

No.AB-14017/ 27/2014-Estt.(RR)
Government of India
Ministry of Personnel P.G.& Pensions
Department of Personnel & Training

North Block, New Delhi

Dated: 20.1.2015

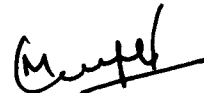
OFFICE MEMORANDUM

Subject: - Guidelines for Educational Qualifications and Experience for framing/amendment of Recruitment Rules.

Department of Personnel & Training vide O.M. No. AB.14017/48/2010-Estt (RR) dated 31st December, 2010 have issued Guidelines on framing/amendment/relaxation of Recruitment Rules and Service Rules.

2. Department of Personnel & Training now intends to issue Guidelines on prescribing Educational Qualifications and requisite experience in respect of various posts, Pay Band & Grade Pay/ Pay Scale for appointment by Direct Recruitment or deputation depending upon the nature of functions and duties. These Guidelines may be adopted by the Ministries/ Departments as guide while framing Recruitment Rules for various posts. A Draft OM to this effect is annexed herewith.

3. Ministries/Departments are, therefore, requested to offer their comments on the proposed O.M. positively by 20.2.2015.



(Mukta Goel)
Director (E-1)

To,

NIC, DoPT for uploading on Department's website.

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North Block, New Delhi
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Subject: - Guidelines for Educational Qualifications and Experience for framing/amendment of Recruitment Rules.

Department of Personnel & Training vide O.M. No. AB.14017/48/2010-Estt (RR) dated 31st December, 2010 have issued Guidelines on framing/amendment/relaxation of Recruitment Rules and Service Rules.

2. In continuation to the above, the following Guidelines on prescribing Educational Qualifications and requisite experience in respect of various posts, Pay Band & Grade Pay/ Pay Scale for appointment by Direct Recruitment or deputation depending upon the nature of functions and duties are being issued. These Guidelines may be adopted by the Ministries/ Departments as guide while framing Recruitment Rules for various posts.

Pay Band & Grade Pay/Pay Scale	Educational Qualifications	Period of Experience
Apex Scale HAG+	No specific qualifications or experience is required since these posts are the highest level posts and should be as per the nature of functions & duties of the post/ Services	
HAG	Doctorate or Masters Degree in Engineering/Technology /Medicine	18 years
GP Rs.10000	Master's Degree or Bachelor's Degree in Engineering/ Technology/ Medicine	15 years
GP Rs.8900	Master's Degree or Bachelor's Degree in Engineering/ Technology/ Medicine	12 years
GP Rs.8700	Master's Degree or Bachelor's Degree in Engineering/ Technology/ Medicine	10 years
GP Rs.7600	Master's Degree or Bachelor's Degree in Engineering/ Technology/ Medicine	10 years
GP Rs.6600	Master's Degree or Bachelor's Degree in Engineering/ Technology/ Medicine	7 years 5 years
GP Rs.5400	Master's Degree or Bachelor's Degree in Engineering/ Technology/ Medicine	3 years
GP Rs.4800	Master's Degree or Bachelor's Degree in Engineering/ Technology	2 years or NIL
GP Rs.4600	(a) Master's Degree equivalent to Engineering or Bachelor's Degree in Engineering/ Technology (b) Bachelors' Degree/Master's Degree	NIL 3 years /2 years
GP Rs.4200	(a) Bachelors' Degree/Diploma in professional area (b) Master's Degree or Diploma in Engineering	2 years NIL
Grade Pay Rs.2400 & 2800	Bachelors' Degree, OR 12 th Pass with Diploma in relevant field	Nil
Grade Pay Rs. 1900 & 2000	12 th Pass	Nil
Grade Pay Rs. 1800	Matriculation or ITI	Nil

Note : Desirable qualification and the field of experience may be kept as per the requirement of the post. Further, the experience in the relevant field from

Government/ State Government/other recognized Institutions may be kept as per the nature & duties of the post.

3. The above guidelines may not be applicable in cases where specific Educational Qualifications and experience has been prescribed by Department of Expenditure (e.g. while creating the post etc), orders/ instructions issued by this Department. (viz. Model RRs, FCS guidelines, Notification for Group 'C' posts & LDC, etc.) or by other Ministries/Departments (viz. AICTE/UGC norms under D/o Higher Education). Further, these educations qualifications are not exhaustive but illustrative.

4. All the Ministries/Departments are also advised that while revising/framing the Recruitment Rules, they may prescribe that possession of IT Skills would be a mandatory requirement at the entry level in respect of all the Direct Recruitment. The level of IT skill may be prescribed keeping in view the duties level and responsibilities attached to the post. For promotion, it may be stipulated that promotions would be made subject to employees successfully completing the prescribed training course. The courses in IT skills would need to be developed keeping in view the functions, responsibility and the level of the post to which the promotions is being made.

(Mukta Goel)
Director (E-1)

To

1. All the Ministries/Departments (As per standard list)
2. The President's Secretariat, New Delhi.
3. The Vice-President's Secretariat, New Delhi
4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi

Copy to:

1. The Rajya Sabha Secretariat, New Delhi.
2. The Lok Sabha Secretariat, New Delhi.
3. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
4. Establishment Officer and Secretary, ACC (10 copies).
5. All Officers and Sections in the Department of Personnel & Training.
6. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
7. All Staff Members of National Council (JCM)
8. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
9. Establishment (RR Division) (10 copies)
10. NIC, North Block for posting on the website.

(Mukta Goel)
Director (E-1)