

A-12011/01/2021/SSO-I
Government of India/Bharat Sarkar
Ministry of Home Affairs/ Grih Mantralaya
(Secretariat Security Organisation)

3rd Floor, NDCC-II Building, Jai Singh Road
New Delhi, dated 20/7/23 July, 2023

OFFICE MEMORANDUM

Subject : Framing/Amendment of Recruitment Rules for the post of Supervisor in Reception Organization, Secretariat Security Organization, Ministry of Home Affairs - reg.

The undersigned is directed to state that the Ministry of Home Affairs intends to frame/amend the Recruitment Rules for the post of Supervisor in Reception Office, Secretariat Security Organization, MHA, as per the provisions of DoP&T's O.M No. AB-14017/48/2010-Estt(RR) dated 31.12.2010 as amended from time to time.

2. A draft Recruitment Rule for the post of Supervisor is put on the website of MHA i.e. www.mha.gov.in for obtaining comments from the stakeholders within a period of 30 days. Further necessary action will be taken after taking into account the comments, if any, so received.

Enclosure : As stated above.



(C.S. Thakur)
Deputy Secretary to the Govt. of India
Tel. 23438052

To,
All Concerned stakeholders.

Copy to :-

SO(IT) for uploading same on the MHA website.

Schedule

Name of Post.	Number of post.	Classification.	Level in the pay matrix.	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
Supervisor	09*(2023) *Subject to variation dependent on workload.	General Central Service, Non-Ministerial Gazetted Group, B	Level- 7 (₹ 44900-142400)	Not applicable.

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 promotes.	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.
(6)	(7)	(8)	(9)	(10)
Not applicable.	Not applicable.	Not applicable.	Not applicable.	Deputation (including short-term contract)

In case of recruitment by promotion/deputation/absorption grades from which promotion deputation/absorption to be made.
(11)
Deputation/Deputation (ISTC) : Officers from Central/State Government/ Union Territories/Universities/ Recognized Research Institutions/ Public Sector Undertaking/Autonomous Organizations: <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years of regular service in a post carrying pay in level-6 (₹ 35400-112400) in the pay matrix and</p> <p>(b) Possessing the following educational qualification and experience :</p> <p>(i) Bachelor Degree from any recognized University/Institute,</p> <p>(ii) 01 year experience in work related to reception duty.</p> <p>Desirable :</p> <p>(a) Fluency in speaking and writing in Hindi & English.</p> <p>(b) Certificate or diploma course in computers of minimum one year duration from a recognized institute.</p> <p>Note : The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department shall ordinarily not exceed three years. The maximum age-limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p>

If Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(12)	(13)
Not applicable.	Not necessary.