

The Competition Commission of India (Salary, allowances, other terms and conditions of service of the Secretary and officers and other employees of the Commission and the number of such officers and other employees) Rules, 2009

UNION OF INDIA

India

The Competition Commission of India (Salary, allowances, other terms and conditions of service of the Secretary and officers and other employees of the Commission and the number of such officers and other employees) Rules, 2009

Rule

THE-COMPETITION-COMMISSION-OF-INDIA-SALARY-ALLOWANCES-OF 2009

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The Competition Commission of India (Salary, allowances, other terms and conditions of service of the Secretary and officers and other employees of the Commission and the number of such officers and other employees) Rules, 2009Published vide Notification No. G.S.R. 670(E), dated 14th September, 2009Ministry of Corporate AffairsG.S.R. 670(E). - In exercise of the powers conferred by clause (g) of sub-section (2) of section 63 of the Competition Act, 2002 (12 of 2003) the Central Government hereby makes the following rules, namely :-

1. Short title and commencement.

(1)These rules may be called the Competition Commission of India (salary, allowances, other terms and conditions of service of the Secretary and officers and other employees of the Commission and the number of such officers and other employees) Rules, 2009.(2)They shall come into force on the date of their publication in the Official Gazette.

2. Definitions.

(1) In these rules, unless the context otherwise requires, -(a) "Act" means the Competition Act, 2002; (b) "Secretary" means a person appointed as Secretary under sub-section (1) of section 17 of the Act; (2) Words and expressions used herein and not defined but defined in the Act shall have the meanings as assigned to them in the Act.

3. Salary and allowances of the Secretary and officers and other employees of the Commission and the number of such officers and other employees.

- The salary and allowances of the Secretary and officers and other employees of the Commission and the number of such officers and other employees and their method of recruitment shall be as specified in Schedule-I.

4. Conditions of service.

(1) The Conditions of service of the Secretary, officers and other employees of the Commission in the matter of leave, joining time, joining time pay, age of superannuation, travelling allowance and leave travel concession shall be regulated in accordance with such rules and regulations as are applicable to officers and employees of the Central Government belonging to corresponding grade and scale of pay. (2) The Secretary, officers and employees of the Commission shall be eligible for general pool accommodation till a separate office and residential Complex for the Commission is constructed. (3) The Secretary, officers and employees of the Commission including those on deputation, who are Government employees and have been allotted residential accommodation under General Pool shall be eligible to retain the facility of Government residential accommodation. (4) The Secretary, officers and employees of the Commission not allotted residential accommodation shall be eligible for House Rent Allowance as admissible to officers and employees of the Central Government drawing similar pay scales. (5) The Secretary, officers and employees of the Commission including those on deputation while in service with the Commission shall be entitled to medical facilities as specified in Schedule-II. (6) (i) The Secretary, officers and employees of the Commission appointed on deputation, shall continue to be governed by Provident Fund Schemes as are applicable to them in their parent Ministry or Department or organisation. (ii) The Commission shall recover contribution towards provident fund from such Secretary, officers and employees and remit the amount immediately to the lending Ministry or Department or organisation. (iii) Any loss of interest on account of late remittance shall be borne by the Commission. (7) The Secretary, officers and employees of the Commission other than those on deputation shall be entitled Group Insurance as per the scheme to be formulated by the Commission in consultation with the Central Government: Provided that in the case of the Secretary, officers and employees of the Commission appointed on deputation shall continue to be governed by the Group Insurance Schemes as are applicable to them in their parent Ministry or Department or organisation. (8) (i) The Commission shall recover contribution towards the insurance schemes from such Secretary, officers and employees and remit the amount immediately to the lending Ministry or Department or organisation. (ii) Any loss of interest on account of late remittance shall be borne by the

Commission.(9)The Secretary, officers and employees of the Commission who are not on deputation shall be governed by the new pension scheme.(10)The Secretary, officers and employees of the Commission who are on deputation shall be eligible for pension and retirement benefits, if any, as are available to them in their parent Ministry or Department or organisation.

5. Official visits abroad.

- Official visits abroad by Secretary, officers and other employees of the Commission shall be undertaken with the prior approval of the Chairperson of the Commission or any other Member or officer of the Commission authorised by the Chairperson.(2)Instructions issued by Ministry of External Affairs and Ministry of Finance as amended from time to time shall be applicable.

6. Deputation allowance.

- The persons selected on deputation basis shall be given an option to either opt for the pay scale and other service benefits of the borrowing organisation or to retain their own pay scales and get deputation allowance, as per the existing instructions of the Government of India on the subject.

7. Residuary provision.

- Matters relating to the terms and conditions of service of the Secretary, officers and employees of the Commission with respect to which no express provision has been made in these rules, shall be referred by the Commission to the Central Government for its decision.

8. Powers to relax.

- Where the Central Government 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, release any of the provisions of these rules with respect to any class or category of persons.

I

[See rule 3]

Name of Post	Number of Post	Classification	Pay band with Grade pay or pay scale	Whether selection Post
1	2	3	4	5
1. Secretary	1*(2009)*Subject	Not	Pay Band Rs.	Selection

	to variation dependent on work load	applicable	37400-67000 + Grade pay Rs. 10000 or pay scale Rs. 67000- (annual increment @ 3%) Rs. 79000 depending on the availability of candidates as indicated in Column 12.	
Educational and other qualification required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in case of promotes	Period of probation, if any	Method of recruitment or by promotion or by deputation and percentage of vacancies to be filled by various methods.	In case of recruitment by deputation or transfer promotion of deputation made.
8	9	10	11	12
Not applicable	Not applicable	Not applicable	By deputation of Promotion	1. Deputation: (a) (annual increment -79000 (i) From a Central Government holding a post in the 37400-67000 + Grade pay Rs. 10000 or pay scale Rs. 67000- (annual increment @ 3%) Rs. 79000 depending on the availability of candidates as indicated in Column 12. ten years experience Finance or Industries same grade. Desirable Economics or Business or Bachelor's Degree amongst officers of or State Government pay scale of Rs. 67000- (annual increment @ three per cent)- Rs. 37400-67000 From amongst officers of Central Government holding a post in the Rs. 37400-67000 + Grade pay Rs. 10000 or pay scale Rs. 67000- (annual increment @ 3%) Rs. 79000 depending on the availability of candidates as indicated in Column 12. with two years experience or finance or industries same grade. 2. Promotion

				67000 - annual increment Rs. 79000) Five years in the pay band Rs. 37400-67000 + Grade Pay Rs. 10000/- in the commission of India
1	2	3	4	5
2. Adviser Financial (Analysis)	2*(2009)*Subject to variation dependent on work load	Not applicable	Rs. 37400-67000 + Grade Pay Rs. 10000	Selection
8	9	10	11	12
Ph.D in Commerce or Finance or Accounting or Chartered Accountant or Company Secretary or Cost and Works Accountant or equivalent and thirteen years experience in the relevant filed Or Master's Degree in Commerce or Master's Degree in Business Administration (Finance or Accounts) and seventeen years experience in the relevant field..	Not applicable	One year	1. Fifty per cent by promotion, failing which by deputation. 2. Twenty five percent by deputation or transfer or short term contract. 3. Twenty five per cent by direct recruitment	(i) By Promotion: as Director (Finance) in the commission. (ii) Essential : Officers : Services or Central or Autonomous or Authorities or Universities or Research institutions Degree in Business (Finance) or Chartered or Company Secretary Accounts and works grade or four years pay of Rs. 8900 or pay of Rs. 8700 or have at least ten years relevant field. Desirable Financial Analysis issues.
1	2	3	4	5
3. Adviser (Economics)	3*(2009)*Subject to variation dependent on work load	Not applicable	Rs. 37400-67000 + Grade Pay Rs. 10000	Selection
8	9	10	11	12
Ph.D in Economics or Statistics or equivalent and	Not applicable	One year	1. Fifty per cent by promotion failing which	(i) By Promotion: as Director (Economics)

Thirteen years experience or Master's Degree in Economics or Statistics or equivalent; and seventeen years experience Desirable: Subject knowledge in microeconomics or industrial organisation theory or economics.

by deputation. 2. Twenty five per cent by direct recruitment. 3. Officers from the Central Civil service Economic Service Organisations or Universities or Academic Research Institutions Degree in Economics working in analogous field for a minimum of three years experience in the field Rs. 8900 or eight years Rs. 8700 on regular basis at least ten years experience in the field Desirable: Experience in Economics.

1	2	3	4	5
4. Adviser (Law)	3*(2009)*Subject to variation dependent on work load	Not applicable	Rs. 37400-67000+Grade pay Rs. 10000	Selection

8	9	10	11	12
Essential:-(i) Ph.D. Degree in Competition Law or equivalent and Thirteen years experience in the relevant field. or (i) Master's Degree in Law or equivalent and fifteen years experience in the relevant field or (i) Bachelor of law or equivalent and seventeen years experience in the relevant field. Desirable: Experience in Competition Law	Not applicable	One year	1. Fifty per cent by promotion failing which by deputation. 2. Twenty five per cent by deputation or transfer or short term contract. 3. Twenty five per cent by direct recruitment	(i) By promotion: as Director (Law) By Deputation: Employees of All India services 'Group 'A' or Indian Company Law services or organisations or universities or Academic Institutions or Judicial LL.B from a recognised university and working in analogous field for a minimum of four years experience in the field Rs. 8900 or eight years Rs. 8700 on regular basis at least ten years experience in the field Desirable: Experience in Law.

1	2	3	4	5
5. Director (Financial Analysis)	2*(2009)*Subject to variation dependent on work load	Not applicable	Rs. 37400-67000+Grade Pay Rs. 8900	Selection
8	9	10	11	12
Essential Ph. D. in Commerce or Finance or Accounting or equivalent from a recognised university; Chartered Accountant or Company Secretary of Cost Accountant or Financial Analyst and eight years experience or Master's Degree in Commerce or Master's Degree in Business Administration (Finance) or equivalent from a recognised University and twelve years experience Desirable : Experience in Financial Analysis related to Competition issues.	Not applicable	One year	1. Fifty per cent by Promotion failing which by deputation. 2. Twenty five per cent by Deputation or transfer or short term contract. 3. Twenty five per cent by direct recruitment.	(i) By Promotion: as Joint Director (Commission). (ii) : Essential: Officers Central Civil Service Autonomous Org Authorities or Un Research Institution Degree in Commerce Business Administration Chartered Accountant or cost Accountant in analogous post experience in the ten years in the g ore equivalent. Desi Financial Analysis issues.
1	2	3	4	5
6. Director (Economics)	*5 (2009)*Subject to variation dependent on work load	Not applicable	Rs. 37400-67000+Grade pay Rs. 8900	Selection
8	9	10	11	12
Essential : Ph.D. in Economics in Micro Economics or Industrial Organisation Theory or Econometrics or equivalent from a recognised university; And eight years experience in the relevant field. or Master's Degree in Economics or equivalent from	Not applicable	One year	1. Fifty per cent by Promotion failing which by deputation. 2. Twenty five per cent by deputation or transfer or short term contract . 3. Twenty five per cent by direct recruitment	(i) By Promotion: as joint Director (Commission). (ii) the All India Service Group 'A' or India Autonomous Org Authorities or Un Research Institution a Master's Degree

a recognised University and twelve years experience in the relevant field. Desirable : Experience in Competition Law. working in analogous years experience : 8700 or ten years : 7600 or equivalent competition Law

1	2	3	4	5
7. Director (Law)	5* (Five) (2009)* Subject to variation dependent on workload	Not applicable	Rs. 37400-67000+Grade Pay Rs. 8900	Selection

8	9	10	11	12
Essential: Ph. D. in Competition Law or equivalent from a recognised university; and eight years experience in the relevant field. or Master's Degree in Law or equivalent from a recognised University and ten years experience in the relevant field. or Bachelor's Degree in Law (Professional) or equivalent from a recognised university; and twelve years experience in the relevant field. Desirable: Experience in Competition Law.	Not applicable	One year	1. Fifty per cent by Promotion failing which by deputation. 2. Twenty five per cent by deputation or transfer or short term contract. 3. Twenty five per cent by direct recruitment.	(i) By Promotion as joint Director (Commission. ii) By : Offices of the All Central Civil Service or Law Service or In Service or Autonomous Regulatory Authority Academic or Research Institutions having Law from a recognised and working in an four years experience Rs. 8700 or ten years Rs. 7600 or equivalent : Experience in Competition Law

1	2	3	4	5
8. Joint Director (Financial Analysis)	4* (2009)* Subject to variation dependent on work load	Not applicable	Rs. 37400-67000+Grade Pay Rs. 8700	Selection

8	9	10	11	12
Essential: Ph. D. in Commerce or Finance or Accounting equivalent from a recognised university or Chartered	Not applicable	One year	1. Fifty per cent by promotion falling which by deputation. 2. Twenty five per cent by	(i) By Promotion as Deputy Director the Commission. Deputation: Essential

Accountant/ Company Secretary/ Cost and Works Accountant/ Financial Analysis or equivalent and three years experience in the relevant field. or Master's Degree in Commerce/ Master's Degree in Business Administration (Finance) and six years experience including in Corporate Sector. Desirable : Experience in Financial Analysis related to competition issues.

deputation or transfer or short term contract. 3. Twenty five per cent by direct recruitment

India Service or Group 'A'/ Autonomous Organisations/ Regulatory Authorities with working in analogous years in the grade equivalent Desirable financial analysis issues

1	2	3	4	5
9. Joint Director (Economics)	10*(2009)*Subject to variation dependent on work load	Not applicable	Rs. 37400-67000+Grade Pay Rs. 8700	Selection

8	9	10	11	12
Essential : Ph.D Degree in Economics or Statistics or equivalent from a recognised university; and three years experience in the relevant field or Master's Degree in Economics or Statistics or equivalent from a recognised university and six years experience in the relevant field, including in Corporate sector. Desirable : Subject knowledge in Micro Economics or Industrial Organisational Theory or Econometrics or Financial Economics	Not applicable	One year	1. Fifty per cent by Promotion failing which by deputation. 2. Twenty five per cent by deputation or transfer or short term contract. 3. Twenty five per cent by direct recruitment.	(i) By Promotion: Deputy Director (i) the Commission (i) : Eligibility : Essential : India Services or Group 'A' or India Service/ Indian State Autonomous Org Regulatory Authority Academic/ Research Master's Degree in and working in analogous six years in the grade years in the grade equivalent. Desirable Competition Economics

1	2	3	4	5
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	10*			
	(2009)*Subject to variation dependent on work load	Not applicable	Rs. 37400-67000+Grade pay Rs. 8700	Selection
10. Joint Director (Law)				
8	9	10	11	12
Essential :Ph.D Degree in Competition Law or equivalent from a recognised university and three years experience in the relevant field or Master's Degree in Law or equivalent from a recognised university and four years experience in the relevant field. or Bachelor's Degree in Law (Professional or equivalent from a recognised university; and Experience: six years experience in the relevant field including in corporate Sector Desirable : Experience in Competition Law.	Not applicable	One year	1. Fifty per cent by Promotion falling which by deputation. 2. Twenty five per cent by Deputation or transfer or short term contract. 3. Twenty five per cent by direct recruitment.	(i) By Promotion Deputy Director (Commission). (ii) By Deputation: Eligible from the All India Service/ Group 'A'/ Indian Service/ Autonomous Government) Organisation Regulatory Authority Academic/ Research etc. having Degree recognised university or analogous post or grade pay of Rs. 7000 or grade pay of Rs. 6000 or equivalent Desirable in Competition Law
1	2	3	4	5
11. Deputy Director (Financial Analysis)	10*(2009)*Subject to variation dependent on work load	Not applicable	Rs. 15600-39100+Grade Pay Rs. 7600	Not Applicable
8	9	10	11	12
Essential : Master's Degree in Commerce or Master's Degree in Business Administration and Finance or equivalent or Qualified Chartered Accountant/ Company Secretary / Cost and Works Accountant/ Financial	Not applicable	One year	Seventy five per cent by direct recruitment failing which by deputation/ transfer/ short term contract.	By Deputation from all India services/ group 'A'/ Autonomous Regulatory authority Academic/ Research Master's degree in Degree in business finance and accountancy or accountant/ company

Analyst or equivalent and with three years experience in the relevant field including in corporate sector.

and works account analogous post/ grade in the grade pay of orequivalent.Desig in Competition Law

1	2	3	4	5
12. Deputy Director (Economics)	18*(2009)*Subject to variation dependent on work load	Not applicable	Rs. 15600-39100+Grade pay Rs. 7600	Selection

8	9	10	11	12
Essential :Master's Degree in Economics/ Statistics or equivalent and with three years experience in the relevant field including in corporate sector.	Not applicable	One year	Seventy five per cent by direct recruitment failing which by deputation/ transfer/ short term contract Twenty five percent by deputation failing which by direct recruitment.	By DeputationEss All India Service/ Group 'A'/ Indian Autonomous

1	2	3	4	5
13. Deputy Director (Law)	18*(2009)*Subject to variation dependent on work load	Not applicable	Rs. 15600-39100+Grade Pay Rs. 7600	Selection

8	9	10	11	12
Essential :Bachelor of Law (Professional) orequivalent.And with three years experience in the relevant field including in corporate sector.	Not applicable	One year in case of direct recruitment	Seventy five per cent by Direct recruitment failing which by deputation failing which by deputation/ transfer/ short term contract.Twenty five per cent by deputation failing	(i) By Deputation theAll India Servi Group 'A'/ Indian Company Law Se Organisations/Re University Acade Judicial Institution Degree in Law fro and working in ar

					which by direct recruitment	or five years service in competition or 6600 or equivalent in Competition Law
1	2	3	4	5		
14. Joint Director (Finance and Accounts)	1*(2009)*Subject to variation dependent on work load	Not applicable	Rs. 37400-6700+Grade pay Rs. 8700	Selection		
8	9	10	11	12		
Essential :Master's Degree or equivalent in Commerce/Master's Degree in Business Administration/Chartered Accountant/Company Secretary/ Cost Accountant or equivalent and Experience:Six years experience in the relevant fieldDesirable:Experience of working in Public Finance/Expenditure Control/ Audit	Not applicable	One year	By Promotion failing which by deputation/ transfer/ short term contract/ direct recruitment	(i) By Promotion and Accounts) with service in the Commission By Deputation:Essential: India Service/Chartered 'A' / Indian Audit and Accounts Service/ Indian Public Accounts Service/ Accounts Service/ post/ grade or five the grade pay of Rs. 6 minimum total experience in Public Finance/ Expenditure Control Degree in Commerce Business Administration/ Chartered Accountant/ Cost Accountant.		
1	2	3	4	5		
15. Joint Director (IT)	1*(2009)*Subject to variation dependent on work load	Not applicable	Rs. 37400-67000+Grade pay Rs. 8700	Selection		
8	9	10	11	12		
Essential :Master's Degree in Technology/ Bachelor's Degree	Not applicable	One year	By promotion failing which by deputation or	(i) By promotion (Information Technology)		

in Technology or Bachelor's Degree in Engineering or equivalent from a recognised university or Master's Degree in Science (Engineering)/ Computer science information technology with experience of six years in the relevant field.

transfer or short term contract or direct recruitment.

years service in the By deputation : Es Technology professional National information Government Organisation Degree in Computer Applications or equivalent in Computer Science Applications or equivalent experience in the ten years in the grade equivalent] [Subs No. G.S.R. 458 (E 14.9.2009)]

1	2	3	4	5
16. Deputy Director (Corporate Services)	5*(2009)*Subject to variation dependent on work load	Not applicable	Rs. 15600-39100+Grade Pay Rs. 7600	Selection

8	9	10	11	12
Essential:(i) Bachelor's Degree or equivalent in any discipline from a recognised university; and(ii) Diploma or Certificate course in Personnel Management/ Practices or equivalent and Experience :Five years experience at Assistant Director Level Desirable :Master's Degree or equivalent with one year Diploma in Human Resource Management/Secretarial Practices or equivalent	Not applicable	One year	By Promotion failing which by deputation/ transfer/ short term contract	(i) By Promotion (Corporate Services) "Information Technology accounts" by Notification (E), dated 4.6.2003 at least five years service in commission (ii) By Degree or equivalent from a recognised university working in an analogous capacity for five years experience Rs. 6600 or equivalent (Establishment/Finance Secretarial Practices Administration) Degree or equivalent qualification and preference

1	2	3	4	5
17. Deputy Director (Finance)	1*(2009)*Subject	Not	Rs.	Selection

and Accounts)	to variation dependent on work load	applicable	15600-39100+Grade pay Rs. 7600	
8	9	10	11	12
Essential :Master's Degree or equivalent in Commerce orMaster's Degree in Business Administration or CharteredAccountant or company secretary or cost accountant or equivalentandExperience :Three years experience in the fieldDesirable:Experience of working in Public Finance orExpenditure Control or Audit	Not applicable	One year	By Promotion failing which by deputation or transfer or shortterm contract	(i) By Promotion (Finance andAcco years service in th :Officers of All In CivilServices Gro Accounts Service, Telegraphs Accou Defence Accounts Accounts service analogouspost/ g grade pay of Rs. 6 qualification and preference
1	2	3	4	5
18. Deputy Director (Information Technology)	1*(2009)*Subject to variation dependent on work load	Not application	Rs. 15600-39100+Grade Pay Rs. 7600	Selection
8	9	10	11	12
Essential :B.Tech or Bachelor's Degree of Engineering orequivalent from a recognised university; or master's degree incomputer application/ master's degree in science (Engineering)/Computer science/ Information Technology with experience ofthree years in the relevant field.	Not applicable	One year	By Promotion failing which by Deputation/ transfer/ short termcontract	(i) By promotion (information tech years service in th ByDeputationEss technology profes Informatics Centr Government Orga degree in Comput Applications oreq Degree in Comput Applications or e experiencein the orequivalent] [Su No. G.S.R. 458 (E 14.9.2009)]

1	2	3	4	5
19. Assistant Director (Finance/ Accounts)	*2(2009)*Subject to variation dependent on work load	Not applicable	Rs. 15600-39100+Grade Pay Rs. 6600	Selection
8	9	10	11	12
Essential :(i) Bachelor's Degree in commerce or equivalentandExperience :(ii) Three years experience in therelevant fieldDesirable : Higher qualification andexperience will be preferred	Not applicable	One year	By promotion failing which by deputation/ transfer/ short termcontract	(i) By promotion and Accounts) wi service(ii) By Dep Bachelor's degree in analogouspost, experience in the six years in the gr seven years in the ten years in the g equivalent in the Finance and Acco
1	2	3	4	5
20. Assistant Director (Information Technology)	3*(2009)*Subject to variation dependent on work load	Not applicable	Rs. 15600-39100+Grade pay Rs. 6600	Not applicable
8	9	10	11	12
Essential :(i) Bachelor's degree in Technology Bachelor'sDegree in engineering or equivalent or(ii) Master'sDegree in Computer Application/ Master's Degree in Science(Information Technology/ Computer ScienceEngineering)Experience:Three years experience in therelevant field.	Not applicable	One year	By direct recruitment or deputationorTransfer shortterm contract	[By Deputation :I Technology Profe analogous post or experience in the six years in the gr orseven years exp of Rs. 4600 or ter grade pay of Rs. 4 possessing the qu Degree in Comput Applicationsor eq Degree in Comput

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1	2	3	4	5
21. Assistant Director (Library Services)	2*(2009)*Subject to variation dependent on work load	Not applicable	Rs. 15600-39100+Grade pay Rs. 6600	Selection

8	9	10	11	12
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Essential :(i) Bachelor's degree in Library Science with five years experience	Not applicable	Not applicable	By promotion failing which by deputation or transfer or short term contract of direct recruitment	(i) By promotion (Services) with at least service(ii) By deputation Bachelor's degree with working in any discipline for five years experience Rs. 5400 or six years Rs. 4800 or seven years Rs. 4600 or ten years Rs. 4200 of equivalent
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1	2	3	4	5
22. Assistant Director (Corporate Service)	14*(2009)*Subject to variation dependent on work load	Not applicable	Rs.15600-39100+Grade pay Rs. 6600	Selection

8	9	10	11	12
Essential :(i) Bachelor's Degree or equivalent in any discipline from a recognised university ; and(ii) Diploma/ Certificate course in human Resource management/Secretarial Practices or Cash and Accounts Course of Institute	Not applicable	One year	By promotion failing which by deputation / transfer/ short term contract	(i) By promotion (Corporate Service) in the commission By Deputation : Essential or equivalent in any discipline from a recognised university ; working in analogous work for five years experience Rs. 5400 or six years

of Secretarial Training and Management or equivalent; and Experience: Five years experience at Office Manager Level Desirable: Master's Degree or equivalent with one year Diploma in Human Resource Management/ Secretarial Practices or equivalent

4800 or seven years
4600 or ten years
4200 or equivalent
(Establishment/ 1
Secretarial
Practices/Admini
qualification and
preference.

1	2	3	4	5
23. Office Manager (Finance and Accounts)	4*(2009)*Subject to variation dependent on work load	Not applicable	Rs. 9300-34800+Grade pay Rs.5400	Not applicable

8	9	10	11	12
Essential:(i) Bachelor's Degree in Commerce or equivalent with three year experience or (ii) Bachelor's Degree or equivalent in any discipline from a recognised university with one year diploma in Accounting/ Finance/ Cash and Accounts Course of Institute of Secretariat Training and Management or equivalent; and with three years experience in the relevant filed.	Not applicable	One year	By direct recruitment failing which by deputation or transfer or short term contract	By Deputation :E Bachelor's degree discipline from a working in analog year experience i 4800 or three year 4600 or eight year 4200 or equivalent (Budget Finance :Higher qualificat given preference.

1	2	3	4	5
24. Office Manager (Corporate Service)	20*(2009)*Subject to variation dependent on work load	Not applicable	Rs. 9300-34800+Grade pay Rs. 5400	Selection

8	9	10	11	12
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Essential :(i) Bachelor's Degree or equivalent in any discipline from a recognised university ; and(ii) Diploma/ Certificate course in Human Resource Management/Secretarial Practices equivalent and with three year's experience in the relevant field. Desirable: Master's Degree or equivalent with one year Diploma in Human Resource management/Secretarial practices or equivalent.

Not applicable

One year

Seventy five per cent by direct recruitment failing which by deputation. Twenty five per cent by deputation /transfer/short from contract failing which by direct recruitment.

By Deputation : Bachelor's Degree or equivalent in a recognised university in analogous post with three years in the equivalent in the (Establishment/Secretarial Practices Administration) Department. Qualification and preference.

1	2	3	4	5
25. Office manager (Library Service)	1*(2009)*Subject to variation dependent on work load	Not applicable	Rs. 9300-34800+Grade Pay Rs. 5400	Selection

8	9	10	11	12
Essential:(i) Bachelor's degree in Library science or equivalent Experience :Three years post qualification experience in the field of library and information services	Not applicable	One year	By direct recruitment failing which by deputation/transfer/short term contract	By Deputation : Bachelor's degree in Library or equivalent in analogous post/grade Rs. 4800 or three Rs. 4600 or eight Rs. 4200 or equivalent .Desirable: Higher and experience with

II

[See rule 4(5)]Medical Facilities

1. Outdoor Medical expenses. - (i) Secretary, officers and employees shall be eligible to get medical reimbursement for self and declared members of family.

Explanation. - For the purpose of this clause, the expression "family" has the same meaning as assigned to it in the Central Services (Medical Attendance) Rules, 1944.(ii)The reimbursement of outdoor medical expenses during the year shall be limited to the actual expenses or one month's pay on 1st January of the year (Basic pay + Dearness Allowance) whichever is less.(iii)The claim should be supported by Doctor's prescription and the original cash memos or bills for treatment by the Doctor and purchase of medicines and the release of increment or promotion during the year shall not affect the limit as on 1st January.(iv)For Secretary, officers and employees joining during the year, the annual entitlement shall be restricted on pro-rata basis.(v)The outdoor treatment shall be taken from the Authorised Medical Attendants from the panel to be maintained by the Commission.

2. Indoor treatment. - (i) For the purpose of indoor treatment the Secretary, officers and employees of the Commission shall be entitled for medical treatment at hospitals authorised by the Commission in this behalf, and for this purpose cost of treatment including hospital accommodation, nursing home facility, etc. shall be as per the provisions of the Central Services (Medical Attendants) Rules, 1944 as applicable to the Central Government employees drawing equivalent pay.

(ii)The authorised hospitals for the purpose of clause (i) above shall be the same as are available to the Central Government employees regulated by Central Services (Medical Attendance) Rule 1944.(iii)Treatment at authorised hospitals may be taken on the advice of the Authorised Medical Attendants except in emergency.