

Amended recruitment rules for the CMC office

1	Name of post	Superintendent Grade-I.
2	No. of posts	02
3	Classification of post	Group A
4	Scale of pay	15600-39100+5400GP
5	Whether selection post of non selection post	Non selection
6	Age for direct recruitment	Not applicable.
7	Educational and other qualifications required for direct.	Not applicable.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable.
9	Period of probation, if any	One year
10	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.	100% by promotion, failing which by deputation.
11	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	<p><u>Promotion:</u> <i>From amongst the Superintendent Grade-II with two years regular service in the grade, failing which ten years combined regular service in the grade of Superintendent Grade-II and SR. Assistant out of which one year as Superintendent Grade-II.</i></p> <p><i>The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.</i></p> <p><u>By deputation</u> <i>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The 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 / department shall ordinarily not exceed three years.)</i></p>
12	If a Departmental Promotion Committee exists what is its composition.	<p>Group 'A' D.P.C. (for considering Promotion):</p> <ol style="list-style-type: none"> 1. Commissioner or any other officer appointed by the Commissioner not below the rank of Assistant Commissioner, Chairman 2. Additional Commissioner, Member. 3. Joint Commissioner /Assistant Commissioner, Member 4. Representative of Director Social Welfare, Member.
13	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable

1	Name of post	Assistant Collector Tax
2	No. of posts	01
3	Classification of post	Group A
4	Scale of pay	10300-34800+5000GP
5	Whether selection post of non selection post	Non selection
6	Age for direct recruitment	Not applicable.
7	Educational and other qualifications required for direct.	Not applicable.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable.
9	Period of probation, if any	One year
10	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.	100% by promotion, failing which by deputation.
11	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	<p><u>Promotion:</u> From amongst the Superintendents Grade-II having Two years regular service in the cadre after appointment thereto.</p> <p><i>The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.</i></p> <p><u>By deputation</u> <i>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The 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 / department shall ordinarily not exceed three years.)</i></p>
12	If a Departmental Promotion Committee exists what is its composition.	<p>Group 'A' D.P.C. (for considering Promotion);:</p> <p>i) Commissioner or any other officer appointed by Commissioner not below the rank of Assistant Commissioner, Chairman</p> <p>ii) Additional Commissioner, Member.</p> <p>iii) Joint Commissioner/ Assistant Commissioner, Member</p> <p>iv) Representative of Director Social Welfare. Member</p>
13	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable

1	Name of post	Accounts Officer (<i>Non SAS</i>)
2	No. of posts	01
3	Classification of post	Group A
4	Scale of pay	<i>15600-39100+5400GP</i>
5	Whether selection post of non selection post	Non selection
6	Age for direct recruitment	Not applicable.
7	Educational and other qualifications required for direct.	Not applicable.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable.
9	Period of probation, if any	One year
10	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.	100% by promotion, failing which by deputation.
11	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	<p><u>By Promotion:</u> From amongst the Accountant having eight years regular service in the cadre after appointment thereto.</p> <p><i>The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.</i></p> <p><u>By deputation</u> <i>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The 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 / department shall ordinarily not exceed three years.)</i></p>
12	If a Departmental Promotion Committee exists what is its composition.	<p>Group 'A' D.P.C. (for considering Promotion);:</p> <p>i) Commissioner or any other officer appointed by Commissioner not below the rank of Assistant Commissioner, Chairman</p> <p>ii) Additional Commissioner, Member.</p> <p>i) Joint Commissioner/ Assistant Commissioner, Member</p> <p>iv) Representative of Director Social Welfare. Member</p>
13	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable

1	Name of post	Superintendent Grade-II
2	No. of posts	03
3	Classification of post	Group B
4	Scale of pay	10300-34800+4800GP
5	Whether selection post of non selection post	Non selection.
6	Age for direct recruitment	Not applicable.
7	Educational and other qualifications required for direct.	Not applicable.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable.
9	Period of probation, if any	One year
10	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.	100% by promotion, failing which by deputation.
11	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	<p><u>By Promotion:</u> From amongst the Senior Assistants having Eight years regular service in the cadre after appointment thereto.</p> <p><i>The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.</i></p> <p><u>By deputation</u> <i>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The 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 / department shall ordinarily not exceed three years.)</i></p>
12	If a Departmental Promotion Committee exists what is its composition.	<p>Yes</p> <p>i) Additional commissioner, Chairman</p> <p>ii) Joint Commissioner / Assistant Commissioner, Member</p> <p>iii) Chief Accounts Officer, Member</p> <p>iv) Representative of Director Social Welfare, Member.</p>
13	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable

1	Name of post	Superintendent Grade-II (Enf)
2	No. of posts	01
3	Classification of post	Group B
4	Scale of pay	10300-34800+4800GP
5	Whether selection post of non selection post	Non selection.
6	Age for direct recruitment	Not applicable.
7	Educational and other qualifications required for direct.	Not applicable.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable.
9	Period of probation, if any	One year
10	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.	100% by promotion, failing which by deputation.
11	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	<p><u>By Promotion:</u> From amongst the Inspectors (Enf.)/ Sub Inspector (Enf.) having eight years regular service rendered in the cadre as Inspector (Enf.)/ Sub Inspector (Enf.) or both after appointment thereto.</p> <p><i>The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.</i></p> <p><u>By deputation</u> <i>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The 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 / department shall ordinarily not exceed three years.)</i></p>
12	If a Departmental Promotion Committee exists what is its composition.	<p>Yes</p> <p>i) Additional commissioner, Chairman</p> <p>ii) Joint Commissioner/ Assistant Commissioner, Member</p> <p>iii) Chief Accounts Officer, Member</p> <p>iv) Representative of Director Social Welfare, Member.</p>
13	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable

1	Name of post	Sr. Assistant/ <i>Cashier</i>
2	No. of posts	23
3	Classification of post	Group B
4	Scale of pay	10300-34800+4400GP
5	Whether selection post of non selection post	Non selection.
6	Age for direct recruitment	Not applicable.
7	Educational and other qualifications required for direct.	Not applicable.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable.
9	Period of probation, if any	One year
10	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.	100% by promotion, failing which by deputation.
11	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	<p><u>By Promotion:</u> From amongst the Clerks/Junior Assistants having five years regular service in the cadre after appointment thereto.</p> <p><i>The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.</i></p> <p><u>By deputation</u> <i>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The 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 / department shall ordinarily not exceed three years.)</i></p>
12	If a Departmental Promotion Committee exists what is its composition.	<p>Yes</p> <p>i) Additional commissioner, Chairman</p> <p>ii) Joint Commissioner/ Assistant Commissioner, Member</p> <p>iii) Chief Accounts Officer, Member</p> <p>iv) Representative of Director Social Welfare, Member.</p>
13	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable

1	Name of post	Sr. Scale Stenographer
2	No. of posts	07
3	Classification of post	Group B
4	Scale of pay	10300-34800+4400GP
5	Whether selection post of non selection post	Non selection.
6	Age for direct recruitment	Not applicable.
7	Educational and other qualifications required for direct.	Not applicable.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable.
9	Period of probation, if any	Two years
10	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.	100% by promotion, failing which by deputation.
11	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	<p><u>By Promotion :</u> From amongst the Steno-typist having five years regular service in the cadre after appointment thereto provided they qualify the departmental test at a speed of 120 words per minute in Stenography (English) and 30 words per minute in transcribing the same on computer. No candidate shall be considered to have qualified the test, if he/she commits more than 5% mistakes.</p> <p><i>The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.</i></p> <p><u>By deputation</u> <i>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The 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 / department shall ordinarily not exceed three years.)</i></p>
12	If a Departmental Promotion Committee exists what is its composition.	<p>Yes</p> <p>i) Additional commissioner, Chairman</p> <p>ii) Joint Commissioner/ Assistant Commissioner, Member</p> <p>iii) Chief Accounts Officer, Member</p> <p>iv) Representative of Director Social Welfare, Member.</p>
13	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable

1	Name of post	Personal Assistant
2	No. of posts	02
3	Classification of post	Group B
4	Scale of pay	10300-34800+4800GP
5	Whether selection post of non selection post	Non selection.
6	Age for direct recruitment	Not applicable.
7	Educational and other qualifications required for direct.	Not applicable.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable.
9	Period of probation, if any	One year
10	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.	100% by promotion, failing which by deputation.
11	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	<p><u>By Promotion :</u> From amongst the Senior Scale Stenographers having five years regular service in the cadre after appointment thereto.</p> <p><i>The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.</i></p> <p><u>By deputation</u> <i>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The 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 / department shall ordinarily not exceed three years.)</i></p>
12	If a Departmental Promotion Committee exists what is its composition.	<p>Yes</p> <p>i) Additional commissioner, Chairman</p> <p>ii) Joint Commissioner/ Assistant Commissioner, Member</p> <p>iii) Chief Accounts Officer, Member</p> <p>iv) Representative of Director Social Welfare, Member.</p>
13	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable

1	Name of post	Law Officer
2	No. of posts	02
3	Classification of post	Group B
4	Scale of pay	10300-34800+4200GP
5	Whether selection post of non selection post	Selection in case of direct recruitment
6	Age for direct recruitment	18-37 years
7	Educational and other qualifications required for direct.	<p>i) Degree in Law from a recognized University or Institute or equivalent.</p> <p>ii) Three years experience as Advocate or should have held legal assignment involving work for 3 years.</p> <p><i>The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.</i></p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable.
9	Period of probation, if any	<i>Three years for direct recruitment.</i>
10	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.	<p>50% by direct recruitment</p> <p>50% by deputation.</p>
11	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	<p><u>By deputation</u> <i>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The 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 / department shall ordinarily not exceed three years.)</i></p>
12	If a Departmental Promotion Committee exists what is its composition.	Not applicable
13	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable

1	Name of post	Accountant
2	No. of posts	04
3	Classification of post	Group B
4	Scale of pay	10300-34800+4400GP
5	Whether selection post of non selection post	i) Not applicable (in case of promotion). ii) selection (in case of direct recruitment).
6	Age for direct recruitment	18-37 years
7	Educational and other qualifications required for direct.	i) B. Com from a recognized University. ii) one year tally certificate essentially required. ii) Intermediate of C.A./ICWA./CS will be preferred. The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable.
9	Period of probation, if any	One year in case of promotion. Three years for direct recruitment.
10	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.	50% by promotion failing which by deputation. 50% direct recruitment.
11	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	<u>By promotion</u> From amongst the Senior Assistants having eight years regular service in the cadre after appointment thereto. The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018. <u>By promotion</u> From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The 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 / department shall ordinarily not exceed three years.)
12	If a Departmental Promotion Committee exists what is its composition.	Yes i) Additional commissioner, Chairman ii) Joint Commissioner/ Assistant Commissioner, Member iii) Chief Accounts Officer, Member iv) Representative of Director Social Welfare, Member.
13	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable

1	Name of post	Computer Programmer
2	No. of posts	01
3	Classification of post	Group B
4	Scale of pay	10300-34800+4200GP
5	Whether selection post of non selection post	<i>Selection.</i>
6	Age for direct recruitment	<i>18-37 years</i>
7	Educational and other qualifications required for direct.	<ol style="list-style-type: none"> <i>1. Master's degree in computer science/computer applications/information technology/Bachelor of Engineering of a recognized University or equivalent.</i> <i>2. Well acquainted with recent/latest programming softwares and work.</i> <i>3. At least 3 years working experience in aforesaid field.</i> <p><i>The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.</i></p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable.
9	Period of probation, if any	<i>Three years for direct recruitment.</i>
10	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>100% by direct recruitment failing which by deputation.</i>
11	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	<p><u>By deputation</u> <i>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The 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 / department shall ordinarily not exceed three years.)</i></p>
12	If a Departmental Promotion Committee exists what is its composition.	Not applicable
13	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable

1	Name of post	Inspector Enf.
2	No. of posts	02
3	Classification of post	Group B
4	Scale of pay	10300-34800+3800GP
5	Whether selection post of non selection post	Non selection.
6	Age for direct recruitment	Not applicable.
7	Educational and other qualifications required for direct.	Not applicable.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable.
9	Period of probation, if any	One year
10	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.	100% by promotion, failing which by deputation.
11	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	<p><u>By Promotion:</u> From amongst the Sub Inspectors (Enf) having five years regular service in the cadre after appointment thereto.</p> <p><i>The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.</i></p> <p><u>By deputation</u> <i>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The 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 / department shall ordinarily not exceed three years.)</i></p>
12	If a Departmental Promotion Committee exists what is its composition.	<p>Yes</p> <p>i) Additional commissioner, Chairman</p> <p>ii) Joint Commissioner/ Assistant Commissioner, Member</p> <p>iii) Chief Accounts Officer, Member</p> <p>iv) Representative of Director Social Welfare, Member.</p>
13	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable

1	Name of post	Assistant Public Relation Officer
2	No. of posts	01
3	Classification of post	Group B
4	Scale of pay	10300-34800+4200GP
5	Whether selection post of non selection post	<i>Selection.</i>
6	Age for direct recruitment	<i>18-37 years</i>
7	Educational and other qualifications required for direct.	<p>i) Degree in Mass Communication or Graduate with Diploma in Mass Communication.</p> <p>ii) Minimum experience more than 1 year in the relevant field.</p> <p><i>The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.</i></p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable.
9	Period of probation, if any	<i>Three years for direct recruitment.</i>
10	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>100% by direct recruitment failing which by deputation.</i>
11	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	<i><u>By deputation</u></i> <i>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The 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 / department shall ordinarily not exceed three years.)</i>
12	If a Departmental Promotion Committee exists what is its composition.	Not applicable
13	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable

1	Name of post	Tax Inspector.
2	No. of posts	01
3	Classification of post	Group B
4	Scale of pay	10300-34800+3800GP
5	Whether selection post of non selection post	Non selection.
6	Age for direct recruitment	Not applicable.
7	Educational and other qualifications required for direct.	Not applicable.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable.
9	Period of probation, if any	One year
10	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.	100% by promotion, failing which by deputation.
11	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	<p><u>By Promotion:</u> From amongst the Tax Collectors having eight years regular service in the cadre after appointment thereto.</p> <p><i>The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.</i></p> <p><u>By deputation</u> <i>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The 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 / department shall ordinarily not exceed three years.)</i></p>
12	If a Departmental Promotion Committee exists what is its composition.	<p>Yes</p> <p>i) Additional commissioner, Chairman</p> <p>ii) Joint Commissioner/ Assistant Commissioner, Member</p> <p>iii) Chief Accounts Officer, Member</p> <p>iv) Representative of Director Social Welfare, Member.</p>
13	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable

1	Name of post	Building Inspector.
2	No. of posts	01
3	Classification of post	Group B
4	Scale of pay	10300-34800+3800GP
5	Whether selection post of non selection post	Non selection.
6	Age for direct recruitment	Not applicable.
7	Educational and other qualifications required for direct.	Not applicable.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable.
9	Period of probation, if any	One year
10	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.	100% by promotion, failing which by deputation.
11	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	<p><u>By Promotion:</u> From amongst the Surveyor/Road Inspector having eight years regular service in the cadre after appointment thereto.</p> <p><i>The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.</i></p> <p><u>By deputation</u> <i>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The 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 / department shall ordinarily not exceed three years.)</i></p>
12	If a Departmental Promotion Committee exists what is its composition.	<p>Yes</p> <p>i) Additional commissioner, Chairman</p> <p>ii) Joint Commissioner/ Assistant Commissioner, Member</p> <p>iii) Chief Accounts Officer, Member</p> <p>iv) Representative of Director Social Welfare, Member.</p>
13	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable

1	Name of post	Section Officer (Mech.)
2	No. of posts	01
3	Classification of post	Group B
4	Scale of pay	10300-34800+4800GP
5	Whether selection post of non selection post	<i>Selection.</i>
6	Age for direct recruitment	<i>18-37 years</i>
7	Educational and other qualifications required for direct.	Diploma in Mechanical Engineering from a recognized University/Institute or equivalent. <i>The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.</i>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable.
9	Period of probation, if any	<i>Three years for direct recruitment.</i>
10	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.	100% by direct recruitment failing which by deputation.
11	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	<u>By deputation</u> <i>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The 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 / department shall ordinarily not exceed three years.)</i>
12	If a Departmental Promotion Committee exists what is its composition.	Not applicable
13	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable

1	Name of post	Clerk
2	No. of posts	60
3	Classification of post	Group C
4	Scale of pay	10300-34800+3200GP
5	Whether selection post of non selection post	i) Not applicable (in case of direct recruitment). ii) Non selection (in case of promotion).
6	Age for direct recruitment	18-37 years
7	Educational and other qualifications required for direct.	Bachelor's degree from a recognized University Institution and proficiency in operation of computer (word processing and spread sheets) and a speed of 35 words per minutes in English typing <i>on computer</i> . <i>The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.</i>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable.
9	Period of probation, if any	Three years for direct recruitment.
10	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) 85% by direct recruitment. ii) 15% by promotion from Group-D employees.
11	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	<u>By promotion</u> <i>From amongst the Group D employees having five years regular service in the cadre and possessing 10+2 educational qualification from a recognized Board/Institution and a speed of 35 words per minutes in English typing on computer and has not crossed the age of 45 years at the time of availability of post meant for Group D.</i> <i>The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.</i>
12	If a Departmental Promotion Committee exists what is its composition.	Yes i) Additional commissioner, Chairman ii) Joint Commissioner/ Assistant Commissioner, Member iii) Chief Accounts Officer, Member iv) Representative of Director Social Welfare, Member.
13	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable

1	Name of post	Steno-typist
2	No. of posts	11
3	Classification of post	Group C
4	Scale of pay	10300-34800+3200GP
5	Whether selection post of non selection post	<i>Selection.</i>
6	Age for direct recruitment	<i>18-37 years</i>
7	Educational and other qualifications required for direct.	<p>Bachelor's degree from a recognized University /Institution and proficiency in operation of computer (word processing and spread sheets) and a speed of 80 words per minute in stenography (English) and speed of 20 words per minute in transcribing the same <i>on computer. No candidate shall be considered to have qualified the test, if he/she commits more than 8% mistakes.</i></p> <p><i>The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.</i></p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable.
9	Period of probation, if any	<i>Three years for direct recruitment.</i>
10	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.	100% by direct recruitment.
11	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	Not applicable.
12	If a Departmental Promotion Committee exists what is its composition.	Not applicable.
13	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable

1	Name of post	Driver
2	No. of posts	17
3	Classification of post	Group C
4	Scale of pay	5910-20200+2400 GP
5	Whether selection post of non selection post	<i>Selection.</i>
6	Age for direct recruitment	<i>18-37 years</i>
7	Educational and other qualifications required for direct.	<p><u>For Staff Car Driver:</u> i) Matriculate from a recognized board /institution ii) Driving Licence of Transport Vehicle. iii) One year's experience of driving a Transport Vehicle.</p> <p><u>For Driver (Heavy Duty):</u> i) Matriculate from a recognized board /institution ii) Driving license of Transport Vehicle iii) Five year's experience of driving a transport vehicle.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable.
9	Period of probation, if any	<i>Three years for direct recruitment.</i>
10	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.	100% by direct recruitment.
11	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	Not applicable.
12	If a Departmental Promotion Committee exists what is its composition.	Not applicable.
13	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable

1	Name of post	Clerk-cum-Translator
2	No. of posts	01
3	Classification of post	Group C
4	Scale of pay	5910-20200+1900GP
5	Whether selection post of non selection post	<i>Selection.</i>
6	Age for direct recruitment	<i>18-37 years</i>
7	Educational and other qualifications required for direct.	<p>Bachelor's degree from a recognized University /Institution and proficiency in operation of computer (word processing and spread sheets) and a speed of 80 words per minute in stenography (English) and speed of 20 words per minute in transcribing the same <i>on computer. No candidate shall be considered to have qualified the test, if he/she commits more than 8% mistakes.</i></p> <p><i>The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.</i></p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable.
9	Period of probation, if any	<i>Three years for direct recruitment.</i>
10	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.	100% by direct recruitment.
11	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	Not applicable.
12	If a Departmental Promotion Committee exists what is its composition.	Not applicable.
13	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable

1	Name of post	Patwari
2	No. of posts	01
3	Classification of post	Group C
4	Scale of pay	10300-34800+3200 GP
5	Whether selection post of non selection post	<i>Selection.</i>
6	Age for direct recruitment	<i>18-37 years</i>
7	Educational and other qualifications required for direct.	<p>i) Matriculation of a recognized University or its equivalent or 10+2 Pass ii) Patwar examination from a recognized Institution. iii) Preference to candidates with experience in revenue work.</p> <p><i>The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.</i></p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable.
9	Period of probation, if any	<i>Three years for direct recruitment.</i>
10	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.	100% by direct recruitment failing which by deputation.
11	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	<i><u>By deputation</u></i> <i>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The 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 / department shall ordinarily not exceed three years.).</i>
12	If a Departmental Promotion Committee exists what is its composition.	Not applicable.
13	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable

1	Name of post	Sub Inspector Enforcement
2	No. of posts	20
3	Classification of post	Group B
4	Scale of pay	10300-34800+4400GP
5	Whether selection post of non selection post	i) Not applicable (in case of direct recruitment). ii) Non selection (in case of promotion).
6	Age for direct recruitment	18-37 yrs.
7	Educational and other qualifications required for direct.	i) Graduate from a recognized University. ii) Law Graduate will be preferred <i>The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.</i>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable.
9	Period of probation, if any	One year in case of promotion. Three years in case of direct recruitment.
10	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) 75% by direct recruitment. ii) 25% by promotion.
11	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	<u>By Promotion:</u> From amongst the Clerk/Junior Assistants having Eight years regular service in the cadre after appointment thereto. <i>The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.</i>
12	If a Departmental Promotion Committee exists what is its composition.	Yes i) Additional commissioner, Chairman ii) Joint Commissioner/ Assistant Commissioner, Member iii) Chief Accounts Officer, Member iv) Representative of Director Social Welfare, Member.
13	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable

1	Name of post	Tax Collector
2	No. of posts	04
3	Classification of post	Group B
4	Scale of pay	Rs. 5910-20200+2400 GP
5	Whether selection post of non selection post	i) Not applicable (in case of direct recruitment). ii) Non selection (in case of promotion).
6	Age for direct recruitment	18-37 yrs.
7	Educational and other qualifications required for direct.	Bachelor's Degree and Proficiency in operation of computer (Word Processing and Spread Sheets) and a speed of 30 Word per minutes in English Typewriting on computer . <i>The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.</i>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable.
9	Period of probation, if any	One year in case of promotion. <i>Three years in case of direct recruitment.</i>
10	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) 75% by promotion filing which by deputation. ii) 25% by direct recruitment.
11	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	<u>By Promotion:</u> From amongst the Tax Moharrors having 05 years regular service in the cadre after appointment thereto. <i>The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.</i> <u>By deputation</u> <i>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The 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 / department shall ordinarily not exceed three years.)</i>
12	If a Departmental Promotion Committee exists what is its composition.	Yes i) Additional commissioner, Chairman ii) Joint Commissioner/ Assistant Commissioner, Member iii) Chief Accounts Officer, Member iv) Representative of Director Social Welfare, Member.
13	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable

1	Name of post	Data Entry Operator
2	No. of posts	03
3	Classification of post	Group B
4	Scale of pay	Rs. 10300-34800+3200 GP
5	Whether selection post of non selection post	Selection
6	Age for direct recruitment	18-37 yrs.
7	Educational and other qualifications required for direct.	<p>i) Graduate from a recognized institution</p> <p>ii) Data Entry Course of one year from a recognized institution having one year experience as Data Entry Operator.</p> <p>iii) Should possess a speed of not less than 8000 keys depressions per hour for data entry work.</p> <p><i>The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.</i></p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable.
9	Period of probation, if any	<i>Three years in case of direct recruitment.</i>
10	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.	100% by direct recruitment.
11	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	Not applicable.
12	If a Departmental Promotion Committee exists what is its composition.	Not applicable
13	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable

1	Name of post	Tax Mohrrar
2	No. of posts	03
3	Classification of post	Group C
4	Scale of pay	Rs. 5910-20200+1900 GP
5	Whether selection post of non selection post	Non Selection.
6	Age for direct recruitment	Not applicable.
7	Educational and other qualifications required for direct.	Not applicable.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable.
9	Period of probation, if any	One year
10	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.	100% by promotion.
11	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	By promotion. <i>From amongst the Group D employees having five years regular service in the cadre and possessing 10+2 educational qualification and knowledge of computer from a recognized Board/Institution has not crossed the age of 45 years at the time of availability of post meant for Group D.</i> <i>The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.</i>
12	If a Departmental Promotion Committee exists what is its composition.	Yes i) Additional commissioner, Chairman ii) Joint Commissioner/ Assistant Commissioner, Member iii) Chief Accounts Officer, Member iv) Representative of Director Social Welfare, Member.
13	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable

1. Recruitment rules for the post of Surveyor and Draftsman are being made by the Engg. wing of MCC,
2. Regarding one vacant post of APMO, it may not be included/incorporated in the Recruitment rules as there is no requirement of the post, hence omitted.

1	Name of post	Private Secretary
2	No. of posts	02
3	Classification of post	Group A
4	Scale of pay	15600-39100+5400GP
5	Whether selection post of non selection post	Non selection
6	Age for direct recruitment	Not applicable.
7	Educational and other qualifications required for direct.	Not applicable.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable.
9	Period of probation, if any	One year
10	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 deputation.
11	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	<p>By Promotion: From amongst Personal Assistants or Senior Scale Stenographers and have a minimum experience of one year as a personal Assistant or experience of eight years as a Senior scale stenographer.</p> <p><i>The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.</i></p> <p>By deputation <i>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The 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 / department shall ordinarily not exceed three years.)</i></p>
12	If a Departmental Promotion Committee exists what is its composition.	<p>Group 'A' D.P.C. comprising of the following officers:</p> <ol style="list-style-type: none"> 1. Commissioner or any other officer appointed by the Commissioner not below the rank of Assistant Commissioner, Chairman 2. Additional Commissioner, Member. 3. Joint Commissioner /Assistant Commissioner, Member 4. Representative of Director Social Welfare, Member.
13	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable

1	Name of post	Sub Divisional Engineer (Mechanical)
2	No. of posts	01
3	Classification of post	Group A
4	Scale of pay	15600-39100+5400GP
5	Whether selection post of non selection post	Seniority-cum-merit.
6	Age for direct recruitment	18-37 years
7	Educational and other qualifications required for direct.	Essential: (i) Degree in Mechanical Engineering from recognized University/Institute. Degree obtained through distance education mode not acceptable. (ii) To pass the prescribed departmental professional examination after joining service.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not applicable.
9	Period of probation, if any	Three years in direct recruits, One year for promotion.
10	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 deputation failing both by direct recruitment.
11	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made.	<u>Promotion:</u> From Junior Engineer (Mechanical) who possess a Diploma in Engineering in Mech. Engineering and who have an regular experience of working as such in the cadre for a minimum period of 10 years or From Junior Engineer (Mechanical) who possess a Degree in Mechanical Engineering or AMIE from a recognized university or institution and who have regular experience of working as such in the cadre for a minimum period of 5 years after obtaining the aforesaid degree. <i>The basic ICT skills training from the prescribed Institute of Chd. Admn. may also be added as per instructions of Chd. Admn. letter no. 28/69-IH(12)-2018/16687 dated 8.8.2018.</i> <u>By deputation</u> <i>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The 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 / department shall ordinarily not exceed three years.)</i>
12	If a Departmental Promotion Committee exists what is its composition.	Group 'A' D.P.C. comprising of the following officers: 1. Secretary Local Government, Chairman 2. CMC, Member. 3. Joint Secretary Personnel, Member 4. Addl.CMC/Jt.CMC/ACMC-In charge of Establishment Branch – Member Secretary 5. Representative of Director Social Welfare, Member.
13	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable