

No.20011/3/2021-CMPF-Part(1)  
Government of India  
Ministry of Coal  
CMPF Section

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Shastri Bhawan, New Delhi - 110001  
Dated the 28th December, 2023

**OFFICE MEMORANDUM**

Subject:- Recruitment Rules of Coal Mines Provident Fund Organization - reg.

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The undersigned is directed to refer to the above-mentioned subject and to enclose the draft Recruitment Rules (RR) of Coal Mines Provident Fund Organization (CMPFO) for comments from the stakeholders by 11.01.2024. Comments may please be sent to the email Id: bijoy.samanta@gov.in



(Bijoy Samanta)  
Deputy Secretary to the Government of India

Encl. As above

Copy to: 1) Website of Ministry of Coal, and Website of CMPFO;

2) Senior Technical Director, NIC, Ministry of Coal with the request to upload this OM accompanied by the Draft RR on the website of Ministry of Coal please;

3) Commissioner, CMPFO with the request to upload this OM accompanied by the Draft RR on the website of CMPFO please.

**MINISTRY OF COAL**  
**(Board of Trustees, Coal Mines Provident Fund Organisation)**  
**NOTIFICATION**  
 New Delhi, the \_\_\_\_\_, 2023

**No.** - In pursuance of sub-section (5) of section 3 C of the Coal Mines Provident Fund and Miscellaneous Provisions Act, 1948 (46 of 1948) and in supersession of the Coal Mines Provident Fund (Employees' Recruitment) Rules, 2017, the Board of Trustees, Coal Mines Provident Fund Organisation with the approval of Central Government, hereby makes the following Rules, for regulating the method of recruitment to the posts of Coal Mines Provident Fund Organisation, namely Coal Mines Provident Fund (Employees' Recruitment) Rules, 2023.

Provided that such supersession shall not affect anything done, any order issued, any action taken or any power exercised before coming into force of the Coal Mines Provident Fund (Employees' Recruitment) Rules, 2023 and all sanctions, orders, declarations or other action taken before the commencement of the Rules shall continue to be operative and in force, even after commencement of these Rules, unless specifically cancelled or revoked by the authority who accorded such sanctions or issued such orders or took such action.

Provided further that all the existing employees shall continue to function on as is where is basis under the existing pay and allowances and other conditions of service until further orders and also that no past cases of availing benefits arising out of the notification No. CMPFO/6/2017/RR (ADVT.-III/4/Ext. /27/17) dated 25.4.2017 shall be reopened for recovery of excess payment.

**1. Short title and commencement: -**

- (1) These Rules may be called the Coal Mines Provident Fund (Employees' Recruitment) Rules, 2023.
- (2) They shall come into force from 26<sup>th</sup> October 2023.

**2. Application: -**

These rules shall apply to the posts specified in column 1 of the Schedule annexed to these rules.

**3. Number of posts, classification and level of pay in pay Matrix: -**

The number of said posts, their classification and the scale of pay attached thereto shall be as specified in columns 2 to 4 of the said Schedule.

**4. Method of recruitment, age limit, qualifications etc.: -**

- (1) The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in columns 5 to 13 of the aforesaid Schedule;
- (2) The age limit shall be relaxable for Government servant/ CMPFO employees up to 5 years in appointment to Group A and Group B posts and up to 40 years in appointment in Group C posts. All these employees will be eligible for age relaxation equivalent to the service in CMPFO provided such service is in a field relevant to duties of post for which the application is made.
- (3) The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, UT of Ladakh & Spiti district and Pangl Sub- Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep.
- (4) Recruitment to the posts mentioned in the Schedule annexed to these rules shall be made by authorities competent to make appointment under sub-section (2) and sub-section (3) of Section 3C of the Coal Mines Provident Fund and Miscellaneous Provisions Act, 1948 (46 of 1948).

**5. Disqualification: - No person-**

- (a) Who has entered into or contracted a marriage with a person having a spouse living, or
- (b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.



6. **Mandatory induction training for direct recruits as well as those being promoted from one Group to another Group:** There shall be mandatory induction training of at least two weeks duration in all cases of direct recruitment. Successful completion of the training shall be a pre-requisite for completion of probation. The syllabus for training shall be as prescribed by Coal Mines Provident Fund Organisation from time to time. There shall be a similar mandatory training of at least two weeks duration in all cases of promotion from one Group to another Group.

7. **Consideration of seniors:** 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 probation period for promotion to the next higher grade.

8. **Constitution of Departmental Promotion/Selection Committee:** - Departmental Promotion Committee (s)/Selection Committees(S) shall be constituted by the Central Government for posts to which recruitment is made by them and by the Coal Mines Provident Fund Commissioner for the remaining posts, for purpose of these rules in accordance with Government instructions issued from time to time.

9. Where no provision or insufficient provision exists in these rules, the rules or instructions framed or issued by the Central Government from time to time on the subject for the corresponding category of Central Government servants shall *mutatis mutandis* apply to the employees of the Coal Mines Provident Fund Organisation as covered by these rules.

10. **Initial Constitution:** - Owing to abolition/upgradation/renaming of a post, the officials in such posts are required to be included in the service of the posts as specified in the approved Cadre Review Report so as to count the regular service rendered by such officials before the date of notification of the Recruitment Rules.

11. The period of service that will qualify for promotion under these Rules shall be completed years of regular service in the feeder grade as on 1st January of the vacancy year if the vacancy occurs between 1<sup>st</sup> January to 30<sup>th</sup> June (both dates inclusive) and 1<sup>st</sup> July of the vacancy year if the vacancy occurs between 1<sup>st</sup> July to 31<sup>st</sup> December (both dates inclusive).

11.1 The vacancy year shall be the Calendar years based, and the DPC is to be held as and when required.


12. **Retention of the existing eligibility service:** Whenever the eligibility service has been revised upwards, it shall continue to be the same for persons holding the feeder posts on regular basis as on the date of notification of these Rules.

13. **Powers to relax:** - Where the Appointing Authority is of the opinion that it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

14. **Saving:** - Nothing in these rules shall affect reservation, relaxation of age limit and other concession required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-servicemen and other special category of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

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20/12/2023

  
20/12/23

**SCHEDULE****RECRUITMENT RULES FOR THE POST OF ADDITIONAL COMMISSIONER IN CMPFO**

1	Name of Post	<b>Additional Commissioner</b>
2.	Number of posts	03* (2023) * subject to variation dependent on work load.
3	Classification	Group 'A'
4	Pay Level in Pay Matrix	Level-13
5	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications required for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
9.	Period of probation	Not applicable.
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	100% by promotion failing which by deputation (including short term contract).
11	In case of recruitment by promotion, deputation/transfer, grades from which promotion, deputation/transfer to be made	<p><b>Promotion</b> RC-I with 5 years regular service in Level-12 in pay matrix.</p> <p><b>Deputation (ISTC)</b> Officers under the Central/ State Government/ UTs/ Universities/ Recognised Research Institutions/ PSUs/ Autonomous or Statutory Organisations:</p> <ol style="list-style-type: none"> <li>holding posts in Level-13 in pay matrix on regular basis in the parent cadre or department; or</li> <li>with five years of regular service in posts in Level-12 in pay matrix rendered after appointment thereto on regular basis in the parent cadre/ department.</li> </ol> <p>Note 1: Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 5 years</p> <p>Note 2: The maximum age limit for appointment on deputation is not exceeding 56 years on the closing date of receipt of application.</p>
12	If a Departmental Promotion Committee exists, what is its composition?	<p><b>Departmental Promotion Committee consisting of:</b> -</p> <ol style="list-style-type: none"> <li>Additional Secretary - Chairman</li> <li>Joint Secretary - Member</li> <li>Commissioner, CMPFO - Member</li> </ol>
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Consultation with UPSC is not necessary.



**RECRUITMENT RULES FOR THE POST OF REGIONAL COMMISSIONER-I IN CMPFO**

1	Name of Post	<b>Regional Commissioner-I</b>
2.	Number of posts	19*(2023) * subject to variation dependent on work load.
3	Classification	Group 'A'
4	Level of pay in Pay Matrix	Level-12
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruitment	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9	Period of probation	Not applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	100% by promotion failing which by deputation (including short term contract).
11	In case of recruitment by promotion, deputation/transfer, grades from which promotion, deputation/transfer to be made	<p><b><u>Promotion</u></b></p> <p>Regional Commissioner-II with five years regular service in Level 11 in pay matrix.</p> <p><b><u>Deputation (ISTC)</u></b></p> <p>Officers under the Central/ State Government/ UTs/ Universities/ Recognised Research Institutions/ PSUs/ Autonomous or Statutory Organisations:</p> <ol style="list-style-type: none"> <li>holding posts in Level-12 in pay matrix on regular basis in the parent cadre or department; or</li> <li>with five years of regular service in posts in Level-11 in pay matrix rendered after appointment thereto on regular basis in the parent cadre/ department.</li> </ol> <p>Note 1: Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 4 years</p> <p>Note 2: The maximum age limit for appointment on deputation is not exceeding 56 years on the closing date of receipt of application.</p>
12	If a Departmental Promotion Committee exists, what is its composition.	<p><b><u>Departmental Promotion Committee consisting of:</u></b> -</p> <ol style="list-style-type: none"> <li>Additional Secretary - Chairman</li> <li>Joint Secretary - Member</li> <li>Commissioner, CMPFO - Member</li> </ol>
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Consultation with UPSC is not necessary.

**RECRUITMENT RULES FOR THE POST OF FINANCIAL ADVISOR IN CMPFO**

1	Name of Post	<b>Financial Advisor</b>
2.	Number of posts	01* (2023) * subject to variation dependent on work load.
3	Classification	Group 'A'
4	Level of pay in Pay Matrix	Level-13
5	Whether selection post or non-selection post	Not applicable
6	Age limit for direct recruitment	Not applicable
7	Educational and other qualifications required for direct recruits/deputation/contract basis	Not applicable
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9	Period of probation	Not applicable.
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	100% by deputation (including short term contract)
11	In case of recruitment by promotion, deputation/transfer, grades from which promotion, deputation/transfer to be made	<p><b><u>Deputation (ISTC)</u></b>  Officers under the Central/ State Government/ UTs/ Universities/ Recognised Research Institutions/ PSUs/ Autonomous or Statutory Organisations:</p> <p>a)</p> <ol style="list-style-type: none"> <li>holding posts in Level-13 in pay matrix on regular basis in the parent cadre or department; or</li> <li>with five years of regular service in posts in Level-12 in pay matrix rendered after appointment thereto on regular basis in the parent cadre/ department; and</li> </ol> <p>b) Possessing the following educational qualifications and experience:</p> <p><u>Essential</u>  CA, ICWA, CFA, MBA (Finance) or equivalent from recognised University.</p> <p><u>Desirable</u>  At least five years' experience in Finance and Accounts in Officers of Central, Government/ Central Autonomous Bodies.</p> <p>Note 1: Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 5 years</p> <p>Note 2: The maximum age limit for appointment on deputation is not exceeding 56 years on the closing date of receipt of</p>






12	If a Departmental Promotion Committee exists, what is its composition?	Not applicable
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Consultation with UPSC is not necessary.

**RECRUITMENT RULES FOR THE POST OF SENIOR FINANCE OFFICER IN CMPFO**

1	Name of Post	<b>Senior Finance Officer</b>
2.	Number of posts	02* (2023) * subject to variation dependent on work load.
3	Classification	Group 'A'
4	Level of pay in Pay Matrix	Level-11
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruitment	Not applicable
7	Educational and other qualifications required for direct recruits/deputation/contract basis	Not applicable
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9	Period of probation	Not applicable.
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	(a) 50% by promotion failing which by deputation (including short term contract).  (b) 50% by deputation (including short term contract)




11	In case of recruitment by promotion, deputation/transfer, grades from which promotion, deputation/transfer to be made	<p><b>Promotion</b> Finance Officer with five years' regular service in Level 10 in pay matrix.</p> <p><b>Deputation (ISTC)</b> Officers under the Central/ State Government/ UTs/ Universities/ Recognised Research Institutions/ PSUs/ Autonomous or Statutory Organisations:</p> <p>a)</p> <p>i) holding posts in Level-11 in pay matrix on regular basis in the parent cadre or department; or</p> <p>ii) with five years of regular service in posts in Level-10 in pay matrix rendered after appointment thereto on regular basis in the parent cadre/ department; and</p> <p>b) Possessing the following educational qualifications and experience:</p> <p><u>Essential</u> CA, ICWA, CFA, MBA (Finance) or equivalent from recognised University.</p> <p><u>Desirable</u> At least three years' experience in Finance and Accounts in Central Government/Autonomous Bodies.</p> <p>Note 1: Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 3 years</p> <p>Note 2: The maximum age limit for appointment on deputation is not exceeding 56 years on the closing date of receipt of</p>
12	If a Departmental Promotion Committee exists, what is its composition?	<p><u>Departmental Promotion Committee consisting of:</u> -</p> <p>1. Additional Secretary/Joint Secretary - Chairman</p> <p>2. Director/Dy Secretary - Member</p> <p>3. Commissioner, CMPFO - Member</p>
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Consultation with UPSC is not necessary.

**RECRUITMENT RULES FOR THE POST OF REGIONAL COMMISSIONER-II IN CMPFO**

1	Name of Post	<b>Regional Commissioner-II</b>
2	Number of posts	28* (2023) * subject to variation dependent on work load
3	Classification	Group 'A'
4	Level of pay in Pay Matrix	Level-11
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruitment	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable



9	Period of probation	Not applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	100% by Promotion failing which by deputation (including short term contract).
11	In case of recruitment by promotion, deputation/transfer, grades from which promotion, deputation/transfer to be made	<p><b>Promotion</b> Assistant Commissioner with 5 years' regular service in the Level-10 in pay Matrix</p> <p><b>Deputation (ISTC)</b> Officers under the Central/ State Government/ UTs/ Universities/ Recognised Research Institutions/ PSUs/ Autonomous or Statutory Organisations:</p> <ul style="list-style-type: none"> <li>i) holding posts in Level-11 in pay matrix on regular basis in the parent cadre or department; or</li> <li>ii) with five years of regular service in posts in Level-10 in pay matrix rendered after appointment thereto on regular basis in the parent cadre/ department.</li> </ul> <p>Note 1: Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 3 years</p> <p>Note 2: The maximum age limit for appointment on deputation is not exceeding 56 years on the closing date of receipt of application.</p>
12	If a Departmental Promotion Committee exists, what is its composition.	<p><u>Departmental Promotion Committee consisting of:</u> -</p> <ul style="list-style-type: none"> <li>1. Additional Secretary/Joint Secretary - Chairman</li> <li>2. Director/Dy Secretary - Member</li> <li>3. Commissioner, CMPFO - Member</li> </ul>
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Consultation with UPSC is not necessary.

#### **RECRUITMENT RULES FOR THE POST OF FINANCE OFFICER IN CMPFO**

1	Name of Post	<b>Finance Officer</b>
2.	Number of posts	04* (2023) * subject to variation dependent on work load
3	Classification	Group 'A'
4	Level of pay in Pay Matrix	Level-10
5	Whether selection post or non-selection post	Not applicable
6	Age limit for direct recruitment	Not applicable
7	Educational and other qualifications required for direct recruits/deputation/contract basis	Not applicable
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9	Period of probation	Two years

10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	<p>(a) 50% by Departmental Examination</p> <p>(b) 50% by deputation/absorption (including short term contract)</p>									
11	In case of recruitment by promotion, deputation/transfer, grades from which promotion, deputation/transfer to be made	<p><b><u>Departmental Examination</u></b> To be conducted by Government agency from amongst CMPFO officials having qualification of CA, ICWA, CFA, MBA (Finance) or equivalent from recognised University and 10 years' regular service in Level-6 in Pay Matrix or 5 years' regular service in Level-7 in Pay Matrix or 4 years' regular service in Level-8 in Pay Matrix.</p> <p><b><u>Deputation (ISTC)</u></b> Officers under the Central/ State Government/ UTs/ Universities/ Recognised Research Institutions/ PSUs/ Autonomous or Statutory Organisations:</p> <p>a)</p> <ol style="list-style-type: none"> <li>holding posts in Level-10 in pay matrix on regular basis in the parent cadre or department; or</li> <li>with five years of regular service in posts in Level-7 in pay matrix rendered after appointment thereto on regular basis in the parent cadre/ department; and</li> </ol> <p>b)</p> <p>Possessing the following educational qualifications and experience:</p> <p><b><u>Essential</u></b> CA, ICWA, CFA, MBA (Finance) or equivalent from recognised University.</p> <p><b><u>Desirable</u></b> At least three years' experience in Finance and Accounts in Central Government/Autonomous Bodies.</p> <p>Note 1: Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 3 years</p> <p>Note 2: The maximum age limit for appointment on deputation is not exceeding 56 years on the closing date of receipt of application.</p>									
12	If a Departmental Promotion Committee exists, what is its composition?	<p><b><u>Departmental Promotion Committee consisting of:-</u></b></p> <table> <tr> <td>1. Additional Commissioner</td> <td>-</td> <td>Chairman</td> </tr> <tr> <td>2. RC-I (SG)/RC-I</td> <td>-</td> <td>Member</td> </tr> <tr> <td>3. RC-I/RC-II (Adm)</td> <td>-</td> <td>Member</td> </tr> </table>	1. Additional Commissioner	-	Chairman	2. RC-I (SG)/RC-I	-	Member	3. RC-I/RC-II (Adm)	-	Member
1. Additional Commissioner	-	Chairman									
2. RC-I (SG)/RC-I	-	Member									
3. RC-I/RC-II (Adm)	-	Member									



13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Consultation with UPSC is not necessary.
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**RECRUITMENT RULES FOR THE POST OF ASSISTANT COMMISSIONER (IT) IN CMPFO**

1	Name of Post	<b>Assistant Commissioner (IT)</b>
2.	Number of posts	01* (2023) * subject to variation dependent on work load
3	Classification	Group 'A'
4	Level of pay in Pay Matrix	Level-10
5	Whether selection post or non-selection post	Not applicable
6	Age limit for direct recruitment	Not applicable
7	Educational and other qualifications required for direct recruits/deputation/contract basis	Not applicable
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9	Period of probation	Not applicable.
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	100% by deputation (including short term Contract)

11	In case of recruitment by promotion, deputation/transfer, grades from which promotion, deputation/transfer to be made	<p><b><u>Deputation (ISTC)</u></b> Officers under the Central/ State Government/ UTs/ Universities/ Recognised Research Institutions/ PSUs/ Autonomous or Statutory Organisations:</p> <p>a)</p> <p>i) holding posts in Level-10 in pay matrix on regular basis in the parent cadre or department; or</p> <p>ii) with four years of regular service in posts in Level-8 in pay matrix rendered after appointment thereto on regular basis in the parent cadre/ department; and</p> <p>b) Possessing the following educational qualifications and experience:</p> <p><b><u>Essential Qualification:</u></b> (a) Bachelor's Degree in Engineering with Computer Science or E&amp;C as a major subject.</p> <p><b><u>Desirable</u></b> (a) Master's Degree in Computer Science or equivalent from a recognized University. (b) Five or more years of IT work (c) IT consultants or project managers who focus on technology-related projects.</p> <p>Note 1: Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 3 years</p> <p>Note 2: The maximum age limit for appointment on deputation is not exceeding 56 years on the closing date of receipt of</p>
12	If a Departmental Promotion Committee exists, what is its composition?	Not applicable
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Consultation with UPSC is not necessary.



**RECRUITMENT RULES FOR THE POST OF ASSISTANT COMMISSIONER IN CMPFO**

1	Name of Post	<b>Assistant Commissioner</b>
2	Number of posts	35* (2023) * subject to variation dependent on work load
3	Classification	Group 'A'
4	Level of pay in Pay Matrix	Level-10
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruitment	Not exceeding 30 years
7	Educational and other qualifications required for direct recruits	<p><b><u>Essential Qualification:</u></b> Bachelor's degree or equivalent in any discipline from a recognised University.</p> <p><b><u>Desirable:</u></b> Experience in the field of labour laws and Finance, socio-economic activities, Provident Fund and Insurance matters etc.</p>
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	No
9	Period of probation	Two years.
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	<p>(a) 50% by direct recruitment from empanelled list of UPSC exam till CMPF &amp; MP Act, 1948 is amended failing which by deputation/absorption.</p> <p>(b) 50% by promotion failing by deputation (ISTC).</p>
11	In case of recruitment by promotion, deputation/transfer, grades from which promotion, deputation/transfer to be made	<p><b><u>Promotion:</u></b> Enforcement Officer/Accounts Officer in Level-8 in pay matrix with 4 years regular service in the grade.</p> <p><b><u>Deputation (ISTC)</u></b> Officers under the Central/ State Government/ UTs/ Universities/ Recognised Research Institutions/ PSUs/ Autonomous or Statutory Organisations:</p> <ol style="list-style-type: none"> <li>holding posts in Level-10 in pay matrix on regular basis in the parent cadre or department; or</li> <li>with four years of regular service in posts in Level-8 in pay matrix rendered after appointment thereto on regular basis in the parent cadre/ department.</li> </ol> <p>Note 1: Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 3 years</p> <p>Note 2: The maximum age limit for appointment on deputation is not exceeding 56 years on the closing date of receipt of application.</p>
12	If a Departmental Promotion Committee exists, what is its composition.	<p><b><u>Departmental Promotion Committee consisting of:</u></b> -</p> <ol style="list-style-type: none"> <li>Additional Commissioner - Chairman</li> <li>RC-I (SG)/RC-I - Member</li> <li>RC-I/RC-II (Adm) - Member</li> </ol>
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Consultation with UPSC is not necessary.

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**RECRUITMENT RULES FOR THE POST OF ASSISTANT ENGINEER (CIVIL) IN CMPFO**

1	Name of Post	Assistant Engineer (Civil)
2.	Number of posts	01* (2023) * subject to variation dependent on work load
3	Classification	Group 'A'
4	Level of pay in Pay Matrix	Level-10
5	Whether selection post or non-selection post	Not applicable.
6	Age limit for direct recruitment	Not applicable.
7	Educational and other qualifications required for direct recruits/deputation/contract basis	Not applicable.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9	Period of probation	Not applicable.
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	100% by deputation (including short term contract).
11	In case of recruitment by promotion, deputation/transfer, grades from which promotion, deputation/transfer to be made	<p><b><u>Deputation (ISTC)</u></b>  Officers under the Central/ State Government/ UTs/ Universities/ Recognised Research Institutions/ PSUs/ Autonomous or Statutory Organisations:</p> <p>a)</p> <ol style="list-style-type: none"> <li>holding posts in Level-10 in pay matrix on regular basis in the parent cadre or department; or</li> <li>with four years of regular service in posts in Level-8 in pay matrix rendered after appointment thereto on regular basis in the parent cadre/ department; and</li> </ol> <p>b) Possessing Bachelor's Degree in Civil Engineering from a recognised University.</p> <p>Note 1: Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 3 years</p> <p>Note 2: The maximum age limit for appointment on deputation is not exceeding 56 years on the closing date of receipt of application.</p>
12	If a Departmental Promotion Committee exists, what is its composition.	Not applicable
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Consultation with UPSC is not necessary

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**RECRUITMENT RULES FOR THE POST OF ASSISTANT DIRECTOR (HINDI) IN CMPFO**

1	Name of Post	<b>Assistant Director (Hindi)</b>
2.	Number of posts	01* (2023) * subject to variation dependent on work load
3	Classification	Group 'A'
4	Level of pay in Pay Matrix	Level-10
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruitment	Not applicable
7	Educational and other qualifications required for direct recruits	
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9	Period of probation	Two years.
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	100% by promotion failing which by deputation (including short term contract)



11	In case of recruitment by promotion, deputation/transfer, grades from which promotion, deputation/transfer to be made	<p><b>Promotion</b> Senior Hindi Translator with five years regular service in Level 7 in pay matrix.</p> <p><b>Deputation (ISTC)</b> Officers under the Central/ State Government/ UTs/ Universities/ Recognised Research Institutions/ PSUs/ Autonomous or Statutory Organisations:</p> <p>a)</p> <ul style="list-style-type: none"> <li>i) holding posts in Level-10 in pay matrix on regular basis in the parent cadre or department; or</li> <li>ii) with four years of regular service in posts in Level-8 in pay matrix rendered after appointment thereto on regular basis in the parent cadre/ department; or</li> <li>iii) with five years of regular service in posts in Level-7 in pay matrix rendered after appointment thereto on regular basis in the parent cadre/ department; and</li> </ul> <p>b) Possessing the following qualifications:</p> <p>Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; (or)</p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; (or)</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level; (or)</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level; (or)</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level (and)</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or two years" experience of translation work from Hindi to English and vice versa in Central or State Government Office, including Government of India Undertaking.</p> <p>Note 1: Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 3 years</p> <p>Note 2: The maximum age limit for appointment on deputation is not exceeding 56 years on the closing date of receipt of application.</p>
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12	If a Departmental Promotion Committee exists, what is its composition.	Departmental Promotion Committee consisting of: - 1. Additional Commissioner - Chairman 2. RC-I (SG)/RC-I - Member 3. RC-I/RC-II(Adm) - Member
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Consultation with UPSC is not necessary.

**RECRUITMENT RULES FOR THE POST OF PERSONAL SECRETARY IN CMPFO**

1	Name of Post	<b>Private Secretary</b>
2	Number of posts	01* (2023) * subject to variation dependent on work load
3	Classification	Group 'B'
4	Level of pay in Pay Matrix	Level-8
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruitment	Not applicable.
7	Educational and other qualifications required for direct recruits	Not applicable.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9	Period of probation	Not applicable.
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	100% by promotion failing which by deputation (including short term contract).
11	In case of recruitment by promotion, deputation/transfer, grades from which promotion, deputation/transfer to be made	<p><b><u>For Promotion</u></b> Steno Grade-I with 2 years regular service in Level-7.</p> <p><b><u>Deputation (ISTC)</u></b> Officers under the Central/ State Government/ UTs/ Universities/ Recognised Research Institutions/ PSUs/ Autonomous or Statutory Organisations:</p> <p>a)</p> <ol style="list-style-type: none"> <li>holding posts in Level-8 in pay matrix on regular basis in the parent cadre or department; or</li> <li>with 2 years of regular service in posts in Level-7 in pay matrix rendered after appointment thereto on regular basis in the parent cadre/ department, ; and</li> </ol> <p>b) Possessing the following qualifications:</p> <p>12<sup>th</sup> class/ Intermediate or equivalent pass and should possess a speed of 80 words per minute in short hand and 40 words per minute in typewriting. Desirable: Graduate of a recognised University.</p> <p>Note 1: Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 3 years</p>

		Note 2: The maximum age limit for appointment on deputation is not exceeding 56 years on the closing date of receipt of application.
12	If a Departmental Promotion Committee exists, what is its composition.	<u>Departmental Promotion Committee consisting of:</u> - 1. Additional Commissioner - Chairman 2. RC-I (SG)/RC-I - Member 3. RC-I/RC-II (Adm) - Member
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Consultation with UPSC is not necessary.

**RECRUITMENT RULES FOR THE POST OF ENFORCEMENT OFFICER/ACCOUNTS OFFICER IN  
CMPFO**

1	Name of Post	<b>Enforcement Officer/Accounts Officer</b>
2.	Number of posts	Enforcement Officer – 60*(2023) Accounts Officer - 40* (2023) * subject to variation dependent on work load
3	Classification	Group 'B'
4	Level of pay in Pay Matrix	Level-8
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruitment	Not applicable.
7	Educational and other qualifications required for direct recruits	<b><u>Essential Qualification:</u></b> - Bachelor's degree or equivalent in any discipline from a recognised University.
9	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
10	Period of probation	Not applicable.
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	(a) 75% by promotion failing which by deputation (including short term contract). (b) 25% by Departmental Examination failing which by deputation (including short term contract).
12	In case of recruitment by promotion, deputation/transfer, grades from which promotion, deputation/transfer to be made	<b><u>Promotion:</u></b> Section Officers with 2 years' regular service in Level-7 in pay matrix failing which Section officers with 6 years combined regular service in Level-7 and Level-6 in pay matrix. <b><u>Departmental Examination:</u></b> To be conducted by Government agency from amongst CMPFO officials having qualification of Bachelor's degree or equivalent in any discipline from a recognised University and 2 years' regular service in Level- 7 in Pay Matrix or 6 years' regular service in Level-6 in Pay Matrix <b><u>Deputation (ISTC):</u></b> Officers under the Central/ State Government/ UTs/ Universities/ Recognised Research Institutions/ PSUs/ Autonomous or Statutory Organisations: i) holding posts in Level-8 in pay matrix on regular basis in the parent cadre or department; or



		<p>ii) with two years of regular service in posts in Level-7 in pay matrix rendered after appointment thereto on regular basis in the parent cadre/ department.</p> <p>Note 1: Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 3 years</p> <p>Note 2: The maximum age limit for appointment on deputation is not exceeding 56 years on the closing date of receipt of application.</p>
13	If a Departmental Promotion Committee exists, what is its composition.	<p><u>Departmental Promotion Committee consisting of:</u> -</p> <p>1. Additional Commissioner - Chairman</p> <p>2. RC-I (SG) - Member</p> <p>3. RC-I/Assistant Commissioner (Adm) - Member</p>
14	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Consultation with UPSC is not necessary.

**RECRUITMENT RULES FOR THE POST OF SECTION OFFICER IN CMPFO**

1	Name of Post	<b>Section Officer</b>
2.	Number of posts	170* (2023) * subject to variation dependent on work load
3	Classification	Group 'B' Non-Ministerial
4	Level of pay in Pay Matrix	Level-7
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruitment	Not applicable.
7	Educational and other qualifications required for direct recruits	Not applicable.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9	Period of probation	Not applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	<p>(a) 75% by promotion failing which by deputation (including short term contract).</p> <p>(b) 25% by Departmental Examination failing which by deputation (including short term contract).</p>
11	In case of recruitment by promotion, deputation/transfer, grades from which promotion, deputation/transfer to be made	<p><b><u>Promotion:</u></b> PFI/ Sr. SSA with 5 years regular service in Level-6 in Pay Matrix.</p> <p><b><u>Departmental Examination:</u></b> To be conducted by Government agency from amongst PFI/Sr. SSA in Level-6 in Pay Matrix having 5 years of regular service.</p> <p><b><u>Deputation (ISTC):</u></b> Officers under the Central/ State Government/ UTs/ Universities/ Recognised Research Institutions/ PSUs/ Autonomous or Statutory Organisations:</p>

		<p>i) holding posts in Level-7 in pay matrix on regular basis in the parent cadre or department; or</p> <p>ii) with five years of regular service in posts in Level-6 in pay matrix rendered after appointment thereto on regular basis in the parent cadre/ department.</p> <p>Note 1: Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 5 years</p> <p>Note 2: The maximum age limit for appointment on deputation is not exceeding 56 years on the closing date of receipt of application.</p>
12	If a Departmental Promotion Committee exists, what is its composition.	<p><u>Departmental Promotion Committee consisting of:</u> -</p> <p>1. Additional Commissioner - Chairman</p> <p>2. RC-I (SG)/RC-I - Member</p> <p>3. RC-I/RC-II (Adm) - Member</p>
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Consultation with UPSC is not necessary.

#### **RECRUITMENT RULES FOR THE POST OF SENIOR TRANSLATION OFFICER IN CMPFO**

1	Name of Post	<b>Senior Hindi Translator</b>
2.	Number of posts	05* (2023) * subject to variation dependent on work load
3	Classification	Group 'B'
4	Level of pay in Pay Matrix	Level-7
5	Whether selection post or non-selection post	Non-selection
6	Age limit for direct recruitment	Not applicable.
7	Educational and other qualifications required for direct recruits	Not applicable.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9	Period of probation	Not applicable.
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	100% by promotion failing which by deputation (including short term contract)
11	In case of recruitment by promotion, deputation/transfer, grades from which promotion, deputation/transfer to be made	<p><b><u>Promotion</u></b> Junior Translation Officer with five years regular service in Level 6 in pay matrix.</p> <p><b><u>Deputation (ISTC):</u></b> Officers under the Central/ State Government/ UTs/ Universities/ Recognised Research Institutions/ PSUs/ Autonomous or Statutory Organisations:</p> <p>a)</p> <p>i) holding posts in Level-7 in pay matrix on regular basis in the parent cadre or department; or</p> <p>ii) with five years of regular service in posts in Level-6 in pay matrix rendered after appointment</p>



		<p>thereto on regular basis in the parent cadre/ department; and</p> <p>b) Possessing the following qualifications:</p> <p>Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; (or)</p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; (or)</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level; (or)</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level; (or)</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level (and)</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government Office, including Government of India Undertaking.</p> <p>Note 1: Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 3 years</p> <p>Note 2: The maximum age limit for appointment on deputation is not exceeding 56 years on the closing date of receipt of application.</p>
12	If a Departmental Promotion Committee exists, what is its composition.	<p><u>Departmental Promotion Committee consisting of:</u> -</p> <p>1. Additional Commissioner - Chairman</p> <p>2. RC-I (SG)/RC-I - Member</p> <p>3. RC-I/RC-II (Adm) - Member</p>
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Consultation with UPSC is not necessary.

1.	Name of Post	:	<b>Junior Hindi Translator</b>
2.	Number of Post	:	10* (2023) * subject to variation dependent on work load
3.	Classification	:	Group 'B'
4.	Level of pay in Pay Matrix	:	Level-6
5.	Whether selection post or non-selection post	:	Not applicable
6.	Age limit for direct recruitment	:	Not exceeding 30 years
7.	Educational and other qualifications required for direct recruits	:	<p>Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; (or)</p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; (or)</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level; (or)</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level; (or)</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level (and)</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government Office, including Government of India Undertaking.</p>
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees/deputations	:	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	:	100% by direct recruitment from empanelled list of Staff Selection Commission.
11.	In case of recruitment by promotion, deputation/transfer, grades from which promotion, deputation/transfer to be made	:	<p><b><u>Deputation (ISTC)</u></b></p> <p>Officers under the Central/ State Government/ UTs/ Universities/ Recognised Research Institutions/ PSUs/ Autonomous or Statutory Organisations:</p> <p>i) holding posts in Level-6 in pay matrix on regular basis in the parent cadre or department; or</p> <p>ii) with ten years of regular service in posts in Level-4 in pay matrix rendered after appointment thereto on regular basis in the parent cadre/ department.</p>

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			<p>Note 1: Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 3 years</p> <p>Note 2: The maximum age limit for appointment on deputation is not exceeding 56 years on the closing date of receipt of application.</p>
12.	If DPC exists, what is its composition	:	Not applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	:	Consultation with UPSC is not necessary.

**RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE-I IN CMPFO**

1	Name of Post	<b>Stenographer Grade-I</b>
2.	Number of posts	09* (2023) * subject to variation dependent on work load
3	Classification	Group 'B'
4	Level of pay in Pay Matrix	Level-7
5	Whether selection post or non-selection post	Non-Selection
6	Age limit for direct recruitment	Not applicable.
7	Educational and other qualifications required for direct recruits	Not applicable.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9	Period of probation	Not applicable.
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	100% by promotion failing which by deputation (including short term contract).
11	In case of recruitment by promotion, deputation/transfer, grades from which promotion, deputation/transfer to be made	<p><b><u>Promotion</u></b> Stenographers Grade-II in Level-6 in pay matrix with five years regular service in the grade.</p> <p><b><u>Deputation (ISTC)</u></b> Officers under the Central/ State Government/ UTs/ Universities/ Recognised Research Institutions/ PSUs/ Autonomous or Statutory Organisations:</p> <p>a)</p> <p>i) holding posts in Level-7 in pay matrix on regular basis in the parent cadre or department; or</p> <p>ii) with five years of regular service in posts in Level-6 in pay matrix rendered after appointment thereto on regular basis in the parent cadre/ department; and</p> <p>b) Possessing the following qualifications:</p>

		<p><b><u>Essential qualification</u></b> 12<sup>th</sup> class/ Intermediate or equivalent pass from recognized board and should possess a speed of 80 words per minute in short hand and 40 words per minute in typewriting.</p> <p>Desirable: Graduate of a recognised University.</p> <p>Note 1: Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 3 years</p> <p>Note 2: The maximum age limit for appointment on deputation is not exceeding 56 years on the closing date of receipt of application.</p>
12	If a Departmental Promotion Committee exists, what is its composition.	<p><u>Departmental Promotion Committee consisting of:</u> -</p> <p>1. Additional Commissioner - Chairman 2. RC-I (SG)/ RC-I - Member 3. RC-I/RC-II (Adm) - Member</p>
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Consultation with UPSC is not necessary.

**RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE-II IN CMPFO**

1	Name of Post	<b>Stenographer Grade-II</b>
2.	Number of posts	11* (2023) * subject to variation dependent on work load
3	Classification	Group 'B'
4	Level of pay in Pay Matrix	Level-6
5	Whether selection post or non-selection post	Non- selection
6	Age limit for direct recruitment	Not applicable.
7	Educational and other qualifications required for direct recruits	Not applicable.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9	Period of probation	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	100% by promotion failing which by deputation (including short term contract).






11	In case of recruitment by promotion, deputation/transfer, grades from which promotion, deputation/transfer to be made	<p><b><u>For Promotion</u></b> Stenographers Grade-III in Level-4 in pay matrix with ten years regular service in the grade.</p> <p><b><u>Deputation (ISTC):</u></b> Officers under the Central/ State Government/ UTs/ Universities/ Recognised Research Institutions/ PSUs/ Autonomous or Statutory Organisations:</p> <p>a)</p> <p>i) holding posts in Level-6 in pay matrix on regular basis in the parent cadre or department; or</p> <p>ii) with ten years of regular service in posts in Level-4 in pay matrix rendered after appointment thereto on regular basis in the parent cadre/ department; and</p> <p>b) Possessing the following qualifications:</p> <p><b><u>Essential qualification</u></b> 12<sup>th</sup> class/ Intermediate or equivalent pass from recognized board and should possess a speed of 80 words per minute in short hand and 40 words per minute in typewriting.</p> <p>Desirable: Graduate of a recognised University</p> <p>Note 1: Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 3 years</p> <p>Note 2: The maximum age limit for appointment on deputation is not exceeding 56 years on the closing date of receipt of application.</p>
12	If a Departmental Promotion Committee exists, what is its composition.	<p><b><u>Departmental Promotion Committee consisting of: -</u></b></p> <p>1. Additional Commissioner - Chairman</p> <p>2. RC-I (SG) /RC-I - Member</p> <p>3. RC-I/RC-II (Adm) - Member</p>
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Consultation with UPSC is not necessary

### **RECRUITMENT RULES FOR THE POST OF SENIOR SOCIAL SECURITY ASSISTANT IN CMPFO**

1	Name of Post	<b>Senior Social Security Assistant</b>
2.	Number of posts	138* (2023) * subject to variation dependent on work load
3	Classification	Group 'B'
4	Level of pay in Pay Matrix	Level-6
5	Whether selection post or non-selection post	Non-selection
6	Age limit for direct recruitment	Not applicable.




7	Educational and other qualifications required for direct recruits	Not applicable.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9	Period of probation	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	100% by promotion.
11	In case of recruitment by promotion, deputation/transfer, grades from which promotion, deputation/transfer to be made	<b><u>PROMOTION</u></b> Social Security Assistant with ten years regular service in the grade.
12	If a Departmental Promotion Committee exists, what is its composition.	<u>Departmental Promotion Committee consisting of:</u> - 1. Additional Commissioner - Chairman 2. RC-I (SG) / RC-I -Member 3. RC-I/RC-II (Adm) - Member
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Consultation with Union Public Service Commission is not necessary.

**RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE-III IN CMPFO**

1.	Name of Post	:	<b>Stenographer Grade-III</b>
2.	Number of Post	:	11* (2023) * subject to variation dependent on work load
3.	Classification	:	Group 'C'
4.	Level of pay in Pay Matrix	:	Level-4
5.	Whether selection post or non-selection post	:	Not applicable
6.	Age limit for direct recruitment	:	Between 18 to 27 years
7.	Educational and other qualifications required for direct recruits	:	<b><u>Essential qualification</u></b> 12 <sup>th</sup> class/ Intermediate or equivalent pass from recognized board and should possess a speed of 80 words per minute in short hand and 40 words per minute in typewriting. Desirable: Graduate of a recognised University.
8.	Whether age and educational qualification prescribed for direct recruitment 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	:	100% by direct recruitment from empanelled list of Staff Selection Commission.
11.	In case of recruitment by promotion, deputation/transfer, grades from which promotion, deputation/transfer to be made	:	Not applicable.
12.	If DPC exists, what is its composition	:	Not applicable.
13.	Circumstances in which UPSC is to be consulted in making recruitment	:	Not applicable.






**RECRUITMENT RULES FOR THE POST OF SOCIAL SECURITY ASSISTANT IN CMPFO**

1	Name of Post	<b>Social Security Assistant</b>
2.	Number of posts	322* (2023) * subject to variation dependent on work load
3	Classification	Group 'C'
4	Level of pay in Pay Matrix	Level-4
5	Whether selection post or non-selection post	Non-selection
6	Age limit for direct recruitment	Between 18 to 27 years
7	Educational and other qualifications required for direct recruits	<p><b><u>Essential</u></b></p> <p>(a) Degree of a recognized University or equivalent.</p> <p>(b) A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer. (35 words per minute and 30 words per minute correspond to 10500 key Depression per Hour (KDPH) / 9000 KDPH on an average of 5 key depressions for each word for Data Entry Work. Time allowed – ten minutes.</p> <p><b><u>Desirable</u></b></p> <p>A Computer Training Certificate from a recognized Institution.</p>
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	<p>Age: No</p> <p>Educational qualifications: No</p> <p>Other qualifications: Yes</p>
9	Period of probation	Two years for direct recruits
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	<p>(a) 80% by direct recruitment from empanelled list of Staff Selection Commission.</p> <p>(b) 20% by promotion.</p>
11	In case of recruitment by promotion, deputation/transfer, grades from which promotion, deputation/transfer to be made	<p><b><u>Promotion</u></b></p> <p>MTS with 11 years of regular service in Level-1 in pay Matrix</p>
12	If a Departmental Promotion Committee exists, what is its composition.	<p><b><u>Departmental Promotion Committee consisting of:</u></b></p> <p>1. Additional Commissioner - Chairman</p> <p>2. RC-I (SG)/RC-I - Member</p> <p>3. RC-I/RC-II (Adm) - Member</p>
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Consultation with Union Public Service Commission is not necessary.

**RECRUITMENT RULES FOR THE POST OF MULTI TASKING STAFF IN CMPFO**

1.	Name of Post	:	<b>Multi-Tasking Staff (MTS)</b>
2.	Number of Post	:	60* (2023) * subject to variation dependent on work load
3.	Classification	:	Group 'C'
4.	Level of pay in Pay Matrix	:	Level-1
5.	Whether selection post or non-selection post	:	Not applicable
6.	Age limit for direct recruitment	:	Between 18 and 25 years of age.
7.	Educational and other qualifications required for direct recruits	:	10 <sup>th</sup> standard /Matriculation or equivalent pass.

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8	Whether age and educational qualification prescribed for direct recruitment 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 of by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	:	100% by direct recruitment.
11	In case of recruitment by promotion, deputation/transfer, grades from which promotion, deputation/transfer to be made		Not applicable
12	If DPC exists, what is its composition	:	Not applicable.
13.	Circumstances in which UPSC is to be consulted in making recruitment	:	Consultation with Union Public Service Commission is not necessary.