

No. Q-14014/5/2023-Admin_6 [E-25140]

भारत सरकार
मत्स्यपालन, पशुपालन और डेयरी मंत्रालय
पशुपालन और डेयरी विभाग
प्रशासन-6 (NLM Division)

चंद्रलोक भवन, नई दिल्ली,
दिनांक: 07.10.2026

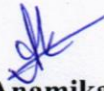
OFFICE MEMORANDUM

Subject: Seeking comments/ views/ suggestions from stakeholders on draft proposal for Amendment of Recruitment Rules for the post of Office Superintendent, General Central Service Group 'B' Non-Gazetted, Non- Ministerial in Level-6 (Rs. 35400-112400/-) of the pay matrix in various Central Poultry Development Organisations and Central Poultry Performance Testing Centre, subordinate offices under this Department for uploading on the website of this Department - regarding.

In pursuance of DoP&Ts OM No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015, regarding uploading of draft proposals for framing / amendment of Recruitment Rules on the website and calling for comments, the draft Recruitment Rules proposed for amendment / revision in respect of the post of Office Superintendent in various Central Poultry Development Organisations and Central Poultry Performance Testing Centre as per Annexure A is put up in the official website of Department of Animal Husbandry and Dairying, Ministry of Fisheries, Animal Husbandry and Dairying for comments from stakeholders.

2. Before finalizing the Recruitment Rules in consultation with DoP&T and UPSC, comments, if any, are invited from all stakeholders in the matter within a period of thirty days from the date of notification in the website of this Department. The objections / suggestions received from the stakeholders within the specified period shall be considered by the Department as per rules / requirements.

Encl: as above.


(Anamika Nigam)

Under Secretary to the Government of India

To,

Director, NIC, D/o AH&D, with a request to upload the draft Recruitment Rules proposal on the website of this Department.

Annexure A

Column No. of the Schedule	Provisions in the RRs for the post of Head Clerk.	Provisions in RRs for the post of Office Superintendent.	Revised provisions Proposed in light of DOPT's guidelines.
Name of post (1)	Head Clerk	Office Superintendent	Office Superintendent
Number of post (2)	3	01* (One) 2007 *Subject to variation dependent on workload	4*(Four), (2026) *Subject to variation dependent on workload.
Classification (3)	Non-Gazetted Ministerial Class-III	General Central Service Group 'B' Non-Gazetted, Non-Ministerial.	General Central Service Group 'B' Non-Gazetted, Non-Ministerial.
Level in Pay Matrix (4)	210-10-290-15-320-E B-15-380	Rs. 5500-175-9000/-	Level-6 (Rs. 35400-112400)
Whether selection post or non-selection post (5)	Selection post	Selection	Selection
Age limit for direct recruitment (6)	21-35 Years.	Not applicable	Not exceeding thirty years (Relaxable for Government servant upto 5 years in accordance with the instructions or orders issued by the Central Government) Note: The crucial date for determining the age limit shall be as advertised by Staff Selection Commission.
Educational and other qualifications required for direct recruits (7)	Essential: Intermediate/Senior Cambridge/Higher Secondary with 5 years office experience. Desirable: Knowledge in Accounts works and Stores.	Not applicable	Essential: Bachelor's degree of a recognised University. Note: Qualifications are relaxable at the discretion of the Staff Selection Commission or Competent Authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.

Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees (8)	N.A.	Not Applicable	Not applicable
Period of probation, if any (9)	3 Years	Two Years	Two years for direct recruits and promotees Note 2: Direct Recruits and promotees shall be required to complete two to four weeks training as specified by the Competent authority for successful completion of probation.
Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods (10)	Direct recruitment 66-2/3% Promotion 33-1/3% failing both by transfer	Promotion Failing which by Deputation	Promotion failing which by deputation (ISTC) failing both by direct recruitment.

In case of recruitment by promotion or deputation absorption, from which or to be made (11)	Promotion: From L.D. Clerks (including Steno-typist, Storekeeper) with 3 years service in the grade. Transfer: Person working in similar or equivalent grades from Central Government/State Governments Offices.	Promotion: Departmental Assistant or Cashier or Upper Division Clerk cum Storekeeper in the pay scale of Rs. 4000-6000/- with ten years regular service in the grade. Deputation: Officers under the Central Government (a) (i) Holding analogous post on regular basis in the parent cadre or Department; or (ii) With ten years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 4000-5000 or equivalent in the parent cadre or Department, and (iii) Possessing two years experience of establishment administration and accounts work.	Promotion: Upper Division Clerks working in various Central Poultry Development Organisations or Central Poultry Performance Testing Centre in Level-4 of the pay matrix with ten years regular service in the grade. Deputation (Including short term contract): Officers under the Central Government or State Government Union Territories or Recognised Research Institutions or Universities or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organisations: (a) (i) holding analogous posts(s) in the parent cadre or department; or (ii) with six years regular service in the grade rendered after appointment thereto on a regular basis in Level-5 of the pay matrix in the parent cadre or department; or (iii) with ten years regular service in the grade rendered after appointment thereto on a regular basis in Level-4 of the pay matrix in the parent cadre or department; and
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			(b) possessing the educational qualifications and experience prescribed for direct recruits under column 7.
If a Departmental Promotion Committee exists, what is its composition (12)	Class III D.P.C.	Group 'B' Departmental Promotion Committee (for considering promotion) consisting of :- (i) Director (Animal Husbandry) or Deputy Secretary (Poultry)- Chairman (ii) Director, Central Poultry Development Organisation, Chandigarh - Member (iii) A Group 'A' officer from any Central Government Office located in Chandigarh- Member	Group 'B' Departmental Promotion Committee (for considering promotion or confirmation) consisting of:- 1. Joint Secretary in the Department- Chairman; 2. Director or Joint Commissioner in the Department – Member; and 3. Deputy Secretary or Deputy Commissioner in the Department- Member; 4. Under Secretary of the Division – Member
Circumstances in which Union Public Service Commission is to be consulted in making recruitment (13)	N.A.	Consultation with Union Public Service Commission not necessary	Consultation with Union Public Service Commission not necessary