

No. T-21011/3/2016-Academy Desk  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
Training Division

Block IV, Old JNU Campus,  
New Mehrauli Road, New Delhi-110067

Dated: 24<sup>th</sup> November, 2016

Office Memorandum

Subject: Amendment in Recruitment Rules for the posts of Offset Machineman in Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie - reg.

The undersigned is directed to upload the draft recruitment rules for the post of Offset Machineman in the Lal Bahadur Shastri National Academy of Administration, Mussoorie and to request for comments, if any, from all the stakeholders on the draft RRs. The comments may kindly be sent to the undersigned on e-mail id: 'op.chawla@nic.in' latest by 23.12.2016.



(O P Chawla)

Under Secretary to the Govt. of India

Tel.: 011-26166856

e-mail: op.chawla@nic.in

To

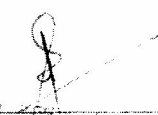
All concerned Stakeholders

Copy to: NIC, Training Division with the request to upload the above OM along with draft RRs for the post of Offset Machineman in LBSNAA, Mussoorie.

SCHEDULE

Name of Post	Number of Post	Classification	Level in the Pay Matrix	Whether Selection post or Non-Selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
Offset Machine-man	2* (2016) *Subject to variation dependent on work load	General Central Service Group 'C' Non-Gazetted Non-Ministerial	Level - 5 in the Pay Matrix	Selection	<p>Not exceeding 28 years (relaxable for Govt. Servants upto 40 years in accordance with the instructions or orders issued by the Central Government).</p> <p>Note- The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&amp;K State, Lahul and Spiti District and Pangi Sub Division of Chamba Distt. of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep.</p> <p>In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.</p>	<p><b>Essential:</b></p> <p>(i) Intermediate or equivalent.</p> <p>(ii) Diploma in Printing Technology (Offset) from a recognized institution.</p> <p>(iii) two years working experience on Offset Machine doing single and multi colour work.</p> <p>The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority in the cases of candidates belonging to SC o ST if at any stage of selection the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to full up the vacancies reserved for them.</p>

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	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	In case of recruitment by promotion/ deputation/absorption grades from which promotion/deputation/absorption to be made	If DPC exists what is its Composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
8	9	10	11	12	13
Not applicable	2 years for direct recruits only	By promotion, filling which by deputation, filling both, by direct recruitment.	<p><b>Promotion:</b> Machine operator (Senior) in the Academy with at least 13 years regular service in the grade.</p> <p><b>Deputation:</b> Officers of the Central/State Government/Public Sector Undertakings; (i) Holding analogous post on regular basis; or (ii) With 5 years regular service in the Level 4 in the pay matrix and possessing the qualification prescribed for direct recruits in Col. 7.</p> <p>The period of deputation including the period of deputation in other ex-cadre post preceding this appointment in the same or some other organization shall not ordinarily exceed 3 years. The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application.</p>	<p><b>Departmental Promotion Committee for considering promotion:</b></p> <p>(1) Joint Director - Chairman (2) Deputy Director (Admin)- Member (3) Deputy Director Incharge Reprographic Unit - Member</p> <p><b>Departmental Confirmation Committee for considering confirmation:</b></p> <p>(1) Joint Director - Chairman (2) Deputy Director (Admin)- Member (3) Deputy Director Incharge Reprographic Unit - Member</p>	Not applicable

  
 Joint Director  
 Department of Personnel and Administration  
 Government of India  
 New Delhi

## LAL BHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION, MUSSOORIE

1. (a) **NAME OF THE POST** : **Offset Machineman**  
 (b) Name of the Ministry/Department : Ministry of Personnel, P.G. & Pensions, Department of Personnel & Training,  
 Lal Bahadur Shastri National Academy of Administration, Mussoorie.
6. Reference No. in which Commission's advice on Recruitment rules was conveyed :
7. Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amends should be enclosed, duly flagged and referenced) : No. 13012/4/99-Academy Desk G.S.R. 75 10<sup>th</sup> February, 2001

Column No. of the Schedule	Provisions in the approved /existing rules	Revised provisions proposed	Reasons for the revision proposed
1	Offset Machineman	Offset Machineman	No revision proposed
2	2* (2000) *Subject to variation dependent on workload	2* (2016) *Subject to variation dependent on workload	The relevant year has been changed
3	General Central Service Group 'C' Non-Gazetted Non-Ministerial	General Central Service Group 'C' Non-Gazetted Non-Ministerial	No revision proposed
4	Rs. 4500-125-7000  Pay Band-2 Rs. 5200-20200 Grade Pay Rs. 2800 (as per 6 <sup>th</sup> cpc)	Level - 5 in the Pay Matrix	Due to revision of pay scale on implementation of 7 <sup>th</sup> CPC
5	Selection - cum - Seniority	Selection	According to O.M. No. AB.14017/48/2010-Estt.(RR) dated 31st December, 2010
6	Not exceeding 28 years (relaxable for Govt. Servants upto 40 years in accordance with the instructions or orders issued by the Central Government). <b>NOTE:</b> The crucial date for determining the age limit shall in each case be. The last date for receipt of applications for candidates except for those in Assam, Meghalaya, Andaman, and Nicobar and Lakshadweep Islands.	Not exceeding 28 years (relaxable for Govt. Servants upto 40 years in accordance with the instructions or orders issued by the Central Government).  Note- The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed those in Assam, Meghalaya, Arunachal	No revision proposed

	In case of appointments to be made through the employment exchange, the crucial date for determining the age limit shall be in each case, the last date up to which the employment exchange are asked to submit the names.	Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahul and Spiti District and Pangri Sub Division of Chamba Distt. of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep. In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.	
7	<b>Essential:</b> (1) Matriculation or equivalent. (2) Diploma (3 years course) of the trade from a recognized school of printing (or) certificate (2 years course) of the trade from a recognized school of printing with one year's experience of machineman doing single and double colour works and knowledge of operation or running of various kind of offset printing machine (or) trade certificate of successful completion of apprenticeship training of the trade under Apprenticeship Act, 1961	<b>Essential:</b> (i) Intermediate or equivalent.  (ii) Diploma in Printing Technology (Offset) from a recognized institution.  (iii) two years working experience on Offset Machine doing single and multi colour work.  The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority in the cases of candidates belonging to SC o ST if at any stage of selection the competent authority is of the opinion that sufficient number of candidates form these communities possessing the requisite experience are not likely to be available to full up the vacancies reserved for them.	According to O.M. No. AB.14017/48/2010- Estt.(RR) dated 31st December, 2010
8	Not applicable	Not applicable	No revision proposed
9	2 years	2 years	No revision proposed
10	By promotion, failing which by deputation, failing both, by direct recruitment. <b>NOTE:</b> The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority in the cases of candidates belonging to SC o ST if at any stage of selection the competent authority is of the opinion that sufficient number of candidates form these communities possessing the requisite experience	By promotion, failing which by deputation, failing both, by direct recruitment.	No revision proposed

	are not likely to be available to fill up the vacancies reserved for them.		
11	<p><b>Promotion:</b> Machine operator (Senior) in the Academy with at least 13 years regular service in the grade.</p> <p><b>Deputation:</b> The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date for receipt of application. Persons holding analogous/equivalent post on regular basis under the Central Government/Public Sector Undertakings and possessing the qualifications prescribed for direct recruits in Col.8 (The period of deputation including the period of deputation in another ex-cadre post preceding this appointment in the same or some other organization shall not ordinarily exceed three years).</p>	<p><b>Promotion:</b> Machine operator (Senior) in the Academy with at least 13 years regular service in the grade.</p> <p><b>Deputation:</b> Officers of the Central/State Government/Public Sector Undertakings: (i) Holding analogous post on regular basis; or (ii) With 5 years regular service in the Level 4 in the pay matrix and possessing the qualification prescribed for direct recruits in Col. 7.</p> <p>The period of deputation including the period of deputation in other ex-cadre post preceding this appointment in the same or some other organization shall not ordinary exceed 3 years. The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application.</p>	The revised pay scales (pay band/grade pay) and qualifying services has been incorporated in the view of instructions issued vide O.M. No. AB.14017/48/2010-Estt.(RR) dated 31st December, 2010
12	<p>Department Promotion Committee (for promotion and confirmation)</p> <p>(i) Joint Director - Chairman (ii) Deputy Director In charge Admin.- Member (iii) Deputy Director I/C Reprographic Unit – Member (iv) One SC/ST Officer - Member</p>	<p><b>Departmental Promotion Committee for considering promotion:</b> (4) Joint Director - Chairman (5) Deputy Director (Admin)- Member (6) Deputy Director Incharge Reprographic Unit – Member</p> <p><b>Departmental Confirmation Committee for considering confirmation:</b> (4) Joint Director - Chairman (5) Deputy Director (Admin)- Member (6) Deputy Director Incharge Reprographic Unit – Member</p>	As per guideline
13	Not applicable	Not applicable	No revision proposed

Signature of the Officer sending the proposals  
Telephone No. 24017/48/2010-Estt.(RR)