

ANNEXURE-3

Form to be filled by the Ministry/Department while forwarding proposal to UPSC proposing amendment to existing recruitment rules

1.	Name of Post	Private Secretary
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)	

Sr. No.	Name	Provision in the existing/approved Rules	Revised Provision proposed	Reasons for proposing revision
1.	Name of the post	Private Secretary	Private Secretary	No change in the existing provision.
2.	Number of posts	11	11 [2016]* *Subject to variation dependent on workload	No substantive change in the existing provision.
3.	Classification	Group 'B'	Group 'B'	No change in the existing provision.

4.	Scale of Pay	Rs.6500-200-10900 (S.S. Scale)	Level-8 in the pay matrix as per CCS(RP) Rules, 2016 (Pre revised pay band 2 Rs.9300-34800 Grade Pay 4800).	Level inserted as per pay matrix in CCS(RP) Rules, 2016.
5.	Whether the selection post or non selection	Selection	Selection	No change in the existing provision.
6.	Age limit for direct recruitment	--	N.A.	No change in the existing provision.
7.	Whether benefit of added years of service admissible	--	This column has since been deleted in the revised Annexure-III prescribed by UPSC	Format of Annexure-III revised by UPSC.
8.	Educational and other qualifications required for direct recruitment a) Direct Recruitment b) Departmental recruitment	N.A.	N.A.	No change in the existing provision.
9.	Whether Age & EQ prescribed for direct recruitment will apply in the case of promotes	N.A.	N.A.	No change in the existing provision.
10.	Period of Probation, if any	--	N.A.	As per para 3.10.2 of the guidelines on framing/amendment of the RRs issued by the DoP&T vide their OM No.AB-1401/48/2010-Estt.(RR) dated 31.12.2010.

11.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and % of the post to be filled by various methods	--	Promotion	No change in the existing provision.
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/ deputation/ absorption to be made	--	Personal Assistant working at level-7 (Pre revised pay band 2 Rs.9300-34800 Grade Pay 4600) of the pay matrix having two years regular service in the grade.	As per para 3.12.2 of the guidelines on framing/amendment of the RRs issued by the DoP&T vide their OM No.AB-1401/48/2010-Estt.(RR) dated 31.12.2010
13.	If a DPC exists what is its composition	--	<u>Group 'B' DPC (for considering promotion)</u> Secretary, NDMC - Chairman Director (P), NDMC - Member Director (Fin.), NDMC - Member Liaison Officer, NDMC - Member	As per para 3.13.1 of the DOP&T's DOP&T OM No.AB-14017/48/2010-Estt.(RR) dated 31.12.2010 on framing/amendment of the RRs.
14.	Circumstances in which UPSC to be consulted in making recruitment	--	Consultation with UPSC necessary for amendment/relaxation of any provision of these rules.	As per instructions of the DOP&T contained in para 3.14 of their O.M. No.AB-1401/48/2010-Estt.(RR) dated 31.12.2010 and provision in sub-sections (1)(c) & (2) of Section 43 read with sub-section 1 of Section 34 of the NDMC Act, 1994 which mandate that RRs for category 'A' & category 'B' posts in NDMC will be framed in consultation with the UPSC of the NDMC Act, 1994.