

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:-

1. **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.

(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 belonging 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

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.

“SCHEDULE”

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	Period of probation if any
1	2	3	4	5	6	7	8	9
1. Director	*1 (2019)	Not Applicable	Level - 13	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
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	
10		11			12		13	
Deputation (including short-term contract) / promotion.		<p>Deputation:- Officers possessing Bachelor's Degree from a recognized University and holding.</p> <p>(a) analogous post on regular basis in Central Government/ State Government /Courts/Tribunals or</p> <p>(b) post in Central Government or State Government /Courts/Tribunals, with five years regular service in Level - 12, or</p> <p>(c) post in Central Government or State Government/Courts/Tribunals, with ten years regular service in Level - 11.</p> <p>In case of promotion:- Officials with ten years of regular service in Level - 11 in the Arbitration Council of India.</p>			<p>Group 'A' Departmental Promotion Committee (for Confirmation) consisting of:-</p> <p>(i) Secretary, Department of Legal Affairs or his Nominee – Chairman</p> <p>(ii) Chief Executive Officer –Member</p> <p>(iii) Full Time Member of the Council – Member.</p> <p>*The above committee would examine and recommend candidates for absorption.</p>		Not Applicable	

* Subject to variation depending upon work load.

“SCHEDULE”

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	Period of probation if any
1	2	3	4	5	6	7	8	9
2. Deputy Director	*2 (2019)	Not Applicable	Level - 11	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
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	
10		11			12		13	
Deputation (including short-term contract) / promotion.		<p>Deputation:- Officers possessing Bachelor's Degree from a recognized University and holding.</p> <p>(a) analogous post on regular basis in Central Government/ State Government /Courts/Tribunals/ Council; or</p> <p>(b) post in Central Government or State Government /Courts/Tribunals/ Council, with five years regular service in Level – 10; or</p> <p>(c) post in Central Government or State Government or Courts/Tribunals/ Council, with five years regular service in Level – 9.</p> <p>In case of promotion:- Officials with five years of regular service in Level – 10 in the Arbitration Council of India.</p>			<p>Group 'A' Departmental Promotion Committee (for Confirmation) consisting of:-</p> <p>(i) Secretary, Department of Legal Affairs or his Nominee – Chairman</p> <p>(ii) Chief Executive Officer – Member</p> <p>(iii) Full Time Member of the Council – Member.</p> <p>*The above committee would examine and recommend candidates for absorption.</p>		Not Applicable	

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“SCHEDULE”

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	Period of probation if any
1	2	3	4	5	6	7	8	9
3. Assistant Director	*3 (2019)	Not Applicable	Level - 10	Selection post	Not Applicable	Not Applicable	Not Applicable	Not Applicable
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
10		11				12		13
Deputation (including short-term contract) / promotion.		<p>Deputation:- Officers possessing Bachelor's Degree from a recognized University and holding.</p> <p>(a) analogous post on regular basis in Central Government/ State Government /Courts/Tribunals/ Councils or</p> <p>(b) post in Central Government or State Government or Courts/Tribunals/ Council, with two years regular service in Level – 8.</p> <p>(c) post in Central Government or State Government or Courts/Tribunals/ Council, with three years regular service in Level – 7.</p> <p>In case of promotion:- Officials with three year of regular service in Level – 7 in Arbitration Council of India.</p>				<p>Group ‘A’ Departmental Promotion Committee (for Confirmation/ promotion) consisting of:-</p> <p>(i) Secretary, Department of Legal Affairs or his Nominee – Chairman</p> <p>(ii) Chief Executive Officer –Member</p> <p>(iii) Full Time Member of the Council – Member</p>		Not Applicable

* Subject to variation depending upon work load.

“SCHEDULE”

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	Period of probation if any
1	2	3	4	5	6	7	8	9
4. Assistant Section Officer	*7 (2019)	Not Applicable	Level - 7	Selection post	21-32 years (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)	i) Bachelor's degree from a recognised University. Desirable Qualification: i) Computer Training Course of at least 6 months duration from recognised institution. ii) 2 years working experience in the field of administration.	Not Applicable	2 years 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 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	
10		11				12	13	

100% by direct recruitment failing which by deputation or contract.	<p>In case of deputation:- Officers possessing Bachelor's degree from a recognised University and holding</p> <p>(a) analogous post on regular basis in Central Government/ State Government/ Courts/ Tribunals/ Council or</p> <p>(b) With five years regular service in Level – 6 or</p> <p>(c) With eight years regular service in Level – 5.</p> <p>Essential:</p> <p>Working knowledge of Computer.</p>	<p>Group 'B' and Group 'C' Departmental Promotion Committee (for Confirmation) consisting of:-</p> <p>i) Chief Executive Officer–Chairman</p> <p>ii) Director –Member</p> <p>iii) Nominee of Secretary, Department of Legal Affairs (Deputy Secretary/ Under Secretary) – Member</p>	Not Applicable
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* Subject to variation depending upon work load.

“SCHEDULE”

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	Period of probation if any
1	2	3	4	5	6	7	8	9
5. Sr. Principal Private Secretary	*4 (2019)	Not Applicable	Level -12	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
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	
10		11			12		13	
(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.		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/ Councils; or (ii) post of Principal Private Secretary with at least five year regular service in Pay Level- 11 and possessing a speed of 100 words per minute in shorthand and 40 words per minute in type writing (English) in Central/ State Government/ Court/ Tribunal/ Councils.			Group 'A' Departmental Promotion Committee (for Confirmation / promotion) 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		Not Applicable	

	<p>Desirable – Degree in Law</p> <p>In case of Promotion:</p> <p>From amongst Principal Private Secretary in Pay Level – 11 who have rendered five years regular service in the Arbitration Council of India.</p>		
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* Subject to variation depending upon work load.

“SCHEDULE”

SCHEDULE

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	Period of probation if any
1	2	3	4	5	6	7	8	9
6. Principal Private Secretary	*4 (2019)	Not Applicable	Level - 11	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable

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
10	11	12	13
(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.	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/ Councils or (ii) post of Private Secretary with at least six year regular service in Pay Level- 8 and possessing a speed of 100 words per minute in shorthand and 40 words per minute in type writing (English) in Central/ State Government/ Court/ Tribunal; or (iii) post of Personal Assistant with at least seven year regular service in Pay Level- 7 and possessing a	Group 'A' Departmental Promotion Committee (for Confirmation / Promotion) 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	Not Applicable

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

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	Period of probation if any
1	2	3	4	5	6	7	8	9
7. Private Secretary	*2 (2019)	Not Applicable	Level - 8	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
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/depilation/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	
10		11			12		13	
(i) 50% by Deputation failing which on contract. (ii) 50% promotion on the basis of 'merit cum seniority' of eligible candidates failing which deputation.		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/ Councils; or (ii) post of Court Master/ Stenographer Grade 'C' with at least two year regular service in Pay Level- 7 and possessing a speed of 100 words per minute in shorthand and 40 words per minute in type writing (English) in Central/ State Government/ Court/ Tribunal/ Councils; In case of Promotion:			Group 'B' and Group 'C' Departmental Promotion Committee (for Confirmation / promotion) consisting of:- i) Chief Executive Officer– Chairman ii) Director –Member iii) Nominee of Secretary, Department of Legal Affairs (Deputy Secretary/ Under Secretary) – Member		Not Applicable	

	From amongst Stenographer Grade 'C'/ Tribunal Masters in Pay Level – 7 who have rendered two years regular service in the Arbitration Council of India.		
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“SCHEDULE”

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	Period of probation if any
1	2	3	4	5	6	7	8	9
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.	Not Applicable	2 years 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 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
10	11	12	13
<p>(i) 50% by Deputation failing which on contract.</p> <p>(ii) 50% promotion on the basis of 'merit cum seniority' of eligible candidates failing which by deputation.</p>	<p>In case of deputation:- Officers possessing Bachelor's degree from a recognised University and holding</p> <p>(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.</p> <p>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.</p> <p>In case of Promotion:</p> <p>From amongst Stenographer Grade 'D' in Pay Level – 4 who have rendered ten years regular service in the Arbitration Council of India.</p> <p>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.</p>	<p>Group 'B' and Group 'C' Departmental Promotion Committee (for Confirmation / promotion) consisting of:-</p> <p>i) Chief Executive Officer–Chairman</p> <p>ii) Director –Member</p> <p>iii) Nominee of Secretary, Department of Legal Affairs (Deputy Secretary/ Under Secretary) – Member</p>	Not Applicable

* Subject to variation depending upon work load.

“SCHEDULE”

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	Period of probation if any
1	2	3	4	5	6	7	8	9
9. Stenographer Grade 'D'	*3 (2019)	Not Applicable	Level - 4	Selection	21-32 Years (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 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.	Not Applicable	2 years 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 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
10	11	12	13
100% by direct recruitment failing which by deputation or on contract.	<p>In case of deputation:- Officers possessing Bachelor's degree from a recognised University and holding</p> <p>(a) analogous post on regular basis in Central Government/ State Government/ Courts/ Tribunals/ Councils.</p> <p>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.</p>	N.A.	Not Applicable

* Subject to variation depending upon work load.

“SCHEDULE”

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	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.	Not Applicable	2 years 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 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
10	11	12	13
100% by direct recruitment.	Not Applicable	Not Applicable	Not Applicable

* Subject to variation depending upon work load.

“SCHEDULE”

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	Period of probation if any
1	2	3	4	5	6	7	8	9
11. MTS	*16 (2019)	Not Applicable	Level - 1	Selection	18-27 Years (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 applications)	The candidates must have passed Matriculation Examination or equivalent from a recognized Board.	Not Applicable	2 years for Direct Recruit
Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage or vacancies to be filled 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	
10		11			12		13	
100% by direct recruitment.		Not Applicable			Not Applicable		Not Applicable	

* Subject to variation depending upon work load.