(Draft updated on 22.01.2020)

TO BE PUBLISHED IN THE GAZETTE OF INDIA, EXTRAORDINARY, PART-II, SECTION 3, SUB SECTION (ii)

Government of India

Ministry of Law and Justice

Department of Legal Affairs

New Delhi, (dated on), 2020

NOTIFICATION

G.S.R.No.___(E).-In exercise of the powers conferred by sub-section (1) of section 84 read with sub-section (4) and (5) of section 43M of the Arbitration and Conciliation Act, 1996, the Central Government hereby makes the following rules namely:-

- Short title and commencement. (1) These rules may be called the Arbitration
 Council of India (the Number of Officers and Employees of the Secretariat of the
 Council and the qualifications, appointment and other terms and conditions of the
 officers and employees of the Council) Rules 2020.
 - (2) They shall come into force on the date of their publication in the Official Gazette.
- 2. **Definitions.-** (1) In these rules unless the context otherwise requires,-
 - (a) "Act" means the Arbitration and Conciliation Act, 1996;
 - (b) "Council" means the Arbitration Council of India established under section 43B;
 - (c) "employees" means the employees of the Council;
 - (d) "officers" means the officer of the Council;
 - (e) "Schedule" means Schedule annexed to these rules;
- (2) All other words and expressions used herein but not defined shall have the same meanings respectively assigned to them in the Act.

- 3. **Appointing Authority.-** The Chairperson or any other Officer of the Council so authorised by the Chairperson shall be the appointing authority of all the Officers and employees of the Council. Provided that the appointing Authority shall consult the Central Government before the appointments are made.
- 4. **Recruitment of Officers and Employees.-** The recruitment to various posts shall be made for different categories of officers and employees as per the entries in the Schedule annexed to these rules.
- 5. Number of Posts, classification and scale of pay. The number of posts, their classification and the scale of pay attached thereto are given in the columns 2 to 4 in the Schedule annexed to these rules.
- 6. Method of recruitment, age limit and other qualification, etc.- The method of recruitment, Age limit, qualifications and other matters relating to the said posts shall be as specified in the columns 5 to 13 in the Schedule annexed to these rules. However, in case of contractual appointments including short term contract the criterion of maximum age will be 52 years. No person beyond the age of 65 years will be appointed on contractual appointment.
- 7. **Absorption of employees on appointment on deputation.-** (1) Notwithstanding anything Contained in the provisions of these rules, the persons appointed on deputation basis and who fulfill the qualifications and experience laid down in these rules for direct recruits, shall be eligible for absorption.
- (2) Such absorption shall also be subject to the condition that the deputationists exercise their option for absorption and their parent Departments/cadre controlling authorities do not have any objection to their being absorbed in the Council.
- 8. **Procedure for Direct Recruitment.-** The following procedure shall be followed for making direct recruitment to posts wherever prescribed in the schedule annexed to these rules:
- (1) The Council shall invite applications for the posts through an advertisement on all India Basis.

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- (2) The applications received under sub-rule (1) shall be screened for eligibility by a screening Committee constituted by the Chairperson.
- (3) If the number of applications received is large, then the Selection Committee may recommend a preliminary examination to be got conducted through a professional agency selected on the basis of an open competitive process.
- (4) The reservation policy in respect to the Candidates belongings to SC, ST, OBC, EWS and PH of the Government of India (issued from time to time) shall be applicable in the Council.
- (5) The recruitment shall be done by a Selection Committee comprising of:
 - (i) Secretary, Department of Legal Affairs or his Nominee Chairman
 - (ii) Chief Executive Officer -Member
 - (iii Full Time Member of the Council nominated by the Chairperson of the Council Member
- 9. **Procedure for appointment on Deputation.** The following procedure shall be followed for making appointment on deputation to posts wherever prescribed in the schedule annexed to these rules:
- (1) The Council shall invite applications for the posts through an advertisement on all India basis.
- (2) The applications received under sub-rule (1) shall be screened for eligibility by a screening Committee constituted by the Chairperson.
- (3) Interviews shall be conducted for selection by such other committee as specified by the Chairperson of the Council in consultation with the Secretary; Department of Legal Affairs.
- 10. **Period of Deputation.-** 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 of the Central Government shall be 3 years from the date of beginning of the deputation. Beyond 3 years, the period of deputation may be extended upto 4th year with the approval of the Secretary, Department of Legal Affairs and upto 5th year with the approval of the Minister for Law & Justice; provided

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that every extension shall have prior concurrence of the Chairperson of the Council. The deputationist should not have attained the age of 56 years on the last date of receipt of applications. The instructions on deputation issued by Department of Personnel and Training shall be applicable to officers and staff serving on deputation basis in the Council.

- 11. **Disciplinary Proceedings.-** The modalities of disciplinary proceedings against the officers and other employees of the Council shall be notified by the Chairperson as per such rules and regulations as applicable to officers and employees belonging to Group A, Group B, Group C and Group D, as the case may be, of the corresponding scales of pay of the Central Government.
- 12. Conditions of service.— The conditions of service of the officers and other employees of the Council in matters of pay, Allowances, Leave, Provident fund, age of superannuation pension and retirement benefits medical facilities and other conditions of service, shall be regulated in accordance with such rules and regulations as are for the time being applicable to officers and employees belonging to Group A, Group B and Group C, as the case may be, of the corresponding scales of pay of the Central Government stationed at those places.
- 13. Disqualification. No Person-
- (i) who has entered into or contracted a marriage with a person having 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.
- 14. **Accommodation.** The officers and employees of the Council shall be eligible for House Rent Allowance as admissible to officers and employees belonging to Group A, Group B and Group C as the case may be, of the corresponding scales of pay of the Central Government Stationed at those places.
- 15. Saving. Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided to the Scheduled Castes, the Scheduled Tribes, Other Backward Class, EWS and other special categories of persons in

accordance with the orders issued by the Central Government from time to time in this regard.

- 16. Other conditions of service. Other conditions of service of the officers and employees of the Council, for which no specific provisions have been provided, shall be regulated in accordance with such rules as are, from time to time, applicable to officers and employees belonging to Group A, Group B and Group C, as the case may be, of the corresponding scales of pay the Central Government stationed at those places.
- 17. Power to relax rules.- The Central Government shall have power to relax the provisions of these rules with respect to any class or category of persons.
- 18. **Residuary provision.-** Matters, with respect to which no express provision has been made under these rules, shall be referred by the Council to the Central Government for its decision.
- 19. Interpretation.- If any question arises relating to the interpretation of these Rules, the decision of the Central Government thereon shall be final.

po po	imber of st	Classification 3 Not Applicable	Level of Pay 4 Level - 13	Whether Selection post Or non Selection post 5 Not Applicable	Age limit direct rec 6 Not Applicab	eruits	Educational and other qualification required for direct recruits 7 Not Applicable	direct recru will apply	any for its in of
Method of recruits by direct recruit formation or by absorption and pracancies to be fire the	ment or by deputation percentage of eld by various uding short	promotion/do promo	promotion/deputation/absorption grade from which promotion/deputation/absorption to be made 11 Deputation:- Officers possessing Bachelor's Degree from a recognized University and holding. (a) analogous post on regular basis in Central Government/ State Government / Courts/Tribunals or (b) post in Central Government or State Government / Courts/Tribunals, with five years regular service in Level - 12, or (c) post in Central Government or State Government/Courts/Tribunals, with ten years regular service in Level - 11.			exists what is its composition* 12 Group 'A' Departmental Promotion Committee (for Confirmation) consisting of:- (i) Secretary, Department of Legal Affairs or his Nominee — Chairman (ii) Chief Executive Officer — Member (iii) Full Time Member of the Council — Member. *The above committee would examine			Circumstances in which UPSC is to be consulted in making recruitment 13 Not Applicable

^{*} Subject to variation depending upon work load.

Name of the Post of Post the Post of the P				3	CHEDULE		1-1 1	Wills at la out o co	Period of		
2. Deputy *2 (2019) Not Applicable Not Applicable Not Applicable Applicable Applicable Not Applicable Applicable Not Applicable Not Applicable Not Applicable Applicable Not Applicable Applicable Not Applicable	the	Number of post	Classification	Level of Pay	Selection post Or non Selection		and other qualification required for	and educational qualification prescribed for direct recruit will apply cases promotees	probation if any or ts in of		
Not Applicable Applicable Not Applicable Not Applicable Applicable Applicable Applicable Not Applicable Applicable Not Applicable Applicable Not Applicable Applicable Applicable Not Applicable Applicable Not Applicable Applicable Applicable Not Applicable Applicable Applicable Not Applicable Applicable Applicable Not Applicable Applicable Applicable Applicable Not Applicable Applicabl		2	2	4	5	6	7				
Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage or vacancies to be field by various methods 11 Deputation (including short-term contract) / promotion. (a) analogous post on regular basis in Central Government / Council; or (b) post in Central Government or State Government / Courts/Tribunals/ Council, with five years regular service in Level – 10; or (c) post in Central Government or State Government or Courts/Tribunals/ Council min Level – 10; or (c) post in Central Government or State Government or Courts/Tribunals/ Council, with five years regular service in Level – 10; or (c) post in Central Government or State Government or Courts/Tribunals/ Council, with five years regular service in Level – 10; or (c) post in Central Government or State Government or Courts/Tribunals/ Council, with five years regular service in Level – 20 *The above committee would in what is its composition* Committee exists what is its composition* Committee exists what		3375	Not	0.00	Not	(3//Ve3//Ve3)	Not Applicable	Not Applicable	72.50		
Deputation (including short-term contract) / promotion. Deputation (including short-term contract) / promotion. Deputation: Officers possessing Bachelor's Degree from a recognized University and holding. (a) analogous post on regular basis in Central Government / Courts/Tribunals/ Council; or (b) post in Central Government or State Government / Courts/Tribunals/ Council, with five years regular service in Level – 10; or (c) post in Central Government or State Government or Courts/Tribunals/ Council, with five years regular service in Level – 9 Not Applicable Oromotion Committee (for Confirmation) consisting of: (i) Secretary, Department of Legal Affairs or his Nominee – Chairman (ii) Chief Executive Officer – Member (iii) Full Time Member of the Council – Member. *The above committee would	vacancies to methods		ıs			1	2		recruitment 13		
In case of promotion:- Officials with five years of regular examine and recommend	10 Deputation	(including shoret) / promotion.	(a) analog Government Council; or (b) post in /Courts/Trib in Level – 1 (c) post in Courts/Trib	Deputation:- Officers possessing Bachelor's Degree from a recognized University and holding. (a) analogous post on regular basis in Central Government/ State Government /Courts/Tribunals/ Council; or (b) post in Central Government or State Government /Courts/Tribunals/ Council, with five years regular service in Level – 10; or (c) post in Central Government or State Government or Courts/Tribunals/ Council, with five years regular service in Level – 9				Group 'A' Departmental Promotion Committee (for Confirmation) consisting of:- (i) Secretary, Department of Legal Affairs or his Nominee - Chairman (ii) Chief Executive Officer - Member (iii) Full Time Member of the Council - Member.			
service in Level – 10 in the Arbitration Council of India. candidates for absorption.				lood							

^{*} Subject to variation depending upon work load.

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Name of the Post	Number of post	Classification 3	Level of Pay	Whether Selection post Or non Selection post	Age limit for direct recruits 6 Not	Educational and other qualification required for direct recruits 7 Not Applicable	110	any or ts in of
3. Assistant Director	*3 (2019)	Not Applicable	Level - 10	Selection post	Applicable	Not Applicable	Тестор	Applicable
or by production / percentage or field by various	irect recruitment motion or by absorption and vacancies to be us methods	grade from who	ecruitment by p ich promotion/de Officers possessiniversity and hold	ng Bachelor's	Degree from a	Confirmation/	Departmental ommittee (for promotion)	Circumstances in which UPSC is to be consulted in making recruitment 13 Not Applicable
		State Government (b) post in Courts/Triburn Level – 8.	post on regular ment /Courts/Tribo Central Governments/ Council, with Central Governments/ Council, with	nent or State th two years re	-Member			
		service in Lev	romotion:- Offic	ials with three ion Council of In				

^{*} Subject to variation depending upon work load.

Name of the Post	Number of post	Classification	Level of Pay	Whether Selection post Or non Selection post	Age limit for direct recruits	Educational and other qualification required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in cases of promotees	
1	2	3	4	5	6	7	8	9 2 years
4.	*7 (2019)	Not	Level -	Selection	21-32 years	i) Bachelor's degree	Not	for
Assistant Section Officer		Applicable	7	post	(Relaxable for Government Servant upto 40 years in accordance with 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.)	ii) 2 years working experience in the field of administration.	Applicable	Direct Recruit
whether recruitment promotion deputation and pero vacancies to	recruitment by direct or by or by / absorption centage or o be field by	from which pr	cruitment romotion/de	by promotion/o eputation/absor	deputation/absorption gra ption to be made	ade If Departmental Committee exists w composition	hat is its in is con	cumstances which UPSC to be sulted in king ruitment
various met	hods					12	13	A STATE OF THE STA
10		11						

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100% by direct recruitment failing which by deputation or contract.	In case of deputation:- Officers possessing Bachelor's degree from a recognised University and holding (a) analogous post on regular basis in Central Government/ State Government/ Courts/ Tribunals/ Council or (b) With five years regular service in Level – 6 or (c) With eight years regular service in Level – 5. Essential:	Departmental Promotion Committee (for Confirmation)	
	Working knowledge of Computer.		

^{*} Subject to variation depending upon work load.

Name of the Post	Number of post	Classification	Level of Pay	Whether Selection post Or non Selection post	Age limit for direct recruits	qualification required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in cases of promotees	Period of probation if any
1	2	3	4	5	6	7	8	Not
<u>1</u>	*4 (2019)	Not	Level -12	Not	Not	Not Applicable	Not	
5. Sr. Principal Private Secretary	*4 (2019)	Applicable		Applicable	Applicable		Applicable	Applicable
by direct re- promotion or absorption an vacancies to b	cruitment whether cruitment or b by deputation and percentage of the field by variou	y promotion/d / promotion/d or	se of eputation/absorpti eputation/absorpti	recruitment on grade from on to be made		partmental promot what is its compos	ition	in which UPSC is to be consulted in making recruitment
methods 10 (i) 50% by Deputation failing which on contract. (ii) 50% promotion on the basis of 'merit cum seniority' (interview) of eligible candidates failing which deputation. (ii) 50% promotion on the basis of 'merit cum seniority' (interview) of eligible candidates failing which deputation. (ii) post of Principal Private of the year regular service in possessing a speed of 100 shorthand and 40 words per recombination.				ognised Univers ular basis in nent /Courts/Tri Secretary with n Pay Level- words per minute in type	sessing ity and Comprome (i) Central bunals/ at least (ii) at least (iii) unite in writing	otion) consisting of Secretary, Depa Affairs or hi Chairman Chief Executi Member	onfirmation / interpretation / interpret	Not Applicable

Desirable – Degree in Law	
In case of Promotion:	
From amongst Principal Private Secretary in Pay Level – 11 who have rendered five years regular service in the Arbitration Council of India.	

^{*} Subject to variation depending upon work load.

			S	CHEDOLE			W/lth-on-ogo	Period of
Name of the Post	Number of post	Classification	Level of Pay	Whether Selection post Or non Selection post	Age limit direct rec		Whether age and educational qualification prescribed for direct recruits will apply in cases of promotees	probation if any
		3	4	5	6	7	8	9
1	2	-94	Level - 11	Not	Not	Not Applicable	Not	Not
6. Principal Private Secretary	*4 (2019)	Not Applicable	Level - 11	Applicable	Applicab		Applicable	Applicable
absorption an vacancies to be methods	by deputation d percentage of e field by variou	or lin case (eputation/absorpti	Officers poss		Group 'A' Departme		consulted i making recruitment 13 Not Applicable
(i) 50% by D which on contr	Deputation failing ract. otion on the base cum seniority of eligiby failing which	Bachelor's cholding (i) analogo (ii) analogo (iii) post of (iii) post of regular serv (speed of 10 (words per (central/ Sta	of Deputation:- legree from a rec us post on reg / State Governm Private Secretary vice in Pay Leve 0 words per minu minute in type te Government/ C f Personal Assist	ular basis in onent /Courts/Tri with at least sole 8 and possestate in shorthand writing (Engliourt/Tribunal; onent with at least and with at least sole out with a sole out wit	Central bunals/ ix year ssing a and 40 (ish) in ret seven	committee (for Committee (for Committee) Com	Not Applicable	

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speed of 100 words per minute in shorthand and 40 words per minute in type writing (English) in Central/ State Government/ Court/ Tribunal.	
Desirable – Degree in Law	
In case of Promotion:	
(i) From amongst Private Secretary in Pay Level – 8 who have rendered six years regular service in the Arbitration Council of India.	
(ii) From amongst Personal Assistant in Pay Level – 7 who have rendered seven years regular service in the Arbitration Council of India.	

^{*} Subject to variation depending upon work load.

Name of the Post	Number of post	Classification	Level of Pay	Whether Selection post Or non Selection post	Age lim direct re	The second secon	Educational and other qualification required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in cases or promotees	s i f
1	2	3	4	5	6		7	8	9
7. Private Secretary	*2 (2019)	Not Applicable	Level - 8	Not Applicable	Not Applica	able	Not Applicable	Not Applicable	Not Applicable
vacancies to be methods 10 (i) 50% by D which on contr (ii) 50% promo of 'merit cur	otion on the bas m seniority' odidates failin	g In case of Bachelor's of holding (i) analogo of Government Councils; or (ii) post of with at least and possess shorthand a (English) i	In case of Deputation:- Officers possessing Bachelor's degree from a recognised University and holding (i) analogous post on regular basis in Central Government/ State Government /Courts/Tribunals/				'B' and Group 'C' tion Commi- mation / promoti f Executive Office ector – Member ominee of Secretar gal Affairs (Dep Secretary) – Mem	is to be consulted in making recruitment 13 Not Applicable	
		Tribunal/ Co							

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From amongs Masters in Pa years regular India.	t Stenographer Grade 'C'/ Tribunal y Level – 7 who have rendered two service in the Arbitration Council of	
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^{*} Subject to variation depending upon work load.

Name of the Post	Number of post	Classificati	Level of Pay	Whether Selection post Or non Selection post	Age limit for direct recruits	Educational and other qualification required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in cases of promotees	Period of probation if any
1	2	3	4	5	6	7	8 Not Applicable	2 years
8. PA (Stenographer Grade 'C')	*5 (2019)	Not Applicable	Level - 7	Not Applicable	21-32 Years (Relaxble for Government Servant upto 40 years in accordance with 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 applications)	Essential: i) Bachelor's degree from a recognised University. ii) Skill Test Norms: Dictation: 10mts @ 80 w.p.m. Transcription: 65 mts (Eng.); 75 mts (Hindi) (On manual typewriter); or 50 mts (Eng.); 65 mts (Hindi) (on computer) iii) Computer Training Course of at least 6 months duration from a recognised Institution.		for Direct Recruit

Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage or vacancies to be field by various	In case of recruitment by promotion/deputation/absorption grade from which promotion/deputation/absorption to be made	If Departmental promotion Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
methods 10 (i) 50% by Deputation failing which on contract. (ii) 50% promotion on the basis of 'merit cum seniority' of eligible candidates failing which by deputation.	In case of deputation:- Officers possessing Bachelor's degree from a recognised University and holding (a) analogous post on regular basis in Central Government/ State Government/ Courts/ Tribunals/ Councils or (b) Stenographer Grade 'D' or equivalent post in Central Government or State Government or Court/ Tribunals/ Councils, with Ten years regular service in the Level – 4. Essential: Computer Training Course of at least 6 months' duration from a recognised institution. Possessing speed of 80 words per minute in short hand (English/Hindi), knowledge in Computer operation. In case of Promotion: From amongst Stenographer Grade 'D' in Pay Level – 4 who have rendered ten years regular service in the	(Deputy Secretary/ Under Secretary) – Member	Not Applicable
	Arbitration Council of India. Essential: Computer Training Course of at least 6 months' duration from a recognised institution. Possessing speed of 80 words per minute in short hand (English/Hindi), knowledge in Computer operation.		

^{*} Subject to variation depending upon work load.

Name of the Post	Number of post	Classificati	Level of Pay	Whether Selection post Or non Selection post	Age limit for direct recruits	Educational and other qualification required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in cases of	Period of probation if any
1 9. Stenographer Grade 'D'	2 *3 (2019)	3 Not Applicable	4 Level - 4	5 Selection	21-32 Years (Relaxble for Government Servant upto 40 years in accordance with 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 applications)	Bachelor's degree from a recognised University. ii) Skill Test Norms: Dictation: 10mts @ 80 w.p.m. Transcription:		9 2 years for Direct Recruit

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Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage or vacancies to be field by various methods	In case of recruitment by promotion/deputation/absorption grade from which promotion/deputation/absorption to be made	If Departmental promotion Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
	11	12	(AP) PA
10 100% by direct recruitment failing which by deputation or on contract.	In case of deputation:- Officers possessing Bachelor's degree from a recognised University and holding (a) analogous post on regular basis in Central Government/ State Government/ Courts/ Tribunals/	N.A.	Not Applicable
	Councils. Essential: Computer Training Course of at least 6 months' duration from a recognised institution. Possessing speed of 80 words per minute in short hand (English/Hindi), knowledge in Computer operation.		

^{*} Subject to variation depending upon work load.

Name of the Post	Number of post	Classificati	Level of Pay	Whether Selection post Or non Selection post	Age limit for direct recruits	Educational and other qualification required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in cases of promotees	Period of probation if any
1	2	3	4	5	6	7	8	9
10. Staff Car Driver	*5 (2019)	Not Applicable	Level - 2	Selection	21-27 Years (Relaxble for Government Servant upto 40 years in accordance with 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 applications)	(i) Possession of a valid driving license for light and heavy motor vehicles; (ii) Knowledge of Motor Mechanism (The candidate should be able to remove minor defects in vehicle) (iii) Experience of driving light and heavy motor vehicle for at least three years. (iv) Pass in 10th Standard from a recognised Board or institute.		2 years for Direct Recruit

(Draft updated on 22.01.2020)

	promotion/depilation/absorption grade from wi promotion/deputation/absorption to be made		If Departmental promotion Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
10	11		12	13
100% by direct recruitment.	Not Applicable	1,510	Not Applicable	Not Applicable

^{*} Subject to variation depending upon work load.

Name of the Post	Number of post	Classificati	Level of Pay	Whether Selection post Or non Selection post	Age limit for direct recruits	Educational and other qualification required for direct recruits	direct recru will apply	if any or ts in of
1	2	3	4	5	6	7	8	9
11. MTS	*16 (2019)	Not Applicable	Level - 1	Selection	18-27 Years (Relaxble for Government Servant upto 40 years in accordance with instructions or orders issued by the Centra Government Note: the crucial date for determining the against shall be the closing date for receipt or applications)	must have passed Matriculation Examination or equivalent from a recognized Board.	Not Applicable	2 years for Direct Recruit
Method of received by direct repromotion or absorption are vacancies to be methods	cruitment of by deputated d percentage	r by promotion / promotion /		absorption gra	ade from which exists be made	partmental promotion what is its composition	in in is common re	rcumstances which UPSC to be insulted in aking cruitment of Applicable

^{*} Subject to variation depending upon work load.