputation (ISTC) in other ex-cadre posts held immediately preceding this appointment in the same or other organization or department of the Central Government shall ordinarily not exceed 3 years.</p> <p><b>Note 5:</b> The maximum age limit for appointment by deputation (ISTC) shall not exceed 56 years as on the closing date for receipt of application.</p> <p><b>Note 6:</b> For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 (the date from which the revised pay structure based on the Seventh Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p> <p><b>Short term contract basis</b> Age limit: 30 years</p> <p>Educational qualifications and experience as indicated in deputation case above.</p>
12	If a Departmental Promotion Committee exists, what is its composition	<ol style="list-style-type: none"> <li>1. Joint Director (CS)- Chairman.</li> <li>2. Under Secretary, MWCD dealing with SPNIWCD-Member.</li> <li>3. Deputy Director(CS)-Member.</li> </ol>
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable

1	Name of the post	Junior Hindi Translator
2	Number of post	3* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'B'
4	Level in Pay Matrix	Level -6 (Rs.35400-112400) in Pay Matrix
5	Whether Selection Post or Non-selection post	Not applicable
6	Age limit for direct recruitment	30 years (relaxation in upper age limit as per Government of India instructions)
7	Educational and other qualification required for Direct Recruits	<p>Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level</p> <p>Or</p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level.</p> <p>Or</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of an examination at the degree level;</p> <p>Or</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of an examination at the degree level;</p> <p>Or</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;</p> <p>AND</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English &amp; Vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p> <p><b>Note 1:</b> Qualifications are relaxable at the discretion of the Staff Selection Commission/Competent Authority in the case of candidates otherwise well qualified.</p> <p><b>Note 2:</b> The qualifications(s) regarding experience is relaxable at the discretion of the SSC/Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the SSC/Competent Authority is of the opinion that sufficient number of candidates from these</p>

		communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotees	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	<p>Direct recruitment failing which on deputation basis on 'foreign service terms'.</p> <p><b>Note:</b> "Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more may be filled on deputation basis from officers of Central Government/State Governments/UTs/Autonomous Bodies/Universities:-</p> <p>a) holding analogous posts on regular basis in the parent cadre/department;</p> <p>and</p> <p>b) Possessing the qualifications and experience prescribed for direct recruits under col. 7".</p>
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	Not applicable
12	If a Departmental Promotion Committee exists, what is its composition	<p>Departmental Promotion Committee (for confirmation)</p> <ol style="list-style-type: none"> <li>1. Deputy Director (CS) - chairman</li> <li>2. Under Secretary, MWCD dealing with SPNIWCD-Member.</li> <li>3. AAO, SPNIWCD- Member.</li> </ol>
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable



	Name of the post	Stenographer Grade I
2	Number of post	15* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'B'
4	Level in Pay Matrix	Level 6 (Rs 35400 - 112400) in Pay Matrix
5	Whether Selection Post or Non-selection post	Selection
6	Age limit for direct recruitment	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	By promotion failing which by deputation including short term contract
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	<p><b>By promotion</b> Stenographer grade II in Level 4 (Rs 25500-81100) in Pay Matrix with 10 years of regular service in the grade.</p> <p><b>Note1:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite or qualifying or eligibility service by more than half of such qualifying or eligibility service, or one year, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the recommendations of the Seventh Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding pay level</p>

		<p>extended based on the recommendations of the said Pay Commission.</p> <p><b><u>By deputation (including short term contract )</u></b></p> <p>Officers of the Central Government or State Governments or Union Territories or Recognized Research Institutions or Public Sector Undertaking or Universities or Autonomous Bodies or Statutory Bodies-</p> <p>(a)(i) Holding analogous post on regular basis in the parent cadre or department</p> <p style="text-align: center;">or</p> <p>With 10 years' service in the grade rendered after appointment thereto on regular basis in posts in Pay level 4 of the Pay Matrix or equivalent in the parent cadre or department and</p> <p style="padding-left: 40px;">(a)possessing the following educational qualifications and experience-</p> <p>(i)12<sup>th</sup> class pass or equivalent from a recognized board/ university</p> <p>(ii) having skill test norms as</p> <p>Dictation: 10 mts@100wpm</p> <p>Transcription: 65 mts in English and 75 mts in Hindi on manual typewriter or 50 mts in English or 65 mts in Hindi on computer</p> <p><b>Note 3:</b> The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 4 :</b> Period of deputation (ISTC) in other ex-cadre posts held immediately preceding this appointment in the same or other organization or department of the Central Government shall ordinarily not exceed 3 years.</p> <p><b>Note 5:</b>The maximum age limit for appointment by deputation (ISTC) shall not exceed 56 years as on the closing date for receipt of application.</p> <p><b>Note 6:</b> For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the recommendations of the Seventh Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding pay level extended based on the recommendations of the said Pay Commission.</p>
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12	If a Departmental Promotion Committee exists, what is its composition	<p>Departmental Promotion Committee (for promotion)</p> <ol style="list-style-type: none"> <li>1. Joint Director (Common Services), SPNIWCD- Chairman</li> <li>2. Deputy Director ( Admin), SPNIWCD- Member</li> <li>3. Deputy Director(PD)- Member</li> </ol>
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable

1	Name of the post	Stenographer grade II
2	Number of post	10* (2026)*(Subject to variation dependent on workload) (Ten)
3	Classification	Group 'C'
4	Level in Pay Matrix	Level 4 (Rs 25500 - 81100) in Pay Matrix
5	Whether Selection Post or Non-selection post	Not applicable
6	Age limit for direct recruitment	18 to 27 years(relaxation in upper age limit as per GoI instructions)
7	Educational and other qualification required for Direct Recruits	12 <sup>th</sup> class pass or equivalent from a recognized Board/ University skill test norms: Dictation: 10 mts@100wpm Transcription: 65 mts in English and 75 mts in Hindi on manual typewriter or 50 mts in English or 65 mts in Hindi on computer
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years for direct recruitment
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	By direct recruitment failing which by deputation (including short term contract )
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	<b><u>By deputation (including short term contract )</u></b> Officers of the Central Government or State Governments or Union Territories or Recognized Research Institutions or Public Sector Undertaking or Universities or Autonomous Bodies or Statutory Bodies- (a)(i) Holding analogous post on regular basis in the parent cadre or department or With 8 years' service in the grade rendered after appointment thereto on regular basis in posts in Pay level 2 of the Pay Matrix or equivalent in the parent cadre or department and (b)possessing the following educational qualifications and experience-  (i)12 <sup>th</sup> class pass or equivalent from a recognized Board/ Institute

		<p>(ii) having skill test norms as  Dictation: 10 mts@100wpm  Transcription: 65 mts in English and 75 mts in Hindi on manual typewriter or 50 mts in English or 65 mts in Hindi on computer</p> <p><b>Note 1:</b> Period of deputation (ISTC) in other ex-cadre posts held immediately preceding this appointment in the same or other organization or department of the Central Government shall ordinarily not exceed 5 years.</p> <p><b>Note 2:</b> The maximum age limit for appointment by deputation (ISTC) shall not exceed 56 years as on the closing date for receipt of application.</p> <p><b>Note 3:</b> For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the recommendations of the Seventh Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding pay level extended based on the recommendations of the said Pay Commission.</p>
12	If a Departmental Promotion Committee exists, what is its composition	Departmental Promotion Committee (for confirmation) <ol style="list-style-type: none"> <li>1. Joint Director (Common Services), SPNIWCD</li> <li>2. Deputy Director ( Admin), SPNIWCD</li> <li>3. AAO, SPNIWCD- Member</li> </ol>
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable

1	Name of the post	Associate Librarian
2	Number of post	1* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'B'
4	Level in Pay Matrix	Level 7 (Rs 44900-142400) in Pay Matrix
5	Whether Selection Post or Non-selection post	Selection
6	Age limit for direct recruitment	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	By promotion failing which by deputation including short term contract
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	<p><b><u>By promotion</u></b>  Assistant Librarian in Level 5 (Rs 29200-93300) in Pay Matrix with 11 years of regular service in the grade.</p> <p><b>Note1:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite or qualifying or eligibility service by more than half of such qualifying or eligibility service, or one year, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service</p> <p><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the recommendations of the Seventh Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding pay level extended based on the recommendations of the said Pay Commission.</p>

		<p><b><u>By deputation (including short term contract )</u></b></p> <p>Officers of the Central Government or State Governments or Union Territories or Recognized Research Institutions or Public Sector Undertaking or Universities or Autonomous Bodies or Statutory Bodies-</p> <p>(a)(i) Holding analogous post on regular basis in the parent cadre or department</p> <p style="text-align: right;">or</p> <p>With 11 years' service in the grade rendered after appointment thereto on regular basis in posts in Pay level 5 of the Pay Matrix or equivalent in the parent cadre or department</p> <p>(b)possessing the following educational qualifications and experience-</p> <p>Graduate degree in Library Science or Library and Information Science with knowledge of MS word.</p> <p><b>Note 3 :</b>The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly the deputanists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 4:</b> Period of deputation (ISTC) in other ex-cadre posts held immediately preceding this appointment in the same or other organization or department of the Central Government shall ordinarily not exceed 5 years.</p> <p><b>Note 5:</b>The maximum age limit for appointment by deputation (ISTC) shall not exceed 56 years as on the closing date for receipt of application.</p> <p><b>Note 6:</b> For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the recommendations of the Seventh Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding pay level extended based on the recommendations of the said Pay Commission.</p>
12	If a Departmental Promotion Committee exists, what is its composition	<p>Departmental Promotion Committee (for promotion)</p> <ol style="list-style-type: none"> <li>1. Joint Director (Common Services), SPNIWCD- Chairman</li> <li>2. Deputy Director ( Admin), SPNIWCD-Member</li> <li>3. AAO, SPNIWCD- Member.</li> </ol>
13	Circumstances in which Union Public Service	Not applicable

	Commission is to be consulted in making recruitment.	
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	Name of the post	Assistant Librarian
2	Number of post	1* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'C'
4	Level in Pay Matrix	Level 5 (Rs 29200-92300) in Pay Matrix
5	Whether Selection Post or Non-selection post	Not applicable
6	Age limit for direct recruitment	18 to 27 years (relaxation in upper age limit as per GoI instructions)
7	Educational and other qualification required for Direct Recruits	Graduate degree in Library Science or Library and Information Science from a recognized University/institute having knowledge of MS Office
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	By Direct recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	Not applicable
12	If a Departmental Promotion Committee exists, what is its composition	Departmental Promotion Committee (for confirmation) 1. Joint Director (Common Services), SPNIWCD- Chairman 2. Deputy Director ( Admin), SPNIWCD- Member 3. AAO, SPNIWCD- Member.
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable

1	Name of the post	Library Attendant
2	Number of post	1* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'C',
4	Level in Pay Matrix	Level 1 (Rs 18000-56900) in Pay Matrix
5	Whether Selection Post or Non-selection post	Not applicable
6	Age limit for direct recruitment	18 to 27 years (relaxation in upper age limit as per GoI instructions)
7	Educational and other qualification required for Direct Recruits	Matriculation (10 <sup>th</sup> class) pass from recognized Board/institute
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	By Direct recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	Not applicable
12	If a Departmental Promotion Committee exists, what is its composition	Departmental Promotion Committee (for confirmation) 1. Deputy Director ( Admin), SPNIWCD- Chairman 2. Assistant Director- Member 3. AAO, SPNIWCD-Member.
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable

1	Name of the post	Staff Car Driver
2	Number of post	8* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'C'
4	Level in Pay Matrix	Level 2 (Rs 19900-63200) in Pay Matrix
5	Whether Selection Post or Non-selection post	Not applicable
6	Age limit for direct recruitment	18 to 25 years (relaxation in upper age limit as per GoI instructions)
7	Educational and other qualification required for Direct Recruits	<p>Essential:</p> <ul style="list-style-type: none"> <li>(i) Possession of a valid driving license for motor cars</li> <li>(ii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle)</li> <li>(iii) experience of driving a motor car for at least 3 years and</li> <li>(iv) Pass in 10<sup>th</sup> Standard</li> </ul> <p>Desirable: 3 years' service as Home Guard/ Civil Volunteers.</p> <p><b>Note 1:</b> The qualification regarding experience in relaxable at the discretion of the competent authority.</p> <p><b>Note 2:</b> In the case of candidates belonging to the Scheduled Castes or Scheduled Tribe if at any stage of selection, the competent authority is of the opinion that the sufficient number of candidates with requisite experience is not likely to be available to fill up the vacancy reserved for them.</p>
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years for direct recruits or re-employed.
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	<p>Deputation/absorption failing which by direct recruitment</p> <p>For Armed Forces Personnel: Re-employed.</p>
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	<p>Deputation/ Absorption :</p> <p>From amongst the regular Dispatch Rider(Group C) and Group C employees in level 1 of pay matrix in SPNIWCD who possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars failing which from officials holding the</p>

		<p>post of Dispatch Rider on regular basis or regular Group C employees in level-1 of pay matrix in other Ministries of the Central Government who fulfill the necessary qualifications as mentioned in column 7.</p> <p><b>Deputation/ re-employment for Armed Forces Personnel:</b></p> <p>The Armed Forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued ton re-employment.</p> <p><b>Note 3:</b> 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 orgainsation / Department of the Central Government shall ordinarily not exceed 5 years.</p> <p><b>Note 4:</b> The maximum age limit for appointment by deputation/ absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>
12	If a Departmental Promotion Committee exists, what is its composition	<p>Departmental Promotion Committee (for confirmation)</p> <ol style="list-style-type: none"> <li>1. Deputy Director ( Admin), SPNIWCD-Chairman</li> <li>2. Assistant Director, SPNIWCD- Member</li> <li>3. AAO, SPNIWCD- Member.</li> </ol>
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable

1	Name of the post	Dispatch Rider
2	Number of post	2 * (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'C'
4	Level in Pay Matrix	Level 2 (Rs 19900-63200) in Pay Matrix
5	Whether Selection Post or Non-selection post	Not applicable
6	Age limit for direct recruitment	18 to 25 years (relaxation in upper age limit as per GoI instructions)
7	Educational and other qualification required for Direct Recruits	Matriculation (10 <sup>th</sup> class) pass from recognized Board/institute
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	By Direct Recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	Not applicable
12	If a Departmental Promotion Committee exists, what is its composition	Departmental Promotion Committee (for confirmation) 1. Deputy Director ( Admin), SPNIWCD-Chairman 2. Assistant Director, SPNIWCD- Member 3. AAO, SPNIWCD-Member
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable

1	Name of the post	Accounts Clerk
2	Number of post	2* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'C'
4	Level in Pay Matrix	Level 4 (Rs 25500 - 81100) in Pay Matrix
5	Whether Selection Post or Non-selection post	Not applicable
6	Age limit for direct recruitment	Between 18 to 27 years (relaxation in upper age limit as per GoI instructions)
7	Educational and other qualification required for Direct Recruits	<b>Essential-</b> Graduate with Accountancy as one of the subjects from a recognized University or institution <b>Desirable-</b> Knowledge of accountancy software
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	Direct Recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	Not applicable
12	If a Departmental Promotion Committee exists, what is its composition	Departmental Promotion Committee (for promotion) 1. Joint Director (Common Services), SPNIWCD-Chairman 2. Deputy Director ( Admin), SPNIWCD-Member 3. A representative from SC/ST/OBC community at the level of Under Secretary to the GoI.- Member
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable



1	Name of the post	Multi Tasking Staff
2	Number of post	43* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'C'
4	Level in Pay Matrix	Level 1 (Rs 18000-56900) in Pay Matrix
5	Whether Selection Post or Non-selection post	Not applicable
6	Age limit for direct recruitment	18 to 25 years (relaxation in upper age limit as per GoI instructions)
7	Educational and other qualification required for Direct Recruits	Matriculation (10 <sup>th</sup> class) pass from recognized Board/institute
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	By Direct Recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	Not applicable
12	If a Departmental Promotion Committee exists, what is its composition	Departmental Promotion Committee (for confirmation) 1. Deputy Director ( Admin), SPNIWCD-Chairman 2. Assistant Director, SPNIWCD-Member 3. A representative from SC/ST/OBC community at the level of Under Secretary to the GoI.- Member
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable



1	Name of the post	Computer Operator
2	Number of post	2* (2026)*(Subject to variation dependent on workload)
3	Classification	Group `C
4	Level in Pay Matrix	Level 4 (Rs 25500-81100) in Pay Matrix
5	Whether Selection Post or Non-selection post	Not applicable
6	Age limit for direct recruitment	18 to 27 years (relaxation in upper age limit as per GoI instructions)
7	Educational and other qualification required for Direct Recruits	Graduate from any recognized University/institute having good knowledge of computer viz MS Office, Database, internet, software.
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	By Direct recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	Not applicable
12	If a Departmental Promotion Committee exists, what is its composition	Departmental Promotion Committee (for confirmation) 1. Joint Director (Common Services), SPNIWCD 2. Deputy Director ( Admin), SPNIWCD 3. A representative from SC/ST/OBC community at the level of Under Secretary to the GoI.
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable

1	Name of the post	Demonstrator (Bal Sevika)
2	Number of post	1* (2026)*(Subject to variation dependent on workload)
3	Classification	Group 'C'
4	Level in Pay Matrix	Level 4 (Rs 25500 - 81100) in Pay Matrix
5	Whether Selection Post or Non-selection post	Not applicable
6	Age limit for direct recruitment	Between 18 to 27 years (relaxation in upper age limit as per GoI instructions)
7	Educational and other qualification required for Direct Recruits	Essential- (i) 12 <sup>th</sup> pass from a recognized University/Board (ii) Training as Bal Sevika/Nursery Teacher/ Anganwadi Worker from a recognized institution
8	Whether age and other educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	Direct Recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption is to be made	Not applicable
12	If a Departmental Promotion Committee exists, what is its composition	Departmental Promotion Committee (for confirmation) 1. Deputy Director ( Admin), SPNIWCD-Chairman 2. Deputy Director (Programme Division) -Member 3. A representative from SC/ST/OBC community at the level of Under Secretary to the GoI.- Member
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable

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