

F. No. 11014/5/2021-NMC  
Government of India  
Ministry of Information and Broadcasting  
New Media Cell  
.....

Shastri Bhavan, New Delhi  
Dated 01/01/2021

To

All Stakeholders


Subject: Amendment of Recruitment Rules for Group 'C' posts in New Media Wing,  
Ministry of Information and Broadcasting-reg.  
Sir/Madam,

I am directed to say that Recruitment Rules for Group 'C' posts in New Media Wing, Ministry of Information and Broadcasting are being amended to bring them in consonance with Model Recruitment Rules issued by DoP&T and 7<sup>th</sup> CPC recommendations.

2. DoP&T, vide its O.M. No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015, has mentioned that before referring any proposal for framing/amendment in Recruitment Rules of any post in Ministries/Departments and their Subordinate and Attached Offices, the proposed amendments/revision in the Recruitment Rules would have to be put on the website of respective Ministries/Departments for 30 days for inviting comments from the stakeholders.

3. In view of the above, all the stakeholders are requested to send their comments on the draft RRs for the said Group C post (enclosed) via e-mail at [balbirsingh.69@gov.in](mailto:balbirsingh.69@gov.in) within 30 days from the date of issue of this letter.

Encl.: As Above.

  
(Balbir Singh)

Under Secretary to Government of India.

Copy to:

- (i) NIC Cell, Min. of I&B, with the request to upload this letter on Ministry of I&B's website.
- (ii) NMW (Ms. Parvathy Rahul, DD) with the request to circulate the proposed modifications of RRs among the stakeholders through website/notice board.



Draft of RR's Group C

Ministry of Information & Broadcasting  
(New Media Wing)  
New Delhi, the ..... 2021

GSR.....In exercise of the power conferred by the proviso to Article 309 of the Constitution, and in suppression of the New Media Wing, Ministry of Information and Broadcasting (Class C posts) Recruitments Rules 1987 in so far as they relate to the posts of **Stenographer Gr.-II, Upper Division Clerk, Lower Division Clerk & Multi-Tasking Staff (MTS)** except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to Group 'C' post in the New Media Wing (NMW) of the Ministry of Information and Broadcasting namely :-

1. Short title and commencement –(1) These rules may be called the New Media Wing(Group 'C' posts) Recruitments Rules 2021.
2. They shall come into force on the date of their publication in Official Gazette.
3. Method of recruitment age limit, qualification etc.-The method of recruitment, age limit, qualification and other matters relating to the said posts shall be as specialized in columns 6 to 14 of the aforesaid Schedule.
4. Disqualification-No person
  - (a) who has entered into or contracted a marriage with a person having a spouse living, or
  - (b) who having a spouse living, has entered into or contracted a marriage with any person.

Shall be eligible for appointment to any of the said posts:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing exempt any person from the operation of this rule.

5. Power to relax-Where the Central Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing and any of the provisions of these rules with respect to any class or category of persons.
6. Saving-Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provide for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.



SCHEDULE

Name of the post	No. of the posts	Classification	Level in Matrix	Pay	Whether selection post or non-selection post	Whether benefits of added years of service admissible under rule 30 of CCS Pension Rules 1972	Age limit for direct recruits	Educational and other qualifications required for direct recruits	
1 Stenographer – Gr. II	2	3 General Central Service, Group C, Non-Gazetted, Ministerial	4 Level 04 (Rs. 25,500 - 81,100/-)	-	5 Not-applicable	6 Not-applicable	7 Between 18 to 27 years of age (relaxable for Government servants up to 40 years in accordance with the instructions or order issued by the Central Government).  Note: - The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.	8 Essential Qualifications: (i) 12 <sup>th</sup> Class or equivalent qualification from a recognized Board or University  (ii) Skill Test Norms Dictations : 10mts @80 w.p.m.  Transcription: 50mts (Eng.) 65mts. (Hindi) (on computer)	
Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	9 10	Method recruitment whether by direct recruitment or by promotion/ or by deputation/and percentage of posts to be filled by various methods		11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made.	12 Not-applicable	13 If DPC exists, what is its composition	14 Circumstances in which UPSC is to be consulted in making recruitment.	
Not-applicable	Two Year	By Direct recruitment through Staff Selection Commission.					Group 'C' Departmental Confirmation Committee (for Confirmation) consisting of: 1) Director, New Media Wing- Chairman 2) A.O./ A.D./ D.D, New Media Wing – Member 3) S.O./A.O., Other Media Units of M/o –1&B – Member	Not-applicable	
Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation from the officials of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits at column (8).									



Name of the post	No. of the posts	Classification	Level in Pay Matrix	Whether selection post or non-selection post	Whether benefits of added years of service admissible under rule 30 of CCS Pension Rules 1972	Age limit for direct recruits	Educational and other qualifications required for direct recruits
Upper Division Clerk	4*(2021) *Subject to variation dependent on work load	General Central Service, Group C, Non-Gazetted, Ministerial	Level 04 (Rs. 25,500 – 81,100/-)	Non-selection	No	Not-applicable	Not-applicable

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period provided for promotion, if any	Method recruitment whether by direct recruitment/ or by promotion/ or by deputation/and percentage of posts to the filled by various methods	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made.	If DPC exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
Not-applicable	NIL	By Promotion failing which by deputation.	<p>1. <b>Promotion:</b> Lower Division Clerks in New Media Wing Division with 8 years service in the grade rendered after appointment thereto on a regular basis.</p> <p>2. <b>Deputation:</b> Lower Division Clerk with 8 years' service in the grade rendered after appointment thereto on a regular basis in Central Government Office.</p> <p>The departmental offices in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</p> <p>Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Period of deputation including the period of deputation in another cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinary not exceed three years.</p>	<p>Group 'C' Departmental Committee considering (for promotion) consisting of:</p> <p>1) Director, New Media Wing – Chairman  2) A.O./ A.D./D.D.- New Media Wing – Member  3) S.O./A.O., Other Media Units of M/o – I&amp;B – Member</p>	Not-applicable



Name of the post	No. of the posts	Classification	Level in Pay Matrix	Whether selection post or non-selection post	Whether benefits of added years of service admissible under rule 30 of CCS Pension Rules 1972	Age limit for direct recruits	Educational and other qualifications required for direct recruits
Lower Division Clerk	6*(2021) to *Subject variation dependent on work load	General Central Service, Group C, Non-Gazetted, Ministerial	Level 02 (Rs. 19,900 – 63,200/-)	Non-selection and selection	Not-applicable	Between 18 to 27 years of age (relaxable for Government servants up to 40 years in accordance with the instructions or order issued by the Central Government.  <b>Note:</b> - The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.	Essential Qualifications: (i) 12 <sup>th</sup> Class or equivalent qualification from a recognized Board or University  (ii) Skill Test Norms (only on computer): Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on computer (35 w.p.m and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word.



Name of the post	No. of the posts	Classification	Level in Pay Matrix	Whether selection post or non-selection post	Whether benefits of added years of service admissible under rule 30 of CCS Pension Rules 1972	Age limit for direct recruits
Multi-Tasking Staff (MTS)	2	General to Central Service, Group C, Non-Gazetted, Ministerial	Level-1 (Rs. 18,000 -56,900/-)	Not-applicable	Not-applicable	Between 18 to 25 years of age
Educational and other qualifications required for direct recruits	11*(2021) *Subject to variation dependent on work load	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Method recruitment whether by direct recruitment/ or by promotion/and percentage of posts to the filled by various methods	In case of recruitment/promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made.	If DPC exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitment.
Essential Qualifications: 10 <sup>th</sup> Class or equivalent qualification from a recognized Board	8	Not-applicable	Two Years	By direct recruitment	Not-applicable	Group 'C' Departmental Confirmation Committee (for Confirmation) consisting of : 1) Director, New Media Wing – Chairman 2) A.O./A.D./D.D. - New Media Wing – Member 3) S.O./A.O., Other Media Units of M/o –I&B – Member

**Note:-** The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahual & Spiti District and Pangri Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep.

In the case of recruitment made through Staff Selection Commission, the crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.



Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Period probation, if any	Method recruitment whether by direct recruitment or by promotion/ or by deputation/and percentage of posts to the filled by various methods	In case of recruitment by promotion/ absorption, grades from which promotion/ deputation/absorption to be made.	If DPC exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitment.
9 Yes, to the extent indicated in Col. 11	10 Two Years	11 i) 85% by direct recruitment through SSC. ii) 10% of vacancies shall be filled from amongst the Group C Staff in Level-01 of the Pay Matrix (Rs.18,000-56,9000) and who possess 12 <sup>th</sup> Class pass or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years (50 years of age for the SC/ST) <b>Note:-</b> If more of such employees than the number of vacancies available under Clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.	12 Stated in Col. 11	13 <b>Group 'C' Departmental Promotion Committee (for considering promotion or confirmation) consisting of :</b> 1) Director, New Media Wing – Chairman 2) A.O./ A.D./D.D.- New Media Wing – Member 3) S.O./A.O., Other Media Units of M/o –1&B –Member	14 Not-applicable
		(iii) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group C employees in Level-01 of the Pay Matrix (Rs.18,000-56,9000) who have 3 years regular service in the Grade.			