

SCHEDULE

RECRUITMENT RULES FOR THE POST MACHINE ASSISTANT(OFFSET)

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| 1. Name of the post | Machine Assistant(Offset) |
| 2. Number of Post | 34 (Thirty Four) [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 4 |
| 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>(i) S.S.L.C or its equivalent
(ii) Vocational Course Certificate in the Trade of Offset Printing at +2 level
(iii) Three years experience in offset printing
(iv) A pass in the trade test</p> <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</p> |

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

8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees Not Applicable
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) 75% by promotion, failing which by direct recruitment
 (ii) 25% by direct recruitment
11. In case of recruitment by promotion/ deputation / transfer, grades from which promotion /deputation / transfer is to be made Departmental Promotion Committee
 Machine Attendant (Offset) in Level 2 in the Pay Matrix with 8 years in the grade rendered after appointment thereto on a regular basis and successfully completed the training in trade test.(The requirement of training for promotion is not applicable to the officials holding the feeder posts on regular basis on the date of notification of these rules).

Note: (1) Where junior who have competed their qualifying/eligibility service are being considered for promotion, their senior 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: (2) 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 Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding Level in the Pay Matrix 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