

Form for proposing amendment to existing recruitment rules

1.	Name of Post	Junior Assistant
2.	Name of the Ministry/Department	New Delhi Municipal Council, Palika Kendra, Sansad Marg, New Delhi
3.	Reference number in which Commission's advice on recruitment rules was conveyed.	
4.	Date of Notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced)	

S.No.	Name	Provision in the existing/approved Rules	Revised Provision	Reasons for proposing revision
1.	Name of Post	Junior Assistant	Junior Assistant	No change in the existing

				provision
2.	No. of Posts	351	111[2017]	The posts of Court Clerk merged with Jr. Assistant vide Office Order No.SO(E)7863/SA-XIV dt. 11.02.2014. Further, posts of Clerical Assistant and Jr. Assistant were merged to create a unified single cadre of 553 posts of Jr. Assistant vide Office Order No.SO(E)/7715/SA-III dated 15.5.2015. Further, decided vide Council Res. No. dt.to abolish 415 posts of Jr. Assistant as a result of restructuring exercise.
3.	Classification	Ministerial Group 'C'	Category 'C'	No substantive change in the existing provision.
4.	Pay Band and Grade Pay/ Pay Scale	Rs.4000-7100	Level-2 in the pay matrix as per CCS(RP) Rules, 2016 (Pre revised pay band 2 Rs.5200-20200+Grade Pay 1900).	Level inserted as per pay matrix in CCS(RP) Rules, 2016.
5.	Whether Selection post or non-Selection post.	Non-selection	Non selection	No change in the existing provision.
6.	Age limit for direct	18-25 years	N.A.	No change in the existing

	recruitment.			provision.
7.	Educational and other qualification required for direct recruitment	—	N.A.	As per para 3.8.4 of the DoP&T's OM dated 31.12.2010.
8.	Whether age & educational qualification prescribed for direct recruitment will apply in the case of promotion	N.A.	N.A.	No change in the existing provision
9.	Period of probation, if any.	One year	Two years	As per para 3.10.2 of the DoP&T's OM dated 31.12.2010.
10	Method of rectt. whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By promotion from amongst Clerical Assistants having five years service and qualified the type test.	Promotion	

11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	—	Promotion From amongst Category 'D' employees having minimum qualification of Senior Secondary from a recognized Board/University and at least five years service. They will have to qualify typing test as per standards prescribed for direct recruitment.	
12	If a Departmental Promotion Committee exists what is its composition	As constituted from time to time	<u>Category 'C' DPC (for considering promotion)</u> 1. Secretary, NDMC - Chairperson 2. Director (Pers.), NDMC - Member 3. Dy. Financial Advisor, NDMC - Member 4. Liaison Officer, NDMC - Member	As per DPC guidelines dated 3.12.2010
13	Circumstances in which UPSC to be consulted in making recruitment	—	N.A.	Being Group 'C' post, UPSC is not required to be consulted at any stage in terms of para 3.14 of the DoP.T.'s guidelines dated 31.12.2010.