



## **SCHEDULE**

| Name of post | Number of post   | Classification  | Level in the pay matrix                         | Whether selection post or non- selection post | Age limit for Direct Recruits  |
|--------------|--|---|---|---|--|
| (1)          | (2)  | (3)   | (4)   | (5)   | (6)  |
| Draftsman    | 13* (2017)<br>(Subject to variation dependent on workload) | General Central Service, Group "C", Non Gazetted /Non-Ministerial | Level – 4 in the Pay matrix (Rs. 25,500-81,100) | Not Applicable                                | Between 18 and 25 (Relaxable for Government Servants of upper age-limit up to 40 years in accordance with the instructions or orders issued by the Central Government from time to time).<br><br>Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Island and Lakshadweep). |

| Educational and other qualification required for Direct Recruits   | 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  |
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| (7)  | (8)   | (9)                         | (10)  |
| <p><b>Essential:</b><br/>Diploma in draftsmanship from a recognized Institution or Certificate in Draftsmanship in the relevant discipline from an Industrial Training Institute.</p> <p><b>Desirable:</b><br/>One year experience in the relevant discipline / area in organization in Government / statutory / autonomous organization, PSU or University or private organization of repute.</p> <p><b>Note 1:</b> The qualifications are relaxable at the discretion of the competent authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p> <p><b>Note 2:</b> The qualification regarding experience is relaxable at the discretion of the competent authority for reasons to be recorded in writing 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 sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p> | Not applicable  | 2 years                     | <p>Direct Recruitment</p> <p><b>Note:</b> Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officer of the Central Government holding analogous posts on regular basis and possessing the qualification prescribed for Direct Recruits at Col.7.</p> |

| In case of recruitment by promotion/deputation / absorption, grades from which promotion / deputation/absorption 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>Group 'C' Departmental Confirmation Committee for confirmation:</p> <p>(I) Single Commissionerate i.e. having no common cadre</p> <p>(i) The senior most Additional Commissioner at Headquarters Office – Chairman</p> <p>(ii) The Additional/ Joint Commissioner, Headquarters, failing which any other senior most Additional/ Joint Commissioner (Headquarters) available at the time of DCC meeting – Member</p> <p>(iii) Additional Commissioner of Central Excise/ Customs – Member</p> <p>(iv) Deputy/ Assistant Commissioner of Income-Tax – Member</p> <p><b>Note:</b> Where none of the member at serial No. (i) to (iv) above belongs to the Schedule Castes or the Schedule Tribes, a Group 'A' officer from outside the Department belonging to the Schedule Castes or the Schedule Tribes, shall also associate as a member of the DCC.</p> <p>(II) Composite Commissionerates i.e. two or more Commissionerates having common cadre:</p> <p>(i) The Senior most Additional Commissioner from each of the Commissionerates (the senior most officer among them would be the Chairman.</p> <p>(ii) The Additional/ Joint Commissioner Headquarters of the Cadre Controlling Commissionerates, failing which any other</p> | Not Necessary   |

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|  | <p>senior most Additional/ Joint Commissioner (Headquarters) available at the time of DCC Meeting – Member</p> <p>(iii) Additional/ Joint Commissioner of Central Excise/ Customs – Member</p> <p>(iv) Deputy/ Assistant Commissioner of Income Tax – Member</p> <p><b>Note:</b> Where none of the member at serial No. (i) to (iv) above belongs to the Schedule Castes or the Schedule Tribes a Group 'A' officer from outside the Department belonging to the Schedule Castes or the Schedule Tribes, shall also associate as a Member of the DCC.</p> |  |
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F.No. A.12018/17/2012-Ad.III.B

(B.K.Manthan)  
Under Secretary to the Govt. of India