

SCHEDULE

RECRUITMENT RULES FOR THE POST DESK TOP PUBLISHING OPERATOR

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| 1. Name of the post | Desk Top Publishing Operator |
| 2. Number of Post | 21(Twenty-one) [2022] subject to variation dependent on work load |
| 3. Classification | General Central Services Group 'C' - Non - Gazetted - Non-Ministerial |
| 4. Level in the Pay Matrix | Level – 5 in the pay matrix |
| 5. Whether Selection or non selection post | Non-selection |
| 6. Age limit for direct recruits | <p>Between 18 and 30 years (Upper-age-limit relaxable for Government Servants upto 40 years in accordance with the orders or instructions issued by the Central Government, provided such Government Servants are working for not less than 3 years in posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the department will be useful for efficient discharge of duties in the post for which selection is made.)</p> <p>Note: (1) In the case of recruitment made through advertisement, the crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates.</p> <p>Note: (2) In the case of recruitment made through the Employment Exchange, the crucial date for determining the age-limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.</p> |
| 7. Education and other qualifications required for direct recruits | <p>(1) A Bachelor's Degree from a recognized University or its equivalent</p> <p>(2) Typewriting Higher Grade in English and Lower Grade in any one of the regional language(Tamil/Malayalam/Telugu)</p> <p>(3) 3 years experience in Desk Top Publishing from a Printing/Publishing firm.</p> |

Note: The qualification regarding experience is relaxable at the discretion of the competent authority 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 vacancy reserved for them

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| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Age: No
Educational qualification: To the extent indicated in column(11) |
| 9. | Period of probation if any, | Two years for direct recruits |
| 10. | Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods | (i) 50% by promotion, failing which by direct recruitment
(ii) 50% direct recruitment |
| 11. | In case of recruitment by promotion/ deputation / transfer, grades from which promotion /deputation / transfer is to be made Departmental Promotion Committee | Compositor Grade-I Pay level 4 in the Pay matrix with 5 years service in the grade rendered after appointment thereto on a regular basis possessing at least Matriculation or its equivalent and successfully completed the training in the trade test. |

Failing which

Compositor Grade-I in PB-1: Pay Level 4 in the Pay Matrix with 13 years combined service in Compositor Gr-I and Compositor Gr-II with at least 2 years service in Compositor Grade-I after appointment thereto on a regular basis and possessing Matriculation or its equivalent and successfully completed the training in the Trade Test.

Note: (1) Compositor Grade-I who has opted for promotion to the grade will along be considered for promotion to this grade

Note: (2) Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying /eligibility service by more than half of such qualifying/eligibility service or two years

whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service

Note: (3) For the purpose of computing minimum qualifying service for promotion, the service rendered on regular basis by an officer prior to 01-01-2016/the date from which the revised pay structure based on the Seventh pay Commission recommendation has been extended, shall be deemed to be service rendered in the corresponding Level in the Pay Matrix extended based on the recommendation of the Pay commission.

12. If a Departmental promotion Committee exists, what is its composition?
- Group 'C' Departmental Promotion Committee (for considering Promotion) / Departmental Confirmation Committee (for considering confirmation)-
1. Secretary to Government (Stationery and Printing) – Chairman
 2. Joint/Deputy/Under Secretary to Government (Stationery and Printing) – Member
 3. Director of Stationery and Printing – Member
13. Circumstances in which Union Public Service Commission is to be consulted in making recruitment
- Not Applicable

Signature of the Officer
Sending the proposals