

PAY STRUCTURE FOR THE VARIOUS POSTS IN NCERT

I Academic Posts

S.No.	Existing Designations	Pre-Revised Scale (In Rs.,)	Revised Pay Scale and Academic Grade Pay as per notification dated 31-12-2008 following recommendations of Sixth Pay Commission (In Rs.)
1.	Director	25000 (fixed)	75000 (fixed) + Special allowance of Rs. 5000 p.m.
2.	Professor	16400-22400	37400-67000 + 10000AGP
3.	Reader*	12000-18300	15600-39100 + 8000 AGP
4.	Lecturer	8000-13500	15600-39100 + 6000
5.	Lecturer (Sr. Scale)	10000-15200	15600-39100 +7000 AGP
6.	Lecturer (Selection Grade)	12000-18300	15600-39100 + 8000 AGP
7.	Deputy Librarian (Hqrs.)	12000-18300	15600-39100 + 8000 AGP
8.	Asstt., Librarian (Hqrs./RIEs)	8000-13500	15600-39100 + 6000 AGP
9.	Librarian (RIEs) (Sr. Scale)	10000-15200	15600-39100 + 7000 AGP
10.	Documentation Officer	8000-13500	15600-39100 + 6000 AGP

*The pay of the incumbent academic staff of NCERT who were in position as on 01-01-2006 and have completed 3 years in the current pay scale of Rs. 12000-18300 on 1-1-2006 shall be fixed in the Pay Band of Rs. 37400-67000 with AGP 9000 and the pay of those incumbent academic staff who were in position as on 1.1.2006, will be fixed at the appropriate stage in Pay Band of Rs. 15600-39100 with AGP of Rs.8000 till they complete 3 years of service in the pay scale of Rs. 15600-39100 with AGP of Rs. 8000, and thereafter their pay will be fixed in the higher Pay Band of Rs. 37400-67000 with AGP of Rs. 9000.

II Non-Academic

Group 'A' Posts at NCERT Hqrs.						
Sl. No.	Posts/ Designation	Existing Scale of pay (Rs.)		Proposed revised scale of pay as approved by the Govt. on the recommendations of the 6 th Pay Commission		Grade Pay
1.	Secretary (equivalent to Joint Secretary)	S-29	18400-500-22400	PB-4	37400-67000	10000
2.	Chief Accounts Officer	S-21	12000-375-16500	PB-3	15600-39100	7600
3.	Deputy Secretary	S-21	12000-375-16500	PB-3	15600-39100	7600
4.	Vigilance-cum-Security Officer	S-21	12000-375-16500	PB-3	15600-39100	7600
5.	Public Relations Officer	S-21	10000-325-15200	PB-3	15600-39100	6600
6.	Under Secretary / Administrative Officer	S-19	10000-325-15200	PB-3	15600-39100	6600
7.	Senior Analyst	S-19	10000-325-15200	PB-3	15600-39100	6600
8.	Senior Accounts Officer	S-19	10000-325-15200	PB-3	15600-39100	6600
9.	Assistant Public Relations Officer	S-15	8000-275-13500	PB-2	9300-34800	5400
10.	Head, Publication Department	S-21	12000-375-16500	PB-3	15600-39100	7600
11.	Chief Production Officer	S-21	12000-375-16500	PB-3	15600-39100	7600
12.	Chief Editor	S-19	10000-325-15200	PB-3	15600-39100	6600
13.	Chief Business Manager	S-19	10000-325-15200	PB-3	15600-39100	6600
14.	Superintending Engineer	S-21	12000-375-16500	PB-3	15600-39100	7600
15.	Senior Engineer	S-19	10000-325-15200	PB-3	15600-39100	6600
16.	Film Director	S-19	10000-325-15200	PB-3	15600-39100	6600
17.	Film Producer	S-19	10000-325-15200	PB-3	15600-39100	6600

18.	Editor (Pub.Deptt.)	S-19	10000-325-15200	PB-3	15600-39100	6600
19.	Production Officer	S-19	10000-325-15200	PB-3	15600-39100	6600
20.	Business Manager	S-19	10000-325-15200	PB-3	15600-39100	6600
21.	Senior Stores Officer	S-19	10000-325-15200	PB-3	15600-39100	6600
22.	Art Officer	S-19	10000-325-15200	PB-3	15600-39100	6600
23.	Senior Technical Officer	S-19	10000-325-15200	PB-3	15600-39100	6600
24.	Senior System Analyst	S-19	10000-325-15200	PB-3	15600-39100	6600
25.	Assistant Engineer Gr. 'A'	S-15	8000-275-13500	PB-2	9300-34800	5400
26.	Production Manager(Film)	S-15	8000-275-13500	PB-2	9300-34800	5400
27.	T.V. Producer Gr.I	S-15	8000-275-13500	PB-2	9300-34800	5400
28.	Sound Recordist Gr.I	S-15	8000-275-13500	PB-2	9300-34800	5400
29.	Audio Radio Producer Gr. I	S-15	8000-275-13500	PB-2	9300-34800	5400
30.	Cameraman Gr.I	S-15	8000-275-13500	PB-2	9300-34800	5400
31.	Film Editor Gr.I	S-15	8000-275-13500	PB-2	9300-34800	5400
32.	Photo Type Setting Machine Operator	S-15	8000-275-13500	PB-2	9300-34800	5400
33.	Artist Gr. I	S-15	8000-275-13500	PB-2	9300-34800	5400
34.	Technical Officer	S-15	8000-275-13500	PB-2	9300-34800	5400
35.	Assistant Editor	S-15	8000-275-13500	PB-2	9300-34800	5400
36.	Assistant Production Officer	S-15	8000-275-13500	PB-2	9300-34800	5400
37.	Assistant Business Manager	S-15	8000-275-13500	PB-2	9300-34800	5400
38.	Assistant Controller of Examination	S-15	8000-275-13500	PB-2	9300-34800	5400
39.	Assistant Psychometrician	S-15	8000-275-13500	PB-2	9300-34800	5400

* At present the Pay Scale of Rs.14,300-400-18,300 is being given to CAO as his Personal Scale. The replacement scale which is 37400-67000 + Grade Pay Rs.8700

Group 'B' Posts NCERT Hqrs.

40.	Accounts Officer	S-13	7450-225-11500	PB-2	9300-34800	4600
41.	Section Officer	S-12	6500-200-10500	PB-2	9300-34800	4600
42.	Assistant Programme Coordinator	S-12	6500-200-10500	PB-2	9300-34800	4600
43.	Programmer	S-12	6500-200-10500	PB-2	9300-34800	4600
44.	Asstt.Engineer (Gr-B)	S-12	6500-200-10500	PB-2	9300-34800	4600
45.	Hindi Officer	S-12	6500-200-10500	PB-2	9300-34800	4600
46.	Junior Analyst	S-12	6500-200-10500	PB-2	9300-34800	4600
47.	Private Secretary	S-12	6500-200-10500	PB-2	9300-34800	4600
48.	Stores Officer	S-12	6500-200-10500	PB-2	9300-34800	4600
49.	Assistant Analyst	S-10	5500-175-9000	PB-2	9300-34800	4200
50.	Manager Guest House	S-10	5500-175-9000	PB-2	9300-34800	4200
51.	Senior Accountant	S-10	5500-175-9000	PB-2	9300-34800	4200
52.	Senior Hindi Translator	S-10	5500-175-9000	PB-2	9300-34800	4200
53.	Professional Assistant	S-10	5500-175-9000	PB-2	9300-34800	4200
54.	Engineering Assistant	S-10	5500-175-9000	PB-2	9300-34800	4200
55.	T.V. Producer Gr. II	S-10	5500-175-9000	PB-2	9300-34800	4200
56.	Animation Cameraman	S-10	5500-175-9000	PB-2	9300-34800	4200
57.	Sound Recordist	S-10	5500-175-9000	PB-2	9300-34800	4200

58.	Cameraman Grade -II	S-10	5500-175-9000	PB-2	9300-34800	4200
59.	Script Writer	S-10	5500-175-9000	PB-2	9300-34800	4200
60.	Set Designer	S-10	5500-175-9000	PB-2	9300-34800	4200
61.	Make-up Artist	S-10	5500-175-9000	PB-2	9300-34800	4200
62.	Photographer Gr. -I	S-10	5500-175-9000	PB-2	9300-34800	4200
63.	Artist Grade -II	S-10	5500-175-9000	PB-2	9300-34800	4200
64.	Foreman	S-10	5500-175-9000	PB-2	9300-34800	4200
65.	Assistant Stores Officer	S-10	5500-175-9000	PB-2	9300-34800	4200
66.	Editorial Assistant	S-10	5500-175-9000	PB-2	9300-34800	4200
67.	Production Assistant	S-10	5500-175-9000	PB-2	9300-34800	4200
68.	Marketing Executive	S-10	5500-175-9000	PB-2	9300-34800	4200
69.	Computer Operator Gr.I	S-10	5500-175-9000	PB-2	9300-34800	4200
70.	Audio Radio Producer Gr.-II	S-10	5500-175-9000	PB-2	9300-34800	4200
71.	Assistant	S-10	5500-175-9000	PB-2	9300-34800	4200
72.	Personal Assistant	S-10	5500-175-9000	PB-2	9300-34800	4200
73.	Head Mistress (Hqrs.)	S-10	5500-175-9000	PB-2	9300-34800	4200

Group 'C' Posts at NCERT Hqrs.

74.	Multilith Operator	S-9	5000-150-8000	PB-2	9300-34800	4200
75.	Junior Accountant	S-9	5000-150-8000	PB-2	9300-34800	4200
76.	Hindi Assistant	S-9	5000-150-8000	PB-2	9300-34800	4200
77.	Junior Hindi Translator	S-9	5000-150-8000	PB-2	9300-34800	4200
78.	Driver Special Gr. I	S-9	5000-150-8000	PB-2	9300-34800	4200
79.	Driver Gr.I	S-8	4500-125-7000	PB-1	5200-20200	2800
80.	Technician Grade - I	S-8	4500-125-7000	PB-1	5200-20200	2800
81.	T.V. Producer Gr.-III	S-8	4500-125-7000	PB-1	5200-20200	2800
82.	Sound Recordist Gr.- III	S-8	4500-125-7000	PB-1	5200-20200	2800
83.	Audio Radio Producer Gr.-III	S-8	4500-125-7000	PB-1	5200-20200	2800
84.	Field Investigator	S-8	4500-125-7000	PB-1	5200-20200	2800
85.	Floor Manager	S-8	4500-125-7000	PB-1	5200-20200	2800
86.	Make-up Assistant	S-8	4500-125-7000	PB-1	5200-20200	2800
87.	Toucher Gr.-I	S-8	4500-125-7000	PB-1	5200-20200	2800
88.	Photographer Gr.II	S-8	4500-125-7000	PB-1	5200-20200	2800
89.	Projectionist Gr.I	S-8	4500-125-7000	PB-1	5200-20200	2800
90.	Graphic Assistant Gr.I	S-8	4500-125-7000	PB-1	5200-20200	2800
91.	Artist Grade - III	S-8	4500-125-7000	PB-1	5200-20200	2800

92.	Junior Foreman	S-8	4500-125-7000	PB-1	5200-20200	2800
93.	Store-Keeper Gr.I	S-8	4500-125-7000	PB-1	5200-20200	2800
94.	Senior Proof Reader	S-8	4500-125-7000	PB-1	5200-20200	2800
95.	Key-Punch Operator (Sup.)/ DEO (Gr.I)	S-8	4500-125-7000	PB-1	5200-20200	2800
96.	Junior Draftsman	S-8	4500-125-7000 4000-100-6000	PB-1 PB-1	5200-20200 5200-20200	2800 2400
97.	Semi-Professional Assistant	S-8	4500-125-7000	PB-1	5200-20200	2800
98.	Driver Gr.II	S-7	4000-100-6000	PB-1	5200-20200	2400
99.	Fine Mechanic	S-7	4000-100-6000	PB-1	5200-20200	2400
100	Lab. Assistant	S-7	4000-100-6000	PB-1	5200-20200	2400
101	Upper Division Clerk	S-7	4000-100-6000	PB-1	5200-20200	2400
102	Receptionist	S-7	4000-100-6000	PB-1	5200-20200	2400
103	Stenographer Gr.-III	S-7	4000-100-6000	PB-1	5200-20200	2400
104	Technician Gr. - II	S-7	4000-100-6000	PB-1	5200-20200	2400
105	Floor Assistant	S-7	4000-100-6000	PB-1	5200-20200	2400
106	Film Assistant/ Video Assistant	S-7	4000-100-6000	PB-1	5200-20200	2400
107	Tracer	S-7	4000-100-6000	PB-1	5200-20200	2400
108	Graphic Assistant Gr. -II	S-7	4000-100-6000	PB-1	5200-20200	2400
109	Store Keeper Gr. II	S-7	4000-100-6000	PB-1	5200-20200	2400
110	Proof Reader	S-7	4000-100-6000	PB-1	5200-20200	2400
111	Sr.Key-Punch Operator/ DEO (Gr.B)	S-7	4500-125-7000	PB-1	5200-20200	2800
112	Compounder-cum-Pharmacist	S-8	4500-125-7000	PB-1	5200-20200	2800
113	Nursery School Teacher Sr. Scale Selection Scale	S-8 S-9 S-10	4500-125-7000** 5000-150-8000 5500-175-9000	PB-1 PB-2 PB-2	5200-20200 9300-34800 9300-34800	2800 4200 4200
114	Field Worker	S-7	4000-100-6000	PB-1	5200-20200	2400
115	Machine Men-cum-Compositor	S-7	4000-100-6000	PB-1	5200-20200	2400
116	Electrician (Hqrs)	S-5	3050-75-3950-80-4590	PB-1	5200-20200	1900
117	Lower Division Clerk	S-5	3050-75-3950-80-4590	PB-1	5200-20200	1900
118	Telephone Operator	S-5	3050-75-3950-80-4590	PB-1	5200-20200	1900
119	Toucher Grade -II	S-5	3050-75-3950-80-4590	PB-1	5200-20200	1900
120	Film Joiner	S-5	3050-75-3950-80-4590	PB-1	5200-20200	1900
121	Light Man	S-5	3050-75-3950-80-4590	PB-1	5200-20200	1900
122	Dark Room Assistant	S-5	3050-75-3950-80-4590	PB-1	5200-20200	1900
123	Graphic Assistant Gr.-III	S-5	3050-75-3950-80-4590	PB-1	5200-20200	1900
124	Mechanic	S-5	3050-75-3950-	PB-1	5200-	1900

			80-4590		20200	
125	Copy Holder	S-5	3050-75-3950-80-4590	PB-1	5200-20200	1900
126	Driver Gr.III / Ordinary Driver	S-5	3050-75-3950-80-4590	PB-1	5200-20200	1900
127	Senior Lab. Assistant	S-5	3050-75-3950-80-4590	PB-1	5200-20200	1900
128	Carpenter	S-5	3050-75-3950-80-4590	PB-1	5200-20200	1900
129	Key Punch Operator / DEO Gr.A	S-5	3050-75-3950-80-4590	PB-1	5200-20200	1900
130	Carpenter-cum-workshop Attendant	S-5	3050-75-3950-80-4590	PB-1	5200-20200	1900
131	Senior Library Attendant	S-5	3050-75-3950-80-4590	PB-1	5200-20200	1900
132	Electric Stencil Cutter Operator	S-5	3050-75-3950-80-4590	PB-1	5200-20200	1900
133	Binder-cum-Cutter	S-5	3050-75-3950-80-4590	PB-1	5200-20200	1900
134	Bradma Operator	S-5	3050-75-3950-80-4590	PB-1	5200-20200	1900
135	Painter	S-5	3050-75-3950-80-4590	PB-1	5200-20200	1900
136	Senior Gestetner Operator	S-5	3050-75-3950-80-4590	PB-1	5200-20200	1900
Group 'D' Posts at NCERT Hqrs.						
137	Junior Library Attendant	S-3	2650-65-3300-70-4000 \$	-1S	4440-7440	1650
138	Junior Gestetner Operator	S-3	2650-65-3300-70-4000 \$	-1S	4440-7440	1650
139	Laboratory Attendant	S-2	2610-60-3150-65-3540	-1S	4440-7440	1400
140	Helper Senior	S-2	2610-60-3150-65-3540	-1S	4440-7440	1400
141	Daftry	S-2	2610-60-3150-65-3540 \$\$	-1S	4440-7440	1400
142	Packer	S-2	2610-60-3150-65-3540	-1S	4440-7440	1400
143	Graphic Attendant (Sr.)	S-2	2610-60-3150-65-3540	-1S	4440-7440	1400
144	Auditorium Attendant	S-2	2610-60-3150-65-3540	-1S	4440-7440	1400
145	Dark Rook Attendant	S-2	2610-60-3150-65-3540	-1S	4440-7440	1400
146	Store Attendant	S-2	2610-60-3150-65-3540	-1S	4440-7440	1400
147	Studio Attendant	S-2	2610-60-3150-65-3540	-1S	4440-7440	1400
148	Head Chowkidar	S-2	2610-60-3150-65-3540	-1S	4400-7440	1400
149	Gate Keeper	S-2	2610-60-3150-65-3540	-1S	4440-7440	1400
150	Head Safaiwala	S-2	2610-60-3150-65-3540	-1S	4440-7440	1400
151	Head Farash	S-2	2610-60-3150-65-3540	-1S	4440-7440	1400
152	Carpenter Attendant	S-2	2610-60-3150-65-3540	-1S	4440-7440	1400
153	Senior Peon	S-2	2610-60-3150-65-3540	-1S	4440-7440	1400
154	Chowkidar/ Security Guard	S-1	2550-55-2600-60-3200	-1S	4440-7440	1300
155	Safaiwala	S-1	2550-55-2600-60-3200	-1S	4440-7440	1300
156	Farash	S-1	2550-55-2600-60-3200	-1S	4440-7440	1300
157	Peon	S-1	2550-55-2600-60-3200	-1S	4440-7440	1300
158	Graphic Attendant (Jr.)	S-1	2550-55-2600-60-3200	-1S	4440-7440	1300
159	Attendant	S-1	2550-55-2600-	-1S	4440-	1300

			60-3200		7440	
160	Khalasi	S-1	2550-55-2600-60-3200	-1S	4440-7440	1300
161	Bearer	S-1	2550-55-2600-60-3200	-1S	4440-7440	1300
162	Janitor	S-1	2550-55-2600-60-3200	-1S	4440-7440	1300
163	Chair Recanner	S-1	2550-55-2600-60-3200	-1S	4440-7440	1300
164	Helper (Junior)	S-1	2550-55-2600-60-3200	-1S	4440-7440	1300
165	Messenger	S-1	2550-55-2600-60-3200	-1S	4440-7440	1300
166	Dresser	S-1	2550-55-2600-60-3200	-1S	4440-7440	1300
167	Workshop Attendant	S-1	2550-55-2600-60-3200	-1S	4440-7440	1300

** revised vide order No.F.2-2/98-EC dt.23.12.98 as per Part "B" recommendations of Vth CPC.

\$ Rs.2750-75-4400 ACP Scale

\$\$ Rs. 2650-65-3300-70-4000 ACP Scale

<u>NIE Departmental Canteen</u>						
168	Manager	S-7	4000-100-6000	PB-1	5200-20200	2400
169	Assistant Manager	S-6	3200-85-4900*	PB-1	5200-20200	2000
170	Halwai	S-6	3200-85-4900*	PB-1	5200-20200	2000
171	Coupon Sales Woman	S-5	3050-75-3950-80-4590*	PB-1	5200-20200	1900
172	Kitchen Clerk	S-5	3050-75-3950-80-4590*	PB-1	5200-20200	1900
173	Coupon Clerk	S-5	3050-75-3950-80-4590*	PB-1	5200-20200	1900
174	Tea / Coffee Maker / Salesman	S-5	3050-75-3950-80-4590*	PB-1	5200-20200	1900
175	Assistant Halwai	S-5	3050-75-3950-80-4590*	PB-1	5200-20200	1900
176	Cook	S-5	3050-75-3950-80-4590*	PB-1	5200-20200	1900
177	Bearer Dish Cleaner / Wash-Boy	S-2 S-1	2610-60-3150-65-3540* 2550-55-2660-60-3200	-1S -1S	4440-7440 4440-7440	1400 1300

* w.e.f. 1.1.96 vide order No.2-14/98-EC dt. 4.2.02 as per part "B" recommendations of Vth CPC.

GROUP 'A, B, C, & D' POSTS IN RIEs, PSSCIVE & RPDCs LOCATED OUTSIDE DELHI.

1 Pay structure of various teaching posts in RIEs/DM Schools of NCERT

Sl. No.	Categories of Teachers	Entry Scale		Senior Scale		Selection Grades	
		Existing Pay Scale / Upgraded pay Scale	Revised Pay Scale	Existing Pay Scale/ Upgraded pay Scale	Revised Pay Scale	Existing Pay Scale / Upgraded pay Scale	Revised Pay Scale
1.	Headmaster (DM School) / Principal	10000-15200 / 12000-16500	PB-3 GP-7600	-	-	-	-
2.	Assistant Headmaster	7500-12000 / 8000-13500	PB-3 GP-5400	8000-13500 / 10000-15200	PB GP-6600	-	-
3.	PGT	6500-10500 / 7500-12000	PB-2 GP-4800	7500-12000 / 8000-13500	PB-3 GP-5400	8000-13500 / 10000-15200	PB-3 GP-6600
4.	TGT/WET/ I/c Primary School	5500-9000 / 7450-11500	PB-2 GP-4600	6500-10500 / 7500-12000	PB-2 GP-4800	7500-12000 / 8000-13500	PB-2 GP-5400
5.	Primary Teacher	4500-7000 / 6500-10500	PB-2 GP-4200	5500-9000 / 7450-11500	PB-2 GP-4600	6500-10500 / 7500-12000	PB-2 GP-4800
6.	Nursery Teacher	4500-7000 / 6500-10500	PB-2 GP-4200	-	-	-	-

2. PAY STRUCTURE FOR NON-ACADEMIC GROUP 'A, B, C, & D' POSTS IN RIES, PSSCIVE & RPDCs LOCATED OUTSIDE DELHI.

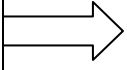
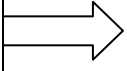
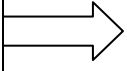
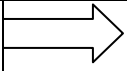
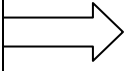
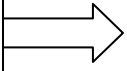
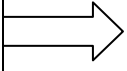
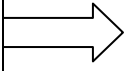
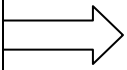
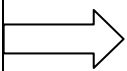
Sl. No.	Posts/ Designation	Existing Scale of pay (Rs.)	Proposed revised scale of pay as approved by the Govt. on the recommendations of the 6 th Pay Commission	Grade Pay
1.	Workshop Superintendent	S-15	8000-275-13500	PB-2 9300-34800 5400
2.	Farm Superintendent	S-15	8000-275-13500	PB-2 9300-34800 5400
3.	Medical Officer	S-15	8000-275-13500	PB-2 9300-34800 5400
4.	Demonstrator	S-15	8000-275-13500	PB-2 9300-34800 5400
5.	Publication Production Officer	S-15	8000-275-13500	PB-2 9300-34800 5400
6.	Lab. Technician	S-10	5500-175-9000	PB-2 9300-34800 4200
7.	Caretaker	S-9	5000-150-8000	PB-2 9300-34800 4200
8.	Security Supervisor	S-9	5000-150-8000	PB-2 9300-34800 4200
9.	Computer Operator Gr.-II	S-9	5000-150-8000	PB-2 9300-34800 4200
10.	Projector Operator	S-7	4000-100-6000	PB-1 5200-20200 2400
11.	Computer Operator Gr.-III	S-7	4000-100-6000	PB-1 5200-20200 2400
12.	Bus Driver/ Heavy Vehicle Driver	S-5	3050-75-3950-80-4590	PB-1 5200-20200 1900
13.	Workshop Attendant - cum - Tractor Driver	S-5	3050-75-3950-80-4590	PB-1 5200-20200 1900
14.	Typewriter Mechanic	S-5	3050-75-3950-80-4590	PB-1 5200-20200 1900
15.	Electrician	S-5	3050-75-3950-80-4590	PB-1 5200-20200 1900
16.	Machinist	S-5	3050-75-3950-80-4590	PB-1 5200-20200 1900
17.	Account Clerk	S-5	3050-75-3950-80-	PB-1 5200-20200 1900

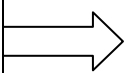
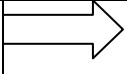
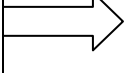
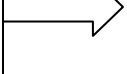
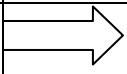


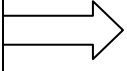
			4590			
18.	Library Clerk	S-5	3050-75-3950-80-4590	PB-1	5200-20200	1900
19.	Physical Attendant Games	S-2	2610-60-3150-65-3540	-1S	4440-7440	1400
20.	Farm Attendant	S-2	2610-60-3150-65-3540	-1S	4440-7440	1400
21.	Poultry-cum-Dairy Attendant	S-2	2610-60-3150-65-3540	-1S	4440-7440	1400
22.	Games Attendant	S-2	2610-60-3150-65-3540	-1S	4440-7440	1400
23.	Mali	S-1	2550-55-2660-60-3200	-1S	4440-7440	1300
24.	Cleaner / Bus Cleaner	S-1	2550-55-2660-60-3200	-1S	4440-7440	1300
25.	Guest House Attendant	S-1	2550-55-2660-60-3200	-1S	4440-7440	1300

** revised vide order No:F.2-2/98-EC dt.16.10.98 & 23.12.98 as per Part "B" recommendations of Vth CPC

\$ Revised vide order No. 1-17/97-RIEFA dated 22nd /23rd April, 2002

FUNCTIONS OF SECTIONS OF COUNCIL SECRETARATE OF NCERT HQ.

Section/ Unit/ Cell		Function
<u>Establishment -I</u>		Personnel service matters of Academic Staff of NCERT Hqrs.
<u>Establishment -II</u>		Personnel service matters and recruitment of Administrative Ministerial, Stenographic and Accounts Group 'A', 'B' and 'C' staff of NCERT Hqrs.
<u>Establishment -III</u>		Personnel service matters and recruitment of Ancillary(Technical) Group 'A', 'B' and 'C' Staff of NCERT Hqrs.
<u>Establishment -IV</u>		Personnel service matters and recruitment of Group 'D' Staff of NCERT Hqrs.
<u>Establishment Coordination</u>		Coordination of miscellaneous matters of all Establishment Sections and Coordination with the Ministry of Human Resource Development and other Ministries/organizations. Also deals with holding of meetings of committee on prevention of Sexual Harassment to women at work place and Grievance Committee.
<u>Recruitment -I</u>		Recruitment / promotion of all academic Group 'A' posts of NCERT
<u>Regional Institute of Education</u>		Controlling and coordination section dealing with matters of Regional Institute of Education(RIEs) and appointment of academic Group 'A' & 'B' staff of RIEs/PSSCIVE, Bhopal.
<u>Committee & Parliament</u>		Deals with Parliament/ Rajya Sabha Questions and VIP references. Holding of meetings of General Body, Executive Committee, Establishment Committee, Finance Committee, Monitoring Committee for text books and maintenance of records of such meetings.
<u>Vigilance and Litigation</u>		Matters relating to Vigilance and Litigation of NCERT.
<u>Campus and Maintenance</u>		Allotment of quarters and maintenance of campus and its various buildings.

<u>Welfare</u>		Issue of Health Scheme Cards, matters relating to GLIS and Death Relief Scheme for staff of NCERT. Miscellaneous matters relating to NCERT Departmental Canteen, NIE Guest House and Horticulture.
<u>Receipt and Issue</u>		Receipt and Issue of Dak of all Departments/Sections of NCERT.
<u>Confidential Record Cell</u>		Maintenance of ACRs of Staff.
<u>IWSU with Central Record</u>		Arranging in service training for non-academic staff and processing of proposal for staff requirements. Maintenance of old records of NCERT.
<u>SC/ST Cell</u>		Coordination of data relating to reservation of staff in NCERT. Monitoring of reservation policy and Liaison Office for SC/ST etc.
<u>Hindi Cell</u>		Dealing with implementation of Raj Bhasha and arranging Hindi teaching classes / workshop on Hindi.
<u>S&S-I</u>		Procurement and supply of stationary items for NCERT.
<u>S&S- II</u>		Procurement and supply of furniture/ equipments for NCERT.