

Annexure – III

1. a. Name of the Post:

b. Name of the Ministry/Dept.:

ADMINISTRATIVE-CUM-ACCOUNTS OFFICER
SEAMEN'S PROVIDENT FUND ORGANISATION

2. Reference No. in which RRs authentication Authority advice on recruitment rules was conveyed.

G.S.R.59

3. Date of notification of the original rules and subsequent amendments (copy of the Original rules & subsequent amendments should be enclosed, duly flagged and referenced)

Dated: 02nd April. 2007

Sr. No.	Details of Column	Recruitment Rules I) Date of notification of Original rules – 10 th October, 1972. II) 1 st Amendment – 25 th September, 2001. III) 2 nd Amendment – 2 nd April, 2007.	Revised Provision Proposed Rules, 2017	Reason for Revision Proposed
1	Name of Post	Administrative- cum-Accounts Officer	Administrative- cum-Accounts Officer.	No Change.
2	No. of Post	01 as on (2007).	1	No Change.
3	Classification	General Central Service Group 'A' Non-Gazetted,	General Central Service Group 'A' Non - Gazetted,	No Change.
4	Pay and Grade Pay/Pay Scale	Scale of Pay Rs. 8000-13500.(VI CPC) PB- 3- 15,600-39,100 (VII CPC) GP 5400.	Level –10 of Pay Matrix (Basic Pay Rs. 56,100 – 177500)	As per the 7 th pay commission recommendation.
5	Whether Selection Post or Non-Selection Post	Selection	Selection	No Change
6	Age Limit for Direct Recruits	Upto 35 years (Relaxable for government servants upto five years' in accordance with the instruments or order issued by the Central Government).	Upto 35 years (Relaxable for government servants upto five years' in accordance with the instruments or order issued by the Central Government).	No Change
7	Educational & other Qualification required for Direct Recruitment	Graduate with 10years experience in Government Administration/Accounts. Working knowledge of computer is essential.	Graduate with 10 years experience in Government Administration/Accounts. Working knowledge of computer is essential.	No Change
8	Whether Age & Educational Qualification prescribed for Direct	Age : No Educational Qualification : Yes	Age : No Educational Qualification : Yes	No Change

2/2/8

	Recruits will apply in the case of promotion			
9	Period of Probation, if any.	NIL	2 years for Direct recruitment.	As per norms.
10	Method of recruitment, whether by Direct Recruitment or by promotion or by Deputation / absorption and percentage of vacancies to be filled by various methods.	Promotion failing which by Direct Recruitment or by deputation.	Composite method (Promotion and Deputation) failing which by Direct recruitment.	As per DOPT Norms vide OM No. AB.14017/48/2010-Estt...(RR) Dt 31 st December, 2010.
11	In case of recruitment by promotion / deputation / absorption grades from which promotion/ deputation/absorption to be made	<p>Promotion:</p> <p><u>By promotion</u> : Administrative /Assistant Accounts Officer having Five year service in the Scale of Rs.6500-200-10500, (As per 5th CPC) PB-2-GP-4600 (VI CPC)</p> <p><u>By Deputation</u>: Officers from other Government department / autonomous bodies / organization holding analogous posts in the similar grade or with 5 years' experience in the next lower grade.</p> <p><u>By Direct Recruitment</u>: Graduate having ten years experience in Government Administration/ Accounts. Working knowledge of Computer is essential.</p>	<p><u>By Deputation</u>: Officers from other Government Department / Autonomous Bodies and Government undertaking / organization holding analogous posts in the similar grade or with 5 years experience in the next lower level.</p> <p>Note 1: The Departmental AAO in the Pay scale level 07 (Pay band Rs. 9300-34800+Rs. 4600) with 5 years regular service can also compete with the deputationists, In the event of his selection to the post, It shall be treated as "Promotion".</p> <p><u>By Direct Recruitment</u>: Graduate having ten years experience in Government Administration/ Accounts. Working knowledge of Computer is essential.</p>	<p>No Change</p> <p>As per DOPT Norms vide OM No. AB.14017/48/2010-Estt...(RR) Dt 31st December, 2010</p>
12	If a Departmental Promotion Committee exists what is its composition	<p>Group 'A' Departmental Promotion Committee(for Promotion) consisting of:</p> <p>The constitution of the DPC shall be as laid down by the appointing authority for the post</p>	<p>Group 'A' Departmental Promotion Committee(for Promotion) consisting of:</p> <p>The constitution of the</p>	No change

		from time to time.	DPC shall be as laid down by the appointing authority for the post from time to time.	
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitments.	NA	NA	NA

Annexure - III

1. a. Name of the Post:
b. Name of the Ministry/Dept.:

ADMINISTRATIVE/ASSISTANT ACCOUNTS OFFICER
SEAMEN'S PROVIDENT FUND ORGANISATION

2. Reference No. in which RRs authentication Authority advice on recruitment rules was conveyed. G.S.R.59

3. Date of notification of the original rules and subsequent amendments (copy of the Original rules & subsequent amendments should be enclosed, duly flagged and referenced)

Dated: 02nd April. 2007

Sr. No.	Details of Column	Recruitment Rules IV) Date of notification of Original rules – 10 th October, 1972. V) 1 st Amendment – 25 th September, 2001. VI) 2 nd Amendment – 2 nd April, 2007.	Revised Provision Proposed Rules, 2017	Reason for Revision Proposed
1	Name of Post	Administrative/ Assistant Accounts Officer.	Administrative/ Assistant Accounts Officer.	No Change.
2	No. of Post	01 As on (2007)	1	No Change.
3	Classification	General Central Service Group 'B'.	General Central Service Group 'B' Non-Gazetted,	No Change. As per norms the Gazette of India : Extra ordinary (Part –II-Sec. 3(ii) dated 09.11.2017, MOP
4	Pay and Grade Pay/Pay Scale	Scale of Pay Rs.6500-200-10500 (Level – 7) GP 4600.	Level – 7 of Pay Matrix. (Basic Pay Rs. 44900-142400) As per 6 th CPC Pay band (Rs 9,300-34,800+GP Rs. 4,600)	As per the implementation of 7 th pay commission recommended. .
5	Whether Selection Post or Non-Selection Post	Selection	Selection.	No Change.
6	Age Limit for Direct Recruits	Upto 35 years (Relaxable for government servants upto five years' in accordance with the instruments or order issued by the Central Government).	Upto 35 years (Relaxable for government servants upto five years' in accordance with the instruments or order issued by the Central Government).	No Change

7	Educational & other Qualification required for Direct Recruitment	Graduate having eight years experience in Government administration/Accounts. Working knowledge of computer is essential.	Graduate having eight years experience in Government administration/Accounts. Working knowledge of computer is essential.	No Change
8	Whether Age & Educational Qualification prescribed for Direct Recruits will apply in the case of promotion	Age : No Educational Qualification : Yes	Age : No Educational Qualification : Yes	No Change
9	Period of Probation, if any.	Two Year For Direct Recruits	Two Year For Direct Recruits	No Change
10	Method of recruitment, whether by Direct Recruitment or by promotion or by Deputation / absorption and percentage of vacancies to be filled by various methods.	Promotion.	Composite method (Promotion and Deputation) failing which by Direct recruitment.	As per DOPT Norms vide OM No. AB.14017/48/2010-Estt...(RR) Dt 31 st December, 2010
11	In case of recruitment by promotion / deputation / absorption grades from which promotion/ deputation/absorption to be made	<p><u>Promotion:</u> <u>By promotion:</u> Office Superintendent having Three year's regular services in the scale of pay Rs 5500-175-8000.</p> <p><u>By Deputation:</u> Officers from other Government Department or Autonomous Bodies / organization holding analogous posts in the similar grade with 5 years' experience in the next lower grade.</p> <p><u>By Direct Recruitment:</u> Graduate having 8 years experience in Government Administration/Accounts. Working knowledge of Computer is essential.</p>	<p><u>By Deputation:</u> Officer from other Government Department / Autonomous Bodies and Government undertaking / organization holding analogous post in the similar grade or with 3 years' experience in the next lower grade i.e. in the pay of matrix level - 6 of Rs. 35400-112400.</p> <p>Note 1: The Departmental Office Superintendent in the Pay scale level 06 (Pay band Rs.9300-34800+Rs.4600) with 3 years regular service can also compete with the deputations, In the event of his selection to the</p>	As per DOPT Norms vide OM No. AB.14017/48/2010-Estt...(RR) Dt 31 st December, 2010

			post, It shall be treated as "Promotion". <u>By Direct Recruitment:</u> Graduate having 8 years experience in Government Administration/ Accounts. Working knowledge of Computer is essential.	
12	If a Departmental Promotion Committee exists what is its composition	The constitution of the DPC shall be as laid down by the appointing authority for the post from time to time.	The constitution of the DPC shall be as laid down by the appointing authority for the post from time to time.	No Change.
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitments.	NA	NA	No Change

Annexure - III

1. a. Name of the Post:
b. Name of the Ministry/Dept.:

OFFICE SUPERINTENDENT
SEAMEN'S PROVIDENT FUND ORGANISATION

2. Reference No. in which RRs authentication Authority advice on recruitment rules was conveyed. G.S.R.59

3. Date of notification of the original rules and subsequent amendments (copy of the
Original rules & subsequent amendments should be enclosed, duly flagged and referenced) Dated: 02nd April. 2007

Sr. No.	Details of Column	Recruitment Rules VII) Date of notification of Original rules – 10 th October, 1972. VIII) 1 st Amendment – 25 th September, 2001. IX) 2 nd Amendment – 2 nd April, 2007.	Revised Provision Proposed Rules, 2017	Reason for Revision Proposed
1	Name of Post	Office Superintendent	Office Superintendent	No Change
2	No. of Post	01(2007)	1	No Change
3	Classification	General Central Service Group 'B'	General Central Service Group 'B' Non- Gazetted.	As per Norms. the Gazette of india : Extra ordinary (Part –II-Sec. 3(ii) dated 09.11.2017, MOP. (A Central Civil post carrying the pay in the pay matrix at the level from 6 to 9).
4	Pay and Grade Pay/Pay Scale	Scale of Pay 5500-175-9000 GP 4200	Level – 06 of Pay Matrix (Basic pay Rs.35400-112400) As per 6 th CPC Pay band (Rs 9,300-34,800+GP Rs. 4,200)	As per the 7 th Pay Commission recommendation
5	Whether Selection Post or Non-Selection Post	Selection.	Selection.	No Change
6	Age Limit for Direct Recruits	upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes and other	upto 25 years (Provided that the maximum age limit in the case of candidates	No Change.

		<p>special categories may be relaxed accordance with the order issued by the Central Government from time to time.</p> <p>Provided further that there shall be no maximum age limit for the employees of the Board on the date of issue of this notification for further promotion and also for appointment by deputation of employees of Government and statutory Organisation that the qualification prescribed shall not apply to such employees of the Board;</p> <p>Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.</p>	<p>belonging to the schedule caste, the schedule tribes, other backward classes and other special categories may be relaxed accordance with the order issued by the Central Government from time to time.</p> <p>Provided further that there shall be no maximum age limit for the employees of the Board on the date of issue of this notification for further promotion and also for appointment by deputation of employees of Government and statutory Organisation that the qualification prescribed shall not apply to such employees of the Board;</p> <p>Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority</p>	
7	Educational & other Qualification required for Direct Recruitment	Graduate having Seven years' experience of office work involving Accounts.	. Graduate having Seven years' experience of office work involving Accounts	No Change
8	Whether Age & Educational Qualification prescribed for Direct Recruits will apply in the case of promotion	Age : No Educational Qualification : Yes	Age : No Educational Qualification : Yes	No Change
9	Period of Probation, if any.	Two Year For Direct Recruits	Two Years for Direct Recruits	No Change

10	Method of recruitment, whether by Direct Recruitment or by promotion or by Deputation / absorption and percentage of vacancies to be filled by various methods.	Promotion failing which Direct Recruitment or by Deputation.	Promotion failing which Direct Recruitment or by Deputation.	No Change.
11	In case of recruitment by promotion / deputation / absorption grades from which promotion/ deputation/absorption to be made	<p>Promotion: <u>By promotion:</u> Deputy Superintendent with Three year regular service in the scale of Pay Rs. 5500-175-8000.</p> <p><u>By Deputation:</u> Officers from other organization holding analogous posts in the similar grade with 3 years' experience in the next lower grade.</p> <p><u>By Direct Recruitment:</u> Graduate having 7 years experience in Government Administration/ Accounts. Working knowledge of Computer is essential.</p>	<p>Promotion: <u>By Promotion:</u> Deputy Superintendent with three years regular service in the pay matrix level 6 of Rs. 35,400- 1,12,400</p> <p><u>By Deputation:</u> Officers from other Government Departments / Autonomous Bodies and Government undertaking/ Organization holding analogous posts in the similar grade or with Five years experience in the next lower grade i.e. in the Pay of matrix level -5 , Rs.29,200 – 92,300/-</p> <p><u>By Direct Recruitment:</u> Graduate having 7 years experience in Government Administration/ Accounts. Working knowledge of Computer is essential.</p>	As per 7 th Pay Commission Recommendation.
12	If a Departmental Promotion Committee exists what is its composition	The constitution of the DPC shall be as led down by the appointing authority for the post from time to time.	The constitution of the DPC shall be as led down by the appointing authority for the post from time to time.	No Change.
13	Circumstances in which Union Public Service Commission is to be consulted in	NA	NA	No Change.

making recruitments.

Annexure - III

1. a. Name of the Post:
b. Name of the Ministry/Dept.:

DEPUTY SUPERINTENDENT
SEAMEN'S PROVIDENT FUND ORGANISATION

2. Reference No. in which RRs authentication Authority advice on recruitment rules was conveyed. G.S.R.59

3. Date of notification of the original rules and subsequent amendments (copy of the Original rules & subsequent amendments should be enclosed, duly flagged and referenced)

Dated: 02nd April. 2007

Sr. No.	Details of Column	Recruitment Rules	Revised Provision Proposed Rules, 2017	Reason for Revision Proposed
		<p>X) Date of notification of Original rules – 10th October, 1972.</p> <p>XI) 1st Amendment – 25th September, 2001.</p> <p>XII) 2nd Amendment – 2nd April, 2007.</p>		
1	Name of Post	Deputy Superintendent	Deputy Superintendent	No Change
2	No. of Post	01(2007)	1	No Change.
3	Classification	General Central Service Group 'B'	General Central Service Group 'B' Non- Gazetted.	As per DoPT order dated 9 th November, 2017. (A Central Civil post carrying the pay in the pay matrix at the level from 6 to 9).
4	Pay and Grade Pay/Pay Scale	Pay scale Rs. 5000-150-8000. GP 4200.	Level – 06 of Pay Matrix Rs 35400-112400	As implementation of 7 th pay commission recommendation.
5	Whether Selection Post or Non-Selection Post	Selection	Selection.	No Change
6	Age Limit for Direct Recruits	upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes and other special categories may be relaxed accordance with the order issued by the Central Government from time to time. Provided further that there shall be no maximum	upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes and other special categories may be	No Change.

		<p>age limit for the employees of the Board on the date of issue of this notification for further promotion and also for appointment by deputation of employees of Government and statutory Organisation that the qualification prescribed shall not apply to such employees of the Board;</p> <p>Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.</p>	<p>relaxed accordance with the order issued by the Central Government from time to time.</p> <p>Provided further that there shall be no maximum age limit for the employees of the Board on the date of issue of this notification for further promotion and also for appointment by deputation of employees of Government and statutory Organisation that the qualification prescribed shall not apply to such employees of the Board;</p> <p>Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.</p>	
7	Educational & other Qualification required for Direct Recruitment	Graduate having Five years' experience in of office work involving Accounts.	Graduate having Five years' experience in of office work involving Accounts.	No Change
8	Whether Age & Educational Qualification prescribed for Direct Recruits will apply in the case of promotion	Age : No Educational Qualification : Yes	Age : No Educational Qualification : Yes	No Change
9	Period of Probation, if, any.	One Year For Direct Recruits	One Year For Direct Recruits	No Change
10	Method of recruitment, whether by Direct Recruitment or by promotion or by	Promotion failing which by Direct Recruitment	Promotion failing which by Direct Recruitment	No Change.

	Deputation / absorption and percentage of vacancies to be filled by various methods.			
11	In case of recruitment by promotion / deputation / absorption grades from which promotion/ deputation/absorption to be made	<p>Promotion: <u>By Promotion</u> : Senior Assistant having Three year service in the pay scale of Rs. 4500-125-7000 (as per 5th CPC)</p> <p><u>Deputation</u>: Officers from other organization holding analogy parts in the similar grade with 5 years' experience in the next lower grade.</p> <p><u>By Direct Recruitment</u>: Graduate having 5 years experience in Government Administration/ Accounts. Working knowledge of Computer is essential.</p>	<p>Promotion : <u>By promotion</u>: Senior Assistant having three years' experience in the pay matrix levels five of Rs. 29200-92300.</p> <p><u>Deputation</u>: Officers from other organization holding analogy parts in the similar grade with 5 years' experience in the next lower grade.</p> <p><u>By Direct Recruitment</u>: Graduate having 5 years experience in Government Administration/ Accounts. Working knowledge of Computer is essential.</p>	No Change
12	If a Departmental Promotion Committee exists what is its composition	The constitution of the DPC shall be as led down by the appointing authority for the post from time to time.	The constitution of the DPC shall be as led down by the appointing authority for the post from time to time.	No Change.
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitments.	NA	NA	No change.

Annexure - III

1. a. Name of the Post:
b. Name of the Ministry/Dept.: SENIOR ASSISTANT
SEAMEN'S PROVIDENT FUND ORGANISATION
2. Reference No. in which RRs authentication Authority advice on recruitment rules was conveyed. G.S.R.59
3. Date of notification of the original rules and subsequent amendments (copy of the Original rules & subsequent amendments should be enclosed, duly flagged and referenced) Dated: 02nd April. 2007

Sr. No.	Details of Column	Recruitment Rules	Revised Provision Proposed Rules, 2017	Reason for Revision Proposed
		<p>XIII) Date of notification of Original rules – 10th October, 1972.</p> <p>XIV) 1st Amendment – 25th September, 2001.</p> <p>XV) 2nd Amendment – 2nd April, 2007.</p>		
1	Name of Post	Senior Assistant	Senior Assistant	No Change
2	No. of Post	01(2007)	1(2017)	No Change
3	Classification	General Central Service Group 'C'	General Central Service Group 'C'	No Change
4	Pay and Grade Pay/Pay Scale	Pay Scale Rs. 4500-125-7000	Level – 05 of Pay Matrix of Rs. 29200-92300.	As per 7 th pay commission recommendation.
5	Whether Selection Post or Non-Selection Post	Selection	Selection.	No Change
6	Age Limit for Direct Recruits	<p>upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes and other special categories may be relaxed accordance with the order issued by the Central Government from time to time.</p> <p>Provided further that there shall be no maximum age limit for the employees of the Board on the date of issue of this notification for further promotion and also for appointment by deputation of employees of Government and statutory Organisation that the qualification prescribed shall not apply to such employees of the Board;</p>	<p>upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes and other special categories may be relaxed accordance with the order issued by the Central Government from time to time.</p> <p>Provided further that there shall be no maximum age</p>	No Change.

		<p>Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.</p>	<p>limit for the employees of the Board on the date of issue of this notification for further promotion and also for appointment by deputation of employees of Government and statutory Organization that the qualification prescribed shall not apply to such employees of the Board;</p> <p>Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.</p>	
7	Educational & other Qualification required for Direct Recruitment	Graduate having three years experience in Government offices or private firm with some knowledge and experience of Accounts.	Graduate having three years experience in Government offices or private firm with some knowledge and experience of Accounts.	No Change
8	Whether Age & Educational Qualification prescribed for Direct Recruits will apply in the case of promotion	Age : No Educational Qualification : Yes	Age : No Educational Qualification : Yes	No Change
9	Period of Probation, if, any.	Two Year For Direct Recruits.	Two Year For Direct Recruits.	No Change
10	Method of recruitment, whether by Direct Recruitment or by promotion or by Deputation / absorption and percentage of vacancies to be filled by various methods.	Promotion failing which by Deputation failing which by Direct Recruitment	Promotion failing which by Deputation failing which by Direct Recruitment	No Change.

11	In case of recruitment by promotion / deputation / absorption grades from which promotion/ deputation/absorption to be made	<p>Promotion:</p> <p><u>By promotion</u> : Junior Assistant and cashier having Five year regular service in the scale of pay Rs. 4000-100-6000.</p> <p><u>By Deputation</u>: Officers from other organization holding analogous posts in the similar grade with 5 years' experience in the next lower grade.</p> <p><u>By Direct Recruitment</u>: Graduate having 3 years experience in Government Administration/ Accounts. Working knowledge of Computer is essential.</p>	<p>Promotion:</p> <p><u>By promotion</u> : Junior Assistant and cashier having Five year regular service in the pay matrix level 4 of Rs 25500-81,100</p> <p><u>By Deputation</u>: Officers from other organization holding analogous posts in the similar grade with 5 years' experience in the next lower grade.</p> <p><u>By Direct Recruitment</u>: Graduate having 3 years experience in Government Administration/ Accounts. Working knowledge of Computer is essential.</p>	No Change.
12	If a Departmental Promotion Committee exists what is its composition	The constitution of the DPC shall be as led down by the appointing authority for the post from time to time.	The constitution of the DPC shall be as led down by the appointing authority for the post from time to time.	No Change.
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitments.	NA	NA	No change.

Annexure - III

1. a. Name of the Post:

b. Name of the Ministry/Dept.:

STENOGRAPHER
MINISTRY OF SHIPPING

2. Reference No. in which RRs authentication Authority advice on recruitment rules was conveyed.

G.S.R.59

3. Date of notification of the original rules and subsequent amendments (copy of the Original rules & subsequent amendments should be enclosed, duly flagged and referenced)

Dated: 02nd April. 2007

Sr. No.	Details of Column	Recruitment Rules XXV) Date of notification of Original rules – 10 th October, 1972. XXVI) 1 st Amendment – 25 th September, 2001. XXVII) 2 nd Amendment – 2 nd April, 2007.	Revised Provision Proposed Rules, 2017	Reason for Revision Proposed
1	Name of Post	Stenographer	Stenographer	No Change
2	No. of Post	01(2007)	1	No Change
3	Classification	General Central Service Group 'C'	General Central Service Group 'C'	No Change
4	Pay and Grade Pay/PayScale	Pay band -1 Rs.5200 – 20200 + 2800	Level – 05 of Pay Matrix Basic Pay Rs.29200-92300	As per the implementation of 7 th pay commission recommendation.
5	Whether Selection Post or Non-Selection Post	Direct Recruitment.	Direct Recruitment	No Change.
6	Age Limit for Direct Recruits	upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes and other special categories may be relaxed accordance with the order issued by the Central Government from time to time. Provided further that there shall be no maximum age limit for the employees of the Board on the date of issue of this notification for further promotion and also for appointment by deputation of employees of Government and statutory Organisation that the qualification prescribed shall not apply to such employees of the Board;	upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes and other special categories may be relaxed accordance with the order issued by the Central Government from time to time. Provided further that there	No Change.

		<p>Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.</p>	<p>shall be no maximum age limit for the employees of the Board on the date of issue of this notification for further promotion and also for appointment by deputation of employees of Government and statutory Organisation that the qualification prescribed shall not apply to such employees of the Board;</p> <p>Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.</p>	
7	Educational & other Qualification required for Direct Recruitment	Graduate and should possess speed of 100 words per minutes in short hand and 40 words per minutes speed in typewriting.	Graduate and should possess speed of 100 words per minutes in short hand and 40 words per minutes speed in typewriting and knowledge of computer.	No Change
8	Whether Age & Educational Qualification prescribed for Direct Recruits will apply in the case of promotion	Age : No Educational Qualification : Yes	Age : No Educational Qualification : Yes	No Change
9	Period of Probation, if, any.	Two Year For Direct Recruits	Provision period Two Years for Direct Recruits	No Change
10	Method of recruitment, whether by Direct Recruitment or by promotion or by Deputation / absorption and percentage of vacancies to be filled	Direct Recruitment.	Direct Recruitment	No Change

	by various methods.			
11	In case of recruitment by promotion / deputation / absorption grades from which promotion/ deputation/absorption to be made	Direct recruitment	Direct Recruitment	No Change
12	If a Departmental Promotion Committee exists what is its composition	The constitution of the DPC shall be as laid down by the appointing authority for the post from time to time	The constitution of the DPC shall be as laid down by the appointing authority for the post from time to time	No Change.
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitments.	NA	NA	No Change.

Annexure - I''

1. a. Name of the Post:
- b. Name of the Ministry/Dept.:

HINDI TRANSLATOR
MINISTRY OF SHIPPING

2. Reference No. in which RRs authentication Authority advice on recruitment rules was conveyed. G.S.R.59
3. Date of notification of the original rules and subsequent amendments (copy of the Original rules & subsequent amendments should be enclosed, duly flagged and referenced) Dated: 02nd April. 2007

Sr. No.	Details of Column	Recruitment Rules XXII) Date of notification of Original rules – 10 th October, 1972. XXIII) 1 st Amendment – 25 th September, 2001. XXIV) 2 nd Amendment – 2 nd April, 2007.	Revised Provision Proposed Rules, 2017	Reason for Revision Proposed
1	Name of Post	Hindi Translator	Hindi Translator	No Change
2	No. of Post	01(2007)	1(2017)	No Change
3	Classification	General Central Service Group 'C'	General Central Service Group 'C'	No Change
4	Pay and Grade Pay/PayScale	Pay band -1 Rs.5200 – 20200 + 2800	Level – 05 of Pay Matrix Basic Pay Rs.29200-92300.	As per the implementation of 7 th pay commission recommendation.
5	Whether Selection Post or Non-Selection Post	Selection	Selection	No Change.
6	Age Limit for Direct Recruits	upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes and other special categories may be relaxed accordance with the order issued by the Central Government from time to time. Provided further that there shall be no maximum age limit for the employees of the Board on the date of issue of this notification for further promotion and also for appointment by deputation of employees of Government and statutory Organisation that the qualification prescribed shall not apply to such employees of the Board;	upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes and other special categories may be relaxed accordance with the order issued by the Central Government from time to time. Provided further that there	No Change.

		<p>Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.</p>	<p>shall be no maximum age limit for the employees of the Board on the date of issue of this notification for further promotion and also for appointment by deputation of employees of Government and statutory Organisation that the qualification prescribed shall not apply to such employees of the Board;</p> <p>Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.</p>	
7	Educational & other Qualification required for Direct Recruitment	Graduate having Hindi as major subject and three years experience in government offices or private firm with some knowledge and experience of Accounts.	Graduate having Hindi as major subject and three years experience in government offices or private firm with some knowledge of Accounts and computer.	No Change
8	Whether Age & Educational Qualification prescribed for Direct Recruits will apply in the case of promotion	Age : No Educational Qualification : Yes	Age : No Educational Qualification : Yes	No Change
9	Period of Probation, if, any.	Two Year For Direct Recruits	Provision period Two Years for Direct Recruits	No Change
10	Method of recruitment, whether by Direct Recruitment or by promotion or by Deputation / absorption and percentage of	Direct Recruitment.	Direct recruitment / Deputation.	It is observed that sufficient candidates eligible for the post are not available in open market with experience in Rajbhasha translation work. Hence, an

	vacancies to be filled by various methods.			alternative method of recruitment by deputation is also provided.
11	In case of recruitment by promotion / deputation / absorption grades from which promotion/ deputation/absorption to be made	Direct Recruitment.	Direct recruitment / <u>By Deputation</u> : Officer from other organization holding analogous post in the similar pay with three year experience in the next lower grade i.e the pay matrix level -4 of Rs. 25,500-69,100 or level -3 with five year experience in the grade pay that is in the pay matrix level-3 , 21,700-63,200.	As per DOPT Norms vide OM NO. AB.14017/48/2010-Estt..(RR) Dt 31 st December, 2010.
12	If a Departmental Promotion Committee exists what is its composition	The constitution of the DPC shall be as laid down by the appointing authority for the post from time to time	The constitution of the DPC shall be as laid down by the appointing authority for the post from time to time	No Change.
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitments.	NA	NA	NA

Annexure – III

1. a. Name of the Post:
b. Name of the Ministry/Dept.: JUNIOR ASSISTANT / CASHIER
SEAMEN'S PROVIDENT FUND ORGANISATION
2. Reference No. in which RRs authentication Authority advice on recruitment rules was conveyed. G.S.R.59
3. Date of notification of the original rules and subsequent amendments (copy of the Original rules & subsequent amendments should be enclosed, duly flagged and referenced) Dated: 02nd April. 2007

Sr. No.	Details of Column	Recruitment Rules	Revised Provision Proposed Rules, 2017	Reason for Revision Proposed
		<p>XVI) Date of notification of Original rules – 10th October, 1972.</p> <p>XVII) 1st Amendment – 25th September, 2001.</p> <p>XVIII) 2nd Amendment – 2nd April, 2007.</p>		
1	Name of Post	Junior Assistant/ Cashier	Junior Assistant/ Cashier	No Change
2	No. of Post	13(2007)	13(2007)	No Change
3	Classification	General Central Service Group 'C'	General Central Service Group 'C'	No Change
4	Pay and Grade Pay/Pay Scale	Pay Scale Rs. 4000-100-6000.	Level – 04 of Pay MatrixRs. 25500-81100.	As per 7 th pay commission recommendation.
5	Whether Selection Post or Non-Selection Post	Selection	Selection.	No Change
6	Age Limit for Direct Recruits	<p>upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes and other special categories may be relaxed accordance with the order issued by the Central Government from time to time.</p> <p>Provided further that there shall be no maximum age limit for the employees of the Board on the date of issue of this notification for further promotion and also for appointment by deputation of employees of Government and statutory Organisation that the qualification prescribed shall not apply to such employees of the Board;</p>	<p>upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes and other special categories may be relaxed accordance with the order issued by the Central Government from time to time.</p> <p>Provided further that there shall be no maximum age</p>	No Change.

		<p>Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.</p>	<p>limit for the employees of the Board on the date of issue of this notification for further promotion and also for appointment by deputation of employees of Government and statutory Organization that the qualification prescribed shall not apply to such employees of the Board;</p> <p>Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.</p>	
7	Educational & other Qualification required for Direct Recruitment	Graduate having two years' experience in government offices or private firm with some knowledge and experience of Accounts	Graduate having two years' experience in government offices or private firm with some knowledge and experience of Accounts	No Change
8	Whether Age & Educational Qualification prescribed for Direct Recruits will apply in the case of promotion	Age : No Educational Qualification : Yes	Age : No Educational Qualification : Yes	No Change
9	Period of Probation, if, any.	Two Year For Direct Recruits	Two Year For Direct Recruits	No Change
10	Method of recruitment, whether by Direct Recruitment or by promotion or by Deputation / absorption and percentage of vacancies to be filled by various methods.	<u>By Promotion:</u> 50% By promotion. 50% By Direct Recruitment	<u>BY Promotion:</u> 50% By promotion. 50% By Direct Recruitment .	No Change.

		<u>By Direct Recruitment:</u> Graduate having at least two years experience in government office or private firms with some knowledge and experience of Accounts.	<u>By Direct Recruitment:</u> Graduate having at least two years experience in government office or private firms with some knowledge and experience of Accounts.	
11	In case of recruitment by promotion / deputation / absorption grades from which promotion/ deputation/absorption to be made	<u>Promotion:</u> i) For 50% percent of the vacancies Group 'D' employees with the required minimum educational qualification for direct recruits (subject to relaxation by Commissioner in deserving cases) and with eight year's regular service in the grade. Knowledge of account and typing are essential. Knowledge of account and typing are essential. If no suitable person is available then the post shall be treated as unreserved.	<u>Promotion:</u> i) For 50% percent of the vacancies Group 'D' employees with the required minimum educational qualification for direct recruits (subject to relaxation by Commissioner in deserving cases) and with eight year's regular service in the grade. Knowledge of account and typing are essential. Knowledge of account and typing are essential. If no suitable person is available then the post shall be treated as unreserved.	No Change.
12	If a Departmental Promotion Committee exists what is its composition	The constitution of the DPC shall be as led down by the appointing authority for the post from time to time.	The constitution of the DPC shall be as led down by the appointing authority for the post from time to time.	No Change.
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitments.	NA	NA	No change.

Annexure - III

1. a. Name of the Post: HINDI TYPIST
 b. Name of the Ministry/Dept.: SEAMEN'S PROVIDENT FUND ORGANISATION
2. Reference No. in which RRs authentication Authority advice on recruitment rules was conveyed. G.S.R.59
3. Date of notification of the original rules and subsequent amendments (copy of the Original rules & subsequent amendments should be enclosed, duly flagged and referenced) Dated: 02nd April. 2007

Sr. No.	Details of Column	Recruitment Rules XXVIII) Date of notification of Original rules – 10 th October, 1972. XXIX) 1 st Amendment – 25 th September, 2001. XXX) 2 nd Amendment – 2 nd April, 2007.	Revised Provision Proposed Rules, 2017	Reason for Revision Proposed
1	Name of Post	Hindi Typist	Hindi Typist	No Change
2	No. of Post	01(2007)	1	No Change
3	Classification	General Central Service Group 'C'	General Central Service Group 'C'	No Change
4	Pay and Grade Pay/Pay Scale	Pay Scale Rs. 4000-100-6000.	Level – 04 of Pay Matrix Rs. 25500-81100.	As per 7 th pay commission recommendation.
5	Whether Selection Post or Non-Selection Post	Selection	Selection.	No Change
6	Age Limit for Direct Recruits	upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes and other special categories may be relaxed accordance with the order issued by the Central Government from time to time. Provided further that there shall be no maximum age limit for the employees of the Board on the date of issue of this notification for further promotion and also for appointment by deputation of employees of Government and statutory Organisation that the qualification prescribed shall not apply to such employees of the Board;	upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes and other special categories may be relaxed accordance with the order issued by the Central Government from time to time. Provided further that there shall be no maximum age	No Change.

		Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.	limit for the employees of the Board on the date of issue of this notification for further promotion and also for appointment by deputation of employees of Government and statutory Organisation that the qualification prescribed shall not apply to such employees of the Board; Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.	
7	Educational & other Qualification required for Direct Recruitment	Graduate and should possess speed of 40 words per minute in Hindi typing involving Accounts	Graduate and should possess speed of 40 words per minute in Hindi typing involving Accounts	No Change
8	Whether Age & Educational Qualification prescribed for Direct Recruits will apply in the case of promotion	Age : No Educational Qualification : Yes	Age : No Educational Qualification : Yes	No Change
9	Period of Probation, if any.	Two Year For Direct Recruits.	Two Year For Direct Recruits	No Change
10	Method of recruitment, whether by Direct Recruitment or by promotion or by Deputation / absorption and percentage of vacancies to be filled by various methods.	Direct recruitment	Direct Recruitment	No Change.
11	In case of recruitment by promotion / deputation / absorption	Direct Recruitment.	Direct Recruitment.	No Change.

	grades from which promotion/ deputation/absorption to be made			
12	If a Departmental Promotion Committee exists what is its composition	The constitution of the DPC shall be as led down by the appointing authority for the post from time to time.	The constitution of the DPC shall be as led down by the appointing authority for the post from time to time.	No Change.
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitments.	NA	NA	No change.

Annexure - III

1. a. Name of the Post:
b. Name of the Ministry/Dept.:

MULTI TASKING STAFF (PEON)
SEAMEN'S PROVIDENT FUND ORGANISATION

2. Reference No. in which RRs authentication Authority advice on recruitment rules was conveyed. G.S.R.59

3. Date of notification of the original rules and subsequent amendments (copy of the Original rules & subsequent amendments should be enclosed, duly flagged and referenced) Dated: 02nd April. 2007

Sr. No.	Details of Column	Recruitment Rules	Revised Provision Proposed Rules, 2017	Reason for Revision Proposed
		XIX) Date of notification of Original rules – 10 th October, 1972. XX) 1 st Amendment – 25 th September, 2001. XXI) 2 nd Amendment – 2 nd April, 2007.		
1	Name of Post	Daftary - 01 Peon - 03 Cleaner - 01	Multi Tasking Staff Group 'C'	As per OM No.AB-14017/39/2013-Estt.(RR) (3102233) dt. 23.12.2013, it has been decided that the merger & re-designation of erstwhile Gr. D Staff as MTS w.e.f. 29.08.2008
2	No. of Post	05	05	No Change
3	Classification	General Central Service Group 'D'	General Central Service Group 'MTS'	As per OM No.AB-14017/39/2013-Estt (RR) (3102233) dt. 23.12.2013
4	Pay and Grade Pay/PayScale	<u>Daftary:</u> Scale of pay Rs.2610-60-3150-65-3540 GP Rs.1400. <u>Peon:</u> 2550-55-2660-60-3200 GP Rs. 1300. <u>Cleaner:</u> 2550-55-2660-60-3200 GP Rs. 1300.	Level – 01 of Pay Matrix (Basic pay Rs. 18,000-56,900).	As per the implementation of 7 th pay commission recommendation.
5	Whether Selection Post or Non-Selection Post	The post shall be filled by direct recruitment	The post shall be filled by direct recruitment.	No Change
6	Age Limit for Direct Recruits	upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes and other special categories may be relaxed accordance with the order issued by the Central Government from time to time.	upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes	

		<p>Provided further that there shall be no maximum age limit for the employees of the Board on the date of issue of this notification for further promotion and also for appointment by deputation of employees of Government and statutory Organisation that the qualification prescribed shall not apply to such employees of the Board;</p> <p>Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.</p>	<p>and other special categories may be relaxed accordance with the order issued by the Central Government from time to time.</p> <p>Provided further that there shall be no maximum age limit for the employees of the Board on the date of issue of this notification for further promotion and also for appointment by deputation of employees of Government and statutory Organisation that the qualification prescribed shall not apply to such employees of the Board;</p> <p>Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.</p>	
7	Educational & other Qualification required for Direct Recruitment	Middle School Standard	Matriculation or equivalent pass from a recognized board	As per OM No.AB-14017/39/2013-Estt (RR) (3102233) dt. 23.12.2013
8	Whether Age & Educational Qualification prescribed for Direct Recruits will apply in the case of promotion	Direct Recruitment.	Direct Recruitment.	No Change
9	Period of Probation, if any.	Two Year For Direct Recruits	Provision period Two Years for Direct Recruits	No Change
10	Method of recruitment, whether by Direct	By Direct Recruitment.	By Direct Recruitment	No Change

	Recruitment or by promotion or by Deputation / absorption and percentage of vacancies to be filled by various methods.			
11	In case of recruitment by promotion / deputation / absorption grades from which promotion/ deputation/absorption to be made	By Direct Recruitment.	By Direct Recruitment	No Change
12	If a Departmental Promotion Committee exists what is its composition	The constitution of the DPC shall be as led down by the appointing authority for the post from time to time.	The constitution of the DPC shall be as led down by the appointing authority for the post from time to time.	No Change
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitments.	NA	NA	NA