

**No.M-27011/9/2021-MUC-II**  
**Government of India**  
**Ministry of Information and Broadcasting**  
**MUC-II section**  
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Room No.125, A-wing,  
Shastri Bhawan, New Delhi – 110001.  
Dated: 19.04.2022

**OFFICE MEMORANDUM**


Subject: Seeking comments/views/suggestions from Stakeholders on amendment of Recruitment Rules for the post of Administrative Officer in BOC (erstwhile S&DD)– regarding.

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The undersigned is directed to say that as per DoPT's O.M. No. AB-14017/61/2008-Estt(RR) dated 13.10.2015, the framing/Amendment of Recruitment Rules are to be uploaded on the website of respective Ministries/Departments for 30 Days inviting comments from the stakeholders.

2. Therefore, the draft Recruitment Rule for the post of Administrative Officer in Bureau of Outreach & Communication (Song & Drama Division) are uploaded on the official website of Ministry of Information and Broadcasting for information of stakeholders. All stakeholders are requested to go through the draft Recruitment Rules and furnish their comments, if any, to the undersigned within a period of 30 Days from the date of its uploading on the website.

Encl.: As above

  
(Prem Chand)

Under Secretary to the Government of India  
Tel: 2338 6199  
e-mail: somuc2-moib@gov.in

To,

1. All the stakeholders concerned.
2. NIC, M/o I&B, Shastri Bhawan with a request to upload the draft Recruitment Rules on the website of the Ministry of Information and Broadcasting.

(TO BE PUBLISHED IN PART II, SECTION 3  
SUB-SECTION(i) OF THE GAZETTE OF INDIA)

Government of India  
Ministry of Information & Broadcasting

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New Delhi-110003  
Dated, the April 2022

NOTIFICATION

GSR.... In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and in supersession of the, Bureau of Outreach and Communication (erstwhile Song and Drama Division) Administrative Officer Recruitment Rules except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules to regulate the method of recruitment to the post of Administrative Officer in erstwhile Song and Drama Division, Bureau of Outreach and Communication of the Ministry of Information and Broadcasting.

Namely:-

1. SHORT TITLE AND COMMENCEMENT:-

- (1) These rules may be called the, Bureau of Outreach Communication (erstwhile Song and Drama Division) Administrative Officer Recruitment Rules, 2022.
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. APPLICATION:- These rules shall apply to the posts specified in column 1 of the Schedule annexed hereto.

3. NUMBER OF POSTS, THEIR CLASSIFICATION AND SCALE OF PAY:- The number of the said posts, their classification and the scales of pay attached thereto shall be as specified in columns 2 to 4 of the said Schedule.

4. METHOD OF RECRUITMENT, AGE LIMITS, QUALIFICATIONS ETC:- The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in columns 5 to 14 of the aforesaid schedule.

5. 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 there are other grounds for so doing, exempt any person from the operation of this rule.

- 6. **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 in consultation with Union Public Service Commission, relax any of the provisions of these rules with respect to any clause or category of persons.
- 7. **SAVINGS:-** Nothing in these rules shall affect reservations, relaxation of age limit and other Castes, the Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**RECRUITMENT RULES FOR THE POST OF ADMINISTRATIVE OFFICER IN THE BOC(S&DD), MINISTRY OF  
INFORMATION AND BROADCASTING**

**SCHEDULE**

Name of post	Number of post	Classification	Pay Band and Grade pay/pay scale	Whether Selection post or non-selection post	Age limit for direct recruitment	Educational and other qualifications required for direct recruits
1 Administrative Officer	2 2* (2022) * Subject to variation dependent on workload	3 General Central Service Group 'B' Gazetted, Ministerial	4 Pay Level 7 in pay Matrix as per CCS (RP) Rules, 2016	5 Selection	6 Not Applicable	7 Not Applicable

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 deputation/absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion/deputation/ absorption grades from which promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
8	9	10	11	12	13
Not Applicable	Not applicable	100% by promotion failing which by transfer on deputation	<p><b>Promotion:</b> Superintendent in Song and Drama Division with 3 years' regular service in the grade failing which Superintendent with 8 years combined regular service in the grade of Superintendent and Technical Assistant/Accountant/Stenographer Grade-II</p> <p><b>Transfer on deputation:</b> Officers under the Central Government;</p> <p>a)(i) holding analogous posts; or</p> <p>(ii) with 3 years service in posts in pay Level 6 in pay matrix or equivalent; or</p> <p>(iii) with 8 years' service in posts in pay Level 5 in Pay Matrix or equivalent; and</p> <p>b) possessing experience of administration, establishment and accounts matters (Period of deputation shall not exceed 3 years).</p>	<p>Group Departmental Promotion Committee:</p> <p>(1) Director, BOC/Publication Division-</p> <p>.....Chairman</p> <p>(2) Director/ Deputy Secretary/ or/Under Secretary, Ministry of Information and Broadcasting -</p> <p>.....Member</p> <p>(3) Director/Joint Director/Deputy Director(Admn.), BO C- .....Member</p>	Not applicable

			<p><b>Essential Qualification :</b></p> <p>(i) Degree of a recognized University or equivalent (ii) 2 years' experience of administration, accounts and establishment work in a supervisory capacity in a Government Office or a Public body or a Commercial Organization of repute.</p> <p><b>Desirable:</b> Knowledge of Government rules and regulations.</p>			
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**ANNEXURE - III**  
**Form to be filled by the Ministry/Department while forwarding proposals to UPSC proposing amendments to existing Recruitment Rules**

1	Name of post	Administrative Officer
2	Name of Ministry/Department	Bureau of Outreach and Communication(S&DD), M/o I&B
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 and subsequent amendments should be enclosed, duly flagged and referenced)	28 <sup>th</sup> March, 1983.

S.No	Name	Provision in the existing/approved Rules	Revised provision proposed	Reasons for proposing revision
1.	Name of Post	Administrative Officer	Administrative Officer	
2	No. of Posts	08* (1983) *Subject to variation dependent on workload	02* (2022) Subject to variation dependent on workload	Due to abolition of six posts in the grade of Administrative Officer. One post abolished vide letter No. 17/02/2002-Admn.IV, dated 24.05.2002. Another five posts abolished vide BOC's Order No.A-11(11/1/2021-Admnl./BOC (S&D)
3	Classification	General Central Service Group 'B' Gazetted, Ministerial	General Central Service Group 'B' Gazetted, Ministerial	No change in the existing provisions
4.	Scale of Pay	Rs.650-30-740-35-880-EB-40-960	Pay Level 7 in pay Matrix as per CCS (RP) Rules, 2016 (Pre-revised pay band 2 Rs.	Levels inserted as per 7 <sup>th</sup> CPC pay matrix

			9300-34800 Grade Pay Rs. 4600)	
5.	Whether selection by merit or selection-cum-seniority or non-selection post	Selection	Selection	No change in the existing provisions
6.	Age limit for direct recruitment	Not exceeding 30 years (Relaxable for Government servants by 5 years in accordance with the instructions issued by the Central Government.	Not applicable	No provision for direct recruitment as the post is to be filled by promotion failing which by transfer on deputation
7.	Educational and other qualification required for direct recruitment	<p><u>Essential:</u></p> <p>(i) Degree of a recognized University or equivalent</p> <p>(ii) 2 years' experience of administration, accounts and establishment work in a supervisory capacity in a Government Office or a Public body or a Commercial Organization of repute.</p> <p>NOTE: Qualification are relaxable at the discretion of the UPSC in case of candidates otherwise not qualified</p> <p>NOTE: The qualification(s) regarding experience are relaxable at the discretion of UPSC in the case of candidates belonging to Scheduled Caste and Scheduled Tribes if, at any stage of selection, the UPSC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available or fill up the</p>	Not Applicable	No provision for direct recruitment