

**NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD DEVELOPMENT  
RECRUITMENT RULES**

**Approved by Chairman, NIPCCD vide DWCD letter No. 19-4/88-TR dt 14-12-88**

1. Name of Post : Assistant
  2. No. of Posts : 08
  3. Classification : Group 'B' (Ministerial)
  4. Pay Band and Grade Pay /Pay Scales : PB-2 Rs. 9300-34800 + GP Rs. 4200/-
  5. Whether Selection post or non-selection post : Non-Selection
  6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972). : N.A.
  7. Age for direct recruits : 30 years (relaxable upto 5 years for SC/ST and others as per Government of India's Rules.)
  8. Educational and other qualification required for direct recruits : Graduate from a recognized university with experience of working in a Central/State Government office or Autonomous Bodies and knowledge of Government rules and orders.  
  
Experience of work in Cash, Establishment/General administration will be preferred.
  9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees. : N.A.
  10. Period of probation, if any : Two Year
  11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods. : i) By promotion (through seniority cum fitness)- 30 %  
ii) By direct recruitment - 40%  
iii) Promotion (through limited departmental competitive examinations)- 30%  
iv) Failing all, by transfer on deputation
  12. Grade from which recruitment by Promotion or by deputation/transfer /short-term contract, re-employment is to be made. : **\*Promotion:**  
From amongst UDC with 5 years service on the basis of seniority-cum-fitness.  
On the basis of limited Departmental Competitive Examination for UDC failing which by direct recruitment.  
  
**\* Transfer on deputation:**  
Officers under the Government/Semi Government Autonomous Body/Institutions holding analogous posts or with five years regular service on posts having pay band of Rs. 5200-20200 (PB-1) + Grade Pay of Rs. 2400/- having experience of work in Accounts /Establishment/General Administrative/Finance.
  13. If a DPC exists, what is its composition : Group 'B'
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**\* Amended by Executive Council in its meeting held on 30.03.2007.**

**Note:**

- a) "The appointing authority may at its discretion relax any of the conditions prescribed above, in favour of candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
- b) Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central
- c) Government from time to time in this regard".
- d) "No person:
  - i. Who has entered into, or contracted a marriage with a person who has a spouse living: or
  - ii. 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".

**National Institute of Public Cooperation and Child Development**  
**5, Siri Institutional Area, Hauz Khas, New Delhi-110016**

**Recruitment Rules**

**Approved by Executive Council in its 64<sup>th</sup> Meeting held on 12<sup>th</sup> March, 2013**

1	Name of Post	Stenographer Grade-I
2	Number of Posts	21 (Twenty One)
3	Classification	Group 'B' Non-Gazetted, Ministerial
4	Pay Band and Grade Pay or Pay Scale	Pay Band - 2 Rs. 9300-34800 +Grade Pay Rs. 4200/-
5	Whether selection post or non selection post	Selection
6	Age limit for direct recruitment	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9	Period of probation, if any	Two years for promotees
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By promotion failing which by deputation
11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<p>Promotion: From amongst stenographer Grade-II in the Pay Band I with Grade Pay of Rs. 2400 with ten years regular service in the grade</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or 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.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission</p>

		<p>recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p> <p>Deputation:- Officers holding the post of Stenographer</p> <p>a) (i) Holding analogous post on regular basis in the parent cadre or department; or (ii) with ten years regular service in the Pay Band 1 with Grade Pay of Rs. 2400 or equivalent</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: 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 or department of the Central Government shall ordinarily not exceed three years.</p> <p>The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p> <p>Note 3: For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
12	If DPC exists, what is its composition	DPC for Group 'B' posts
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

**Note:**

- (a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of a candidate of exceptional merit on the basis of recommendations made by the Promotion Committee".
- (b) "Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- (c) "No person;
  - (i) Who has entered into, or contracted a marriage with a person who has a spouse living; or
  - (ii) 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 permitted 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".

NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT

RECRUITMENT RULES

Amended and approved by MOS (I/C), Ministry of Women and Child Development in the capacity of Chairperson, Executive Council, NIPCCD vide MOS (I/C) Diary No.214/C dated 20.03.2013

1. Name of Post : Assistant Administrative Officer
2. No. of Posts : Six
3. Classification : Group 'B' (Ministerial)
4. Scale or Pay : P.B. 2 Rs.9300-34800 + GP Rs.4600
5. Whether Selection post or non-selection post : Selection
6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972) : N. A.
7. Age for direct recruits : 35 years
8. Educational and other qualification required for direct recruits : (i) Post Graduate degree from a recognized University / Institute.  
(ii) At least three years experience in Government / Semi Government / Public Sector / Autonomous Organization / Education Institution of Higher Learning or in a commercial organization of national standing and  
(iii) Knowledge of Computer Application.
9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees. : No
10. Period of probation, if any : Two years
11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods. : By promotion - 50%  
By direct recruitment - 50%
12. Grade from which recruitment by Promotion or by deputation/transfer /short-term contract /re-employment is to be made. : **Promotion:** From amongst Confidential Assistant/ Assistant with five years regular service in the grade.
13. If a DPC exists, what is its composition : DPC- Group 'B'

**Note:**

- a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of a candidate of exceptional merit on the basis of recommendations made by the Selection Committee".
- b) "Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- c) "Where the NIPCCD 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 Government of India, relax any of the provisions of these rules with respect to any class or category or persons. This 'power to relax' clause will apply in case of Group 'A' and 'B' posts".
- d) "No person;
  - (i) Who has entered into, or contracted a marriage with a person who has a spouse living; or
  - (ii) 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 permitted 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".

# National Institute of Public Cooperation & Child Development

## Recruitment Rules

Approved by Chairman, NIPCCD vide DWCD letter No. 19-4/88-TR dt 14-12-88

1. Name of Post : Hindi Officer
2. No. of Posts : One
3. Classification : Group 'B' (Ministerial)
4. Pay Band and Grade Pay /Pay Scales : PB-2 Rs. 9300-34800 + GP Rs. 4600#
5. Whether Selection Post or non-selection post : Selection
6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972). : N. A.
7. Age for direct recruits : -----
8. Educational and other qualification required for direct recruits : **Essential:** Master's degree of a recognized University or equivalent in Hindi with English as a subject at the Degree level - OR Masters degree of a recognized University or Equivalent in English with Hindi as a subject at the degree level. - OR Master's degree of a recognized University or equivalent in any subject with Hindi and English as a subject at the degree level. - OR Master's degree of a recognized University or equivalent in any subject with Hindi Medium and English as a subject at the degree level - OR Masters degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at the degree level.
9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees. : N. A.
10. Period of Probation, if any : 3 Years
11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods. : By promotion from: i) Hindi Translator with 8 years service ii) Sr. Hindi Translator with 3 years service.  
Failing which by transfer on Deputation.



12. Grade from which recruitment : **Promotion** from Hindi Translator with 8 years of regular service and Sr. Hindi Translator with 3 years of regular service.  
by Promotion/ deputation/ transfer/ short-term contract re-employment is to be made. **Deputation:** Officers from the Central Government holding analogous posts or having 3 years regular service in the Pay Band of Rs. 9300-34800 (PB-2) + Grade Pay of Rs. 4200/- and possessing the educational qualification and experience mentioned in Col. 8 Above.
13. If a DPC exists, what is its : D. P.C. Group 'B'.  
composition
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**Note:**

- (a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of a candidate of exceptional merit on the basis of recommendations made by the Selection Committee".
- (b) "Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- (c) "Where the NIPCCD 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 Government of India, relax any of the provisions of these rules with respect to any class or category or persons. This 'power to relax' clause will apply in case of Group 'A' and 'B' posts".
- (d) "No Person;
- (i) Who has entered into, or contracted a marriage with a person who has a spouse living; or
- (ii) 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 permitted 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".

# Approved by Executive Council in its 63<sup>rd</sup> Meeting held on 31.03.2012.

NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT

RECRUITMENT RULES

Approved by Executive Council in its meeting held on 17.03.1993

1. Name of Post : \* Associate Librarian (Headquarters)
2. No. of Posts : 1 (One)
3. Classification : Group 'B'
4. Pay Band and Grade Pay /Pay Scales : PB-2 Rs. 9300-34800 + GP Rs. 4600/-
5. Whether Selection post or non-selection post : Non-Selection
6. Whether the benefit of added years of service is admissible under rule 30 of the C.C.S. (Pension Rules 1972) : Not Applicable
7. Age for direct recruits : 35 years (relaxable for SC/ST and other as per Government of India Rules)
8. Educational and other qualification required for direct recruits : **Essential:**
  1. Master's degree in any of the Social Sciences.
  2. Recognised degree in Library Science.
  3. Three years experience of Library/Documentation work in Government or other reputed organisation or recognised diploma in Library Science with about 5 years experience of Library/ Documentation work in the PB-2 Rs. 9300-34800 + GP Rs. 4200/-.

**Desirable**  
Experience of working in Information/ Documentation Centre, with special reference to information storage and Retrieval Systems.
9. Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees. : i) Age - No  
ii) Qualifications and experience - Yes, as prescribed for direct recruits.
10. Period of probation, if any : 2 years

\* **The post of Assistant Librarian at Hqrs. was redesignated as Associate Librarian (Headquarters) by EC in its meeting held on 21.3.1994.**

# **Approved by Executive Council in its 63<sup>rd</sup> Meeting held on 31.03.2012.**

11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods. : By promotion, failing which by Direct Recruitment.
12. Grade from which recruitment by Promotion/ deputation/transfer/short-term contract, re-employment is to be made. : \* By promotion from Assistant Librarian in the PB-1 Rs. 5200-20200 + GP Rs. 2800/- with 8 years regular service in the grade, or from Library Assistant in the PB-2 Rs. 9300-34800 + GP Rs. 4200/- with 5 years regular service in the grade with qualification prescribed in col. 8.
13. If a DPC exists, what is DPC Group 'B' its composition : DPC Group 'B'
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\* **As amended by Executive Council in its meeting held on 21.3.1994.**

**Note:**

- (a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of a candidate of exceptional merit on the basis of recommendations made by the Selection Committee".
- (b) "Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other Special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- (c) "Where the NIPCCD 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 Government of India, relax any of the provisions of these rules with respect to any class or category or persons. This 'power to relax' clause will apply in case of Group 'A' and 'B' posts".
- (d) "No person ;
- (i) Who has entered into, or contracted a marriage with a person who has a spouse living; or
  - (ii) 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 permitted 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".

**NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT**

**RECRUITMENT RULES**

**Approved by Chairman, NIPCCD vide DWCD letter No. 19-4/88-TR dt 14-12-88**

1. Name of the Post : \*\*Research Assistant
  2. No. of Posts : 18
  3. Classification : Group 'B'
  4. Pay Band and Grade Pay /Pay Scales : PB-2 Rs. 9300-34800 + GP Rs. 4200/-
  5. Whether Selection post or Non-selection post : Selection
  6. Whether the benefit of added Years of service is admissible Under rule 30 of the CCS (Pension) Rules, 1972 : Not Applicable
  7. Age for direct recruits : 30 years (relaxable for SC/ST and others as per the Govt. of India Rules).
  8. Educational and other qualification required for direct recruits : **Essential:**
    - (i) At least second class Master's degree in relevant discipline.
    - (ii) Two years experience of Investigation/Tabulation/analysis of data etc.
  9. Whether age and education qualification prescribed for direct recruits will apply in the case of promotees. : Not applicable
  10. Period of Probation, if any : Two years
  11. Method of recruitment whether by direct recruitment or by promotion or by deputation/ Transfer and percentage of the vacancies to be filled by various methods. : \*Direct Recruitment - 100%
  12. Grade from which recruitment by promotion / deputation / transfer/ short-terms contract re-employment is to be made : \* Not applicable
  13. If a DPC exists, what is its composition : \* Not applicable
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**\* Approved by Executive Council in its 56<sup>th</sup> Meeting held on 24-03-2005.**

**\*\* The cadre of Research Assistant /Training Assistant named as Research Assistant by Executive Council in its 60<sup>th</sup> Meeting held on 24.03.2009.**

**Note:**

- a) "The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of a candidate of exceptional merit on the basis of recommendations made by the Selection Committee".
- b) "Nothing in these rules shall affect reservations relaxation and other concessions required to be provided for the scheduled castes and scheduled tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".
- c) "Where the NIPCCD 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 Government of India, relax any of the provisions of these rules with respect to any class or category or persons. This 'power to relax' clause will apply in case of Group 'A' and 'B' posts".
- d) A disqualification clause as shown below may be added,  
  
"No person
  - (i) Who has entered into, or contracted a marriage with a person who has a spouse living; or
  - (ii) 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 other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule".