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Government of India
Ministry of Finance
Department of Economic Affairs

New Delhi, the _____, 2022

NOTIFICATION

GSR(E) _____ – In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the National Savings Institute (Group ‘C’ posts) Recruitment Rules, 2012, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment of the post of Stenographer Grade-D, Upper Division Clerk, Lower Division Clerk and Multi Tasking Staff in the National Savings Institute, Delhi under the Ministry of Finance namely :-

- Short title and commencement.-** (1) These rules may be called the National Savings Institute (Group ‘C’ posts) Recruitment Rules, 2022.
(2) They shall come into force on the date of their publication in the Official Gazette.
- Number of posts, classification and scale of pay.** – The number of the said post, its classification and the scale of pay attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.
- Method of recruitment, age limit and other qualifications etc.-** The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (14) of the said Schedule.
- Initial Constitution.-** The incumbents of the post shown in column(1) of the schedule annexed to these rules who were appointed on regular basis to the post in the National Savings Institute which has been restructured vide Resolution dated 7th March, 2022 of Department of Economic Affairs, Ministry of Finance before the commencement of these rules, shall be deemed to have been appointed under these rules and the service rendered by them in the said post before the commencement of these rules shall be taken into account for the purpose of Pay Scale, Promotion and Pension, etc.
- Disqualification.** - No person;
(a) who has entered into or contracted a marriage with a person having a spouse living; or
(b) who having a spouse living, has entered into or contracted a marriage with any person;
shall be eligible for appointment to the said post :

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for doing so, exempt any person from the operation of this rule.

6. **Power to relax.** – Where the Central Government is of the opinion that it is necessary or expedient to do so, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any class or category of persons.
7. **Saving.-** Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

“SCHEDULE”

Name of the post	Number of posts	Classification	Pay Matrix level/ Pay Band/Grade pay	Whether selection Post or non selection	Whether benefits of added years of service admissible under rule 30 of the CCS (Pension) Rules, 1972
1	2	3	4	5	6
1. Stenographer Grade-D	2(2022)*	General Central Service Gr. 'C' Non- Gazetted, Ministerial.	Pay Matrix Level-4 in PB-1 (Rs.5200-20200) Grade Pay Rs.2400/-	Not applicable	No

* Subject to variation dependent on workload.

Age limit for direct recruits	Educational and other qualifications 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	Methods 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	11
Not exceeding 27 years.	Essential : (i) 12 th Class or equivalent qualification	Not applicable	Two years for direct recruits	By Direct recruitment through Staff Selection

	<p>from a recognized Board or University; and</p> <p>(ii) Skill test norms</p> <p>Dictation: 10 minutes @ 80 words per minute</p> <p>Transcription on computer: 50 minutes (English), 65 minutes (Hindi)</p>			<p>Commission.</p> <p>Note: "Vacancies caused by the incumbent being away 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 officers of Central Government holding analogous posts on regular basis; and possessing the qualifications prescribed for direct recruits under Col. 8".</p>
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In case of recruitment by promotion/deputation/absorption grade from which promotion/deputation/absorption to be made	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment.
12	13	14
Not applicable	<p>DPC for considering confirmation</p> <p>1) Director, NSI/ Additional Director- Chairman</p> <p>2) Joint Director, NSI – Member</p> <p>3) Deputy Director, NSI- Member</p>	Not applicable

1	2	3	4	5	6
2. Upper Division Clerk	4(2022)*	General Service Gr. 'C' Non-Gazetted, Ministerial.	Central Non-Gazetted, Ministerial. Pay Matrix Level-4 in PB-1 (Rs.5200-20200) Grade Pay Rs.2400/-	Non Selection	Not applicable

* Subject to variation dependent on workload.

7	8	9	10	11
Not applicable	Not applicable	Not applicable	Not applicable	By promotion failing which by deputation or absorption.

12	13	14
<p>Promotion: Lower Division Clerk in Pay Matrix Level – 2 in PB 1 (Rs.5200-20200) with Grade Pay of Rs.1900 with eight years regular service in the grade.</p> <p>Note1.- Where juniors who have completed their qualifying/eligible service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/ eligible service by more than half of such qualifying/ eligible service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligible service.</p> <p>Note2.- For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2016 (the date from which the revised pay structure based on the 7th CPC recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>	<p>1) Director, NSI/ Additional Director - Chairman 2) Joint Director, NSI – Member 3) Deputy Director, NSI- Member</p>	Not applicable

<p><u>Deputation:</u> Officers of the Central/State Govts./UTs;</p> <p>(a) Holding analogous post on regular basis in the parent cadre/department; or (b) with eight years regular service in the grade rendered after appointment thereto on a regular basis in posts in Pay Matrix level 2 in PB 1 (Rs.5200-20200) with Grade pay of Rs.1900 or equivalent in the parent cadre/department.</p> <p>Note 1.- The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2.- Period of deputation including the period of deputation in another ex-cadre post held immediately preceeding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 3.- The maximum age limit for appointment by deputation shall not exceed fifty six years as on the closing date of receipt of application.</p> <p>Note 4.- For the purpose of appointment on deputation or absorption basis, the service rendered after appointment thereto on regular basis by an officer prior to 1.1.2016(the date from which the revised pay structure based on the 7th CPC recommendations has been extended), shall be deemed to be service rendered in the corresponding Grade Pay or Pay Scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay or Pay Scale, and where this benefit will extend only for the post(s) for which that Grade Pay or Pay Scale is the normal replacement grade without any upgradation.</p>		
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1	2	3	4	5	6
3. Lower Division Clerk	4(2022)*	General Service Gr. 'C' Non-Gazetted, Ministerial.	Central Pay Matrix Level-2 in PB-1 (Rs.5200-20200) Grade Pay Rs.1900/-	Non Selection	Not applicable

* Subject to variation dependent on workload.

7	8	9	10	11
Not exceeding 27 years	(i) Passed 12th Standard or equivalent examination from a recognized Board or University. (ii) A typing speed of 35 words per minute (w.p.m.) in English or 30 words per minute (w.p.m.) in Hindi on computer 35 w.p.m. and 30 w.p.m. correspond to about 10500 key depressions per hour and about 9000 key depressions per hour respectively.	Yes, to the extent indicated under column 11.	Two years	(i) 75% by Direct recruitment through Staff Selection Commission; (ii) 25% by promotion of Group 'C' employees of the National Savings Institute, Delhi on seniority-cum-fitness basis. Note: "Vacancies caused by the incumbent being away 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 officers of Central Government holding analogous posts on regular basis; and possessing the qualifications and experience prescribed for direct recruits under Col.

				8".
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12	13	14
<p>Promotion: Multi Tasking Staff in Pay Matrix Level – 1 in PB 1 (Rs.5200-20200) with Grade Pay of Rs.1800 with three years regular service in the grade.</p> <p>Note1.- Where juniors who have completed their qualifying/eligible service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/ eligible service by more than half of such qualifying/ eligible service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligible service.</p> <p>Note2.- For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2016 (the date from which the revised pay structure based on the 7th CPC recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>	<p>1) Director, NSI/ Additional Director - Chairman 2) Joint Director, NSI – Member 3) Deputy Director, NSI- Member</p>	Not applicable

1	2	3	4	5	6
4. Multi Tasking Staff	3(2022)*	General Central Service Gr. 'C' Non-Gazetted,	Pay Matrix Level-1 in PB-1 (Rs.5200-20200)	Non Selection	Not applicable

		Ministerial.	Grade Pay Rs.1800/-		
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* Subject to variation dependent on workload.

7	8	9	10	11
Not exceeding 25 years	Matriculation or equivalent pass from a recognized board or University.	Not applicable	Two years	By Direct Recruitment through Staff Selection Commission.

12	13	14
Not applicable	DPC for considering confirmation 1) Director, NSI/ Additional Director - Chairman 2) Joint Director, NSI – Member 3) Deputy Director, NSI- Member	Not applicable

F.No.

Joint Secretary to the Government of India

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