

MINISTRY OF SCIENCE AND TECHNOLOGY

(Department of Biotechnology)

NOTIFICATION

New Delhi, the 14th November, 2011

G.S.R. 814(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Biotechnology Group 'C' and Group 'D' (Non-Gazetted , Non-Ministerial) posts Recruitment Rules, 2003 in so far as they relate to the posts of (i) Data Entry Operator-B (ii) Staff Car Driver-Grade-I (iii) Staff Car Driver-Grade-II (iv) Staff Car Driver-Ordinary Grade (v) Electronics Equipments Operator & Photographer (vi) Photo Machine Operator (vii) Receptionist (viii) Despatch Rider and erstwhile Group-'D' i.e. (ix) Library Attendant (x) Senior Peon (xi) Daftry (xii) Peon (xiii) Chowkidar (xiv) Farash (xv) Safaiwala except in respect of things done or omitted to be done before such supersession, the President hereby makes the following rules for regulating the method of recruitment to Group 'C' (Non-Gazetted , Non-Ministerial) posts in the Ministry of Science and Technology, Department of Biotechnology, namely :-

1. Short title arfd commencement. - (1) These rules may be called the Department of Biotechnology, Group 'C' (Non-Gazetted , Non-Ministerial) posts Recruitment Rules, 2011.

(2) They shall come into force on the date of their publication in the Official Gazette.
2. Number of post, their classification and Pay Band and Grade Pay etc. - The number of post, its classification and the scale of pay attached thereto shall be as specified in columns 2 to 4 of the Schedule annexed to these rules.
3. Method of recruitment, age limit, qualifications etc.- The method of recruitment to the said post, age limit, qualifications and other matters relating thereto shall be as specified in column 5 to 13 of the said Schedule.
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 the said post:

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 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.

6. Saving. - Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided 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.	Number of post.	Classification.	Pay Band and Grade Pay/Pay Scale
1	2	3	4

1. Data Entry Operator Grade 'B'	9* (2011)	General Central Service Group 'C' Non-Gazetted, Non-Ministerial	PB-1; ₹5200-20200/-plus Grade Pay of ₹2800/-
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* Subject to variation dependent on workload

Whether selection post or non selection post.	Age limit for direct recruits.
5	6

Not applicable

Between 18 and 25 years
(Relaxable in accordance with the instructions/
orders issued by the Central Government for
various categories from time to time)

Note 1: 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, Andamans and Nicobar Islands or Lakshwadweep.)

Note: 2 The crucial date for determining the age limit in the case of candidates from Employment Exchange shall be the last date upto which the Employment Exchange is asked to submit the names.

Educational and other
qualifications required
for direct recruits.

Whether age and edu-
cational qualifications
prescribed for direct
recruits will apply in
the case of promotees.

Period of probation,
if any.

7	8	9	
<p>ESSENTIAL</p> <p>(i) Bachelor's degree from a recognised University.</p> <p>(ii) 'O' Level Certificate/Diploma issued by the Department of Electronics Accreditation for Computer Courses Society or by a Government Institute.</p> <p>(iii) Speed not less than 8000 Key Depressions per Hour for Data Entry Work.</p> <p>Note: A test will be conducted to judge the candidate's Computer knowledge as well as the typing speed as per the prescribed norms.</p>	Not applicable	Two years	
Method of recruitment whether by direct recruitment Of by promotion or by deputation/absorption and Percentage of the vacancies to be filled by various methods		In case of recruitment by promotion/deputation/absorption, grades from which promotion/ Deputation/absorption to be made.	
10	11		
Direct Recruitment	Not applicable		
If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.		
12	13		
Departmental Promotion Committee	Not applicable		
1. Scientist not below the rank of Scientist-'F'	- Chairman		
2. Deputy Secretary/Under Secretary in charge of Establishment	- Member		
3. An expert in the field of Computer/Electronic Data Processing from outside the Department	- Member		
1	2	3	4
2. Staff Car Driver Grade-I	2* (2011)	General Central Service Group 'C' Non-Gazetted, Non-Ministerial	PB-1; ₹5200-20200 plus Grade Pay of ₹ 2800/-
* Subject to variation dependent on workload			
5	6		
Non-Selection	Not applicable		
7	8	9	
Not applicable	Not applicable	Not applicable	

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Promotion

Regular Staff Car Driver-Grade.II in the Department of Biotechnology with five years of regular service in the Staff Car Driver-Grade.II or with combined regular service of ten years in the Staff Car Driver-Gr.II and Staff Car Driver-Ordinary Grade put together.

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Departmental Promotion Committee

Not applicable

1. Director/Deputy Secretary in charge of Administration - Chairman
2. Under Secretary in-charge of Administration - Member
3. An expert in the field of Motor-Transport from outside the Department - Member

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3. Staff Car Driver Grade-II

2*
(2011)

General Central Service PB-1; ₹5200-20200 plus
Group 'C' Non-Gazetted, Grade Pay of ₹2400/-
Non-Ministerial

* Subject to variation dependent on workload

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Non-Selection

Not applicable

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Not applicable

Not applicable

Not applicable

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Promotion

Regular Staff Car Driver (ordinary grade) in the Department with five years of regular service in the grade.

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Departmental Promotion Committee

Not applicable

1. Director/Deputy Secretary in the charge of Administration - Chairman
2. Under Secretary in-charge of Administration - Member
3. An expert in the field of Motor-Transport from outside the Department - Member

1	2	3	4
4. Staff Car Driver (Ordinary Grade)	One* (2011)	General Central Service Group 'C' Non-Gazetted, Non-Ministerial	PB-1; ₹ 5200-20200 plus Grade Pay of ₹1900/-
* Subject to variation dependent on workload			
5	6		
Not applicable	Between 18 and 25 years (Relaxable in accordance with the instructions/ orders issued by the Central Government for various categories from time to time)		
<p>Note 1: 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, Andamans and Nicobar Islands or Lakshwadweep.)</p> <p>Note: 2 The crucial date for determining the age limit in the case of candidates from Employment Exchange shall be the last date upto which the Employment Exchange is asked to submit the names.</p>			
7	8	9	
ESSENTIALS			
(i) 10 th Standard Pass	Not applicable	Two years for direct recruits	
(ii) Possession of a valid driving licence for motor car.			
(iii) Knowledge of motor mechanism. (The candidate should be able to remove minor defects in the vehicles)			
(iv) Experience of driving motor car for at least three years			
DESIRABLE			
Three years service as Home Guard/Civil Defence Volunteer.			
Note: A driving test will be conducted to assess the the candidates' competence to drive motor car.			
10	11		
Absorption failing which by deputation/ re-employment failing which by direct recruitment	Absorption: The candidates from Ministries/Departments of the Central Government (i) Possessing the educational and other qualification as mentioned in Column 7. and (ii) holds a post analogous to the post applied for or		

has worked for at least three years in the Pay Band:1, ₹200-20200 plus Grade Pay of ₹1800/-.

Deputation:-

The candidates from Ministries/Departments of the Central Government

- (i) Possessing the educational and other qualification as mentioned in Column 7. and
(ii) holds a post analogous to the post applied for or has worked for at least three years in the Pay Band:1, ₹200-20200 plus Grade Pay of ₹1800/-.

For Ex-Serviceman: Deputation/Re-employment:

The armed forces personnel due to retire or who are to be transferred to reserve within a period of one year and possess the requisite experience and qualifications prescribed in Column.7. 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 re-employment.

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Departmental Promotion Committee

Not applicable

1. Director/Deputy Secretary in the charge of Administration - Chairman
2. Under Secretary in-charge of Administration - Member
3. An expert in the field of Motor-Transport from outside the Department - Member

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2

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4

5. Electronics Equipment Operator-cum-Photographer One* (2011) General Central Service Group 'C' Non-Gazetted, Non-Ministerial PB-1; ₹5200-20200 plus Grade Pay of ₹1900/-

* Subject to variation dependent on workload

5

6

Not applicable

Between 18 and 25 years (Relaxable in accordance with the instructions/orders issued by the Central Government for various categories from time to time)

Note 1: 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, Andamans and Nicobar Islands or Lakshwadweep.)

Note: 2 The crucial date for determining the age limit in the case of candidates from Employment Exchange shall be the last date upto which the Employment Exchange is asked to submit the names.

7	8	9	
ESSENTIALS			
1. ITI certificate in related field	Not applicable	Two years	
2. (i) Two years' experience in Photography including video, knowledge of operation of overhead slide projectors, computer-aided office equipment etc. (ii) Skill in carrying out normal repairs and maintenance of the above equipments. (iii) Ability of maintaining records of consumables, Spare parts etc.			
10	11		
Direct Recruitment	Not applicable		
12	13		
Departmental Promotion Committee		Not applicable	
1. Director/Deputy Secretary in charge of Administration	- Chairman		
2. Under Secretary in-charge of Administration	- Member		
3. Scientist not below the rank of Scientist-'C'	- Member		
1	2	3	4
6. Photo Machine Operator	Two* (2011)	General Central Service Group 'C' Non-Gazetted, Non-Ministerial	PB-1; ₹5200-20200 plus Grade Pay of ₹1900/-
*Subject to variation dependent on workload			
5	6		

Not applicable

Between 18 and 25 years (Relaxable in accordance with the instructions/orders issued by the Central Government for various categories from time to time)

Note 1: 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, Andamans and Nicobar Islands or Lakshwadweep.)

Note: 2 The crucial date for determining the age limit in the case of candidates from Employment Exchange shall be the last date upto which the Employment Exchange is asked to submit the names.

7	8	9
Matriculation or equivalent or) ITI certificate in relevant field	Not applicable	Not applicable

10	11
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Absorption failing which by deputation/
Re-employment failing which by direct
recruitment

Absorption:

The candidates from Ministries/Departments
of the Central Government

- (i) Possessing the educational and other qualification
as mentioned in Column 7 and
- (ii) holds a post analogous to the post applied for or
has worked for at least three years in the Pay
Band:1 ₹5200-20200 plus Grade Pay of ₹1800/-.

Deputation:-

The candidates from Ministries/Departments of
the Central Government

- (i) Possessing the educational and other qualification
as mentioned in Column 7
and
- (ii) holds a post analogous to the post applied for
or has worked for at least three years in the Pay
Band:1, ₹5200-20200 plus Grade Pay of ₹1800/-.

For Ex-Serviceman: Deputation/Re-employment:

The armed forces personnel due to retire or who are to
be transferred to reserve within a period of one year
and possess the requisite experience and qualifications
prescribed in Column.7. 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 re-employment.

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Departmental Promotion Committee	Not applicable
Director/Deputy Secretary in charge of Administration	- Chairman
Under Secretary in-charge of Administration	- Member
Scientist not below the rank of Scientist-'C'	- Member

1	2	3	4
7. Receptionist	One* (2011)	General Central Service Group 'C' Non-Gazetted, Non-Ministerial	PB-1; ₹5200-20200 plus Grade Pay of ₹1900/-
*Subject to variation dependent on workload			
5	6		
Not applicable	Between 18 and 25 years (Relaxable in accordance with the instructions/ orders issued by the Central Government for various categories from time to time)		
<p>Note 1: 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, Andamans and Nicobar Islands or Lakshwadweep.)</p> <p>Note: 2 The crucial date for determining the age limit in the case of candidates from Employment Exchange shall be the last date upto which the Employment Exchange is asked to submit the names.</p>			
7	8	9	
1. Matriculation	Not applicable	Two years	
2. (i) Two years' experience in handling Electronic Private Automatic Branch Exchange Board.			
(ii) Knowledge of detecting faults and carrying out minor repairs in Electronics Private Automatic Branch Exchange Board and its maintenance.			
(iii) Good command over English and Hindi Languages.			
10	11		
Direct Recruitment	Not applicable		

12		13	
Departmental Promotion Committee .		Not applicable	
1. Director/Deputy Secretary in charge of Administration	- Chairman		
2. Under Secretary in-charge of Administration	- Member		
3. Scientist not below the rank of Scientist-'C'	- Member		
1	2	3	4
8. Despatch Rider	Two* (2011)	General Central Service Group 'C' Non-Gazetted, Non-Ministerial	PB-1; ₹5200-20200 plus Grade Pay of ₹1900/-
* Subject to variation dependent on workload			
5	6		
Not applicable	Between 18 and 25 years (Relaxable in accordance with the instructions/ orders issued by the Central Government for various categories from time to time)		
Note 1: 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, Andamans and Nicobar Islands or Lakshwadweep.)			
Note: 2 The crucial date for determining the age limit in the case of candidates from Employment Exchange shall be the last date upto which the Employment Exchange is asked to submit the names.			
7	8	9	
ESSENTIAL:			
1. Matriculation	Not applicable	Two years	
2. (i) Possession of a valid driving licence for motor cycles/auto-ricksaws.			
(ii) Knowledge of motor cycle/auto-ricksaw Mechanism and should be able to remove minor defects in the vehicles.			
(iii) Experience of driving motor cycles/ Auto-ricksaw for at least two years.			
DESIRABLE:			
Three years service as Home Guard/Civil Defence Volunteer.			
Note: A driving test will be conducted to assess the the candidates' competence to drive motor cycles/ auto-ricksaws.			

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Absorption failing which by deputation/
re-employment failing which by direct
recruitment

11

Absorption:

The candidates from Ministries/Departments
of the Central Government

- (i) Possessing the educational and other
qualification as mentioned in Column 7
and
- (ii) holds a post analogous to the post
applied for or has worked for at
least three years in the Pay Band:1,
₹5200-20200 plus Grade Pay of
₹1800/-.

Deputation:-

The candidates from Ministries/Departments
of the Central Government

- (i) Possessing the educational and other
qualification as mentioned in Column 7.
and
- (ii) holds a post analogous to the post
applied for or has worked for at
least three years in the Pay Band:1,
₹5200-20200 plus Grade Pay of
₹1800/-.

For Ex-Serviceman: Deputation/Re-employment:

The armed forces personnel due to retire or who are
to be transferred to reserve within a period of one
year and possess the requisite experience and
qualifications prescribed in Column.7. 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
re-employment..

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Departmental Promotion Committee

13

Not applicable

1. Director/Deputy Secretary in charge of Administration - Chairman
2. Under Secretary in-charge of Administration - Member
3. Scientist not below the rank of Scientist-'C' - Member

1	2	3	4
9. Multi-Tasking Staff.	36 (2011)	General Central Service Group 'C' Non-Gazetted, Non-Ministerial	PB-1; ₹5200-20200 plus Grade Pay: ₹1800/-
* Subject to variation dependent on workload			
5	6		
Not applicable	Between 18 and 25 years (Relaxable in accordance with the instructions/ orders issued by the Central Government for various categories from time to time)		
<p>Note 1: 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, Andamans and Nicobar Islands or Lakshwadweep.)</p> <p>Note: 2 The crucial date for determining the age limit in the case of candidates from Employment Exchange shall be the last date upto which the Employment Exchange is asked to submit the names.</p>			
7	8	9	
Matriculation	Not applicable	Two years	
10	11		
By direct recruitment	Not applicable		
12	13		
Departmental Promotion Committee	Not applicable		
<p>1. Director/Deputy Secretary in charge of Administration - Chairman</p> <p>2. Under Secretary in-charge of Administration - Member</p> <p>3. Scientist not below the rank of Scientist-'C' - Member</p>			

[F. No. A-12011/03/2010-Estt.]

BEENA E. CHAKRAVARTY, Under Secy.