

**ANNEXURE-3**

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

1.	Name of Post	Personal 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)	

Sr. No.	Name	Provision in the existing/approved Rules	Revised Provision proposed	Reasons for proposing revision
1.	Name of Post	Personal Assistant	Personal Assistant	No change in the existing provision.
2.	No. of Posts		50 [2016]* *Subject to variation dependent on workload	No substantive change in the existing provision.
3.	Classification	Group 'C' post	Category 'B'	Classification changed in terms of DOP&T's



				Order No.11012/7/2008-Estt.(A) dated the 9 <sup>th</sup> April, 2009.
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.	Selection	Selection	No change in the existing provision.
6.	Age limit for direct recruitment.	--	N.A.	No change in the existing provision.
7.	Whether benefit of added years of service admissible	--	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 qualification	— —	N.A. — —	No change in the existing provision.
9.	Whether age & educational qualification prescribed for direct recruitment will apply in the case of promotion	—	N.A.	No change in the existing provision.
10.	Period of probation, if any.	N.A.	Two years	As per para 3.10.2 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.



11.	Method of rectt. whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By promotion from amongst Stenographers having minimum 8 years service in the cadre.	Promotion	
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	Stenographer working at level 4 of the pay matrix ( Pre revised pay band 2 Rs. 5200-20200 Grade Pay 2400) having ten years regular service in the grade.	As per para 3.13.1 of the DOP&T's DOP&T OM No.AB-14017/48/2010-Estt.(RR) dated 31.12.2010 on framing/amendment of the RRs.
13.	If a Departmental Promotion Committee exists what is its composition	As constituted by the Council/Chairperson from time to time	<u>Group 'B' DPC (for considering promotion)</u> Secretary, NDMC - Chairman Director (P), NDMC - Member Director (Fin.), NDMC - Member Liaison Officer, NDMC - Member	As per para 3.13.1 of the DOP&T's DOP&T OM No.AB-14017/48/2010-Estt.(RR) dated 31.12.2010 on framing/amendment of the RRs.
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.