

ANNEXURE-I

SCHEDULE

DRAFT RECRUITMENT RULES FOR THE POST OF FOREMAN

1. Name of post : **FOREMAN**
2. Number of post : 8 (Eight) (2016) subject to variation dependent on work load

Foreman (Machine)	- 2
Foreman (Maintenance)	- 1
Foreman (Binding)	- 3
Foreman (DTP)	- 2
3. Classification : General Central Services Group 'B' - Non - Gazetted - Non-Ministerial
4. Pay Band and Grade Pay/Pay Scale : PB-2: ₹ 9,300-34,800 + Grade Pay ₹ 4,200
5. Whether selection or non selection post : Non-Selection
6. Age limit for direct recruits : Not applicable
7. Educational and other qualifications required for direct recruits. : Not applicable
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
10. 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. : By promotion
11. In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made. : **Foreman (Machine)**
Section Holder (Machine) in Pay Band-1: ₹ 5,200 - 20,200 with Grade Pay ₹ 2,800 with 6 years service in the grade rendered after appointment thereto on a regular basis and successfully completed the training in trade test.

Foreman (Maintenance)

Section Holder (Maintenance) in Pay Band-1: ₹ 5,200 - 20,200 with Grade Pay ₹ 2,800 with 6 years service in the grade rendered after appointment thereto on a regular basis and successfully completed the training in trade test.

Foreman (Binding)

Section Holder (Binding) in Pay Band-1: ₹ 5,200 - 20,200 with Grade Pay ₹ 2,800 with 6 years service in the grade rendered after appointment thereto on a regular basis and successfully completed the training in trade test.

Foreman (Desk Top Publishing Operator)

Desk Top Publishing Operator in Pay Band-1: ₹ 5,200 - 20,200 with Grade Pay ₹ 2,800 with 6 years service in the grade rendered after appointment thereto on a regular basis and successfully completed the training in trade test.

Note-1: The requirement of training for promotion is not applicable to officers holding the feeder posts on regular basis on the date of notification of these rules.

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 01.01.2006/ the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations 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.

12. If a Departmental Promotion Committee exists, what is its composition?
- Group 'B' Departmental Promotion Committee (for considering Promotion) / Departmental Confirmation Committee (for considering confirmation)-
1. Chief Secretary to Government - Chairman
 2. Secretary to Government (Stationery and Printing) - Member
 3. Director of Stationery and Printing - Member
13. Circumstances in which Union : Consultation with Union Public Service Commission
Public Services Commission to be not necessary.
consulted in making recruitment.