

No. 399/10/2015-AVD-III  
Government of India  
Department of Personnel and Training  
AVD-III Section

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North Block, New Delhi

Dated 19 May, 2016

**Subject: Amendment in Recruitment Rules for Group 'C' posts in the Central Vigilance Commission – reg.**

The Recruitment Rules for Group 'C' posts in the Central Vigilance Commission is proposed to be amended. The proposed Draft Notification along with Schedule has been uploaded for inviting comments from the stakeholders. Comments, if any, may please be sent to the undersigned within 30 days.

Encl: As above.

*Sarita Nair*

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Under Secretary to the Govt. of India

Tel. No. 23094541

To:

NIC, for uploading on Department's website.

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

Government of India

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS  
(Department of Personnel & Training)

NOTIFICATION

New Delhi, the .....

G.S.R. In exercise of the powers conferred by Section 7 of the Central Vigilance Commission Act, 2003 (45 of 2003) read with rule 4(1)(b) of the Central Vigilance Commission (Staff) Rules, 2007 and in supersession of Central Vigilance Commission (Stenographers) Recruitment Rules 1975, Central Vigilance Commission Group C posts (Recruitment of Staff) Rules, 1977, in so far as it relates to the posts of Upper Division Clerk, Lower Division Clerk, Staff Car Driver and Dispatch Rider, Central Vigilance Commission (Group 'D' posts) Recruitment Rules, 1988 and Central Vigilance Commission (Data Entry Operator) Recruitment Rules 1993, except in respect of 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' posts in the Central Vigilance Commission, namely:-

1. Short title and commencement – (1) These rules may be called the Central Vigilance Commission (Group 'C' posts) Recruitment Rules, 2016.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of post, classification and Pay Band and Grade Pay or scale of pay.--The number of posts, their classification and the Pay Band and Grade Pay or scale of pay attached there to shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Method of recruitment, age limit, and other qualifications, etc. – The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in columns 5 to 13 of the said Schedule annexed to these rules.

4. Disqualifications- 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 the rules- 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 the Union Public Service Commission relax any of the provisions of these rules with respect to any class or category of persons.

7. Saving- Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes. the Schedule Tribes Other Backward Classes. Ex-Service personnel and other special categories of person in accordance with the orders issued by the Central Government from time to time in this regard.

## SCHEDULE

Name of post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or Non-selection post.	Age Limit for direct recruits.
1	2	3	4	5	6
<b>1.Senior Secretariat Assistant (SSA)</b>	20* (2016) *Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Ministerial	Pay band-1Rs.5200-20200 plus grade pay Rs.2400.	Non-selection.	Not applicable.

Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods.
7	8	9	10
Not applicable.	Not applicable.	Not applicable.	(i) Seventy-five per-cent by promotion failing which by deputation and (ii) twenty-five per-cent of the vacancies shall be filled from amongst Junior Secretariat Assistant (JSA) in the Commission who have rendered 5 years of regular service in the grade on the basis of Limited Departmental Competitive Examination conducted by Staff Selection Commission.

<p>In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.</p>	<p>If a Departmental Promotion Committee exists, what is its composition.</p>	<p>Circumstances in which Union Public Service Commission is to be consulted in making recruitment.</p>
<p>11</p>	<p>12</p>	<p>13</p>
<p><b>Promotion:</b>  Junior Secretariat Assistant (JSA) with 8 year of regular service in the Commission in the grade.  Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite service by more than half of such qualifying /eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.  Note 2: Officials holding the feeder grade post i.e. JSA on regular basis on the date of notification of these rules will be eligible for consideration for promotion on 5 years of regular service in JSA grade.</p> <p><b>Deputation:</b>  Officers of the Central Government  (i) holding analogous post on regular basis; or  (ii) with eight years regular service in the grade of Junior Secretariat Assistant (JSA) or equivalent in pay band-1Rs.5200-20200 plus grade pay Rs.1900.  The departmental officers in the feeder category who are in 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>Group 'C' Departmental promotion Committee (for considering confirmation or promotion).</p> <ol style="list-style-type: none"> <li>i) Director/ Deputy Secretary/Officer on Special Duty, Central Vigilance Commission -Chairman</li> <li>ii) two officers of the Central Vigilance Commission not below the status of Under - Member</li> <li>iii) Under Secretary (Vigilance), Department of Personnel and Training – Member.</li> </ol>	<p>Not applicable.</p>

1	2	3	4	5	6
<b>2. Junior Secretariat Assistant (JSA)</b>	28 *(2015) *Subject to variation dependent on workload.	General Central Service, Group 'C', Non-Gazetted, Ministerial.	Pay band-1 Rs.5200-20200 plus grade pay Rs.1900.	Non-selection.	Between 18 and 27 years of age (relaxable in accordance with the instructions or orders issued by the Central Government) Note: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission.

7	8	9	10
(i) 12 <sup>th</sup> Class Pass or equivalent qualification from a recognized Board or University; and (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500KDPH/9000KDPH on an average of 5 Key depressions for each word)	Yes, to the extent indicated in Col.10	Two Years.	(i) Eighty five percent by direct recruitment through SSC.  (ii) ten percent of the vacancies shall be filled from amongst the Group C Staff in Grade Pay of Rs.1800/- 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) Note:- If more 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. (iii) five percent of the vacancies shall be filled on seniority-cum-fitness basis from Multi-Tasking Staff (Group C) who have 3 years regular service in posts with the grade pay of Rs.1800.

11	12	13
As stated in Col. 10	<p>Group 'C' Departmental Promotion Committee (for considering confirmation).</p> <ul style="list-style-type: none"><li>i) Director/ Deputy Secretary/Officer on Special Duty, Central Vigilance Commission -Chairman</li><li>ii) two officers of the Central Vigilance Commission not below the status of Under - Member</li><li>iii) Under Secretary (Vigilance), Department of Personnel and Training – Member.</li></ul>	Not Applicable

1	2	3	4	5	6
<b>3. Data Entry Operator</b>	1* (2016) *Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Pay band-1 Rs.5200-20200 plus grade pay Rs.2800.	Not applicable.	Between 18 and 25 years of age (relaxable in accordance with the instructions or orders issued by the Central Government) Note: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission.

7	8	9	10
(i) 12 <sup>th</sup> Class Pass or equivalent qualification in science stream with Mathematics as a subject from a recognized board with one year Diploma in Computer Applications of DOEACC-A Level from a recognized Institute and 2 years experience in EDP work in a Government Office/ PSU / Statutory /Autonomous Organizations/Recognized Institution; or Bachelor's Degree in	Not applicable	Two Years	Deputation failing which by direct recruitment through Staff Selection Commission.



<p>Computer Applications/Information Technology /Computer Science of a recognized University/Institute; and (ii) A speed test of not less than 15000key depressions per hour for data entry work to be ascertained through speed test on computer.</p> <p>Note 1: Qualification(s) is/are relaxable at the discretion of the SSC for reason to be recorded in writing, in case of candidates otherwise well qualified.</p> <p>Note2: The qualification(s) regarding experience is/are relaxable at the discretion of the SSC in case of candidate belonging to Schedule Castes/Schedule Tribes, if, at any stage of selection the SSC is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not available to fill up the vacancies reserved for them.</p>			
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<p>In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.</p>	<p>If a Departmental Promotion Committee exists, what is its composition.</p>	<p>Circumstances in which Union Public Service Commission is to be consulted in making recruitment.</p>
<p>11</p>	<p>12</p>	<p>13</p>
<p><b>Deputation:</b>  Officers under Central Government:  (A) (i) Holding analogous post on regular basis in the parent cadre/Department; or  (ii) With 5 years' service in the grade rendered after appointment thereto on regular basis in posts in pay band-1 Rs.5200-20200 plus grade pay Rs.2400 or equivalent in the parent cadre/Department; and  (B) Possessing the educational qualifications and experience prescribed for direct recruits under Col.8.</p>	<p>Group 'C' Departmental promotion Committee  (for considering confirmation).  i) Director/ Deputy Secretary/Officer on Special Duty, Central Vigilance Commission -Chairman  ii) two officers of the Central Vigilance Commission not below the status of Under Secretary - Member  iii) Under Secretary (Vigilance), Department of Personnel and Training - Member.</p>	<p>Not applicable.</p>

1	2	3	4	5	6
<b>4. Stenographer Grade 'D'</b>	15* (2016) *Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Ministerial	Pay band-1 Rs.5200-20200 plus grade pay Rs.2400.	Not applicable.	Between 18 and 27 years of age (relaxable in accordance with the instructions or orders issued by the Central Government) Note: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission.

7	8	9	10
(i) 12 <sup>th</sup> Class Pass or equivalent qualification from a recognized Board or University; and (ii) Skill Test norms Dictation: <u>10mts@80w.p.m.</u> Transcription: 65mts.(Eng.) or 75mts.(Hindi) (On manual typewriter); OR 50mts.(Eng.) or 65mts.(Hindi) (On computer).	Not applicable.	Two Years.	Direct recruitment through Staff Selection Commission. 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 Col. 8.

11	12	13
Not applicable.	Group 'C' Departmental promotion Committee (for considering confirmation). i) Director/ Deputy Secretary/Officer on Special Duty, Central Vigilance Commission -Chairman i) two officers of the Central Vigilance Commission not below the status of Under Secretary - Member ii) Under Secretary (Vigilance), Department of Personnel and Training – Member.	Not applicable.

1	2	3	4	5	6
<b>5.Staff Car Driver (Grade I)</b>	2* (2016) *Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Pay band-1 Rs. 5200-20200 plus grade pay Rs.2800.	Non-selection.	Not applicable.

7	8	9	10
Not applicable	Not applicable	Not applicable	Promotion

11	12	13
<b>Promotion:</b> Staff Car Driver (Grade II) in pay band-1 Rs.5200-20200 plus grade pay Rs.2400 with 6 years of regular service in the grade or combined service of 15 years in Staff Car Driver (Grade II) and	Group 'C' Departmental promotion Committee (for considering promotion). i) Director/ Deputy	Not applicable.

Staff Car Driver (Ordinary Grade); have passed the trade test, specified by the Government.	Secretary/Officer on Special Duty, Central Vigilance Commission - Chairman ii) two officers of the Central Vigilance Commission not below the status of Under Secretary- Member iii) Under Secretary (Vigilance), Department of Personnel and Training – Member.	
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1	2	3	4	5	6
<b>6. Staff Car Driver (Grade II)</b>	2* (2016) *Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Pay band-1 Rs.5200-20200 plus grade pay Rs.2400.	Non-selection.	Not applicable.

7	8	9	10
Not applicable.	Not applicable.	Not applicable.	Promotion.

11	12	13
<b>Promotion:</b> Staff Car Driver (Ordinary Grade) in pay band-1 Rs.5200-20200 plus grade pay Rs.1900 with 9 years regular service in the grade and have passed the trade test, specified by the Government.	Group 'C' Departmental promotion Committee (for considering promotion). ii) Director/ Deputy Secretary/Officer on Special Duty, Central Vigilance Commission -Chairman	Not applicable.

	<p>i) two officers of the Central Vigilance Commission Commission not below the status of Under Secretary - Member</p> <p>ii) Under Secretary (Vigilance), Department of Personnel and Training - Member.</p>	
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1	2	3	4	5	6
<b>7. Staff Car Driver (Ordinary Grade)</b>	2* (2016) *Subject to variation dependent on workload.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Pay band-1 Rs.5200-20200 plus grade pay Rs.1900.	Not applicable.	Between 18 and 25 years of age* (relaxable in accordance with the instructions or orders issued by the Central Government) Note: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission. * If the direct recruitment is to be made by direct open competitive Examination, the age limit would be 18-27 years.

7	8	9	10
Essential: (i) Possession of a valid driving license for motor cars, (ii) knowledge of motor mechanism	Not applicable.	Two Years	Direct recruitment through Staff Selection Commission failing which deputation or absorption or re-employment.

<p>(The candidate should be able to remove minor-defects in vehicle),          (iii) experience of driving a motor car for at least 3 years in a Government Office/ PSU/Statutory /Autonomous Organizations/Recognized Institution and          (iv) pass in 10<sup>th</sup> Standard or equivalent from a recognized Board or University.</p> <p>Desirable:          3years' service as Home Guard/Civil Volunteers.</p> <p>Note: The qualification(s) regarding experience is or are relaxable at the discretion of the Competent Authority in case of candidate belonging to Schedule Castes / Schedule Tribes, if, at any stage of selection the SSC is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not available to fill up the vacancies reserved for them.</p>			
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11	12	13
<p><b>Deputation or absorption:</b></p> <p>From amongst the regular Despatch Rider (Group C) and Group C employee in pay band-1 Rs.5200-20200 plus grade pay Rs.1800 in</p>	<p>Group 'C' Departmental promotion Committee (for considering confirmation)</p> <p>i) Director/ Deputy Secretary/Officer</p>	<p>Not applicable</p>

<p>the Central Vigilance commission who possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars failing which from officials holding the post of Despatch Rider on regular basis or regular Group C employees in pay band-1 Rs.5200-20200 plus grade pay Rs.1800 in the Ministries of the Central Government who fulfil the necessary qualifications as mentioned in Col.7.</p> <p><b>Deputation or re-employment:</b></p> <p>The Armed Forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.</p>	<p>on Special Duty, Central Vigilance Commission -Chairman</p> <p>ii) two officers of the Central Vigilance Commission not below the status of Under Secretary- Member</p> <p>iii) Under Secretary (Vigilance), Department of Personnel and Training – Member</p>	
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1	2	3	4	5	6
<b>8. Despatch Rider</b>	1* (2016)  * Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Pay band-1Rs.5200-20200 plus grade pay Rs.1900.	Non-selection.	Not exceeding 25 years (Relaxable for Government servants upto the age of 35 years in accordance with the instructions or orders issued by central Government).  Note: The crucial date of



					determining the age limit shall be the closing date for receipt of applications from candidate in India (other than those in the Andaman and Nicobar Islands and Lakshadweep). In the case of recruitment made through Employment Exchange the crucial date for determining the age limit shall be the last date upto which the employment Exchanges are asked to submit the names.
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7	8	9	10
<p>Essential:</p> <p>(i) Possession of a valid driving licence for motor cars / motor cycle/auto rickshaw,</p> <p>(ii) two years experience in driving motor cars/ motor cycle/ auto rickshaw in a Government Office/ PSU/Statutory or Autonomous Organizations or Recognized Institution,</p> <p>(iii) knowledge of motor cars/ motor cycle/ auto rickshaw mechanism (The incumbent should be able to repair minor defects in the vehicles),</p> <p>(iv) ability to read English and Hindi; and</p> <p>(v) pass in the 10<sup>th</sup> Standard or equivalent from a recognized Board or University.</p> <p>Desirable: Experience as Home Guards/ Civil Defence Volunteers.</p> <p>Notes:- The qualifications regarding experience are relaxable at the discretion of the competent authority for reasons to be recorded in writing in the case of candidates belonging to Scheduled Castes / Scheduled Tribes if at any</p>	Not applicable	Two years for direct recruits.	Direct recruitment failing which by deputation or absorption or re-employment.

stage of selection the competent authority is of the opinion that sufficient number of candidates possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.			
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11	12	13
<p><b>Deputation or absorption:</b> From amongst regular Multi Tasking Staff (MTS) employees in the Central Vigilance Commission failing which from regular Despatch Riders/ Multi Tasking Staff (MTS) employees from other Ministries of the Central Government who possess the qualification and experience prescribed for direct recruits in column 8.</p> <p><b>For Ex-Servicemen deputation or re-employment:</b> The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and educational qualification prescribed for direct recruits shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces: thereafter they may be continued on re-employment.</p> <p>(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ Department of the Central Government shall ordinarily not exceed three years).</p>	<p>Group 'C' Departmental promotion Committee (for considering promotion):</p> <ul style="list-style-type: none"> <li>i) Director/ Deputy Secretary/Officer on Special Duty, Central Vigilance Commission -Chairman</li> <li>ii) two officers of the CVC not below the status of Under Secretary - Member</li> <li>iii) Under Secretary (Vigilance), Department of Personnel and Training – Member</li> </ul>	<p>Not applicable</p>

1	2	3	4	5	6
<b>9.Multi-Tasking Staff (MTS)</b>	73* (2016) *Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Pay band-1 Rs.5200-20200 plus grade pay Rs.1800.	Not applicable.	Between 18 and 25 years of age  Note: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission.

7	8	9	10
Pass in the 10 <sup>th</sup> Standard or equivalent from a recognized Board or University.	Not applicable.	Two Years.	Direct recruitment through Staff Selection Commission.

11	12	13
Not applicable.	Group 'C' Departmental promotion Committee (for considering confirmation):  i) Director/ Deputy Secretary/Officer on Special Duty, Central Vigilance Commission –Chairman ii) two officers of the Central Vigilance Commission not below the status of Under - Member iii) Under Secretary (Vigilance), Department of Personnel & Training – Member.	Not applicable.