

No. A-12018/1/2023-Admn. II  
Government of India  
Ministry of Information and Broadcasting  
Admn. II Section

Shastri Bhawan, New Delhi  
Dated 06.07.2023

**OFFICE MEMORANDUM**

**Subject: Amendment of Recruitment Rules for the post of Record Keeper in Main Secretariat,  
M/o Information & Broadcasting reg.**

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The undersigned is directed to say that Recruitment Rules for the post of Record Keeper in Ministry of Information and Broadcasting are being amended to bring them in consonance with 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 [soadm2.inb@nic.in](mailto:soadm2.inb@nic.in) within 30 days from the date of issue of this letter.

Encl.: As Above.

  
(Kirti Gupta)

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.

Draft RRs of Group C Post

**Ministry of Information & Broadcasting**

New Delhi, the ..... 2023

GSR.....- In exercise of the power conferred by the proviso to Article 309 of the Constitution, and in supersession of the Ministry of Information and Broadcasting, Record Keeper Recruitment Rules, 1978, 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 the post of Record Keeper, Group 'C' posts in Main Secretariat of the Ministry of Information and Broadcasting, New Delhi, namely:-

1. **Short title and commencement** —(1) These rules may be called the Ministry of Information and Broadcasting, Record Keeper (Group 'C') Recruitment Rules, 2023.  
(2) They shall come into force on the date of their publication in Official Gazette.
2. **Number of post, classification and pay level in the pay matrix:** The number of post, its classification, and the pay level in pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.
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 13 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, relax any of the provisions of these rules with respect to any class or category of persons.
6. **Savings**-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 post	No. of posts	Classification	Level in Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits
1	2	3	4	5	6
Record Keeper	5 (2023)* (*subject to variation dependent on workload)	General Central Service (Group 'C'), Non-Gazetted Ministerial	Level 1 (Rs. 18000-56900)**  (**The incumbents of the post shall be entitled to draw Dress Allowance annually at such rates as may be decided by the Government from time to time.)  (One increment will be given to the person appointed to the post of Record Keeper by means of promotion at the time of initial appointment.)	Non-Selection	Between 18-25 years  *In case of post is being filled up by All – India Open Competition, it would be between 18-27 years.  (The upper age-limit is Relaxable for Government servants upto 40 years in accordance with the instruction 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 candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshdweep).

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment, Whether by direct recruitment or by promotion/or by deputation/ absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation grades from which promotion/ deputation to be made
7	8	9	10	11
10 <sup>th</sup> pass from a recognized Board	No	Two years for direct recruits.	Promotion failing which by deputation/ absorption failing both by Direct Recruitment.	<p><b>Promotion :</b> MTS from Main Secretariat, M/o I&amp;B with 3 years regular service in Level 1.</p> <p><b>Deputation :</b> Officers under the Central Government –</p> <p>a) (i) Holding analogous posts on regular basis in the parent cadre/department; or (ii) With 3 year service in the grade rendered after appointment thereto on a regular basis in posts in level 1 in the pay matrix [Rs.18000-56900] or equivalent in the parent cadre/ department;</p> <p>b) Possessing the educational qualifications and experience prescribed for direct recruitment under column 7</p>

If Departmental Promotion Committee exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
12	13
<p>Under Secretary (Admn.) Main Sectt. M/o I&amp;B</p> <p style="text-align: right;">Chairman</p> <p>Section Officer (Admn. II/IV) Main Sectt., M/o I&amp;B</p> <p style="text-align: right;">Member</p> <p>Three Under Secretary level officers To be co-opted by each other from the Available officers of the panel of SC/ST, OBC and Minority, out of which one member should be from PIB.</p> <p style="text-align: right;">Member</p> <p>If no lady officer available in the committee, An officer may be co-opted in the DPC From the panel of available lady officers.</p> <p style="text-align: right;">Membar</p>	<p>Not applicable.</p>