MINISTRY OF SCIENCE AND TECHNOLOGY

(Department of Biotechnology)

NOTIFICATION

New Delhi, the 14th November, 2011

GS.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:-

- MTJ'
- Short title arid 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.
- 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.
- 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:

qualifications required

for direct recruits.

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"

		SCHEDULE	
Name of post.	Number of post.	Classification.	Pay Band and Grade Pay/Pay Scale
1	2	3	4
I. Data Entry Operator Grade 'B'	9* (2011) (General Central Servic Group 'C' Non-Gazet Non-Ministerial	ce PB-1; ₹5200-20200/-plus ted, Grade Pay of ₹2800/-
Subject to variation of	lependent on work	load	
Whether selection post on selection post.	or	Agel	imit for direct recruits.
-			6
Not applicable		Not lim app the Ma Div and Chan Lal No age	laxable in accordance with the instructions/ lers issued by the Central Government for ious categories from time to time) the 1: The crucial date for determining the age it shall be the closing date for receipt of dications from candidates in India (and not closing date prescribed for those in Assam, ghalaya, Arunachal Pradesh, Mizoram, nipur, Nagaland, Tripura, Sikkim, Ladakh vision of Jammu and Kashmir State, Lahaul Spiti District and Pangi sub-division of amba District of Himachal Pradesh, damans and Nicobar Islands or schwadweep.) the: 2 The crucial date for determining the limit in the case of candidates from aployment Exchange shall be the last date o which the Employment
Educational and other		Whether age a	change is asked to submit the names. Indedu-Period of probation, Indexions if any

cational qualifications

prescribed for direct

recruits will apply in the case of promotees.

if any.

7		8		9
ESSENTIAL (i) Bachelor's degre recognised Unive (ii) 'O' Level Certific Department of Electronic Computer Course Institute. (iii) Speed not less that Hour for Data Entity Note: A test will be concomputer knowing as per the prescription.	cate/Diploma issectronics Accress Society or by an 8000 Key Derry Work. Inducted to judge ledge as well as ibed norms.	ditation for a Government pressions per ge the candidate's		Two years
Method of recruitment of by promotion or by of Percentage of the vacan	whether by direct deputation/absor- cies to be filled	ct recruitment rption and by various methods	In case promo grades Deputa	e of recruitment by tion/deputation/absorption, from which promotion/ ation/absorption to be made.
10		•		11
Direct Recruitment			Not	applicable
f a Departmental Promexists, what is its compo	otion Committe		Circumst Service (tances in which Union Public Commission is to be consulted ag recruitment.
12				13
Departmental Promotion Scientist not below to Deputy Secretary/Ur Establishment An expert in the field Data Processing from	he rank of Scie nder Secretary in d of Computer/E	charge of - Member	ın	ot applicable
1	2	. 3		4
Staff Car Driver Grade-I Subject to variation of	2* (2011) dependent on we	Non-Ministerial		B-1; ₹5200-20200 plus rade Pay of ₹ 2800/-
5				6
Non-Selection				applicable
7	·	8		9
Not applicable	25.	Not applicable		Not applicable

. 10		11
Promotion	Biotechnology wi Staff Car Driver-C regular service of	Driver-Grade.II in the Department th five years of regular service in the Grade.II or with combined ten years in the Staff Car Driver- tr Driver-Ordinary Grade put togethe
12		13
Departmental Promotion Committee		Not applicable
Director/Deputy Secretary in char Under Secretary in-charge of Adn An expert in the field of Motor-Tr outside the Department	ninistration - Meml	ber
1 2	3	4
Staff Car Driver 2* Grade-II (2011) Subject to variation dependent on w		Grade Pay of ₹2400/-
5		6
on-Selection		Not applicable
7	. 8	9
Not applicable	Not applicable	Not applicable
10		11
omotion		off Car Driver (ordinary grade) tment with five years of regular te grade.
12		13
partmental Promotion Committee		Not applicable
Director/Deputy Secretary in the char Under Secretary in-charge of Admir An expert in the field of Motor-Tran outside the Department	nistration - Mer	nber

	2	. 3	4
4. Staff Car Driver (Ordinary Grade)	One* (2011)	Group 'C' Non-Gazett Non-Ministerial	ce PB-1; ₹ 5200-20200 plus ted, Grade Pay of ₹1900/-
* Subject to variation d	ependent on wor	kload	
. 5			6
Not applicable		· (Relaxi	een 18 and 25 years able in accordance with the instructions/ s issued by the Central Government for s categories from time to time)
		limit s applica the clo Megha Manip Divisio and S Chamb Andam Lakshy Note: 3 age li Emplo	wadweep.)
7		8	9
ESSENTIALS (i) 10 th Standard Pass (ii) Possession of a valid for motor car. (iii) Knowledge of moto (The candidate shoul remove minor defect vehicles) (iv) Experience of driving for at least three years.	r mechanism. Id be able to is in the	Not applicat	ole Two years for direct recruits
DESIRABLE Three years service as He			
Note: A driving test will the candidates' con	mpetence to drive	motor car.	
10		•	11
Absorption failing which re-employment failing w recruitment	by deputation/	of the Cen (i) Posses qualifi	

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1	1 will be were	~ ~ ~ * * * * * * * * * * * * * * * * *	10 C C C C C C C C C C C C C C C C C C C
ESSENTIALS			
. ITI certificate in related fiel	d	Not applicable	Two years
2. (i) Two years' experience in including video, knowled overhead slide projectors office equipment etc. (ii) Skill in carrying out norm maintenance of the above (iii) Ability of maintaining respare parts etc.	nal repairs an e equipments ecords of cons	ded d sumables,	
		No	11
Direct Recruitment		No	t applicable
12			13
Under Secretary in-charge Scientist not below the ran	k of Scientist	- Memocr	
1	2	3	4
6. Photo Machine Operator	Two*	General Central Service Group 'C' Non-Gazetted, Non-Ministerial	PB-1; ₹5200-20200 plus
*Subject to variation depende	nt on work loa	ad	
5			6
Not applicable		with the instruc	d 25 years (Relaxable in accordance ctions/orders issued by the Central or various categories from time to
		limit shall be applications fro closing date Meghalaya,	rucial date for determining the age the closing date for receipt of om candidates in India (and not the prescribed for those in Assam, Arunachal Pradesh, Mizoram,

8

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
latriculation or equivalent or Or Cartificate in relevant field	Not applicable	Not applicable
10		. 11
rption failing which by deputation/ uployment failing which by direct itment	of the Centra (i) Possess as mer (ii) holds has w Band: Deputation The candid the Central (i) Posses as mer and (ii) holds or has Band: For Ex-Se The armed be transfer and possess prescribed given deputation	Indidates from Ministries/Department Government and the educational and other qualification of the educational and other qualification of the column 7 and a post analogous to the postapplied for orked for at least three years in the Pay 1₹5200-20200 plus Grade Pay of ₹180 the educational and other qualificationed in Column 7 apost analogous to the post applied for everked for at least three years in the Pay 1₹5200-20200 plus Grade Pay of ₹180 the post applied for everked for at least three years in the Pay 1₹5200-20200 plus Grade Pay of ₹180 the forman: Deputation/Re-employment for severy exists a personnel due to retire or who are the requisite experience and qualification Column. 7. Such persons would be action terms upto the date on which the pay from the armed forces: thereafter the pairward re-employment.
		13
rtmental Promotion Committee rector/Deputy Secretary in charge of der Secretary in-charge of Administentist not below the rank of Scientist	stration	Not applicable

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 parrying out minor repairs in Electronics Private Automatic Branch Exchange Produced its maintenance.

(iii) Good command over English and Media Languages.

12			13	
Departmental Promotion 1. Director/Deputy Secret 2. Under Secretary in-cha 3. Scientist not below the	Committee tary in charge of Admi arge of Administration	nistration - Chair - Mem	ber	
1	2	3	4	
8. Despatch Rider	Two* Genera (2011) Group Non-M	l Central Service	PB-1; ₹5200-20200 plus Grade Pay of ₹1900/-	******
* Subject to variation dep	pendent on workload			
5			6	
Not applicable		Relaxa orders	en 18 and 25 years able in accordance with the instructi issued by the Central Government for categories from time to time)	ons/
		limit sapplicathe clo Megha Manipu Division and Sp Chamb Andam Laksh Note: 2 age lin Employ upto w	The crucial date for determining the hall be the closing date for receiptions from candidates in India (and sing date prescribed for those in A laya, Arunachal Pradesh, Mizur, Nagaland, Tripura, Sikkim, Layar, Nagaland, Tripura, Sikkim, Layar, District and Pangi sub-divisional District and Pangi sub-divisional District of Himachal Pragans and Nicobar Islands wadweep.) The crucial date for determining the case of candidates yment Exchange shall be the last thich the Employment Exchange is another the case.	ipt of d not ssam, oram, adakh ahaul on of idesh, or ig the from date
7		8	9	
minor defects in the (iii)Experience of drivin Auto-ricksaw for at DESIRABLE: Three years service as Hom Note: A driving test will be	p-ricksaws. r cycle/auto-ricksaw uld be able to remove vehicles. g motor cycles/ least two years. ne Guard/Civil Defence	he	Two years	



recruitment

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

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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.

	13	
Departmental Promotion Committee		Not applicable
1. Director/Deputy Secretary in charge of Administration	- Chairman - Member - Member	

	2	3		4	
9. Multi-Tasking Staff.	36 (2011)	General Centra Group 'C' Non Non-Ministeria	-Gazetted,	PB-1; ₹5200-20200 plus Grade Pay: ₹1800/-	
* Subject to variation dep	endent on w	orkload			
5				6	
Not applicable			Relaxable in accordance with the instruction orders issued by the Central Government for various categories from time to time)		
			Note 1: The crucial date for determining limit shall be the closing date for reapplications from candidates in India the closing date prescribed for those in Meghalaya, Arunachal Pradesh, Manipur, Nagaland, Tripura, Sikkim, Division of Jammu and Kashmir State and Spiti District and Pangi sub-div Chamba District of Himachal Andamans and Nicobar Isla Labshwadweep.) Note: 2 The crucial date for determining the case of candidat Employment Exchange shall be the upper which the Employment Exchange to submit the names.		
7		8		9	
Matriculation		Not applie	eable	Two years	
10	,			11	
By direct recruitment		Not applicable		applicable	
12				13	
Departmental Promotion (Committee Not applicable		Not applicable		
 Director/Deputy Secret Under Secretary in-char Scientist not below the 	rge of Admir	nistration	n - Chairma - Manber - Manber		
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NA E. CHAKRAVARTY, Under Secy.