

RECRUITMENT RULES (2017) FOR THE POST OF DRAUGHTSMAN GR.II, NATIONAL INSTITUTE OF HYDROLOGY, ROORKEE

Name of Post	Number of Post	Classification	Pay Level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Education and other qualifications required for direct recruitments	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation if any,
1	2	3	4	5	6	7	8	9
DRAUGHTSMAN GR.II	01* (2017)	Group C, Non Gazetted, Non-Ministerial	Level-5 of the Pay Matrix (Rs. 29200-92300)	Not Applicable	Between 18-27 years (Relaxation up to 32 years for Government servants, SC/ST and 30 years for OBC in accordance with instructions or orders issued by Central Government) on the closing date for receipt of application from candidates NOTE: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Laddakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshdweep).	Essential Qualifications 1. Matriculation or equivalent from a recognized University/Board 2. Diploma in Civil Engineering from a recognized Institute of not less than 3 years duration.	Not Applicable	Two years



(S.K. KATARIA)

Under Secretary to Government of India

Tel.No. 23716928

Method of recruitment whether by direct recruitment or by promotion or by deputation, absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	If a departmental Promotion committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment																											
10	11	12	13																											
100% by direct recruitment	Not applicable	<p>Selection Committee for Direct Recruitment consisting of:</p> <table border="1"> <tr> <td>1.</td> <td>Scientist G/F, NIH (to be nominated by Director, NIH)</td> <td>Chairman</td> </tr> <tr> <td>2.</td> <td>Under Secretary, MoWR, RD&GR</td> <td>Member</td> </tr> <tr> <td>3.</td> <td>An outside expert not below the rank of Under Secretary (to be nominated by Director, NIH.</td> <td>Member</td> </tr> </table> <p>Departmental Confirmation Committee consisting of :</p> <table border="1"> <tr> <td>1.</td> <td>Scientist G/F, NIH (to be nominated by Director, NIH)</td> <td>Chairman</td> </tr> <tr> <td>2.</td> <td>Scientist C NIH (to be nominated by Director, NIH)</td> <td>Member</td> </tr> <tr> <td>3.</td> <td>Sr. Admn. Officer, NIH</td> <td>Member</td> </tr> </table> <p>Screening Committee for Direct Recruitment consisting of:</p> <table border="1"> <tr> <td>1.</td> <td>Scientist D, NIH (to be nominated by Director, NIH)</td> <td>Chairman</td> </tr> <tr> <td>2.</td> <td>Under Secretary, MoWR, RD&GR</td> <td>Member</td> </tr> <tr> <td>3.</td> <td>Sr. Admn. Officer, NIH</td> <td>Member</td> </tr> </table>	1.	Scientist G/F, NIH (to be nominated by Director, NIH)	Chairman	2.	Under Secretary, MoWR, RD&GR	Member	3.	An outside expert not below the rank of Under Secretary (to be nominated by Director, NIH.	Member	1.	Scientist G/F, NIH (to be nominated by Director, NIH)	Chairman	2.	Scientist C NIH (to be nominated by Director, NIH)	Member	3.	Sr. Admn. Officer, NIH	Member	1.	Scientist D, NIH (to be nominated by Director, NIH)	Chairman	2.	Under Secretary, MoWR, RD&GR	Member	3.	Sr. Admn. Officer, NIH	Member	Not Applicable
1.	Scientist G/F, NIH (to be nominated by Director, NIH)	Chairman																												
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(File No. 11/14/2017-E.II)



(S.K. KATARIA)

Under Secretary to Government of India

Tel.No. 23716928

Date: 12-09-2017

**RECRUITMENT RULES (2017) FOR THE POST OF STAFF CAR DRIVER (GRADE-I), NATIONAL INSTITUTE
OF HYDROLOGY, ROORKEE**

Name of Post	Number of Post	Classifi- cation	Pay Level in the Pay Matrix	Whether selection post or non- selection post	Age limit for direct recruits	Education and other qualifications required for direct recruitments	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation if any,	Method of recruitment whether by direct recruitment or by promotion or by deputation, absorption and percentage of the vacancies to be filled by various methods.
1	2	3	4	5	6	7	8	9	10
STAFF CAR DRIVER (GRADE-I)	04* (2017)	Group C, Non Gazetted, Non- Ministerial	Level-5 of the Pay Matrix (Rs. 29200- 92300)	Non- Selection	Not applicable	Not applicable	NO	Not applicable	100% by promotion

Rixit
08/09/17

(R.N. DIXIT)
Under Secretary to the Govt. of India
Tel No. 23766944

Date: 08-09-2017

In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	If a departmental Promotion committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment									
11	12	13									
<p>Staff Car Driver Grade II with five years' regular service in the Level or 13 years combined regular service in the levels of Staff Car Driver (Grade-II) and Staff Car Driver (Ordinary Grade), subject to passing of Trade Test of appropriate standard.</p> <p>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 have successfully completed their probation period for promotion to the next higher grade along-with their juniors who have already completed such qualifying/eligibility service.</p>	<p>Departmental Promotion Committee consisting of :</p> <table border="1" data-bbox="931 354 1568 529"> <tbody> <tr> <td data-bbox="931 354 981 423">1.</td> <td data-bbox="981 354 1384 423">Scientist D, NIH (to be nominated by Director, NIH)</td> <td data-bbox="1384 354 1568 423">Chairman</td> </tr> <tr> <td data-bbox="931 423 981 461">2.</td> <td data-bbox="981 423 1384 461">Sr. Admn. Officer, NIH</td> <td data-bbox="1384 423 1568 461">Member</td> </tr> <tr> <td data-bbox="931 461 981 529">3.</td> <td data-bbox="981 461 1384 529">Under Secretary, MoWR, RD&GR</td> <td data-bbox="1384 461 1568 529">Member</td> </tr> </tbody> </table>	1.	Scientist D, NIH (to be nominated by Director, NIH)	Chairman	2.	Sr. Admn. Officer, NIH	Member	3.	Under Secretary, MoWR, RD&GR	Member	<p>Not Applicable</p>
1.	Scientist D, NIH (to be nominated by Director, NIH)	Chairman									
2.	Sr. Admn. Officer, NIH	Member									
3.	Under Secretary, MoWR, RD&GR	Member									

(File No. 11/14/2017-E.II)

R.N. DIXIT
08/09/17

(R.N. DIXIT)

Under Secretary to the Govt. of India
Tel No. 23766944

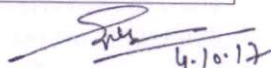
Date : 08-09-2017

RECRUITMENT RULES (2017) FOR THE POST OF STENOGRAPHER, NATIONAL INSTITUTE OF HYDROLOGY, ROORKEE

Name of Post	Number of post	Classification	Pay Level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitments
1	2	3	4	5	6	7
STENOGRAPHER	05* (2017)	Group C, Non- Gazetted./ Ministerial	Level-4 of Pay (Rs.25500- 81100/-).	Not applicable	Not applicable	<p>Between 18 to 27 years of age. [Relaxation upto 32 years for Government servants, SC/ST and 30 years for OBC in accordance with the instructions or orders issued by the Central Government on the closing date for receipt of application from candidates.</p> <p>NOTE: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Laddakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshdweep).</p>

*Subject to variation dependent on work load.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation absorption and percentage of the vacancies to be filled by various methods.
8	9	10
<p>Essential:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree in Science/Arts/Commerce from a recognized University as may be specified according to requirement. 2. Skill Test: Dictation 10 minutes @80 words per minutes Transcription: 50 minutes in English, 65 minutes in Hindi (On computer). 	Two years	100% by direct recruitment.


 (S.K. KATARIA)

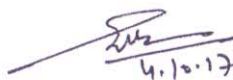
Under Secretary to Government of India

Tel.No. 23716928

Date: 4-10-2017

In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	If a departmental Promotion committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment																											
11	12	13																											
Not applicable	<p>Selection Committee for Direct Recruitment consisting of:</p> <table border="1" data-bbox="824 300 1715 488"> <tr> <td>1.</td> <td>Scientist G/F, NIH (to be nominated by Director, NIH)</td> <td>Chairman</td> </tr> <tr> <td>2.</td> <td>An outside expert not below the rank of Under Secretary (to be nominated by Director, NIH)</td> <td>Member</td> </tr> <tr> <td>3.</td> <td>Senior Admn. Officer</td> <td>Member</td> </tr> </table> <p>Departmental Confirmation Committee consisting of:</p> <table border="1" data-bbox="824 548 1715 737"> <tr> <td>1.</td> <td>Scientist D, NIH (to be nominated by Director, NIH)</td> <td>Chairman</td> </tr> <tr> <td>2.</td> <td>Scientist C, NIH (to be nominated by Director, NIH)</td> <td>Member</td> </tr> <tr> <td>3.</td> <td>Senior Admn. Officer</td> <td>Member</td> </tr> </table> <p>Screening Committee for Direct Recruitment consisting of:</p> <table border="1" data-bbox="824 797 1715 943"> <tr> <td>1.</td> <td>Scientist D, NIH (to be nominated by Director, NIH)</td> <td>Chairman</td> </tr> <tr> <td>2.</td> <td>Under Secretary, MOWR, RD & GR</td> <td>Member</td> </tr> <tr> <td>3.</td> <td>Senior Admn. Officer</td> <td>Member</td> </tr> </table>	1.	Scientist G/F, NIH (to be nominated by Director, NIH)	Chairman	2.	An outside expert not below the rank of Under Secretary (to be nominated by Director, NIH)	Member	3.	Senior Admn. Officer	Member	1.	Scientist D, NIH (to be nominated by Director, NIH)	Chairman	2.	Scientist C, NIH (to be nominated by Director, NIH)	Member	3.	Senior Admn. Officer	Member	1.	Scientist D, NIH (to be nominated by Director, NIH)	Chairman	2.	Under Secretary, MOWR, RD & GR	Member	3.	Senior Admn. Officer	Member	Not applicable
1.	Scientist G/F, NIH (to be nominated by Director, NIH)	Chairman																											
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(File No. 11/14/2017-E.II)


4.10.17

(S.K. KATARIA)

Under Secretary to Government of India

Tel.No. 23716928

Date: 4-10-2017

RECRUITMENT RULES (2017) FOR THE POST OF UPPER DIVISION CLERK, NATIONAL INSTITUTE OF HYDROLOGY, ROORKEE

Name of Post	Number of post	Classification	Pay Level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitments
1	2	3	4	5	6	7
UPPER DIVISION CLERK	07* (2017)	Group C, Non-Gazetted, / Ministerial	Level-4 of Pay (Rs.25500-81100/-)	Selection	Not applicable	Not Applicable.

*Subject to variation dependent on work load.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation absorption and percentage of the vacancies to be filled by various methods.
8	9	10
Not applicable	Not applicable	100% by promotion



(S.K. KATARIA)

Under Secretary to Government of India

Tel.No. 23716928

Date:27-09-2017

In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	If a departmental Promotion committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment									
11	12	13									
By promotion from departmental Lower Division Clerk with 8 years of regular service in the Level-2 of Pay (Rs.19900-63200/-).	Departmental Promotion Committee consisting of: <table border="1"> <tr> <td>1.</td> <td>Scientist G/F, NIH (to be nominated by Director, NIH)</td> <td>Chairman</td> </tr> <tr> <td>2.</td> <td>Under Secretary, MOWR, RD & GR</td> <td>Member</td> </tr> <tr> <td>3.</td> <td>Senior Admn. Officer</td> <td>Member</td> </tr> </table>	1.	Scientist G/F, NIH (to be nominated by Director, NIH)	Chairman	2.	Under Secretary, MOWR, RD & GR	Member	3.	Senior Admn. Officer	Member	Not applicable
1.	Scientist G/F, NIH (to be nominated by Director, NIH)	Chairman									
2.	Under Secretary, MOWR, RD & GR	Member									
3.	Senior Admn. Officer	Member									

(File No. 11/14/2017-E.II)



(S.K. KATARIA)

Under Secretary to Government of India
Tel.No. 23716928

Date: 27-09-2017

RECRUITMENT RULES (2017) FOR THE POST OF RECEPTIONIST, NATIONAL INSTITUTE OF HYDROLOGY, ROORKEE

Name of Post	Number of post	Classification	Pay Level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitments
1	2	3	4	5	6	7
Receptionist	01* (2017)	Group C, Non-Gazetted, Ministerial	Level-4 of Pay (Rs.25500-81100/-).	Not applicable	Not applicable	<p>Between 18 to 27 years of age. [Relaxation up to 32 years for Government servants, SC/ST and 30 years for OBC in accordance with the instructions or orders issued by the Central Government on the closing date for receipt of application from candidates.</p> <p>NOTE: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Laddakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshdweep).</p>

*Subject to variation dependent on work load.



(S.K. KATARIA))

Under Secretary to Government of India

Tel.No. 23716928

Date: 27-09-2017

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation absorption and percentage of the vacancies to be filled by various methods.
8	9	10
Essential: 1. A Bachelor's Degree in Science/Arts/Commerce from a recognized University. 2. Fluency in speaking Hindi and English. 3. Knowledge of English Typing with 30 w.p.m. Desirable: 1. At least 2 years of relevant experience. 2. Knowledge of operating Fax/ Personal Computer and use of relevant software.	Two years	100% by direct recruitment.



(S.K. KATARIA)

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Tel.No. 23716928

Date: 27-09-2017

In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	If a departmental Promotion committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment																											
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Not applicable	<p>Selection Committee for Direct Recruitment consisting of :</p> <table border="1" data-bbox="730 302 1671 440"> <tr> <td>1.</td> <td>Scientist F, NIH (to be nominated by Director, NIH)</td> <td>Chairman</td> </tr> <tr> <td>2.</td> <td>An outside expert not below the rank of Under Secretary (to be nominated by Director, NIH)</td> <td>Member</td> </tr> <tr> <td>3.</td> <td>Senior Admn. Officer, NIH</td> <td>Member</td> </tr> </table> <p>Departmental Confirmation Committee consisting of :</p> <table border="1" data-bbox="730 516 1682 621"> <tr> <td>1.</td> <td>Scientist D, NIH (to be nominated by Director, NIH)</td> <td>Chairman</td> </tr> <tr> <td>2.</td> <td>Scientist C, NIH (to be nominated by Director, NIH)</td> <td>Member</td> </tr> <tr> <td>3.</td> <td>Senior Admn. Officer, NIH</td> <td>Member</td> </tr> </table> <p>Screening Committee for Direct Recruitment consisting of:</p> <table border="1" data-bbox="730 695 1675 800"> <tr> <td>1.</td> <td>Scientist D, NIH (to be nominated by Director, NIH)</td> <td>Chairman</td> </tr> <tr> <td>2.</td> <td>Under Secretary, MOWR, RD & GR</td> <td>Member</td> </tr> <tr> <td>3.</td> <td>Senior Admn. Officer, NIH</td> <td>Member</td> </tr> </table>	1.	Scientist F, NIH (to be nominated by Director, NIH)	Chairman	2.	An outside expert not below the rank of Under Secretary (to be nominated by Director, NIH)	Member	3.	Senior Admn. Officer, NIH	Member	1.	Scientist D, NIH (to be nominated by Director, NIH)	Chairman	2.	Scientist C, NIH (to be nominated by Director, NIH)	Member	3.	Senior Admn. Officer, NIH	Member	1.	Scientist D, NIH (to be nominated by Director, NIH)	Chairman	2.	Under Secretary, MOWR, RD & GR	Member	3.	Senior Admn. Officer, NIH	Member	Not applicable
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(File No. 11/14/2017-E.II)



(S.K. KATARIA)

Under Secretary to Government of India

Tel.No. 23716928


Date: 27-09-2017

**RECRUITMENT RULES (2017) FOR THE POST OF TECHNICIAN GR.II, NATIONAL INSTITUTE OF HYDROLOGY,
ROORKEE**

Name of Post	Number of Post	Classification	Pay Level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Education and other qualifications required for direct recruitments	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation if any,	Method of recruitment whether by direct recruitment or by promotion or by deputation, absorption and percentage of the vacancies to be filled by various methods.
1	2	3	4	5	6	7	8	9	10
TECHNICIAN GR.II	08* (2017)	Group C, Non Gazetted, Non-Ministerial	Level-4 of the Pay Matrix (Rs. 25500-81100)	Selection	Not applicable	Not Applicable	Not Applicable	Not Applicable	100% by promotion

In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	If a departmental Promotion committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment									
11	12	13									
By Promotion from departmental Technician Grade-III with 5 years of regular service in the Level-3 of the Pay Matrix (Rs. 21700-69100)	Departmental Promotion Committee consisting of: <table border="1"> <tr> <td>1.</td> <td>Scientist G/F, NIH (to be nominated by Director, NIH)</td> <td>Chairman</td> </tr> <tr> <td>2.</td> <td>Under Secretary, MoWR, RD&GR</td> <td>Member</td> </tr> <tr> <td>3.</td> <td>Sr. Admn. Officer, NIH</td> <td>Member</td> </tr> </table>	1.	Scientist G/F, NIH (to be nominated by Director, NIH)	Chairman	2.	Under Secretary, MoWR, RD&GR	Member	3.	Sr. Admn. Officer, NIH	Member	Not Applicable
1.	Scientist G/F, NIH (to be nominated by Director, NIH)	Chairman									
2.	Under Secretary, MoWR, RD&GR	Member									
3.	Sr. Admn. Officer, NIH	Member									

(File No. 11/14/2017-E.II)



(S.K. KATARIA)

Under Secretary to Government of India
Tel.No. 23716928

Date: 12-09-2017

RECRUITMENT RULES (2017) FOR THE POST OF STAFF CAR DRIVER (GRADE-II), NATIONAL INSTITUTE OF HYDROLOGY, ROORKEE

Name of Post	Number of Post	Classification	Pay Level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Education and other qualifications required for direct recruitments	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation if any,	Method of recruitment whether by direct recruitment or by promotion or by deputation, absorption and percentage of the vacancies to be filled by various methods.
1	2	3	4	5	6	7	8	9	10
STAFF CAR DRIVER (GRADE-II)	03* (2017)	Group C, Non Gazetted, Non-Ministerial	Level-4 of the Pay Matrix (Rs. 25500-81100)	Non-Selection	Not applicable	Not applicable	Not applicable	Not applicable	100% by promotion

In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	If a departmental Promotion committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment									
11	12	13									
<p>Staff Car Driver (Ordinary Grade) with eight years' regular service in the Level subject to passing of Trade Test of appropriate standard.</p> <p>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 have successfully completed their probation period for promotion to the next higher grade along-with their juniors who have already completed such qualifying/eligibility service.</p>	<p>Departmental Promotion Committee consisting of:</p> <table border="1"> <tr> <td>1.</td> <td>Sr. Admn. Officer, NIH, Roorkee</td> <td>Chairman</td> </tr> <tr> <td>2.</td> <td>Scientist B/C, NIH, Roorkee</td> <td>Member</td> </tr> <tr> <td>3.</td> <td>Section Officer, MoWR, RD&GR</td> <td>Member</td> </tr> </table>	1.	Sr. Admn. Officer, NIH, Roorkee	Chairman	2.	Scientist B/C, NIH, Roorkee	Member	3.	Section Officer, MoWR, RD&GR	Member	Not Applicable
1.	Sr. Admn. Officer, NIH, Roorkee	Chairman									
2.	Scientist B/C, NIH, Roorkee	Member									
3.	Section Officer, MoWR, RD&GR	Member									

(File No. 11/14/2017-E.II)

Rixit
08/09/17

(R.N. DIXIT)

Under Secretary to Government of India

Tel.No. 23766944

Date: 08-09-2017

**RECRUITMENT RULES (2017) FOR THE POST OF TECHNICIAN GR.III, NATIONAL INSTITUTE OF HYDROLOGY,
ROORKEE**

Name of Post	Number of Post	Classification	Pay Level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Education and other qualifications required for direct recruitments	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation if any,
1	2	3	4	5	6	7	8	9
TECHNICIAN GR.III	05* (2017)	Group C, Non Gazetted, Non-Ministerial	Level-3 of the Pay Matrix (Rs. 21700-69100)	Not Applicable	Between 18-27 years (Relaxation upto 32 years for Government servants, SC/ST and 30 years for OBC in accordance with instructions or orders issued by Central Government) on the closing date for receipt of application from candidates NOTE: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Laddakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshdweep).	Essential: 1. Passed High School with Science from a recognized Institution/Board with 5 years of relevant experience OR 2. National Trade Certificate (ITI) or equivalent at the relevant trade with 3 years of relevant experience as may be specified according to requirement. OR 3. National Apprenticeship Certificate with 2 years of relevant experience as may be specified according to requirement.	Age : NO Educational qualification - YES	Two years



(S.K. KATARIA)
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Tel.No. 23716928

Method of recruitment whether by direct recruitment or by promotion or by deputation, absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	If a departmental Promotion committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment																																				
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<p>1.70% by direct recruitment 2.15% by promotion by Seniority-cum-Fitness Basis from departmental Multi-Tasking Staff with minimum of 10 years of combined regular service as MTS. 3.15% by limited departmental examination from (a) MTS possessing requisite educational qualifications as prescribed for direct recruitment and who have rendered 5 years of regular service in the MTS grade and (b) all employees working as Multi-Tasking staff and possessing requisite educational qualification as prescribed for direct recruitment.</p>	Not applicable	<p>Selection Committee for Direct Recruitment consisting of:</p> <table border="1" data-bbox="1037 451 1783 630"> <tr> <td>1.</td> <td>Scientist G/F, NIH (to be nominated by Director, NIH)</td> <td>Chairman</td> </tr> <tr> <td>2.</td> <td>Under Secretary, MoWR, RD&GR</td> <td>Member</td> </tr> <tr> <td>3.</td> <td>Scientist D/C NIH (to be nominated by Director, NIH)</td> <td>Member</td> </tr> </table> <p>Departmental Promotion Committee consisting of:</p> <table border="1" data-bbox="1037 695 1783 841"> <tr> <td>1.</td> <td>Scientist G/F, NIH (to be nominated by Director, NIH)</td> <td>Chairman</td> </tr> <tr> <td>2.</td> <td>Under Secretary, MoWR, RD&GR</td> <td>Member</td> </tr> <tr> <td>3.</td> <td>Senior Admn. Officer, NIH</td> <td>Member</td> </tr> </table> <p>Departmental Confirmation Committee consisting of :</p> <table border="1" data-bbox="1037 898 1783 1076"> <tr> <td>1.</td> <td>Scientist D, NIH (to be nominated by Director, NIH)</td> <td>Chairman</td> </tr> <tr> <td>2.</td> <td>Scientist C NIH (to be nominated by Director, NIH)</td> <td>Member</td> </tr> <tr> <td>3.</td> <td>Sr. Admn. Officer, NIH</td> <td>Member</td> </tr> </table> <p>Screening Committee for Direct Recruitment consisting of:</p> <table border="1" data-bbox="1037 1133 1783 1284"> <tr> <td>1.</td> <td>Scientist D, NIH (to be nominated by Director, NIH)</td> <td>Chairman</td> </tr> <tr> <td>2.</td> <td>Section Officer, MoWR, RD&GR</td> <td>Member</td> </tr> <tr> <td>3.</td> <td>Sr. Admn. Officer, NIH</td> <td>Member</td> </tr> </table>	1.	Scientist G/F, NIH (to be nominated by Director, NIH)	Chairman	2.	Under Secretary, MoWR, RD&GR	Member	3.	Scientist D/C NIH (to be nominated by Director, NIH)	Member	1.	Scientist G/F, NIH (to be nominated by Director, NIH)	Chairman	2.	Under Secretary, MoWR, RD&GR	Member	3.	Senior Admn. Officer, NIH	Member	1.	Scientist D, NIH (to be nominated by Director, NIH)	Chairman	2.	Scientist C NIH (to be nominated by Director, NIH)	Member	3.	Sr. Admn. Officer, NIH	Member	1.	Scientist D, NIH (to be nominated by Director, NIH)	Chairman	2.	Section Officer, MoWR, RD&GR	Member	3.	Sr. Admn. Officer, NIH	Member	Not Applicable
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(File No. 11/14/2017-E.II)



(S.K. KATARIA)

Under Secretary to Government of India

Tel.No. 23716928

RECRUITMENT RULES (2017) FOR THE POST OF LOWER DIVISION CLERK, NATIONAL INSTITUTE OF HYDROLOGY, ROORKEE

Name of Post	Number of post	Classification	Pay Level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruitment
1	2	3	4	5	6
Lower Division Clerk	07* (2017)	Group C, Non-Gazetted./ Ministerial	Level-2 of the Pay (Rs.19900-63200/-)	Non-Selection	Between 18 to 27 years of age. (Relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government) NOTE: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Laddakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshdweep).

*Subject to variation depending upon work load.



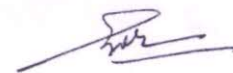
(S.K. KATARIA)

Under Secretary to Government of India

Tel.No. 23716928

Date: 27-09-2017

Educational and other qualifications required for direct recruitments	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation absorption and percentage of the vacancies to be filled by various methods.
7	8	9	10
<p>(i) 12th class pass or equivalent qualification from a recognized Board or University;</p> <p>(ii) Should have a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 words per minute and 30 words per minute correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).</p>	<p>Yes, to the extent indicated in Col.10</p>	<p>Two years</p>	<p>(i) 85% by direct recruitment;</p> <p>(ii) 10% of the vacancies shall be filled up from amongst Group "C" staff in the Level-1 of Pay Matrix Rs.18000/- in NIH who possess 12th class pass or equivalent qualifications and have rendered three years regular service in that level/grade, on the basis of a departmental qualifying examination. The maximum age limit for eligibility for the examination shall be forty five years and fifty years for SC/ST.</p> <p>Note: If more of such employees than the number of vacancies available under clause (ii) qualify at the said examination, such excess number of employees shall be considered for filling the vacancies in the subsequent years so the employees qualify in previous examination are considered before those who qualify at a later examination;</p> <p>(iii) 5% of vacancies shall be filled on seniority cum fitness basis from amongst Group 'C' staff who have 3 years regular service in posts with the level-1 of Pay Matrix Rs.18000/- in NIH.</p>



(S.K. KATARIA))

Under Secretary to Government of India

Tel.No. 23716928

In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	If a departmental Promotion committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment																											
11	12	13																											
As stated in Column 10.	<p>Selection Committee for Direct Recruitment consisting of :</p> <table border="1" data-bbox="689 386 1601 597"> <tr> <td>1.</td> <td>Scientist F, NIH (to be nominated by Director, NIH)</td> <td>Chairman</td> </tr> <tr> <td>2.</td> <td>An outside expert not below the rank of Under Secretary (to be nominated by Director, NIH)</td> <td>Member</td> </tr> <tr> <td>3.</td> <td>Senior Admn. Officer</td> <td>Member</td> </tr> </table> <p>Departmental Confirmation Committee consisting of:</p> <table border="1" data-bbox="689 667 1601 846"> <tr> <td>1.</td> <td>Scientist E, NIH (to be nominated by Director, NIH)</td> <td>Chairman</td> </tr> <tr> <td>2.</td> <td>Scientist C, NIH (to be nominated by Director, NIH)</td> <td>Member</td> </tr> <tr> <td>3.</td> <td>Senior Admn. Officer</td> <td>Member</td> </tr> </table> <p>Screening Committee for Direct Recruitment consisting of:</p> <table border="1" data-bbox="689 915 1601 1117"> <tr> <td>1.</td> <td>Scientist E, NIH (to be nominated by Director, NIH)</td> <td>Chairman</td> </tr> <tr> <td>2.</td> <td>Scientist D, NIH (to be nominated by Director, NIH)</td> <td>Member</td> </tr> <tr> <td>3.</td> <td>Senior Admn. Officer</td> <td>Member</td> </tr> </table>	1.	Scientist F, NIH (to be nominated by Director, NIH)	Chairman	2.	An outside expert not below the rank of Under Secretary (to be nominated by Director, NIH)	Member	3.	Senior Admn. Officer	Member	1.	Scientist E, NIH (to be nominated by Director, NIH)	Chairman	2.	Scientist C, NIH (to be nominated by Director, NIH)	Member	3.	Senior Admn. Officer	Member	1.	Scientist E, NIH (to be nominated by Director, NIH)	Chairman	2.	Scientist D, NIH (to be nominated by Director, NIH)	Member	3.	Senior Admn. Officer	Member	Not applicable
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(File No. 11/14/2017-E.II)



(S.K. KATARIA)

Under Secretary to Government of India

Tel.No. 23716928

RECRUITMENT RULES (2017) FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE), NATIONAL INSTITUTE OF HYDROLOGY, ROORKEE

Name of Post	Number of Post	Classification	Pay Level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitments	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation if any,
1	2	3	4	5	6	7	8	9
STAFF CAR DRIVER (ORDINARY GRADE)	02* (2017)	Group C, Non Gazetted, Non-Ministerial	Level-2 of the Pay Matrix (Rs. 19900-63200)	Not applicable	<p>Not exceeding 25 years (Relaxable for Government servants upto 40 years in accordance with the instructions or order issued by the Central Government.</p> <p>NOTE 1: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Laddakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshdweep)</p> <p>NOTE 2: In case of appointment to be made through the Employment Exchange, the crucial date shall be the last date upto which Employment Exchange is asked to submit the names</p>	<p>Essential:</p> <ol style="list-style-type: none"> 8th Class/Standard pass. Possession of a valid driving license for motor cars/heavy vehicles. Knowledge of motor mechanics. (The candidate should be able to remove minor-defects in vehicle.) Experience of driving a motor car for at least 3 years. Working knowledge of English or Hindi. <p>Desirable: 3 years' service as Home Guard/Civil Volunteers.</p> <p>Note: The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if at any stage of selection the competent authority is of the opinion that the sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>	Not applicable	Two years

Method of recruitment whether by direct recruitment or by promotion or by deputation, absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	If a departmental Promotion committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment									
10	11	12	13									
<p>Deputation/absorption failing which by direct recruitment.</p> <p>For Ex-servicemen</p> <p>Deputation/re-employment</p>	<p>Absorption From amongst the regular Group C employees holding post in the Level-1(Rs.18000-56900) in NIH who posses valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars, failing which from officials holding post in the Level-1(Rs.18000-56900) in other Ministries of the Central Government who fulfill the necessary qualifications as mentioned in column 8.</p> <p>For Ex-Servicemen</p> <p>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 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: (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 ordinarily not exceed three years.)</p>	<p><u>Selection Committee/Group 'C' Departmental Promotion Committee (For considering confirmation cases) consisting of:</u></p> <table border="1" data-bbox="1223 440 1854 646"> <tbody> <tr> <td data-bbox="1223 440 1272 509">1.</td> <td data-bbox="1272 440 1641 509">Sr. Admn. Officer, NIH, Roorkee</td> <td data-bbox="1641 440 1854 509">Chairman</td> </tr> <tr> <td data-bbox="1223 509 1272 574">2.</td> <td data-bbox="1272 509 1641 574">Admn. Officer, NIH, Roorkee</td> <td data-bbox="1641 509 1854 574">Member</td> </tr> <tr> <td data-bbox="1223 574 1272 646">3.</td> <td data-bbox="1272 574 1641 646">Section Officer, MoWR, RD&GR, New Delhi</td> <td data-bbox="1641 574 1854 646">Member</td> </tr> </tbody> </table>	1.	Sr. Admn. Officer, NIH, Roorkee	Chairman	2.	Admn. Officer, NIH, Roorkee	Member	3.	Section Officer, MoWR, RD&GR, New Delhi	Member	<p>Not Applicable</p>
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2.	Admn. Officer, NIH, Roorkee	Member										
3.	Section Officer, MoWR, RD&GR, New Delhi	Member										

(File No. 11/14/2017-E.II)

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Rixit
08/09/17

(R.N. DIXIT)

Under Secretary to Government of India

Tel.No. 23766944

Date: 08-09-2017