

F.No.4/09/2023-NCM&HKA  
Government of India  
Ministry of Textiles  
Office of the Development Commissioner for Handicrafts  
NATIONAL CRAFTS MUSEUM & HASTKALA ACADEMY  
(FORMERLY NATIONAL HANDICRAFTS & HANDLOOM MUSEUM)

.....  
Bharoin Marg, Pragati Maidan,  
New Delhi, dated the 2<sup>nd</sup> February 2024.

**Sub: Amendment of the existing Recruitment Rules in respect of the post of Administrative and Security Officer – a Group 'A' post in this office –reg.**

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The undersigned is directed to state that the existing Recruitment Rules for the post of 'Administrative and Security Officer' in this office proposed to be amended, have been duly approved by the Competent Authority.

2. As per the instructions contained in DoPT OM No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015, the proposed amendments/revision in the existing Rules to the post of 'Administrative and Security Officer' are being uploaded on the website of this office inviting comments, if any, from the stakeholders on these amendments which can be sent to this office through e-mail at [mailtonhnm@gmail.com](mailto:mailtonhnm@gmail.com) within 30 days of issue of this letter.

Encl: as above.



( Pramod Kumar )  
Administrative Officer/Head of Office

To  
All Stakeholders.

**Amendment in existing Recruitment Rules to the post of  
Administrative and Security Officer.**

Col	Classification	Provision in the existing Recruitment Rules	Revised provisions Proposed in existing RRs
1.	Name of the post.	Administrative and Security Officer.	Administrative Officer.
2.	Number of the post.	01 (2022)* *Subject to variation dependent on workload.	01 (2024) *Subject to variation dependent on workload.
3.	Classification.	General Central Service, Group 'B', Gazetted, Non-Ministerial.	General Central Service, Group 'B', Gazetted, Non-Ministerial.
4.	Level in the pay matrix.	Level 7, (Rs.44900 - 142400/-) in pay matrix.	Level-7 in the pay matrix (Rs.44900 – 142400).
5.	Whether selection post or non-selection post.	Not applicable.	Not applicable.
6.	Age limits for Direct Recruits.	Not applicable.	Not applicable.
7.	Educational and other qualifications required for direct recruits.	Not applicable.	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable.	Not applicable.
9.	Period of probation, if any.	Two years for Ex-Servicemen on re-employment.	Not applicable.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	Composite method (Deputation (including short-term contract) plus Promotion) For Ex-Servicemen: Deputation or re-employment.	By promotion failing which by deputation (including short-term contract).

*Pranod Kumar*



11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation to be made.	<p>Composite Method (Deputation (including short-term contract) plus Promotion) : Officers of the Central Government, State Government, Union Government Territories, autonomous or statutory organisation, public sector undertaking, University or recognized research Institution:-</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with five years service rendered after appointment to the post on a regular basis in the Level-6 in the Pay Matrix (Rs.35,400-<b>1,12,400</b>) or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualifications and experience :- (i) Bachelor Degree from a recognised University or Institute. (ii) two years experience in establishment or administration or security in a Government office or public sector undertaking or autonomous organisation or statutory organisation or university or recognized research Institution.</p> <p>Note 1. 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 or Department of the Central Government shall ordinarily not exceeding three years. The maximum age limit for deputation shall not be exceeding fifty-six years as on the closing date of the receipt of applications. Note 2. Departmental Junior Accounts Officer in the Level 6 in the Pay Matrix (Rs.35,400-</p>	<p>By promotion: Departmental Junior Accounts Officer, Maintenance Officer, Security Officer in Level- 6 in pay matrix (Rs.35400-<b>112400</b>) with five years' of regular service in the grade rendered after appointment.</p> <p>Note: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or 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 or eligibility service.</p> <p>By deputation (including short-term contract): Officers of the Central Government, State Government, Union Government Territories, autonomous or statutory organisation, public sector undertaking, University or recognized research Institution :-</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with five years service rendered after appointment to the post on a regular basis in the Level-6 in pay matrix (Rs.35400-<b>112400</b>) or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualifications and experience :- (i) Bachelors' Degree from a recognised University or institute. (ii) two years' experience in establishment or administration or security in a Government</p>
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*Pranod Kumar*

		<p><b>1,12,400)</b> with five years of regular service in the grade and having the educational qualifications and experience prescribed for considering appointment on deputation basis is considered along with outsiders. If the departmental candidate is selected for appointment to the post; it shall be treated as having been filled by promotion.</p> <p>Note 3. Deputation or 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 educational qualification prescribed for direct recruits 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 and thereafter they may be continued on re-employment.</p> <p>Note for re-employment of Armed Forces Personnel as per Department of Personnel &amp; Training guidelines.</p>	<p>office or public sector undertaking or autonomous organisation or statutory organisation or university or recognised research institution.</p> <p>Note 1: 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 or Department of the Central Government shall ordinarily not exceeding three years.</p> <p>Note 2: The maximum age limit for deputation shall not be exceeding fifty-six years as on the closing date of the receipt of applications.</p>
12.	If a Departmental Promotion Committee (DPC) exists, what is its composition	<p>Departmental Confirmation Committee consisting of:-</p> <ol style="list-style-type: none"> <li>1. Development Commissioner (Handcrafts) – Chairman;</li> <li>2. Additional Development Commissioner (Handcrafts) – Member;</li> <li>3. Senior Director (Museum) - Member.</li> </ol>	<p>Departmental Promotion Committee (for considering promotion) consisting of :-</p> <ol style="list-style-type: none"> <li>(i) Senior Director (Museum)- Chairman;</li> <li>(ii) Joint/ Additional Development Commissioner (Handcrafts) – Member;</li> <li>(iii) Director (Handcrafts) – Member.</li> </ol>
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Consultation with UPSC is not necessary.	Consultation with UPSC is not necessary.

*Pramod Kumar*  
02/02/2024  
( Pramad Kumar )

Administrative Officer/HoO