

AUTHORISATION OF CIVILIAN MANPOWER

The NCC Organization has an authorized strength of 1131 Central Government Civilian employees which are posted only in the 16 NCC state Directorates, the two NCC Training establishments and two indep units, namely, DAS Naval Unit, Mu mbai and 3 Maha Med Coy, NCC. Their authorisation in various Directorates and OTAs is as indicated in Apendix 'A'. P&F Directorate is the cadre controlling authority in respect of all NCC Central Govt Civilian employees. This includes :-

- (a) Framing and revision of Recruitment Rules.
- (b) Recruitment and promotion in respect of all categories.
- (c) Processing of disciplinary/court cases.
- (d) Posting and transfer on administrative and compassionate grounds.
- (e) Grant of various advances e.g. HBA, Motor Cycle Advance.
- (f) Maintenance of ACR Dossiers.
- (g) Sanctioning of Ty Duty move.

**AUTHORISATION OF CENTRAL GOVT. CIVILIAN
MANPOWER**

Directorate	Clerks	Steno I,II,III	CMD	JHT	Asstt / OS	GCI	Gp 'D'
Andhra Pradesh	18	2	4	1	3	9	27
Bihar	22	2	5	1	2	3	14
Delhi	14	3	4	1	2	20	21
Gujarat	12	2	3	1	2	13	12
J & K	9	1	4	1	2	3	10
Karnataka	18	2	4	1	3	6	15
Kerala	21	1	3	1	2	13	21
Madhya Pradesh	20	2	4	1	3	13	29
Maharashtra	21	3	6	1	3	16	14
NER	19	1	4	1	2	13	22
Orissa	14	2	4	1	2	3	18
Punjab	27	2	4	1	3	24	24
Rajasthan	14	3	3	1	2	5	21
Tamil Nadu	21	2	3	1	3	13	21
Uttar Pradesh	31	2	5	1	4	46	29
West Bengal	26	2	4	1	3	11	13
OTA,Kamptee	10	1	8	1	1	0	50
OTA, Gwalior	9	1	3	1	1	0	33
DAS Naval Unit	4	0	2	0	1	0	12
3 Mah	3	0	1	0	0	0	4
TOTAL	333	34	78	18	44	211	410

PROCEDURE ON FRAMING / REVISION OF RECRUITMENT RULES

1. In the event of induction of any new grade in NCC Cadre or any change of rule position, Recruitment Rules are required to be framed/Revised accordingly.

2. In National Cadet Corps, there are 37 categories in various grades of Group A, B, C & D employees. Each and every grade has separate Recruitment Rules based on which their Recruitment/Promotion DPC/ACP are regulated. All Recruitment Rules are updated as per the changing rule positions.

3. The Framing/Revision in the RR is done in consultation with and as per the guidelines issued by various Govt agencies ie Min of Defence/D(Apptt), DOP&T, UPSC, Min of Law & Justice and are finally published in the Gazette of India.

RESERVATIONS AND CONCESSIONS FOR RECRUITMENT

1. In compliance with the Directive Principles of the Constitution, significant measures have been taken by the Government of India for the advancement of the members of Scheduled Castes and Scheduled Tribes socially, economically and educationally weaker sections. Orders and instructions have been issued from time to time promulgating concessions to encourage their employment in the Civil Services of the Government and to safeguard their interests while in service. These concessions largely comprise-

- (i) Reservation of posts for recruitment and promotion.
 - (ii) Age relaxation
 - (iii) Relaxation of criteria for appointment, experience and educational qualifications.
 - (iv) Fee concessions.
 - (v) Extension of zone of consideration for promotions.
 - (vi) Provision in the CCS (Conduct) Rules against harassment of SC/ST employees and against practice of untouchability by other members of the staff.

2. The objective underlying these concessions is not just to give them jobs but to uplift them and facilitate them to secure proper place in the society.

3. The scope of these concessions has been progressively widened further, i.e. raising of percentages of reservations and age-limits, full exemption of fees, carry over of unfilled vacancies in the reserved quota to subsequent years, etc.

4. As per latest guidelines on the subject vide GOI., Dept of Personal and Training OM No. 36012/2/96-Estt.(Res.), dated 02 Jul 1997 reservation in Direct Recruitments and Promotions are being regulated as per the Post based reservation roster.

5. A person shall be held to be a member of a Scheduled Caste or Scheduled Tribe or Other Backward Caste(below creamy layer), as the case may be, if he belongs to a Caste or a Tribe which has been declared, under

any of the Government orders from time to time, to be a Scheduled Caste, Scheduled Tribe or Other Backward Caste for the area of which he/she is a resident.

(a) Certificate to be produced in support of claim:-

(i) Every person who claims to belong to a scheduled Caste, Scheduled Tribe or Other Backward Caste (below creamy layer) has to produce a certificate to the Appointing Authority, as sufficient proof in support of the claim so as to make him eligible for the various relaxation and concessions.

(ii) The certificate should be in the prescribed form issued by one of the authorities empowered for the purpose. No other certificate will be accepted as sufficient proof.

(b) Provisional appointment subject to verification:-

As per the instructions on the subject, even where the prescribed certificate have been produced, the appointments are made provisionally and is subject to the Caste/Tribe/OBC certificates being verified through the proper channels and if the verification as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.

(c) Further verification and action thereon:-

(i) It is always open to the Appointing Authority, if it considers necessary for any reason, to verify the claim of a candidate through the District Magistrate of the place where the candidate and/or his family ordinarily resides.

(ii) If after appointment in any particular case, the verification reveals that the candidate's claim was false, his services may be terminated in accordance with the relevant rules/orders.

(d) Application:-

(i) The reservation scheme covers all the posts/grades belonging to Groups "A", "B", "C" and "D" under the Central Government.

(ii) The reservation scheme is not applicable to posts filled by transfer or deputation, temporary appointment of less than 45 days duration and those work-charged posts which are required for emergencies like flood relief work, accident restoration and relief, etc.

(e) **Percentage of Reservation in Direct Recruitment on All India Basis:-**

Category Percentage Age Relaxation

Scheduled Caste	-	15 %	5 years
Scheduled Tribe	-	7½ %	5 years
Other Backward Castes	-	27 %	3 years

(below creamy layer)

6. Relaxation for Physically Handicapped

Any person who is appointed to Government service is expected to be of sound health physically. Persons who are physically handicapped cannot compete with others. They are not to be totally deprived of their chances of securing any employment under the Government. With this in view, the Government of India have earmarked some percentage of the employment opportunities as the share due to the persons who are physically handicapped. They are provided with certain relaxations and concessions in the initial recruitment as well as service conditions.

7. The number of persons physically handicapped in various ways is numerous. However, for the purpose of employment, the reservations, relaxations and concessions are confined to the Blind, the Deaf and the Orthopaedically handicapped persons only.

8. The physically handicapped candidates who are orthopaedically handicapped and deaf are required to produce medical certificates in the prescribed form issued by the Competent Medical Authority for the purpose of employment.

9. Quantum of reservation for Physically handicapped persons

The following reservation is made available for the physically handicapped persons:-

(a) For Gp 'A' & 'B' posts/services – against vacancies calculated with reference to identified post only.

(b) For Gp 'C' & 'D' post as shown below:-

Category of the handicapped	Percentage	of reservation
(i) Blindness or Low vision	- 1 %	
(ii) Hearing impairment	- 1 %	
(iii) Locomotor disability or cerebral palsy	- 1 %	

10. Age relaxation for physically handicapped persons – The following age relaxation is provided to the physically handicapped candidates:-

(a) For Gp 'A' & 'B' posts -

Category Age relaxation

- (i) Schedule Caste 10 years
- (ii) Schedule Tribe 10 years
- (iii) Other Backward Caste 08 years
 (Below creamy layers)

(b) For Gp 'C' & 'D' posts -

Category Age relaxation

- (i) Schedule Caste 15 years
- (ii) Schedule Tribe 15 years
- (iii) Other Backward Caste 13 years
 (Below creamy layers)

CATEGORIES OF NCC CENTRAL GOVT CIVILIAN EMPLOYEES AND THEIR TERMS AND CONDITIONS OF SERVICE

The various categories, terms and conditions of service and respective charter of duties are given in succeeding paragraphs:-

The NCC civilian cadre consists of the following categories:-

Group 'A' Civilian Gliding Instructor (CGI).	
Group 'B' (Gaz) Admin Officer (Civ).	
Group 'B' (Non-Gaz) Office Supdt,	
	Steno Gd- I
Group 'C' Girls Cadet Instructor (GCI),	
	Steno Gd –II & III,
	CMD
	LDC
	UDC
	JHT
	Packer
Group 'D' Daftry	
	Jr Gestetner Operator
	Peon
	Safaiwala
	Chowkidar
	Lascar
	Syce
	Marker
	AT Cart Driver
	Cycle Repairer
	Motor Pump Attendant
	Cook
	Barber
	Masalachi
	Washerman
	Gardner
	Mess Waiter

The post of CGI being a Gp 'A' post is filled up through selection by UPSC. The personnel in Gp 'B' and 'C' posts are recruited and filled through P&F Dte and the Gp 'D' personnel are recruited by respective Dtes, OTAs and 2

Independent units. The relevant rules and terms and conditions of service in respect of each of the above categories is as given below:-

1. CIVILIAN GLIDING INSTRUCTOR (CGI)

(a) There are 17 posts of Civilian Gliding Instructor (CGI) in NCC. They have been categorized as General Central Service, "Gp A" Gazetted Officers. The following NCC Units are authorized one CGI each:-

Sr	Unit Holding
No.	
(i)	1(AP) Air Sqn, Secundrabad
(ii)	4(AP) Air Sqn, Warangal
(iii)	2(Del) Air Sqn, Delhi
(iv)	1(Guj) Air Sqn Baroda
(v)	1(Kar) Air Sqn, Bangalore
(vi)	4(Kar) Air Sqn Mysore
(vii)	6(Kar) Air Sqn, Mangalore
(viii)	1(Ker) Air Sqn, Trivendrum
(ix)	2(MP) Air Sqn, Bhopal
(x)	3(MP) Air Sqn, Raipur
(xi)	3(Pb) Air Sqn, Patiala
(xii)	4(Pb) Air Sqn, Ludhiana
(xiii)	1(Raj) Air Sqn, Jaipur
(xiv)	6(Raj) Air Sqn, Udaipur
(xv)	1(TN) Air Sqn, Chennai
(xvi)	3(UP) Air Sqn, Kanpur
(xvii)	1(Bengal) Air Sqn, Kolkata

(b) Pay Scale - Rs.8000 – 13500

(c) Ist ACP Scale - Rs.10,000 – 15,200

IInd ACP Scale - Rs.12,000 – 16,500

(d) Mode of Recruitment -Direct Recruitment through UPSC.
Candidates recruited by the UPSC are appointed after verification of Character and Antecedents and Medical Examination. The Min of Defence issues appointment letters. The RRs are published as SRO 233 Dated 1 Oct 1992.

(e) Essential Qualifications

a) (i) - 10+2 pass or its equivalent with Physics and Maths from a recognized Board/Institution.

(ii) - Flight Instructor Rating (Gliders)

Note : Qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidates are Otherwise qualified.

Desirable : Experience as Gliding Instructor from any recognized Flying /Glider Club.

OR

b) Possession of Private Pilot License (Aeroplane)/Commercial Pilot License (Aeroplane)/Glider Pilot License/National Cadet Corps 'C' Certificate (Air Wing). (The candidates with Private Pilot License/Commercial Pilot License/Gliders Pilot License/National Cadet Corps 'C' Certificate (Air Wing) will have to complete Theoretical and Practical Training as prescribed by Air Craft Rules 1937, in the Institution detailed for training by the Director General National Cadet Corps and obtain the license of Flight Instructor Rating (Gliders) and complete probation successfully before he/she is given flight command.

Note: Candidates with Flight Instructor Rating (Gliders) will be preferred.

Charter of Duties.

While the Gliding Instructor has to, for all intents and purposes carry out the duties nearly similar to that of a Flight Commander in the Regular Air Force Squadrons, his broad duties and responsibilities are given below:-

i) The Gliding Instructor shall act as Flight Commander of the Glider Flight under the direct command of the Commanding Officer.

ii) He will authorize flights as directed in writing by the Officer Commanding.

iii) He will carry out the Glider Training of cadets as per the syllabus laid down under Air HQ Training Pamphlet No.48, as amended.

iv) He will maintain Pilots Personnel Records on the progress of each cadet for each sortie.

v) He will ensure that the cadets have undergone the required training in the subjects relevant to flying before the commencement of flying training.

vi) He will ensure that the flying Order Book, Technical Order Books etc are signed by all concerned cadets and staff/personnel respectively.

vii) He will ensure that the flying training is imparted to the cadets as per plans/programmes published earlier. He shall report to the OC cases of any cadets not coming up to the mark in ground/flying training and recommend their suspension if considered necessary. He will also report any cases of indiscipline of any cadets and staff of the glider flight.

viii) He will hold the inventory of the glider flight. He may, however, sub-allot various items of inventory on loan cards to SNCOS, JNCOS, under whose physical charge the items are held.

ix) He is responsible for maintenance of all gliders, winches, equipments, tools and spares. All matters of unserviceability will be reported to the OC.

x) He is prohibited from training any one other than the cadets unless written orders from the Dte Gen authorize him specifically.

xi) He will advise the OC regarding the professional capabilities of the personnel in the flight.

xii) He will act as liaison officer between the unit and the flying clubs wherever the powered flying is available. He will ensure that all possible and available facilities are given to the cadets, for imparting powered flying.

xiii) He is to ensure that all Training/Technical pamphlets issued by the Dte Gen are read and understood by all concerned and signatures of all are obtained.

xiv) He will ensure that all notifications etc are carried out.

xv) He can authorize flights on the Flight Authorization Book including his own. He can also sign the flying logbook certifying for correctness of entries. The logbooks including his own will, however, like in the Air Force, will be countersigned by the OC of the Squadron.

xvi) He being a qualified winch operator will also operate the winch, especially for training the Air Force Staff concerned.

2 ADMINISTRATIVE OFFICER (CIVILIAN)

a. There are 16 posts of Administrative Officer (Civilian) in NCC. They have been categorized as General Central Service "Group- B" Gazatted. All the 16 NCC Directorates are authorized one AO (Civ) each.

b. Pay scale - Rs. 6500-10500

c. Mode of Recruitment-

Promotion failing which, by deputation.

20% posts of Admin Officers are filled by Stenographers with 3 years regular service in the grade of Steno –I, and,

80% posts are filled by Office Superintendents with 3 years regular service in the grade or 6 years combined service in the grade of Office Superintendent and Assistant out of which 2 years must be in the grade of Office Superintendent.

d. Charter of Duties-

(i) The AO (Civ) will perform the duties which earlier were being performed by DAD(Estt). To be more specific he will deal with the following subjects:-

- (ii) All matters of Central Govt Civilian Employees i.e. recruitment, posing/transfers, promotions, SC/ST reservation, discipline, leave, publication of Daily Orders Part II, maintenance of Service Books, initiation of ACRs, crossing of Efficiency bar, Court cases, retirement etc.
- (iii) Pay and Allowances, Advances, General Providend Fund (GPF), Pension of all Central Govt Civilian Employees.
- (iv) Permanent and temporary duty moves of all staff and their TA/DA claims.
- (v) Office accommodation and furniture.
- (vi) Residential accommodation for staff.
- (vii) Procurement of stationery, forms, books, publications, typewriters and duplicators.
- (viii) Mechanical transport and POL.
- (ix) Telephones and payment of their bills.
- (x) Issue of Railway Warrants.
- (xi) Maintenance and accounting of stores purchased out of Regimental Fund.
- (xii) Provision of liveries to Civilian Staff.
- (xiii) Audit of Service Books, Regimental Fund Account Ledgers.
- (xiv) Represent the DDG in Central Govt Servants Welfare Co-ordination Committee and responsible for all welfare measures of the civilian staff. He will initiate and implement various welfare measures with the approval of the DDG.
- (xv) Maintenance of up to date statistics, rules regulations, various Govt orders and instructions issued from time to time.
- (xvi) Projection of estimates and expenditure of office Contingency Grant.

(xvii) Claiming/drawal of Pay and Allowances of Civ Staff/PI Staff and their disbursement.

(xviii) Maintenance of Record Room.

3 OFFICE SUPERINTENDENT (OS) & ASSISTANT

a. There are 44 posts (06 OS & 38 Asstt.) of Office Supdt /Asstt in NCC. Office Supdts are categorized as Group 'B' Non-Gazetted, whereas Asstts are categorized as General Central Service Group 'C' posts. These posts are distributed to all the 16 NCC Directorate and Training Establishments as indicated in the Chart in Chapter 3

b. Pay scale:-

Office Supdt – Rs. 5500-9000

Asstts - Rs. 5000-8000

c. Mode of Recruitment: -

By promotion from the respective feeder grade.

d. Charter of Duties:-

(i) To supervise the work of all clerks and Class IV staff under him.

(ii) To receive the unclassified mail and get them opened under his personal supervision.

(iii) To mark the dak to the staff and get them diarised by the Diarist.

(iv) To submit all-important receipts as First Sight Dak to the DDG and mark to staff officer concerned.

(v) To put up Receipts/Mail after perusal of DDG to the Staff Officer concerned and mark to Staff Officer concerned.

(vii) To put up the classified dak to the senior staff officers for opening and to register it as well as to undertake typing of classified documents.

(viii) To examine the diary and despatch registers of the clerks for speedy disposal of dak.

(ix) To check all typewriters and duplicating machines personally and periodically for their serviceability.

(x) To keep a note of all important papers and report/returns, and ensure their timely submission.

(xi) To keep a regular watch for timely submission of indents for stationery and maintenance of hot/cold weather amenities.

(xii) To ensure proper destruction of waste papers.

(xiii) Proper storage of old documents and files etc .

(xiv) To maintain service stamps accounts.

(xv) Maintenance of attendance Registers and its safe custody.

(xvi) To bring to the notice of Establishment officer, all discipline cases.

(xvii) To look after the welfare of the staff under him

4 STENOGRAPHER (GRADE I, II & III)

a. There are a total of 35 posts as per the following distribution

No. of Posts

Steno Grade I Gp 'B'	7
Steno Grade II Gp 'C'	14
Steno Grade III Gp 'C'	14

b. Pay Scale :

(i) Stenographer Grade I - Rs.5500 - 9000
Ist ACP Scale

(After 12 years of service) NA

IIInd ACP Scale

(After 24 years of service)

(ii) Stenographer Grade II - Rs.5000 - 8000

Ist ACP Scale - Rs.5500 - 9000
(After 12 years of service)

IInd ACP Scale - -NA-

(iii) Stenographer Grade III - Rs.4000 - 6000

Ist ACP Scale - Rs.5000 - 8000
(After 12 years)

IInd ACP Scale - Rs.5500 - 9000
(After 24 years)

c. Mode of Recruitment

(i) Stenographer Grade I -75% post in the grade are filled by
promotion

25% by deputation.

(a) By Promotion - From Stenographer Grade II with three
years of regular service in the grade.

(b) By Deputation - From among those Officers of the
Central Government who are:-

i Holding analogous posts on regular basis in the
parent cadre/Department

OR

With three years experience in the grade rendered after
appointment thereto on a regular basis in the scale of pay
of Rs.5000-8000 or equivalent in the present
cadre/department.

OR

With ten years of service in the grade rendered after
appointment thereto on a regular basis in the scale of
pay Rs.4000-6000 or equivalent in the parent
cadre/department and

ii Possessing a speed of 100 words per minute in
Stenography (English/Hindi)

(ii) Stenographer Grade II

(a) Educational Qualifications :Matriculation or equivalent.
Must possess a speed of 100 words per minute in Short Hand
(English/Hindi) to be transcribed in Typewriter within the time
prescribed for the purpose or a serving / Ex Servicemen
belonging to the trade of Personal Assistant (ASC) of Army or
equivalent trade in the Navy & Air Force.

(b) Mode of Recruitment : By promotion failing which by
deputation failing both by direct recruitment.

(i) By Promotion

Stenographer Grade III of the cadre with 8 years regular service
in the grade.

(ii) By Deputation

(a) Officers holding analogous posts on regular basis

OR

Those with 8 years of regular service in the scale of
Rs.4000–6000.

AND

(b) Possessing the prescribed educational qualifications
as mentioned above.

(iii) Stenographers Grade III

(a) Educational Qualifications :Matriculation or equivalent.
Must possess a speed of 80 words per minute in Short Hand
(English/Hindi) to be transcribed in Typewriter within the time
prescribed for the purpose or a serving / Ex Servicemen
belonging to the trade of Personal Assistant (ASC) of Army or
equivalent trade in the Navy & Air Force.

(b) Mode of Recruitment :By absorption failing which by
deputation / re-employment (of Ex Servicemen) failing both by
direct recruitment.

(i) By Absorption : Upper Division or Lower Division Clerks of National Cadet Corps organization with 3 years of continuous service in the grade on regular basis. The same applies to candidates who have partly served as a Lower Division Clerk or an Upper Division Clerk and partly in an equivalent grade.

(ii) For Ex- Servicemen : To be inducted on Deputation or reemployment. The Armed Forces personnel due to retire or who are to be transferred to the “reserve” within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.

(c) Age Limit : Age limit for direct recruitment is 18 to 25 years (Relaxable for Govt Servants up to 35 years in accordance with the instructions/orders issued by the Central Govt).

(d) Period of Probation: Probation period is of 2 years for Stenographer Grade II & III.

(e) Charter of Duties :

(i) To work as Personal Assistant to DDG / Director /Commandant
OTA.

(ii) To take dictation in shorthand and to transcribe it and to do other typing work as directed by his/her officer.

(iii) To screen telephone calls and visitors in a tactful manner.

(iv) To fix up appointments and to keep an accurate list of engagements and to remind the officer about them in time.

(v) To submit complete papers required for meetings and interviews well in time and in proper form.

(vi) To take down the Minutes of the Meetings/Conferences.

(vii) To prepare Tour Programmes/Notes.

(viii) To maintain in an orderly manner the papers required to be retained by his/her officer.

(ix) To ensure that matters to be dealt with by his/her officer are not lost sight of and to bring anything of importance to his/her notice promptly and in due order.

(x) To maintain a proper record of movement of files/papers passed by his/her officer to other officer.

(xi) To keep track of the progress of the action taken by the officers concerned on important matters as required by his/her officer.

(xii) To destroy by burning his/her stenographic record of classified matter after it has been typed and issued and other classified waste papers at the earliest opportunity in accordance with the security instructions.

(xiii) To familiarize himself/herself with the practice and procedure to be followed in connection with the tours of the officer.

(xiv) To maintain his/her officers' reference book.

(xv) To ensure proper handing/taking over of papers, boxes, keys, etc in his/her possession when proceeding on leave/transfer or retirement and to submit a report duly signed to the Section Officer concerned in the Directorate/Branch for information.

(xvi) Generally to assist the officer in such manner as may be directed.

(xvii) To undertake typing work of essential or confidential/secret nature.

5 JUNIOR HINDI TRANSLATOR (JHT)

(a) There are 18 posts of Junior Hindi Translator (JHT) authorized in NCC. One post each in 16 NCC Dtes and one each in the two training establishments. The posts are categorized as General Central Service Group 'C' Non Ministerial, Non Gazetted.

(b) Pay Scale : Rs.4500 - 7000

Ist ACP Scale Rs 5000 - 8000

IInd ACP Scale Rs 5500 - 9000

(c) Mode of recruitment: They are directly recruited through the concerned Employment Exchange by in the respective Directorate.

(d) Age Limit : Age limit for direct recruitment is 28 years (Relaxable for Govt Servants upto 35 years in accordance with the instructions/orders issued by he Central Govt). Relaxable for 5 years for SC/ST candidates and 3 years for OBC candidates.

(e) Educational Qualificationss :

(i) Category I: Master's Degree in Hindi/English with English/Hindi as compulsory/elective or as medium of examination at degree level.

(ii) Category II: Master's Degree in any subject other than Hindi/English with Hindi and English as compulsory/elective subjects or either of two as medium of examination and the other as a compulsory/elective subject at degree level.

(iii) Category III : Master's Degree in any subject other than Hindi/English with Hindi/English medium and English/Hindi as a compulsory/elective subjects or as medium of examination at degree level.

(iv) Category IV: Bachelor's Degree with Hindi and English as compulsory/elective subjects or either of the two as medium of examination and the other as a compulsory/elective subject plus a recognized Diploma/Certificate course in Translation from Hindi to English and vice – versa or two years experience of translation work from Hindi to English and vice

– versa in Central or State Govt Offices including Govt of India Undertaking.

(f) Period of Probation : Probation period is of 2 years.

(g) Charter of Duties :

(i) Translation from English to Hindi and vice-versa.

(ii) Vetting of original correspondence in Hindi as and when required.

(iii) Helping in implementation of orders and instruction issued by the Dept of Official Language, Ministry of Home Affairs and Ministry of Defence on progressive use of Hindi in official work in accordance with the provisions of the Official Language Act and Rules.

(iv) Helping in effective functioning of the Departmental Official Language Implementation Committee.

(v) Help in devising ways and means for progressive use of Hindi in official work and giving necessary help and guidance to the officers and staff for learning Hindi by various means.

6 UPPER DIVISION CLERK/LOWER DIVISION CLERK

(a) There are 130 posts of UDC and 203 posts of LDC authorized in NCC. They have been categorized as General Central Service “Gp C” posts. These UDCs/LDCs are distributed among all the 16 NCC Directorates and Training establishments.

(b) Pay Scale

UDC - Rs. 4000-6000

LDC - Rs. 3050-4590

I- ACP Scale - Rs.4000-6000 (after completion of 12 years of service)

II-ACP Scale - Rs.5000-8000 (after completion of 24 years of service)

(c) Mode of Recruitment :

UDC (i) 80% by promotion from LDC
(ii) 20% by Limited Departmental Exam

LDC (i) 90% by absorption of persons working in similar/equivalent or higher grade in other Organizations of Min of Def failing which by reemployment of ex-servicemen failing both by direct recruitment.

(ii) 10% by promotion of Group D employees borne on regular establishment.

(d) Direct recruitment to these posts is done by respective Directorates

(e) Age Limit : 18-25 years

(f) Educational Qualifications : Matriculation

(g) Typing : Speed of 30 words per minute in English or 25 words per minute in Hindi.

(h) CHARTER OF DUTIES

UDC :

- To put up notes to the senior officers on important/policy letters received in his branch
- To distribute work amongst LDCs in his Branch
- General supervision of the work of LDCs in his branch to ensure prompt disposal of receipts
- To type out Notes/letters pertaining to confidential and important nature as assigned by the Branch Officer.
- To keep record of all important events concerning subjects dealt by the branch
- To attend calls from the Branch Officer, Dir/Dy DG.
- To draft notes/letters etc

- To ensure timely submission of various reports & returns

LDC

Maintenance of records of all files in his charge.

Submission of notes and drafts on routine cases

Typing of notes/letters etc

To receive mails etc

To diaries all incoming classified/un-classified receipts in separate registers.

To dispatch mails etc

To maintain proper records of various Books/Manual on Rules, Regulations etc.

To ensure proper maintenance of Typewriter.

To attend to any work that may be assigned by the

- Branch Officer/Branch incharge.

7. CIVILIAN MOTOR DRIVER

(a) There are 82 posts of Civilian Motor Drivers authorized in NCC as per the following pay scales mentioned against each:-

Sr	Civilian	Total Number	Pay Scale	ACP Scales
No.	Motor of posts Driver authorized			
1.	Special Grade	04	Rs 5000-8000 NA	
2.	Grade I	29	Rs 4500-7000 NA	
3.	Grade II	24	Rs 4000-7000 Ist ACP Rs 4500-6000 7000	2 nd ACP 5000-8000
4.	Ordinary Grade	25	3050-4590 Ist ACP 4000-6000	2 nd ACP 4500-7000

(b) Mode of Recruitment :

CMD (Ordinary Grade) are directly recruited through the concerned Employment Exchange by the respective Directorates

(c) Age Limit: Age limit for direct recruitment of Civilian Motor Driver (Ord Gd) is 18 - 25 years (Relaxable for Govt Servants up to 35 years in accordance with the instructions/orders issued by the Central Govt).

Note (i): The crucial date for determining the age limit will in each case be the closing date for receipt of applications from the candidates in India (Other than Andamans & Nicobar Islands and Laskshadeep)

Note (ii): In respect of posts, the appointment to which are made through the Employment Exchange, the crucial date for determining the age limit, in each case will be the last date up to which the Employment Exchange are asked to submit the names.

(d) Educational Qualifications :

(i) Essential: Should possess valid driving license in respect of Light as well as Heavy commercial vehicles. Should have passed 8th Class.

(ii) Desirable : Experience in driving and maintaining of vehicles.

OR

Serving/Ex Servicemen belonging to the trade of driver MT of Army/
Navy/ Air Force

(e) Period of Probation : Probation period is of 2 years.

(f) CHARTER OF DUTIES

(A) **CIVILIAN MOTOR DRIVER (GRADE-II)**

- To drive heavy/light vehicles including Motor Cycles.
- He will be personally responsible for the vehicle placed in his charge along with its tools and fitment for its maintenance, security and cleanliness.
- He will be responsible to wash, clean and maintain the vehicle thoroughly at all times.
- He will be responsible for completion of duty slip by the officer concerned immediately after completion of journey.
- He will carry out the daily, weekly, monthly and mileage maintenance tasks as laid down in the maintenance task schedule in the log book.
- He will be responsible for the cleanliness and safe custody of car diary and log book of his vehicle.
- He will keep vehicle road worthy at all times and will report about any defect at its occurrence immediately to MT in charge / MTC.
- He will attend to the repairs of his vehicle during workshop timings and will report about the progress of the repairs to his superiors. Absence from the workshop during working hours will be treated as absence from duty.
- He will have to do DR duties in addition to his Motor Driving duties.

(B) **CIVILIAN MOTOR DRIVER (GRADE-I)**

Same as laid down for Grade II i.e. Sr (i) to (ix) above.
To advise Civilian Motor Grade II about proper performance of their duties and also to keep supervision over their work.
To report all accidents to the Adm JCO/MT immediately.

8 CARPENTER III

(a) There are 2 posts of Carpenter Grade III sanctioned in NCC. It has been categorized as General Central Service, "Gp C" Non Gazetted Ministerial. They are posted in OTA Kamptee.

(b) Pay Scale - Rs.3050 - Rs 4590

ACP Scale : I ACP : Rs 4000 – Rs 6000

II ACP : Rs 4500 – Rs 7000

(c) Probation : 2 years for direct recruits and re-employed ex-servicemen. No probation period for transferees.

(d) Mode of Recruitment - By absorption failing which by deputation/re-employment (For Ex Servicemen) failing both by direct recruitment.

(i) By Absorption: Persons working in similar equivalent or higher grade in other organizations of Ministry of Defence and possessing the qualifications as specified in Para e below.

(ii) For Ex Servicemen: Deputation /re-employment. The Armed Forces personnel due to retire or who are to be transferred to reserve within a period of one year and having requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms up to the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.

(e) Essential Qualifications

Persons having Industrial Training Institute (ITI) certificate in the carpentry trade or its equivalent or serving /ex-servicemen belonging to the trade of Carpenter and Joiner of Army and equivalent trades in the Navy and Air Force.

(f) Charter of Duties.

- Preparation of training targets and repairs thereto.
- Preparation of Drawing Boards/Sign Boards.
- Repairs of furniture etc.
- Maintenance of tools/equipment.

9. DRAUGHTSMAN GRADE III

(a) There are 2 posts of Draughtsman Grade III sanctioned in NCC. It has been categorised as General Central Service, "Gp C" Non Gazetted Ministerial. They are posted in OTA Kamptee.

(b) Pay Scale - Rs.4000- 6000

ACP Scale : I ACP : Rs 4500- 7000

II ACP : Rs 5000- 8000

(c) Probation Period : In case of direct recruits and re-employed personnel – 2 years .

(d) Age Limit : 18-25 years

Note : (i) Relaxable for Govt Servants upto 35 years in accordance with the instructions or orders issued by the Central Govt

(ii) Relaxable for SC/ST/OBC and certain other categories as notified by the Central Government from time to time.

(iii) Relaxable cumulatively with any other age relaxation for SC/ST/OBC.

(iv) The crucial date for determining the age limit shall be the closing date for receipt of the applications from candidates in India (For candidates residing abroad or in the Andaman & Nicobar islands, Lakshadweep and other areas for which provision of extended closing date has been specified by the Government from time to time, the crucial date for determining the age limit shall be the such extended closing date)

(v) In 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 sponsor the names.

(e) Mode of Recruitment -

(i) By absorption failing which by deputation/re-employment (For Ex Servicemen) failing both by direct recruitment which is done through regional employment exchange by the concerned Dte.

(ii) By Absorption: Persons working in similar equivalent or higher grade in other organisations of Ministry of Defence and possessing the qualifications as specified in Para e below.

(iii) For Ex Servicemen: To fill up post on Deputation /re-employment. The Armed Forces personnel due to retire or who are to be transferred to reserve within a period of one year and having requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms up to the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.

(f) Essential Qualifications

Matriculation or equivalent qualification of a recognized University or Board. Diploma in Civil Engineering from a recognized Institution or equivalent or Serving /Ex-servicemen draughtsman from any of the three services, viz., Army, Navy or Air Force.

- (g) Charter of Duties: Preparation and maintenance of statistical charts, diagrams, graphs, wall maps, designing of models, ensigns badges etc.

10. PAINTER

(a) There is 1 post of Painter in NCC. It has been categorised as General Central Service, "Gp C" Non Gazetted Ministerial. He is posted in OTA, Kamptee.

(b) Pay Scale - Rs.3050 - 4590

ACP Scale : I ACP : Rs 4000 – 6000
II ACP : Rs 4500 - 7000

(c) Mode of Recruitment - By promotion failing which by absorption failing both by deputation/re-employment (For Ex Servicemen) failing all by direct recruitment with the following eligibility criteria:-

(i) By Promotion: Group 'D' employees with minimum of three years of service in the grade and after passing the prescribed trade test.

Note : Where Juniors who have completed their qualifying eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying /eligibility service by more than half of such qualifying /eligibility service or two years whichever is less and having successfully completed the probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service).

(ii) By Absorption: Persons with Industrial Training Institute certificate ex-trade apprentices NCTVT in the semi skilled grade of Rs.2650-4000 who have rendered four years service in the grade in other organizations of Ministry of Defence.

(iii) For Ex Servicemen: Deputation /re-employment. The Armed Forces personnel due to retire or who are to be transferred to reserve within such a period of one year and having requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms up to the date on which they are due for release from the Armed Forces thereafter they may be continued on re-employment.

(d) Essential Qualifications

Persons having Industrial Training Institute certificate/Ex-Trade apprentices/NCTVT inducted in the semi skilled grade with two years service in that grade or serving ex-servicemen belonging to the trade of Painter or Painter & Decorator of Army or equivalent trades in the Navy and Air Force.

(e) Charter of Duties.

- (i) Painting of Sign Boards, Poles etc.
- (ii) Proper maintenance of Paints/Brushes.

11 NCC CENTRAL GOVERNMENT GP 'D' STAFF

The following are the functional grades of Group 'D' Staff in NCC

- Packer
- Junior Gasetnor Operator (JGO)
- Daftry
- Peon
- Chowkidar
- Cook
- Safaiwala
- Gardener
- Barber
- Washer man
- Cycle Repairer
- AT Cart Driver
- Mess Waiter
- Masalchi
- Lascar
- Syce
- Marker

The above categories have a common pay scale of Rs 2550-3200.

12 CHARTER OF DUTIES OF NCC CENTRAL GOVT GP D STAFF

(a) PACKER

- Packing of stores/equipment in packing cases.
- Closing of crates containing stores/equipment.
- Opening of packing cases and checking of stores.
- To assist the store staff in allied duties.
- To take delivery of stores/packages etc from Railway Station.

(b) GESTETNER OPERATOR

To operate hand/electrically operated rotary duplicating machine and plain paper copiers.

To ensure proper maintenance of duplicating machine and photocopier on his charge.

To keep record of all duplicating/photocopying work done.

(c) DAFTARY

- To seal all outgoing classified letters and files.
- To stitch and mend office records.
- To open envelopes containing mail.
- To keep proper record of reference books of rules and Gazette -Notification, etc.
- To ensure that office stationery are kept in proper condition.
- To collect stationery etc on due date.

- To assist the clerks in diary and despatch jobs.
- To ensure cleanliness/tidiness of wooden/steel cupboards, almirahs etc and orderly arrangements of files.

(d) **PEONS**

- Carrying of official files/papers between officers & Staff.
- Delivery of letters/files to other offices/Deptts.
- Cleanliness of Officers/Staff tables etc.
- Delivery of telegrams/signals to Post Office or Army Signal Centre.
- Ushering of visitors into Officers' rooms and looking after the rooms in the absence of officers.
- Miscellaneous duties e.g. fetching water and filling water pots, occasional supply of furniture and carrying of immediate messages from one Section to another.
- Thorough dusting of tables, chairs, other furniture every morning before commencement of work.
- Dusting of glass panes of doors/windows accessible from the floor with or without the aid of stools daily.
- Dusting of light shades/fans wherever possible.
- To assist in loading/un-loading and carrying of stationery packages received for the Dte/Estt.

(e) **MARKER**

- To write addresses on consignment meant for dispatch.
- To mark service signs/markings on packages.
- To take delivery of stores/packages etc from Railway Station.
- To ensure proper maintenance of paints/brushes/stencils.
- To assist the store staff in allied duties.
- To assist packer in discharging his duties.

(f) **RANGE CHOWKIDAR**

To guard the Range during and after firing practice.

(g) **CHOWKIDAR**

- To guard office premises after closure of office till opening of office next day.
- To guard the Dte/Unit vehicle parked in MT Park or in Unit Office premises.
- To guard the boats berth in Naval Dockyard (for Naval unit NCC).
- To ensure that no unauthorized person tampers with the Government property i.e. vehicles, stores, boats etc.
- To receive urgent messages/telegrams during night hours.
- If any untoward incident occurs, he should report the matter immediately to Duty Officer and to the available officers.

(h) **LASCARS**

- Maintenance of Arms/Trg Equipment kept in Kots and Units.
- Cleaning of Boats (for Navy Units).
- Maintenance of Unit/Trg Area/Stores/Class Rooms/Squad posts.
- Admin duty in the Unit/Annual Training Camps as directed.
- Carrying of Trg stores to and from the Trg Site/Camp Site.
- Collection of store from Railway Station. Loading and unloading the stores from vehicles.
- Sentry duties by day and night in office/MT Park/Boats/Stores or any Govt property at the discretion of Co mmanding Officer.
- Any other routine duties as assigned by his superiors.

(j) **COOK**

- To cook meals for Instructional Staff posted for trg purposes.
- To keep the Cook House neat and clean.

(k) **BARBER**

Shaving and Hair cutting of PI staff.

(l) **WASHERMAN**

Washing of Cadets Uniforms etc. Ironing of Uniforms of Cadets/P.I. Staff.

(m) **GARDNER**

Maintenance of office lawns and flower beds.

(n) **CYCLE REPAIRER**

Repairing of cycles on the charge of Trg Estts, Maintenance of relevant tools/equipment.

(o) **MOTOR PUMP ATTENDANT**

To operate and maintain motor pump

(p) **SAFAIWALA**

- Cleanliness of office premises.
- Removing of cobwebs woven round the corners, roofs etc of rooms.
- Washing of bath-rooms etc in the office.

- Sweeping and cleaning of floors every day.
- Attend to any other duty assigned by the office Supdt.

(q) **SYCES**

- To look-after Horses/Mules of R&V Sqns.
- Feeding of Horses/ Mules at regular intervals.
- Cleaning/ Massaging of animals on his charge.

(r) **AT CART DRIVER**

- Driving of AT Carts. Carrying of fodder for the animals.
- To look-after the animals and to feed them in time.
- To ensure cleaning of the animals on his charge.

EXTRACT OF THE GAZETTE OF INDIA : EXTRAORDINARY

PART II - SEC. 3 (i)

NO. 470 DATED 29 August 2008

THE FIRST SCHEDULE

PART - A

Section I

REVISED PAY BANDS AND GRADE PAYS FOR POSTS CARRYING PRESENT SCALES IN GROUP 'A', 'B', 'C' AND 'D' EXCEPT POSTS FOR WHICH DIFFERENT REVISED SCALES ARE NOTIFIED SEPERATELY

(In Rs.)

Previous Pay Scale			Revised Pay Structure after implementation of VIth CPC Report		
Srl No.	Pay Scale	Pay Scale	Pay Band	Corresponding Pay Bands	Grade Pay
1	S-1	2550-55-2660-60-3200	-1S	4440 – 7440	1300
2	S-2	2610-60-3150-65-3540	-1S	4440 – 7440	1400
3	S-2A	2610-60-2910-65-3300-70-4000	-1S	4440 - 7440	1600
4	S-3	2650-65-3300-70-4000	-1S	4440 – 7440	1650
5	S-4	2750-70-3800-75-4400	PB-1	5200 - 20200	1800
6	S-5	3050-75-3950-80-4590	PB-1	5200 – 20200	1900
7	S-6	3200-85-4900	PB-1	5200 – 20200	2000
8	S-7	4000-100-6000	PB-1	5200 – 20200	2400
9	S-8	4500-125-7000	PB-1	5200 - 20200	2800
10	S-9	5000-150-8000	PB-2	9300 - 34800	4200
11	S-10	5500-175-9000	PB-2	9300 – 34800	4200
12	S-11	6500-200-6900	PB-2	9300 – 34800	4200
13	S-12	6500-200-10500	PB-2	9300 – 34800	4200
14	S-13	7450-225-11500	PB-2	9300 – 34800	4600
15	S-14	7500-250-12000	PB-2	9300 – 34800	4800
16	S-15	8000-275-13500	PB-2	9300 – 34800	5400
17	New Scale	8000-275-13500 (Group 'A' Entry)	PB-3	15600 - 39100	5400
18	S-16	9000	PB-3	15600 - 39100	5400
19	S-17	9000-275-9550	PB-3	15600 – 39100	5400
20	S-18	10325-325-10975	PB-3	15600 – 39100	6600
21	S-19	10000-325-15200	PB-3	15600 – 39100	6600
22	S-20	10650-325-15850	PB-3	15600 – 39100	6600
23	S-21	12000-375-16500	PB-3	15600 – 39100	7600
24	S-22	12750-375-16500	PB-3	15600 – 39100	7600
25	S-23	12000-375-18000	PB-3	15600 – 39100	7600
26	S-24	14300-400-18300	PB-4	37400 – 67000	8700
27	S-25	15100-400-18300	PB-4	37400 – 67000	8700
28	S-26	16400-450-20000	PB-4	37400 – 67000	8900
29	S-27	16400-450-20900	PB-4	37400 – 67000	8900
30	S-28	14300-450-22400	PB-4	37400 – 67000	10000
31	S-29	18400-500-22400	PB-4	37400 – 67000	10000
32	S-30	22400-525-24500	PB-4	37400 – 67000	12000
33	S-31	22400-600-26000	HAG + Scale	Rs. 75500- (annual increment 3%)- 80000	Nil
34	S-32	24050-650-26000	HAG + Scale	Rs. 75500- (annual increment 3%)- 80000	Nil

35	S-33	26000 (Fixed)	Apex Scale	80000 (Fixed)	Nil
36	S-34	30000 (Fixed)	Cab. Sec.	90000 (Fixed)	Nil

Section – II

Entry Pay in the revised pay structure for direct recruits appointed on or after 01-01-2006

PB-1 (Rs.5200-20200)

Grade Pay	Pay in the Pay Band	Total
1,800	5,200	7,000
1,900	5,830	7,730
2,000	6,460	8,460
2,400	7,510	9,910
2,800	8,560	11,360

PB-2 (Rs.9300-34800)

Grade Pay	Pay in the Pay Band	Total
4,200	9,300	13,500
4,600	12,540	17,140
4,800	13,350	18,150

PB-3 (Rs.15600-39100)

Grade Pay	Pay in the Pay Band	Total
5,400	15,600	21,000
6,600	18,750	25,350
7,600	21,900	29,500

PB-4 (Rs.37400-67000)

Grade Pay	Pay in the Pay Band	Total
8,700	37,400	46,100
8,900	40,200	49,100
10,000	43,000	53,000
12,000	47,100	59,100