

**Form to be filled by the Ministry/Department while forwarding proposal to
UPSC proposing amendment to existing recruitment rules**

1.	Name of Post	Head Assistant
2.	Name of the Ministry/Department	New Delhi Municipal Council, Palika Kendra, Sansad Marg, New Delhi
3.	Reference number in which Commission's advice on recruitment rules was conveyed.	
4.	Date of Notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced)	

S.N o.	Name	Provision in the existing/approved Rules	Revised Provision proposed	Reasons for proposing revision
1.	Name of Post	Head Assistant	Head Assistant	No change in the exiting provision
2.	No. of Posts	148	500 [2017]* *Subject to variation dependent on workload	No. of posts increased to 500 in the cadre restructuring exercise vide Council Res. No. dt.

3.	Classification	Group 'C'	Category 'B'	Classification as per DoP&T's S.O.946(E) dated 9 th April, 2009 & categorisation as per Section 34(4) of the NDMC Act, 1994
4.	Pay Band and Grade Pay/ Pay Scale	Rs.5500-9875	Level-7 in the pay matrix as per CCS(RP) Rules, 2016 (Pre revised pay band 2 Rs.9300-34800 Grade Pay 4600).	Level inserted as per pay matrix in CCS(RP) Rules, 2016.
5.	Whether Selection post or non-Selection post. t.	Non Selection	Selection	As per para 3.6 of the guidelines on framing/amendment of the RRs issued by the DoP&T vide their OM No.AB-1401/48/2010-Estt.(RR) dated 31.12.2010 and column 5 of the step guidelines for processing of the proposal for framing/amendment of RRs issued by the DoP&T vide their OM dated 31.03.2015.
6.	Age limit for direct recruits	N.A.	<p>Between 18-30 years</p> <p>Relaxable for Government servant upto 5 years in accordance with the instructions/ orders issued by the Central Government)</p> <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</p>	As per Col.6 of the step guidelines on framing of RRs issued by the DoP&T vide their OM No. AB.14017/13/2013-Estt.(RR) dated the 31 st March, 2015 and para 3.7.2 of the OM dated 31.10.2010.

			Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti District and Pangi Sub-division of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep.	
7.	Whether benefit of added years of service admissible	N.A.	This column has since been deleted in the revised Annexure-III prescribed by UPSC	Format of Annexure-III revised by UPSC.
8.	Educational and other qualifications required for direct recruits	N.A.	Bachelor's degree from a recognized university/institute or equivalent and having working knowledge of MS Word and Axel.	As per para 3.8.1 of the guidelines on framing/amendment/relaxation of recruitment rules issued by DoP&T vide their OM dated 31.12.2010.
9.	Whether age & educational qualification prescribed for direct recruitment will apply in the case of promotees	N.A.	No.	As per para 3.9 of the guidelines on framing/amendment/relaxation of recruitment rules issued by DoP&T vide their OM dated 31.12.2010.
10.	Period of probation, if any.	One year	Two years for direct recruits.	As per para 3.10.2 of the guidelines on framing/amendment/relaxation of recruitment rules issued by DoP&T vide their OM dated 31.12.2010.

11	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By promotion from the post of Senior Clerk having minimum 8 years service in the cadre.	80 % vacancies by Direct Recruitment and 20% vacancies by promotion	As per para 3.11.1 of the guidelines on framing/amendment/relaxation of recruitment rules issued by DoP&T vide their OM dated 31.12.2010. Decision to fill up 80% of the vacancies by direct recruitment and 20% by promotion taken vide Council Res. No. dt...
12	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	By promotion from the grade of Rs.1320-2950 (S.S. Scale)	Promotion Senior Assistant at level-4 in the pay matrix as per CCS(RP) Rules, 2016 (Pre revised pay band 1 Rs.5200-20200 Grade Pay 2400) having ten years regular service in the grade on the basis of seniority subject to rejection of the unfit. Note:- Where juniors who have completed their qualifying/ eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully	As per para 3.12.2 of the guidelines on framing/amendment/relaxation of recruitment rules issued by DoP&T vide their OM dated 31.12.2010.

			completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying/ eligibility service.	
13	If a Departmental Promotion Committee exists what is its composition	As constituted under NDMC Act, 1994	<p>CATEGORY 'B' DPC (FOR CONSIDERING PROMOTION)</p> <p>1. Secretary, NDMC - Chairperson 2. Director (Pers.), NDMC – Member 3. Dy. Financial Advisor, NDMC – Member 4. Liaison Officer, NDMC – Member</p> <p><u>Category 'B' Departmental Confirmation Committee (for considering confirmation)</u></p> <p>1. Secretary, NDMC - Chairperson 2. Director (Pers.), NDMC – Member 3. Dy. Financial Advisor, NDMC – Member 4. Liaison Officer, NDMC – Member</p>	

14	Circumstances in which UPSC to be consulted in making recruitment		Consultation with UPSC necessary for amendment/relaxation of any provision of these rules.	As per instructions of the DOP&T contained in para 3.14 of their O.M. No.AB-1401/48/2010-Estt.(RR) dated 31.12.2010 and provision in sub-sections (1)(c) & (2) of Section 43 read with sub-section 1 of Section 34 of the NDMC Act, 1994 which mandate that RRs for category 'A' & category 'B' posts in NDMC will be framed in consultation with the UPSC of the NDMC Act, 1994.