

ELECTRONICS SERVICE & TRAINING CENTRE, KANIYA,
RAMNAGAR, NAINITAL

RECRUITMENT & PROMOTION RULES FOR GROUP 'A' & 'B' OFFICERS
(GENERAL GUIDELINES)

1. The instructions received from Government of India from time to time for reservation of vacancies shall be strictly followed in applying these rules.
2. Age relaxation/reservation as per Central Govt. rules will be allowed to SC/ST/OBC persons with disabilities and other categories.
3. The DPC/ Selection Committee shall be constituted by the Appointing Authority as per the composition approved by ESTC Governing Council/ Govt. of India as the case may be. The Duration of the DPC shall be half yearly basis.
4. For posts created/ revised in future with the approval of Governing Council and the Government, the new rules will be finalised or the existing rules modified suitably along with such creation/revisions.
5. All appointments made in the Centre prior to the coming into force of these recruitment rules, shall be deemed to have been made under these rules and all the present employees of the Centre shall be governed by these rules.
6. In the interest of the Centre, if any rule needs to be relaxed, the same may be done at the discretion of G.C., ESTC.
7. Departmental candidates eligible for promotion for the grades as per entry at Column 11 cannot automatically claims for promotion. The appointment by promotion shall be on seniority-cum-merit basis. Seniority shall be considered for determining the eligibility for promotion as stated in the R&P Rules Merit shall be based on ACRs of immediate five years.
8. While filling up the posts in ESTC by Direct recruitment through open advertisement, internal candidates of the centre will be allowed to apply without any restriction of the age limit.
9. Excepting the Principal Director and Directors, officers are liable to be transferred and posted any where in India, in/ under ESTC.
10. Advertisements released for recruitment me to be displayed on the ESTC notice board so as to enable departmental candidates to Complete.

11. In open recruitment the Appointing Authority may consider relaxation in experience for candidates with higher educational qualifications on the recommendation of the Selection Committee.
12. The designation of "Technical Assistant" (Rs. 5500-9000) has been changed to "Junior Scientific Officer" (Same Pay Scale).
13. The sanctioned Technical posts from levels of Laboratory Supervisors upto Sr. Scientific Officer are bifurcated into two disciplines viz, a) Electronics Engg & IT; b) Mechanical Engg. The existing ESTC technical employees with degree or 3 years Diploma in Electronics/Electrical or with Post Graduate in Science (M.Sc) with specialization in electronics shall be under Electronics Engg. & IT discipline; and with degree or 3 years diploma in Mech. Engg. shall be under Mechanical Engg. disciplines.
14. For direct recruitment in Group 'A' & 'B' technical posts, the minimum qualification is Degree in Engineering or its equivalent, however for providing promotion avenues to the existing technical staff at ESTC;
 - (a) The Directors of the Centre with regular 5 years service at ESTC in the grade can also apply for the post of Principal Director against direct recruitment.
 - (b) The existing ESTC employees with Post Graduate in Science (M.Sc.) with specialization in Electronics shall be eligible for promotion upto the post of Director (Trg/Tech.) and with regular 5 years service at ESTC as Scientific Officer can also apply for the post of Senior Scientific Officer against Direct Recruitment.
 - (c) A 3 years Diploma holder shall be considered for promotion upto Senior Scientific Officer level.
 - (d) The post of Director (Technical) shall fall under Electronics & IT discipline. Since the post is to be filled up with 100% promotion, (failing which through Direct Recruit), the feeder post shall be Senior Scientific Officer of Electronic & IT discipline.

The post of Director (Training) which is also to be filled up through 100% promotion (failing which by Direct Recruit), the feeder post shall be Senior Scientific Officer (Electronics Engg. & IT, and Mechanical Engg.) Disciplines.
15. The word "equivalent degree" for Technical Posts in Gr. A&B in ESTC is designed to cover such degrees as B.Sc. (Engg.), or Grade IETE or AMIE or 'B' level of DOEACC.

16. Saving: Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen, Other Backward classes and other special categories of persons in accordance with the orders issued by the Central Govt. from time to time in this regard.
17. The number of posts indicated against various posts in the R&P Rules are subject to variation dependent on workload.
18. These new R&P Rules of ESTC shall supersede earlier R&P Rules of ESTC.
19. All the posts are on contract basis for 5 years. The contract of appointment may be extended for a further period of 5 years or less decided by appropriate authority after review of performance each time till superannuation.
20. Revised pay scale is applicable time to time each post as per government of India directive.

**ELECTRONICS SERVICE & TRAINING CENTRE,
KANIYA, RAMNAGAR, NAINITAL**

RECRUITMENT & PROMOTION RULES FOR GROUP ·C· & ·O· EMPLOYEES

(GENERAL GUIDELINES)

1. The instructions received from Government of India from time to time for reservation of vacancies shall be strictly followed in applying these rules.
2. Age relaxation/reservation as per Central Govt. rules will be allowed to SC/ST/OBC/ Persons with disabilities and other categories.
3. The DPC/ Selection Committee shall be constituted by the Appointing Authority as per the composition approved by ESTC Governing Council/ Govt. of India as the case may be. The duration of DPC shall be half yearly basis.
4. For posts created/ revised in future with the approval of Governing Council and the Government, the new rules will be finalised or the existing rules modified suitably along with such creation/revisions.
5. All appointments made in the Centre prior to the coming into force of these recruitment rules, shall be deemed to have been made under these rules and all the present employees of the Centre shall be governed by these rules.
6. In the interest of the Centre, if any rule needs to be relaxed, the same may be done at the discretion of G.C., ESTC.
7. Departmental candidates eligible for promotion for the grades as per entry at Column 12 cannot automatically claims for promotion. The appointment by promotion shall be on seniority-cum-merit basis. Seniority shall be considered for determining the eligibility for promotion as stated in the R&P Rules. Merit shall be based on ACRs of immediate five years .
8. Departmental candidates will be allowed to apply for the post and will be considered along with the nominees from the Employment Exchange/ advertisements in Newspaper subject to possessing prescribed qualifications and experience. However, age bar will not be applicable to the internal candidates.
9. The employees are liable to be transferred and posted anywhere in India in ESTC or its branches/ Extension Centres.
- 10 Requisition sent to Employment Exchange/ advertisements released for recruitment are to be displayed on ESTC Notice Board so as to enable the eligible departmental candidates to compete.

- 11 Age and qualification may be considered for re1axat101 with the approval of G.C. in case of compassionate appointment of nearest kith and kin of an employee dying in harness keeping in view the minimum suitability required to perform the duties of the post as per Central Govt. rules and instructions.
12. The sanctioned Technical posts from levels of Laboratory Supervisors upto Sr. Scientific Officer are bifurcated into two disciplines viz, a) Electronics Engg. & IT; b) Mechanical Engg. The existing ESTC technical employees with degree or 3 years Diploma in Electronics/Electrical or with Post Graduate in Science (M.Sc) with specialization in electronics shall be under Electronics Engg. & IT discipline; and with degree or 3 years diploma in Mech. Engg. shall be under Mech. Engg. disciplines.
- 13 The: posts carrying pay scales ending up to Rs.8000/- (revised) should be referred to Employment Exchange / by open advertisement as per the Govt. of India rules in force.
14. For technical posts in Gr. C A' level DOEACC Computer course or Diploma IETE will be considered for recruitment in ESTC, equivalent to three years diploma in engineering.
15. The number of posts indicated against various posts in the R&P Rules are subject to variation dependent on workload.
16. Saving: Nothing in these rules shall affect reservation. relaxation of age limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, Ex-Servicemen, Other Backward classes and other special categories of persons in accordance with the orders issued by the Central Govt from time to time in this regard.
17. These new R&P Rules of ES-c shall supersede earlier R&P Rules of ESTC.
18. All the post are on contract basis for 5 year. The contract of appointment may be extended for a further period of 5 years or less decided by appropriate authority after review of performance each time till super superannuation.
19. Revised pay scale is applicable time to time each post as per government of India directive

REVISED RRs TO THE POST OF PD, ESTC, RAMNAGAR ON CONTRACT BASIS

S.No.	Item	Description
1	Name of the post	Principal Director
2	Number of posts	One
3	Classification	Group - 'A'
4	Scale of pay	Rs. 16,400-450-20,000 <i>P Body, Pay Band - Rs 37400 to 67500 - and 2900/-</i>
5	Method of recruitment	Direct Recruitment on contract basis for a period of five years initially with further extension based on review of the performance of the individual
6	Age limit for Direct Recruits	50 years Relaxable up to 5 years for SC/ST/ Internal candidates and 3 years for OBC
7	Educational Qualifications	
	(a) Essential	Degree in Engineering in Electronics & Communication / Electrical (with Electronics as a subject) / Computer (with Electronics as a subject) or its equivalent from a recognized University / Institution
	(b) Desirable	Post Graduate qualification in Engineering / Technology / Management from a recognized Institution / University.
8	Experience	
	(a) Essential	15 years experience in Electronics Engineering Industries / Reputed Industrial Development Organisation in Production / Training / Design Dept./ Calibration and Testing department / Quality Management Dept, etc. out of which 10 years should be in a responsible Technical / Management position.
	(b) Desirable	<ul style="list-style-type: none"> - Development of Industries / Projects / Quality Management Systems, - Implementation & Management of Engineering Projects, - Use of computerized MIS, - NABL Accreditation, procedures & Laboratory Management - ISO 9001/ 14001 systems. - Administration, Finance and Labour Management
9	Whether Age & Educational Qualifications applies in the case of Promotees.	Not Applicable
10	Field / Eligibility of promotion	Not Applicable
11	Whether Selection-cum-Seniority or Selection-cum-merit	Not Applicable
12	Composition of Promotion Committee	Not Applicable.
13	Composition of Selection Committee	Members to be nominated by the Appointing Authority / Chairman, Governing Council.

29/10/04

ELECTRONICS SERVICE & SERVICE TRAINING CENTRE
KANIYA, RAMNAGAR, DISTT. NAINITAL (UTTRANCHAL)
A Govt. of India Society Under Ministry of SSI & ARI
RECRUITMENT / PROMOTION RULES FOR : GROUP 'A' & 'B' POSTS - TECHNICAL

S.No.	Name of the Post	No. of Posts	Classification	Scale of Pay	Whether Selection post or Non Selection Post	Max. age limit for direct recruits	Minimum Educational Qualification required for direct recruits	Period of probation	Method of Recruitment	Eligibility for Promotion	Composition Selection/ DPC Committee
1.	Principal Director	One	-	Rs.16,400-450-20,000	Not applicable (Appointment by Govt. of India)	50 Years (Relaxable as per Central Govt. norms)	Essential: A degree in Engineering in Electronics & Communication, or Computer or Electrical (with electronics as a subject) or its equivalent from a recognised Institution/ University. 12 Years experience directly in the development/ management of light/ consumer, Precision Electronics Engineering Industry, or in a reputed Industrial Development Organisation (Experience may be relaxed at the discretion of the Appointing Authority in the case of candidates with higher qualifications in the relevant field). Desirable: Additional qualification in Management/ Training Methodology/ Administration from a recognised University/ Institutions.	One year for direct recruits	Direct recruitment	The Directors of the Centre with regular 5 yrs. Service at ESTC in the grade can also apply for the post of Principal Director against Direct recruitment.	To be decided by Govt. of India at the time of filling up the vacancy from time to time

1	2	3	4	5	6	7	8	9	10	11	12
2.	Director (Technical)	One	-	12,000 - 375-1a:500	Selection	45 Years (Relaxable as per Central Govt. norms)	A degree in Electronics/ Communication/Electrical (with specialisation in Electronics)/Computer Science/ Computer Engineering/Computer Application or equivalent from a recognised University/ Institute with 10 years experience in application/ production in the relevant field at Executive level in a recognised Institution / Engineering Organisation of repute (Experience relaxable by competent authority in case of candidates with higher qualification in the relevant field).	One year	100 % promotion fail in 9 which by direct recruitment	Senior Scientific Officer (Electx. & IT) possesses the qualification mentioned in column 8 / M.Sc. (with specialisation in Electx.), and with 5 years regular service at ESTC in the grade of Rs. 10,000 to 15,200/-	1. Officer of appropriate level from SIDO - Chairman 2. Subject Expert from O/O DC (SSI) Central Govt./State Govt./Auto - nomous bodies under Central/ State Govt - Member 3. An officer of appropriate level to represent SC/ST/OBC - Member

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
3.	Director (Training)	One	-	17,000 - 375-16,500	Selection	45Years (Relaxa ble as per Central Govt. norms	A degree in Electronics/ Communication/Electrical (with specialisation in Electronics)/Computer Science/ Computer Engineering/Computer Application / Mechanical Engineering or equivalent from a recognised University/ Institute with 10 years relevant experience of which 5 years at appropriate level in imparting & management of training in a recognised Institution or reputed Engineering Organisation (Experience relaxable by competent authority in case of candidates with higher qualification in the relevant field).	One year	100 % prom otion failin g whic h by direct recrui tment	Senior Scientific Officer (Electx. & IT) or Mech. Engineering, possessing the qualification mentioned in column 8 / M. Sc. (with specialisat ion in Electx.) and with 5 years regular service at ESTC in the grade of Rs. 10,000 to 15,200/-	1. Officer of appropriate level from SIDO - Chairman 2. Subject Expert from O/O DC (SSI) Central Govt./ State Govt./Auto -nomous bodies under Central/ State/ Govt. - Member 3. An officer of appropriate level to represent SC/ST/OBC - Member

(219)

1	2	3	4	5	6	7	8	9	10	11	12
4.	Senior Scientific Officer	Four (i) Mech. Engg.-01 No. (ii) Electronics Engg. & IT-03 Nos.	-	10,000-325-15,200	Selection	40 Years (Relaxable as per Central Govt Norms)	(i) Mech. Engg. - A degree in Mech. Engg./Technology or equivalent from a recognised Institute with 7 years experience in the relevant field in an organisation/ Institute of repute (experience relaxable by Competent authority in case of candidates with higher qualification in the relevant field). (ii) Electrx. Engg. & IT - A degree in Electronics/ Communication/ Electrical (With specialisation in Electrx.) /Computer Science / Computer Engg./ Computer Applications or equivalent from a recognised University/ Institute with 7 years experience in the relevant field in an organisation/ Institute of repute (Experience relaxable by competent authority in case of candidates with higher qualification in the relevant field). The existing Scientific Officer with 5 years regular service as Scientific Officer at ESTC can also apply for the post of Senior Scientific Officer against direct recruitment.	Two years for direct recruits.	50% promotion by which 90% of direct recruitment and 50% Direct recruitment	Promotion of Scientific Officer in the respective trade in the pay scale of Rs. 8000/- to 13000/- with 5 years regular service in the grade at ESTC.	1. Officer of appropriate level from SIDO - Chairman 2. Subject Expert from O/O DC (SSI) / Central Govt./ State Govt./Auto-nomous bodies under Central/ State Govt. - Member 3. An officer of appropriate level to represent SC/ST/OBC - Member 4. Director (Tech./ Tfg.) - Member

1	2	3	4	5	6	7	8	9	10	11	12
5.	Scientific Officer	Six (i) Mech Engg.-01 No. Elect & IT - 05 Nos.	-	Rs.8,000-275-13,500	Selection	30 years (Relaxable as per Central Govt. Rules	Essential:- (i) Mech. Engg. - A degree in Mech. Engg./Technology or equivalent from a recognised Institute with two years relevant experience at supervisory level. (ii) Electx. Engg. & IT - A degree in Electronics/Communication/Electrical (with specialisation in Electronics)/ Computer Science/Computer Engg./ Computer Applications or equivalent from a recognised University/ Institute with two years relevant experience at supervisory level. Desirable: Specific experience in the following field corresponding to the discipline and job requirements of the posts will be preferred: 1. PCB Design/ Manufacturing/Assembly or 2. Production and assembly of electronics equipments; or 3. Testing, quality control & reliability in the field of Electronics; or	Two years for Direct recruits	50% by Promotion falling in which direct recruitment and 50% Direct recruitment	Promotion of Jr Scientific Officer in the respective trade in the scale of Rs.5500-9000 and with 5 years regular service in the grade at ESTC.	1. Director SIDO/ ESTC - Chairman 2. ADO & Secy/SSO ESTC - Member 3. Subject Expert - Member 4. An officer of appropriate level to represent SC/ST/OBC - Member

Group 'A' Post – Non Technical

1	2	3	4	5	6	7	8	9	10	11	12
1	Administrative Officer Cum Secretary	One	-	Rs. 10,000-325-15,200	Selection	40 Years (Relaxable as per Central Norms.)	Qualified as Company Secretary or Degree in Law or Degree in any discipline with Diploma in Industrial or Personal Management from a recognised University/ Institute. 10 Years experience in a similar field out of which not less than 5 years in a responsible supervisory administrative position with acquaintance in General Administration/ Audit/Accounts procedures, Industrial & Commercial law, rules & regulation including management, security, welfare and public relations affairs (Experience relaxable by appointing authority in case candidates with higher qualifications in the relevant field).	Two years for direct recruits	100% Promotion failing which by direct recruitment	Promotion Store Officer in the scale of Rs. 8,000-13,500 with 5 years service in the grade and Accounts Officer in the scale of Rs. 7,450 - 11,500 with 7 years service in the grade at ESTC. Both Store Officer and Accounts Officer should be possessing the qualification mentioned in Column 8.	1. Director SIDO – Chairman 2. Director (Tech/Tig) ESTC – Member 3. An Officer of appropriate level to represent SC/ST/OEC Member

(53)

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
✓ 2.	Store Officer	One	-	Rs. 3,000- 275-13,500	Selection	35 years (Relaxa ble as per Central Govt. Norms.)	Degree in any discipline or equivalent from a recognised University/ Institute with Diploma in materials management from a recognised / reputed Institute with 5 years experience of handling Stores and Purchase in a reputed organisation / Institute.	Two years for direct recruits	Direct recruit ment	-	1. Director ESTC - Chairman 2. A.C.C. & Secy. ESTC SSO -Member 3. Subject Expert (SIDO Officer)- Member 4. An Officer of appropria te level to represent sc/str/cac -Member

(54)

Group 'B' Post - Non - Technical

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
Accounts Officer	One	-	7,450-225-11,500	Selection	40 years (Relaxable as per Central Govt. Norms)	<p>Essential:- A degree in Commerce or equivalent from a recognised University/ Institute with 10 years experience in General Accounts, Costing, Auditing & Taxation jobs in Govt./Semi Govt./reputed Organisation</p> <p>Desirable:- Qualified as Chartered Accountant will be preferred along with above qualification.</p>	Two years for direct recruits	Direct recruitment	-	1. Director (Tech./Trg) ESTC - Chairman 2.ADO & Secy. ESTC - Member 3.Subject Expert (SIDO Officer)- Member 4. An Officer of appropriate level to represent SC/ST/OBC-Member	

(55/

Group 'B' Posts - Technical

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
	Jr. Scientific Officer	(Thirteenth -en) (i) Mech Engg.-03 Nos. (ii) Electx & IT - 10 Nos.		Rs.5,500-175-9000	Selection	30 Years (Relaxable as per Central Govt. Norms)	<p>Essential:-</p> <p>(i) Mech. Engg.- A degree in Mech. Engg./Technology or equivalent from a recognised Institute or three years Diploma in mech. Engg./Technology or equivalent with 5 years experience in technical field in a reputed firm/organisation</p> <p>(ii) Electx. Engg. & IT - A degree in Electx./ Communication/ Electrical Engg. (with specialisation in Electronics)/ Computer Science/ Computer Engg./ Computer Applications or equivalent from a recognised University/ Institute or three years Diploma in Electx./ Communication/ Electrical (With specialisation in Electronics)/ Computer Science/ Computer Science/ Computer Application or equivalent with 5 years experience in technical field in a reputed firm/ organisation.</p> <p>Desirable:</p> <p>Specific experience in the following field corresponding to the discipline and job requirement of the posts</p>	Two years for direct recruits	50% by Promotion and 50% by direct recruitment	Promotion Lab Supervisor in the scale of Rs.4000-6000 with 5 years service in the grade at ESTC.	1. Director ESTC of concerned discipline - Chairman 2. An Officer of ESTC of appropriate level - Member 3. Outside Expert (SIDO Officer)- Member 4. An Officer of Appropriate level to represent SC/ST/OB C - Member

Group 'C' Post - Technical

1. S. No.	2. Name of the Post	3. No. of Posts	4. Classification	5. Scale of Pay	6. Whether Selection Post or Non Selection Post	7. Max. age limit for direct recruits	8. Minimum Educational Qualification required for direct recruits	9. Whether Age & Qualification prescribed for direct recruits will apply in case of promotees	10. Period of probation	11. Method of Recruitment	12. Eligibility for Promotion	13. Composition /DPC Committee
1.	Laboratory Supervisor	Six (i) Mech Engg - 01 Nos. (ii) Electx & IT - 05 Nos.	-	Rs. 4000 -100-6000	Selection	25 Years (Relaxable as per Central Govt. Norms)	Essential: (i) Mech. Engg. - A three years Diploma in Mechanical Engg. / Technology or equivalent from a recognised Institute with atleast one year experience in the relevant field (experience relaxable by Competent Authority in case of candidates with higher qualifications) (ii) Electx. & IT - A three years Diploma in Electronics/ Communication/ Electrical (with specialisation in Electx./ Computer Science/ Computer Engg./ Computer Applications are equivalent from a recognised University/ Institute with atleast one year experience in the relevant field. (Experience	Not Applicable	2 Years for direct recruits	Direct recruitment	Not Applicable	1. Officer appropriate level of ESTC - Chairman 2. An Officer of ESTC/ Out side belonging to SC/ST/O BC - Member 3. An Officer of ESTC/ Out side - Member Nct: Out of 2&3 above

(578)

									One should essentially be from outside / SIDO	
						relaxable by competent authority in case of candidates with higher qualifications). Desirable: Specific exposure in the following field will be preferred: 1. PCB Design/ manufacturing/Assembly; or 2. Production of Electronics Equipment & Assembly of Components; or 3. Testing, quality control and reliability in the field of Electronics; or 4. Service techniques for TVWCR etc. or 5. Wound Components in the field of Electronics; or 6. Sheet Metal/ Tool Engineering; or 7. Chemical Processing/ Etching; or 8. General Maintenance/ repair and servicing; or 9. Computer Hardware/ Application and software development. corresponding to the discipline of the post.				

2.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
	Draftsman	Two	-	Rs.4500 -125- 7000	Selection	35 Years (Relaxable as per Central Govt. Norms)	Diploma in Draftsmanship from a recognised Board/ University/ Institute or equivalent and having worked in design/ drawing cell of an industry/ organisation for atleast 5 years.	Not Applicable	2 years for direct recruits	Direct recruit- ment	Not Applica- ble	1. Officer of appropriate level of ESTC -- Chairman 2. An Officer of ESTC/ Out side belonging to SC/ST/ OBC -- Member 3. An Officer of ESTC/ Out side Member Not Out of 233 above one should essentially be from outside/ SIDO

(60)

+

Group 'C' Posts - Non - Technical

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
1.	Office Superintendent	One	-	Rs.5000-150-8000	Selection	40 Years (Relaxable as per Central Govt. Norms)	Degree in Arts/ Commerce/Science or Management/Law or equivalent from a recognised university /Institute with 10 yrs experience in the grade of Office Assistant/ Clerk in reputed Organisation in Estt./Accts Work. (Experience relaxable by the Appointing Authority in case of candidates with higher qualification).	Age-No Qualific ation- No, but min. matricul ation with experien ce in ESTC of Accounts works.	2 years for direct recruits	Promoti on failing which by direct recruitm ent	Promoti on from Personal Secretary / Recepti onist/ SOA /Store Assst./ Accountant with 3 years experien ce at ESTC	1. Officer of appropriate level of ESTC - Chairman 2. An Officer of ESTC/ Out side belonging to SC/ST/ OBC - Member 3. An Officer of ESTC/ Out side - Member Not: Out of 2&3 above one should essentiall y be from outside/ SIDO

(611)

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
	Accountant	One	-	Rs.4500-125-7000	Selection	35 Years (Relaxable as per Central Govt norms)	Degree in Commerce or equivalent from a recognised University/ Institute with 5 yrs. Experience in reputed organisation as Accounts Clerk or as Cashier equivalent to Office Assistant of ESTC/ 10 yrs experience equivalent to JOA of ESTC.	Age-No. Qualific-ation- No, but min. matricul-ation or equivalent with experien- -ce in ESTC of Accounts Section	2 years for direct recruits	Direct Recruitment	-	1. Officer of appropriate level of ESTC - Chairman 2. An Officer of ESTC/ Out side belonging to SC, ST/ OBC - Member 3. An Officer of ESTC/ 4. Cat side - Member Not Out of 2&3 above one should essentially be from outside/ SIDO

(62)

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
	Senior Office Assistant	One	-	Rs. 4500 -125-7000	Selection	35 Years (Relaxable as per Central Govt. norms)	A Degree in Arts/ Commerce/ Science from a recognised University/ Institute with 5 yrs. Experience in similar type of work in Estt./General section of a reputed organisation equivalent to OA of ESTC/ 10 yrs. Experience equivalent to JOA of ESTC.	Age-No. Qualific ation - Matricul ation with experien ce in Estt. Work at ESTC.	2 YRS. Probati on for Direct recruits	Promoti on failing which by direct recruitm ent	Promoti on from Office Asstt. With 5 yrs experien ce in the grade in ESTC.	1. Officer of appropriate level of ESTC - Chairman 2. An Officer of ESTC/ Out side belonging to SC/ST/ OBC - Member 3. An Officer of ESTC/ Out side - Member Note: Out of 2&3 above one should essentially be from outside/ SIDO

(63)

1.	2.	3.	4.	5.	3.	7.	8.	9.	10.	11.	12.	13.
4.	Public Relation Assistant	One	-	Rs.4500-125-7000	Selection	30 years (Relaxable as per Central Govt. Norms).	A degree in any discipline or equivalent from a recognised University/ Institute, Certificate in telephone operator from a recognised institution with two years experience in a reputed organisation as receptionist cum Telephone Operator on EPABX with proficiency in Hindi and English Language Desirable: Knowledge of Computer Operation and Use.	Age-No Qualification-No.	2 years for Direct recruits	Promotion falling which by direct recruitment	Promotion from Office Assistant with 5 yrs. Experience in the grade in ESTC with knowledge in operation and use of Computer and EPABX.	1. Officer of appropriate level of ESTC - Chairman 2. An Officer of ESTC/Out side belonging to SC/ST/OBC - Member 3. An Officer of ESTC/Out side - Member Not: Out of 2&3 above one should essentially be from outside/ SIDO

(64)

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
5.	Store Assistant	One	-	Rs.4500-125-7000	Selection	30 Years (relaxable as per Central Govt norms).	A Degree in any discipline or equivalent from a recognised University/ Institute with 5 yrs. Experience in a reputed Orgn. In Store & Material Management equivalent to Office Assistant of ESTC.	Age-No. Qualification - No, but minimum matriculation or equivalent	2 years Probation for Direct recruits	Direct recruitment	-	1. Officer of appropriate level of ESTC - Chairman 2. An Officer of ESTC/ Out side belonging to SC/ST/ OBC - Member 3. An Officer of ESTC/ Out side - Member Not Out of 233 above one should essentially be from outside/ SIDO

(65)

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
6.	Personal Secretary	One	-	Rs.4500-125-7000	Selection	30 years (Relaxable as per Central Govt. norms).	1. A degree or equivalent from a recognised University/ Institute 2. Typing Speed of 40 WPM in English and Hindi 3. Shorthand speed of 80WPM in English and Hindi with 5 yrs. Experience as Personal Assst. In a reputed Organisation (Preference will be given to a person having working knowledge of computer).	Age-No Qualification- Yes	2 years Probation for Direct Recruits	Promotion on failing which by direct recruitment	Promotion from Office Assistant Steno Typist with 5 yrs. Exp. in the grade in ESTC.	1. Officer of appropriate level of ESTC - Chairman 2. An Officer of ESTC. Out side belonging to SC, ST/ OBC- Member 3. An Officer of ESTC. Out side - Member Note- Out of 2&3 above one should essentially be from outside SIDO

7.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
	Docume n-tation Assistan t	One	-	Rs.4000 -100- 6000	Selection	30 years (Relaxable as per Central Govt norms).	A degree in any discipline or equivalent from a recognised University/ Institute with Diploma in Library Science from a reputed Institute / Board	Not Applicable	2 Years for Direct recruits	Direct recruit- ment	-	1. Officer of app:ropriate level of ESTC - Chairman 2. An Officer of ESTC/ Outside belonging to SC/ST/ OBC- Member 3. An Officer of ESTC/ Outside- Member Note- Out of 2&3 above one should essentially be from outside/ SIDO

(67)

8.	Office Assistant	Two	-	Rs.4000-100-6000	Selection	30 years (Relaxable as per Central Govt. norms)	Higher Secondary or Equivalent from a recognised Board/ Institute with 8 years experience in Accounts/ Estt. General Section Work (Experience relaxable by Competent Authority in case of candidates with higher educational qualification).	Age-No. Qualification - Yes	2 Years for direct recruits	50% Promotion falling which by direct recruitment & 50% by Direct Recruitment	Promotion from JOA with 8 years experience in ESTC in the grade of Rs.3050-4590.	1. Officer of appropriate level of ESTC - Chairman 2. An Officer of ESTC/ Outside belongin g to SC/ST/OB C- Member 3. An Officer of ESTC/ Outside - Member Note- Out of 2&3 above one should essentially be from outside/ SIDO
----	------------------	-----	---	------------------	-----------	---	--	-----------------------------	-----------------------------	---	--	--

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
9.	Office Assistant Steno	Two	-	Rs.4000-100-6000	Selection	30 Years (Relaxable as per Central Govt. Norms).	Graduate in any discipline from a recognised University / Institute with typing speed of 30 WPM & short hand speed of 80 WPM in Hindi or in English	Age- No Qualific- ation - Yes	2 Years for Direct Recruit s	50% by Promoti on failing which by direct recruitm ent & 50% by Direct recruitm ent	Promoti on from JOA in the grade of Rs. 3050 -4590 with 8 years experien ce in ESTC in the grade with Shorttha nd speed of 80 WPM.	1. Officer of appropriate level of ESTC - Chairman 2. An Officer of ESTC/ Outside belonging to SC/ST/ OBC- Member 3. An Officer of ESTC/ Outside- Member Note- Out of 2&3 above one should essentially be from outside/ SIDO

(E9)

2015

10. ✓	Junior Office Assistant	Four	-	Rs.3050-75-3950-80-4590	Selection	30 Years (Relaxable as per Central Govt. norms)	Higher Secondary or equivalent from recognised board/ Institute with typing speed 30 WPM in Hindi or English	Age-No. Qualification - yes	2 years for Direct recruits	50% by Promotion failing which by direct recruitment & 50% by Direct recruitm ent	Promotion from Helper having minimum qualification matriculation or equivalent with 5 years experience in the grade in ESTC having typing speed 30 WPM	1. Officer of appropriate level of ESTC - Chairman 2. An Officer of ESTC/ Outside belonging to SC/ST/OBC - Member 3. An Officer of ESTC/ Outside- Member Note- Out of 283 above one should essentially be from outside/ SIDO
-------	-------------------------	------	---	-------------------------	-----------	---	--	-----------------------------	-----------------------------	---	--	--

(70)

11.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
	Driver	Two	-	Rs.3050 -75- 3950- 80- 4590	Selection	30 Years (Relaxable as per Central Govt. norms).	1. Passed 10 th class are equivalent and possessing current and valid Driving licence for light motor vehicles. 2. Able to read, write & speak in Hindi or in English with experience of 3 years in a reputed organisation with unblemished past records.	Age-No. Qualific ation- Yes	2 Years for Direct recruits	50% by Promot- ion failing which by direct recruitm ent & 50% by Direct recruitment	Promoti on from Group D staff of ESTC based on practical Driving test/ merit	1. Officer of appropriate level of ESTC - Chairman 2. An Officer of ESTC/ Out side belonging to SC/ST/ OBC- Member 3. An Officer of ESTC/ Out side- Member Note- Out of 2&3 above one should essentially be from outside/ SIDO

(711)

Group 'D' Posts - Non - Technical

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
1.	Helper	Six	-	Rs.2610-60-3150-65-3540	Selection	25 years (Relaxable as per Central Govt. norms).	Passed 8 th class from a recognised Board/ Institute should be able to read, write and speak in Hindi	Age-No. Qualification - Yes	2 years for Direct recruits	50% by Promotion failing which direct recruitment & 50% by Direct Recruitment	Promotion from Watchman /Safaiwala	1. Officer of appropriate level of ESTC - Chairman 2.An Officer of ESTC/ Out side belonging to SC:ST/ OBC- Member 3. An Officer of ESTC/ Out side- Member Note- Out of 2&3 above one should essentially be from outside/ SIDO

(72)

2.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
	Chowkid ar (Watchman)	Four	-	Rs.2550-55-2660-60-3200	Selection	25 Years (Relaxable as per Central Govt. norms).	Passed 5 th class and able to:- 1. Read, write and speak in Hindi 2. Take preventive measures to fight fire and operate fire fighting equipments in case of fire 3. Practice first aid. Unblemished past record of having done watchman duty for a minimum one year.	Not applicable	2 years or direct recruits	Direct recruitment	Not Applicable	1. Officer of appropriate level of ESTC - Chairman 2. An Officer of ESTC/ Out side belonging to SC/ST/OBC- Member 3. An Officer of ESTC/ Out side- Member Note- Out of 2&3 above one should essentially be from outside/ SIDO

3.	2. Safaiwal a (Sweeper)	3. Two	4. -	5. Rs.2550 -55- 2660- 60- 3200	6. Not Applicable	7. 30 Years (Relaxable as per Central Govt. norms).	8. Passed 5 th class and able to read in Hindi. Experience one year as Safaiwala.	9. Not Applicable	10. 2 years for direct recruits	11. Direct recruitm -ent	12. Not Applicable	13. 1. Officer of appropriate level of ESTC - Chairman 2. An Officer of ESTC/ Out side belonging to SC/ST/ OBC- Member 3. An Officer of ESTC/ Out side- Member Note- Out of 2&3 above one should essentially be from outsider/ SIDO
----	-------------------------------	--------	------	--	----------------------	--	---	----------------------	--	--------------------------------	-----------------------	---

(74)

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
4.	Mali	One	-	Rs.2550 -55- 2660- 60- 3200	Not Applicable	25 Years (Relaxable as per Central Govt. norms).	Passed 5 th Class, able to speak, write and read in Hindi. One year experience as Mali.	Not Applicable	2 Years for Direct recruits	Direct Recruits	Not Applicable	1. Officer of appropriate level of ESTC - Chairman 2. An Officer of ESTC/ Out side belonging to SC/ST/ OBC- Member 3. An Officer of ESTC/ Out side- Member Note- Out of 2&3 above one should essentially be from outside/ SIDO

(75)