F.No.39/Admn/NDTL-2020-21

राष्ट्रीय डोप परीक्षण प्रयोगशाला

National Dope Testing Laboratory
JLN STADIUM COMPLEX, LODHI ROAD, NEW DELHI

(To be incorporated in the Bye-laws of the Society)

Dated: 25.03.2021

NOTIFICATION

In pursuance of the approval accorded by the Government of India, Ministry of Youth Affairs & Sports (MYA&S), Department of Sports vide their letter No.69-08/2020-SP-VI/SP-V dated 10th March, 2021 and in supersession of the existing Recruitment / Service Rules, the revised/amended Recruitment Rules in respect of the following posts are hereby notified:-

(i) Director/ Scientist 'F'
(ii) Scientist 'E'
(iii) Scientist 'D'
(iv) Scientist 'C'
(v) Scientist 'B'
(vi) Senior Technical Officer
(vii) Technical Officer
(viii) Senior Technical Officer (Information Technology)
(ix) Technical Assistant
(x) Deputy Director (Administration)
(xi) Finance Officer
(xii) Section Officer
(xiii) Assistant
(xiv) Personal Assistant

1. **Short title and commencement** – (1) These rules may be called the National Dope Testing Laboratory (NDTL) Recruitment Rules, 2021 and Recruitment Procedure for Regular Posts.

(2) They shall come into force on the date of issue of this Notification.

2. **Application**- These rules shall apply to the posts specified in Column 1 of the Recruitment Rules annexed to these rules.

3. **Number of posts, Classification, Pay Matrix Level (PML)** -The number of said posts, their classification, pay band and grade pay or pay scale shall be as specified in columns 2 to 4 of the Recruitment Rules annexed to these rules.

4. **Initial Constitution of the Cadre** - All employees in NDTL working on regular basis on any of the posts mentioned in the said Recruitment Rules, on the date these rules come into force shall be deemed to have been appointed under these rules with effect from the date of initial appointment to their posts subject further to the terms of the Bye-laws.

5. **Method of recruitment, age limit and other classifications etc.**:- The method of recruitment, age limit, qualifications and other matters connected therewith shall be as specified in columns 5 to 14 of the said Recruitment Rules.

6. **Probation-** (i) The appointees (whether by direct recruitment or promotion) to various posts in NDTL shall be on probation as per column 10 of the said Recruitment Rules.

(ii) The period of probation may be extended, but the total period of extension of the probation period shall not, save where it is necessary by reason of any Departmental or legal proceedings pending against the person, exceed double the prescribed period of probation.

7. **Seniority** -The inter-se seniority of personnel who are appointed under these rules shall be in accordance with the general instructions issued by the Central Government from time to time.

8. **Disqualification-** No person, -

(i) Who has entered into or contracted a marriage with a person having a spouse living; or

(ii) Who, having a spouse living, has entered into or contracts a marriage with any person, shall be eligible for appointment to any post in NDTL.

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

9. **Power to relax**- Where the Governing Body is of the opinion that it is necessary or expedient so to do, may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

10. **Saving** -Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

11. **Interpretation**- Where ever any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the Governing Body whose decision shall be final.

12. **Power to remove difficulties** - If any difficulty arises in giving effect to the provisions of these rules, the Governing Body may make such provisions or issue such instructions consistent with the provisions of these rules, as may appear to be necessary or expedient for removal of the difficulty.

13. **Repeal** - The National Dope Testing Laboratory (Scientific & Administrative Staff) Recruitment Rules, 2009, are hereby rescinded.



(Dr P L Sahu)
Scientific Director

Encls As above

To

1. PS to Joint Secretary (Sports) & CEO, NDTL
2. Shri Arun Kumar Singh, Under Secretary (SP-V), Ministry of Youth Affairs & Sports (MYA&S) (Department of Sports, Government of India, Shastri Bhavan, New Delhi 110 001 – for information w.r.t their letter F.No. 69-08/2020-SP-VI/SP-V dated 10.3.2021.
3. Administrative Officer, NDTL
4. Finance Officer, NDTL

NATIONAL DOPE TESTING LABORATORY

MINISTRY OF YOUTH AFFAIRS AND SPORTS

JLN STADIUM COMPLEX, LODHI ROAD,
NEW DELHI – 110003

Recruitment Rules (RRs) for Scientific, Technical & Administrative Cadre Posts 2020

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A. SCIENTIFIC POSTS

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2.	Scientist 'E'	13	01	5-6
3.	Scientist 'D'	12	02	7-8
4.	Scientist 'C'	11	05	9-10
5.	Scientist 'B'	10	06	11-12
	Total		**15**	

B. TECHNICAL POSTS

S.NO.	Nomenclature of Post	Pay Level in the Pay Matrix as per 7th CPC	Number of Post	Page number
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	Total		**20**	

C. ADMINISTRATIVE POSTS

S.NO.	Nomenclature of Post	Pay Level in the Pay Matrix as per 7th CPC	Number of Post	Page number
1.	Deputy Director (Admn)	11	01	20-21
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	Total		**07**	

DRAFT RRs FOR SCIENTIFIC POSTS

RECRUITMENT RULE FOR THE POST OF DIRECTOR (SCIENTIST 'F')

S.No.	Particulars	Recruitment Rule
1	Name of the Post	Director (Scientist 'F')
2	Number of Posts	1 (Subject to variation dependent on workload)
3	Classification	Group 'A'
4	Scale of Pay	Rs.131,100-216600 [Pay Level 13 A in the Pay Matrix as per 7th CPC]
5	Whether Selection post	Yes
6	Whether benefit of added years of service under Rule 30 of the CCS (Pension) Rules 1972	Not applicable
7	Age Limit for Direct Recruits	Not applicable
8	Educational and other qualifications required for direct recruits	Not applicable
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
10	Period of Probation, if any	No
11	Method of recruitment	**By Composite Method:** By Deputation (Including Short Term Contract)/ Promotion.
12	In case of recruitment by promotion or deputation or absorption, grades from which promotion or absorption to be made	**Deputation (Including short term contract):** Officers of the Central/state Government/PSUs/ Autonomous Bodies (i)Holding analogous post on regular basis or (ii) having 2 years regular service in the Pay Matrix Level : 13 Rs.123100-215900 and possessing **(i)** Ph D. in Chemical / Biological/ Pharmaceutical Sciences in relevant fields from a UGC/AICTE recognized University / Institute; **(ii)** Twelve years' experience in Research & Development and / or scientific activities in relevant area of drug analysis out of which Five years in a responsible capacity in scientific administration, planning/ designing and execution/ managing/ directing the scientific research and laboratory operations and matters connected thereto. **Desirable :-** **(i)** Experience and competence in the analysis of chemical and biological material in the field of drug testing **(ii)** Experience in quality management system as per

		ISO/ IEC: 17025 and quality assurance processes. (iii) Research work of a high standard evidenced through publication in journals of repute. (iv) Knowledge of drug metabolism and pharmacokinetics.
13	If DPC exists its composition.	Selection Committee for Deputation (including short term contract) and DPC (in the case of Promotion) are as under: (i) Joint Secretary (Administrative Ministry) - Chairman; (ii), (iii) & (iv) Three subject experts of appropriate status - Members
14	Circumstances under which UPSC is to be consulted in making the Recruitment	Not applicable

RECRUITMENT RULE FOR THE POST OF SCIENTIST 'E'

S.No	Particulars	Recruitment Rule
1	Name of the Post	Scientist 'E'
2	Number of Posts	1(Subject to variation dependent on workload)
3	Classification	Group 'A'
4	Scale of Pay	Rs.123100-215900 [Pay Level 13 in the Pay Matrix as per 7th CPC]
5	Whether Selection post	Yes
6	Whether benefit of added years of service under Rule 30 of the CCS (Pension) Rules 1972	Not applicable
7	Age Limit for Direct Recruits	Not applicable
8	Educational and other qualifications required for direct recruits	Not applicable
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
10	Period of Probation, if any	No
11	Method of recruitment	**By Composite Method:** By Deputation (Including Short Term Contract)/ Promotion.
12	In case of recruitment by promotion or deputation or absorption, grades from which promotion or absorption to be made	**Deputation (Including short term contract):** Officers of the Central/state Government/PSUs/ Autonomous Bodies : (i) Holding analogous post on regular basis or (ii) having 5 years of regular service in the Pay Level : 12 [Rs.78800-209200] and possessing (i) PhD. in Chemical / Biological/ Pharmaceutical Sciences in relevant fields from a UGC/AICTE recognized University / Institute; (ii) Ten years' post doctorate experience in research & development and / or scientific activities in relevant area of drug analysis out of which two years in a responsible capacity in scientific administration, planning / designing and execution / managing / directing the scientific research and technological programs and matters connected thereto. **Desirable : (i)**Experience in research & development in the field of drug analysis/ sports dope testing, **(ii)**Experience in quality management system as per ISO/IEC: 17025 and quality assurance processes. **(iii)**Research work of a high standard evidenced through publication in journals of repute. (iv) Knowledge of drug metabolism and

		pharmacokinetics.
13	If DPC exists its composition.	Selection Committee for Deputation (including short term contract) and DPC (in the case of Promotion) are as under: (i) Joint Secretary (Administrative Ministry) – Chairman (ii) Director/ Scientist F - Member (iii) & (iv) Two subject experts of appropriate status - Member.
14	Circumstances under which UPSC is to be consulted in making the Recruitment	Not applicable

RECRUITMENT RULE FOR THE POST OF SCIENTIST 'D'

S.No.	Particulars	Recruitment Rule
1	Name of the Post	Scientist "D"
2	Number of Posts	2 (Subject to variation dependent on workload)
3	Classification	Group 'A'
4	Scale of Pay	Rs.78800-209200 [Pay Level 12 in the Pay Matrix as per 7th CPC]
5	Whether Selection post	No
6	Whether benefit of added years of service under Rule 30 of the CCS (Pension) Rules 1972	Not applicable
7	Age Limit for Direct Recruits	Not exceeding 45 years
8	Educational and other qualifications required for direct recruits	**Essential:** (i) PhD. in Chemical / Biological/ Pharmaceutical Sciences in relevant fields from a UGC/AICTE recognized University / Institute;; (ii) Five years' post doctorate experience in research & development and / or scientific activities in relevant area of drug analysis out of which two years in a responsible capacity in scientific administration, planning / designing and execution / managing / directing the scientific research and technological programs and matters connected thereto. **Desirable :-** **(i)** Experience in research & development in the field of drug analysis/ sports dope testing **(ii)** Experience in quality management system as per ISO/IEC: 17025 and quality assurance processes. (iii) Research work of a high standard evidenced through publication in journals of repute. (iv) Knowledge of drug metabolism and pharmacokinetics.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10	Period of Probation, if any	One year for Direct Recruitment.

11	Method of recruitment	(i) 50% by Promotion failing which by deputation (including short term contract) (ii) 50% by Direct Recruitment failing which by deputation (including short term contract)
12	In case of recruitment by promotion or deputation or absorption, grades from which promotion or absorption to be made	**Promotion:** From amongst Scientist 'C' (Pay Level 11) [Rs.67700-208700] with five years of regular service in the grade. {* For the employees holding the feeder grade posts on the date of notification of these rules, the eligibility service for promotion shall continue to be the same as in the existing rules i.e. four years in this case} **Deputation (Including short term contract):** Officers of the Central/state Government/PSUs/ Autonomous Bodies : (i)Holding analogous post on regular basis or (ii) having 5 years regular service in the Pay Level : 11 [Rs.67700-208700] and Possessing the qualifications prescribed for Direct recruitment as in col 8.
13	If DPC exists its composition.	Selection Committee for Direct Recruitment/ Deputation (including short term contract) and DPC (in the case of Promotion) are as under: (i) Director/Scientist F/Scientist E NDTL - Chairman (ii) Director (Administrative Ministry) - Member (iii) & (iv) Two subject experts of appropriate status- Members **Note: The committee for Probation clearance and confirmation of probationer will be same as above.**
14	Circumstances under which UPSC is to be consulted in making the Recruitment	Not applicable

RECRUITMENT RULE FOR THE POST SCIENTIST 'C'

S.No.	Particulars	Recruitment Rule
1	Name of the Post	Scientist 'C'
2	Number of Posts	5 (Subject to variation dependent on workload)
3	Classification	Group 'A'
4	Scale of Pay	Rs.67700-208700 [Pay Level 11 in the Pay Matrix as per 7th CPC]
5	Whether Selection post	No
6	Whether benefit of added years of service under Rule 30 of the CCS (Pension) Rules 1972	Not applicable
7	Age Limit for Direct Recruits	Not exceeding 40 Years
8	Educational and other qualifications required for direct recruits	Essential :- (i) PhD. in Chemical / Biological/ Pharmaceutical Sciences in relevant fields from a UGC/AICTE recognized University / Institute; (ii) Three years' post Qualification experience in the use of relevant analytical technique such as Chromatography, Immunoassays, Electrophoresis or Mass Spectrometry in relevant area of drug analysis. Or (i) Master's degree in Chemical / Biological/ Pharmaceutical Sciences in relevant fields from a UGC/AICTE recognized University / Institute; (ii) Six years' post Qualification experience in the use of relevant analytical technique such as Chromatography, Immunoassays, Electrophoresis or Mass Spectrometry in relevant area of drug analysis. **Desirable :-** (i) Experience in research & development in the field of drug analysis / sports dope testing evident by research publications Peer review journals; (ii) Experience in quality management system as per ISO/IEC: 17025 and quality assurance processes.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10	Period of Probation, if any	One year for Direct Recruitment.
11	Method of recruitment	a) Sixty percent by Promotion, failing which by deputation (Including Short Term

		Contract): b) Forty percent by Direct Recruitment failing which by deputation (Including Short Term Contract)
12	In case of recruitment by promotion or deputation or absorption, grades from which promotion or absorption to be made	**Promotion:** From amongst Scientist 'B' [Pay Level 10 [Rs.56100-177500] with five years of regular service in the grade. {* For the employees holding the feeder grade posts on the date of notification of these rules, the eligibility service for promotion shall continue to be the same as in the existing rules i.e. four years in this case} **Deputation (Including short term contract):** Officers of the Central/state Government/PSUs/ Autonomous Bodies : (i)Holding analogous post on regular basis or having 5 years regular service in the Pay Level : 10 [Rs.56100-177500] and Possessing the qualifications prescribed for Direct recruitment as in col 8.
13	If DPC exists its composition.	Selection Committee for Direct Recruitment/ Deputation (including short term contract) and DPC (in the case of Promotion) are as under: (i) Director/Scientist F/Scientist E NDTL - Chairman (ii) Director/Deputy Secretary (Admn Ministry) - Member (iii) & (iv) Two subject experts of appropriate status- Members **Note: The committee for Probation clearance & confirmation of probationer will be same as above.**
14	Circumstances under which UPSC is to be consulted in making the Recruitment	Not applicable

RECRUITMENT RULE FOR THE POST SCIENTIST 'B'

S.No.	Particulars	Recruitment Rule
1	Name of the Post	Scientist 'B'
2	Number of Posts	6 (Subject to variation dependent on workload)
3	Classification	Group "A"
4	Scale of Pay	Rs.56100-177500 [Pay Level 10 in the Pay Matrix as per 7th CPC]
5	Whether Selection post	No
6	Whether benefit of added years of service under Rule 30 of the CCS (Pension) Rules 1972	Not applicable
7	Age Limit for Direct Recruits	Not exceeding 35 years.
8	Educational and other qualifications required for direct recruits	Essential (i) Master's degree in Chemical / Biological/ Pharmaceutical Sciences in relevant fields from a UGC/AICTE recognized University / Institute; (ii) Three years' post Qualification experience in the use of relevant analytical technique such as Chromatography, Immunoassays, Electrophoresis or Mass Spectrometry in relevant area of drug analysis. **Desirable:** (i) Ph. D in relevant subject from a UGC/AICTE recognized University / Institute. (ii) Experience in research & development in the field of drug analysis / sports dope testing evident by research publications Peer review journals; (iii) Experience in quality management system as per ISO/ IEC: 17025 and quality assurance processes.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10	Period of Probation, if any	Two years for Direct Recruitment.
11	Method of recruitment	Direct Recruitment
12	In case of recruitment by promotion or deputation or absorption, grades from which promotion or absorption to be made	Not applicable
13	If DPC exists its composition.	Selection Committee for Direct Recruitment: (i) Director (Scientist F)/Scientist E NDTL - Chairman (ii) Dy Secretary/Under Secretary Admn Ministry – Member

		(iii) & (iv) Two subject experts of appropriate status as Members (v) Deputy Director (Admn), NDTL -Member **Note: The committee for Probation clearance & confirmation of probationer will be same as above.**
14	Circumstances under which UPSC is to be consulted in making the Recruitment	Not applicable

DRAFT RRS FOR TECHNICAL POSTS

RECRUITMENT RULES OF THE POST OF 'SENIOR TECHNICAL OFFICER'

S. No.	Particulars	Recruitment Rule
1	Name of the Post	Senior Technical Officer
2	Number of Posts	2 (Subject to variation dependent on workload)
3	Classification	Group 'A'
4	Scale of Pay	Rs.56100-177500 [Pay Level 10 in the Pay Matrix as per 7thCPC]
5	Whether Selection post	No
6	Whether benefit of added years of service under Rule 30 of the CCS (Pension) Rules 1972	Not applicable
7	Age Limit for Direct Recruits	Not applicable
8	Educational and other qualifications required for direct recruits	Not applicable
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
10	Period of Probation, if any	Two years for Promotees.
11	Method of recruitment	By Promotion, failing which by Deputation (Including Short Term Contract).
12	In case of recruitment by promotion or deputation or absorption, grades from which promotion or absorption to be made	**Promotion:** From amongst Technical Officer in the PML-7 Rs.44900-142400 with three years of regular service in the grade. **Deputation (Including Short Term Contract):** Officers of the Central/state Government/PSUs/ Autonomous Bodies : (i) Holding analogous post on regular basis or (ii) having 3 years regular service in the Pay Level : 7 Rs.44900-142400 and possessing (i) Master's degree in Chemical / Biological/ Pharmaceutical Sciences in relevant fields from a UGC/AICTE recognized University / Institute; (ii)Two years' post Qualification experience in the use of relevant analytical technique such as Chromatography, Immunoassays, Electrophoresis or Mass Spectrometry in relevant area of drug analysis. **Desirable:** **(i)** Experience in quality management system as per ISO: IEC: 17025 and quality assurance processes.
13	If DPC exists its composition.	DPC (in the case of Promotion)/ Selection Committee for Deputation (including short term contract) are as under:

		(i) Director/Scientist F/Scientist E NDTL - Chairman (ii)Director/Dy Secretary (Admn Ministry)- Member (iii) & (iv) Two subject experts of appropriate status - Members
14	Circumstances under which UPSC is to be consulted in making the Recruitment	Not applicable

RECRUITMENT RULES FOR THE POST OF 'TECHICAL OFFICER'

S. No.	Particulars	Recruitment Rule
1	Name of the Post	Technical Officer
2	Number of Posts	8 (Subject to variation dependent on workload)
3	Classification	Group 'B'
4	Scale of Pay	Rs.44900-142400 [Pay Level 7 in the Pay Matrix as per 7thCPC]
5	Whether Selection post	No
6	Whether benefit of added years of service under Rule 30 of the CCS (Pension) Rules 1972	Not applicable
7	Age Limit for Direct Recruits	Not exceeding 30 Years
8	Educational and other qualifications required for direct recruits	Essential (i) Master's degree in Chemical / Biological/ Pharmaceutical Sciences in relevant fields from a UGC/AICTE recognized University / Institute;; (ii) One year experience in Chemical and/ or Bio-Chemical analysis preferably in Drug testing. **Or** (i) Bachelor's degree in Chemical / Biological/ Medical Laboratory Technology (MLT)/ Pharmaceutical Sciences in relevant fields from a UGC/AICTE recognized University / Institute; (ii) Three year's experience in Chemical and/ or Bio-Chemical analysis preferably in Drug testing. **Desirable:** Experience in quality management system as per ISO/ IEC: 17025 and quality assurance processes.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
10	Period of Probation, if any	Two years for Direct Recruitment.
11	Method of recruitment	(a) Fifty percent by Promotion, failing which by Deputation (including short term contract) (b) Fifty percent by Direct Recruitment failing which by Deputation (including short term contract)
12	In case of recruitment by promotion or deputation or absorption, grades from which promotion or absorption to be	**Promotion:** From amongst Technical Assistant (Pay Level 6 Rs.35400-112400) with five years of regular service in the grade.

	made	**Deputation (Including short term contract):** Officers of the Central/state Government/PSUs/ Autonomous Bodies : (i)Holding analogous post on regular basis or having 5 years of regular service in the Pay Level : 6 [Rs.35400-112400] and Possessing the qualifications prescribed for Direct recruitment as in col 8.
13	If DPC exists its composition.	**Departmental Promotion Committee for Promotion:** (i) Director (Scientist F)/Scientist E - Chairman (ii) Deputy/Under Secretary from Administrative Ministry -- Member (iii)&(iv) Two subject experts of appropriate status - Members (v) Deputy Director (Admn) NDTL – Member **Note: The committee for Probation clearance & confirmation of probationer will be same as above.**
14	Circumstances under which UPSC is to be consulted in making the Recruitment	Not applicable

RECRUITMENT RULES FOR THE POST OF 'TECHNIAL ASSISTANT'

S. No.	Particulars	Recruitment Rule
1	Name of the Post	Technical Assistant
2	Number of Posts	9 (Subject to variation dependent on workload)
3	Classification	Group "B"
4	Scale of Pay	Rs.35400-112400 [Pay Level 6 in the Pay Matrix as per 7thCPC]
5	Whether Selection post	No
6	Whether benefit of added years of service under Rule 30 of the CCS (Pension) Rules 1972	Not applicable
7	Age Limit for Direct Recruits	Not exceeding 28 Years
8	Educational and other qualifications required for direct recruits	Essential (i) Bachelor's degree in Chemical / Biological/ Medical Laboratory Technology (MLT)/ Pharmaceutical Sciences in relevant fields from a UGC/AICTE recognized University / Institute; (ii) One year experience in Chemical and/ or Bio-Chemical analysis preferably in Drug testing.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
10	Period of Probation, if any	Two years for Direct Recruitment.
11	Method of recruitment	100% by Direct Recruitment.
12	In case of recruitment by promotion or deputation or absorption, grades from which promotion or absorption to be made	Not applicable.
13	If DPC exists its composition.	**Departmental Promotion Committee for Probation clearance & confirmation:** (i) Director (Scientist F)/Scientist E NDTL - Chairman (ii) Under Secretary from Administrative Ministry – Member (iii) Scientist D/C, NDTL -Member (iv) Deputy Director (Admn) NDTL -Member
14	Circumstances under which UPSC is to be consulted in making the Recruitment	Not applicable

RECRUITMENT RULES FOR THE POST OF SENIOR TECHICAL OFFICER (IT)

S.No.	Particulars	Proposed Recruitment Rule
1	Name of the Post	Senior Technical Officer (Information Technology)
2	Number of Posts	1 (Subject to variation dependent on workload)
3	Classification	Group 'A'
4	Scale of Pay	Rs.56100-177500 [Pay Level 10 in the Pay Matrix as per 7thCPC]
5	Whether Selection post	No
6	Whether benefit of added years of service under Rule 30 of the CCS (Pension) Rules 1972	Not applicable
7	Age Limit for Direct Recruits	Not applicable
8	Educational and other qualifications required for direct recruits	Not applicable
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of Probation, if any	Not applicable
11	Method of recruitment	By Deputation (Including Short Term Contract).
12	In case of recruitment by promotion or deputation or absorption, grades from which promotion or absorption to be made	**Deputation (Including short term contract):** Officers of the Central/state Government/PSUs/ Autonomous Bodies : (i) Holding analogous post on regular basis (or) having 3 years regular service in the PML 7 (Rs.44900-142400) and possessing (i) Bachelor's Degree in Engineering in Computer Science / Electronics & Communication/ Information Technology (IT) or MCA or M.Sc. (IT) from a UGC/AICTE recognized University / Institute; (ii) Four years post qualification experience in a reputed organization handling electronic data processing*. *The experience in electronic data processing must include : a) Data Administration and Operational work – Maintaining data base by collecting information from different sources;

		b) Website content management; c) Internet surfing; d) Handling bulk e-communications. **Desirable:** Development and Administration of the e-Systems, testing, installing and application of the new soft-wares and ensuring their functioning, up-gradation/ modification and replacement etc.
13	If DPC exists its composition.	Selection Committee for Deputation (including short term contract) (i) Director (Scientist F)/Scientist E - Chairman (ii) one subject expert from NIC or any IT organization of Govt/Autonomous Body - Member (iii) Deputy/Under Secretary from Administrative Ministry - Member (iv) Deputy Director (Admn) - Member
14	Circumstances under which UPSC is to be consulted in making the Recruitment	Not applicable

DRAFT RRS FOR ADMINISTRATIVE POSTS

RECRUITMENT RULES FOR THE POST OF DEPUTY DIRECTOR (ADMN)

S.No.	Particulars	Recruitment Rule
1	Name of the Post	Deputy Director (Admn)
2	Number of Posts	1 (Subject to variation dependent on workload)
3	Classification	Group 'A'
4	Scale of Pay	Rs.67700-208700 [Pay Level 11 in the Pay Matrix as per 7th CPC]
5	Whether Selection post	Yes
6	Whether benefit of added years of service under Rule 30 of the CCS (Pension) Rules 1972	Not applicable
7	Age Limit for Direct Recruits	Not applicable
8	Educational and other qualifications required for direct recruits	Not applicable
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10	Period of Probation, if any	Two years for Promotees from Group B Post.
11	Method of recruitment	**By Composite Method:** Deputation (Including Short Term Contract) / Promotion
12	In case of recruitment by promotion or deputation or absorption, grades from which promotion or absorption to be made	**Deputation (Including Short Term Contract)** : Officers under the Central / State Government or Public Sector Undertaking / Autonomous Organization, having a Bachelor's degree from a UGC/AICTE recognized University / Institute;(ii) handling assignments in Administration & Establishment or Finance & Accounts or Stores Management by (i) Holding analogous post on regular basis; Or (ii) With five years' regular service in posts in Pay Level 10 [Rs.56100-177500] in the Pay Matrix as per 7th CPC or equivalent. Or (iii) Ten years' regular service in posts in Pay Level 7 [Rs.44900-142400] in the Pay Matrix as per 7th CPC or equivalent. **Desirable**: (ii) Post Graduate Degree or Post Graduate Diploma in Human Resource Management or

		Financial Management or Materials Management duration from a UGC/AICTE recognized University / Institute; (iii) Experience of working in research & development and / or scientific organization; (iv) Knowledge of quality management system as per ISO IEC 17025 in an Industrial / Scientific organization. **Promotion:** From amongst the following as per the combined eligibility / seniority :- a) Finance Officer in Pay Level 10 [Rs.56100-177500] having five years' regular service in the grade; Or b) Finance Officer with combined eight years of regular service as Finance Officer in Pay Level 10 [Rs.56100-177500] and Section Officer in the PML 7 [Rs.44900-142400]; Or (c) Section Officer in the PML 7 [Rs.44900-142400] with ten years' regular service in the grade.
13	If DPC exists its composition.	Selection Committee for Deputation (including short term contract)/Departmental Promotion Committee (in case of promotion): (i) Director Scientist F/Scientist E from NDTL - Chairman (ii) Director/Deputy Secretary from Administrative Ministry – Member (iii) One subject expert in Admn/Fin of appropriate status from Government/Autonomous Body -Member **Note: The committee for Probation clearance will be same as above.**
14	Circumstances under which UPSC is to be consulted in making the Recruitment	Not applicable

RECRUITMENT RULES FOR THE POST OF FINANCE OFFICER

S.No.	Particulars	Recruitment Rule
1	Name of the Post	Finance Officer
2	Number of Posts	1 (Subject to variation dependent on workload)
3	Classification	Group 'A'
4	Scale of Pay	Rs.56100-177500 [Pay Level 10 in the Pay Matrix as per 7th CPC]
5	Whether Selection post	Yes
6	Whether benefit of added years of service under Rule 30 of the CCS (Pension) Rules 1972	Not applicable
7	Age Limit for Direct Recruits	Not applicable.
8	Educational and other qualifications required for direct recruits	Not applicable
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10	Period of Probation, if any	Two years for Promotees from Group B Post.
11	Method of recruitment	**By Composite Method:** Deputation (Including Short Term Contract) / Promotion
12	In case of recruitment by promotion or deputation or absorption, grades from which promotion or absorption to be made	**Deputation (Including Short Term Contract) :** Officers of Central / State Government or Central/ State Public Sector Undertaking(PSU) or Autonomous or Statutory body possessing Bachelor's degree from a UGC/AICTE recognized University / Institute; and experience on handling accounting packages/finalization of accounts and (i) Holding analogous post on regular basis; Or (ii) With three years' regular service in posts in Pay Level 8 (Rs.47600-151100) or five years of regular service in the Pay Matrix Level 7 (Rs.44900-142400) as per 7th CPC or equivalent. Or (iii) 8 years regular service in posts in Pay Level 6 in the Pay Matrix Rs.35400-112400 as per 7th CPC or equivalent. **Desirable**: (i) MBA (Finance)/ Post Graduate Degree in

		Commerce or PG Diploma in Financial Management duration from a recognized University / Institute; (ii) Experience of working in research & development and / or scientific organization; (iii) Knowledge of quality management system as per ISO 17025 in an Industrial / Scientific organization. **Promotion:** Section Officer in the PML 7 Rs.44900-142400 having five years of regular service in the grade and fulfilling qualification and experience as prescribed for the Deputationists:
13	If DPC exists its composition.	Selection Committee for Deputation (including short term contract)/Departmental Promotion Committee (in case of promotion): (i) Director/Scientist F/Scientist E from NDTL Chairman (ii) Director/Deputy Secretary from Administrative Ministry – Member (iii) One subject expert in Finance of appropriate status from Government/Autonomous Body - Member (iv) Deputy Director (Admn) - Member **Note: The committee for Probation clearance will be same as above.**
14	Circumstances under which UPSC is to be consulted in making the Recruitment	Not applicable

RECRUITMENT RULES FOR THE POST OF 'SECTION OFFICER'

S.No.	Particulars	Recruitment Rule
1	Name of the Post	Section Officer
2	Number of Posts	1 (Subject to variation dependent on workload)
3	Classification	Group B
4	Scale of Pay	Rs.44900-142400 [Pay Level 7 in the Pay Matrix as per 7thCPC]
5	Whether Selection post	Yes
6	Age Limit for Direct Recruits	Not applicable
7	Whether benefit of added years of service under Rule 30 of the CCS (Pension) Rules 1972	Not applicable
8	Educational and other qualifications required for direct recruits	Not applicable
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10	Period of Probation, if any	Not applicable
11	Method of recruitment	**By Composite Method:** Deputation (Including Short Term Contract) / Promotion
12	In case of recruitment by promotion or deputation or absorption, grades from which promotion or absorption to be made	**Deputation (Including Short Term Contract):** Officers of Central / State Government or Central/ State Public Sector Undertaking (PSU) or Autonomous or Statutory body possessing Bachelor's degree from a UGC/AICTE recognized University / Institute and handling assignments in Administration / Establishment or Finance & Accounts or Stores Management and (i) Holding analogous post on regular basis; Or (ii) With five years regular service in posts in Pay Level 6 in the Pay Matrix Rs.35400-112400 as per 7th CPC or equivalent. **Desirable:** (i) Post Graduate Degree or PG Diploma in Human Resource Management or Financial Management or Materials Management from a UGC/AICTE recognized University / Institute; (ii) Experience of working in research & development and / or scientific organization; (iii) Knowledge of quality management system as per ISO: IEC: 17025 in an Industrial / Scientific organization. **Promotion:** Assistant or Personal Assistant in the PML- Rs.35400-112400 having five years of

		regular service in the grade;
13	If DPC exists its composition.	Selection Committee for Deputation (including short term contract)/Departmental Promotion Committee (in case of promotion): (i) Director/Scientist F/Scientist E from NDTL - Chairman (ii) Director/Deputy Secretary from Administrative Ministry – Member (iii) One subject expert in Admn/Fin of appropriate status from Government/Autonomous Body - Member (iv) Deputy Director (Admn) - Member
14	Circumstances under which UPSC is to be consulted in making the Recruitment	Not applicable

*Subject to variation dependent on workload.

RECRUITMENT RULES FOR THE POST OF'ASSISTANT'

S.No.	Particulars	**Recruitment Rule**
1	Name of the Post	Assistant
2	Number of Posts	3 (Subject to variation dependent on workload)
3	Classification	Group B
4	Scale of Pay	Rs.35400-112400 [Pay Level 6 in the Pay Matrix as per 7thCPC]
5	Whether Selection post	No
6	Whether benefit of added years of service under Rule 30 of the CCS (Pension) Rules 1972	Not applicable
7	Age Limit for Direct Recruits	Not exceeding 30 years
8	Educational and other qualifications required for direct recruits	**Essential:** (i) Bachelor's degree from a recognized UGC/ AICTE University / Institute; (ii) Two years of experience of working in Govt/AB/PSU or a reputed organization in Administration & Establishment or Finance & Accounts or Stores Management; (iii) Knowledge of Computer operations including MS Office, Excel and internet usage etc. **Desirable:** (i) Post Graduate Degree or PG Diploma in Human Resource Management or Financial Management or Materials Management from a UGC/AICTE recognized University / Institute; (ii) Experience of working in research & development and / or scientific organization; Knowledge of quality management system as per ISO: 17025 in an Industrial / Scientific organization.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10	Period of Probation, if any	Two years for Direct Recruitment
11	Method of recruitment	100% Direct Recruitment
12	In case of recruitment by promotion or deputation or absorption, grades from which promotion or absorption to be made	-
13	If DPC exists its composition.	**Departmental Promotion Committee for Probation clearance & confirmation:** (i) Director (Scientist F)/ Scientist E from NDTL - Chairman (ii) Under Secretary from Admn Ministry – Member (iii) Deputy Director (Admn) NDTL – Member
14	Circumstances under which UPSC is to be consulted in making the Recruitment	Not applicable

RECRUITMENT RULES FOR THE POST OF 'PERSONAL ASSISTANT'

S. No.	Particulars	Recruitment Rule
1	Name of the Post	Personal Assistant
2	Number of Posts	1(Subject to variation dependent on workload)
3	Classification	Group 'B'
4	Scale of Pay	Rs.35400-112400 [Pay Level 6 in the Pay Matrix as per 7thCPC] Pay Level 6 in the Pay Matrix as per 7thCPC
5	Whether Selection post	No
6	Whether benefit of added years of service under Rule 30 of the CCS (Pension) Rules 1972	Not applicable
7	Age Limit for Direct Recruits	Not exceeding 30 Years
8	Educational and other qualifications required for direct recruits	**Essential**: (i) Bachelor's degree from a UGC/AICTE recognized University / Institute; (ii) Short-hand speed @ 80 words per minutes in English; (iii) Typing speed on computer @ 40 wpm in English; (iv) Two years' experience of working in Govt/AB/PSU or a reputed organization in Administration / Establishment; or Cash, Accounts and Budget; or Stores work; (v) Knowledge of Computer operations including MS Office, Excel and internet usage etc. **Desirable**: **(i)** Knowledge of (a) Hindi short-hand; (b) Hindi typing on computer;
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
10	Period of Probation, if any	Two year for Direct Recruitment
11	Method of recruitment	100% Direct Recruitment.
12	In case of recruitment by promotion or deputation or absorption, grades from which promotion or absorption to be made.	-
13	If DPC exists its composition.	**Departmental Promotion Committee for Probation clearance & confirmation:** (i) Director (Scientist F)/ Scientist E from NDTL - Chairman (ii) Under Secretary from Admn Ministry – Member (iii) Deputy Director (Admn) NDTL – Member
14	Circumstances under which UPSC is to be consulted in making the Recruitment	Not applicable

NATIONAL DOPE TESTING LABORATORY (NDTL)
(Ministry of Youth Affairs & Sports, Govt. of India)
New Delhi 110003

RECRUITMENT PROCEDURE FOR REGULAR POSTS

1.0 **The Mode of recruitment, Qualifications, experience** for recruitment to various posts shall be as per the relevant Recruitment Rules.

1.1. Appointment of staff:

The following procedure shall be followed for filling up of vacancies under Direct Recruitment: -

1.2 Release of Advertisement

1.2.1 The authority competent to make appointment to the post shall decide whether a particular post is to be filled up by Direct Recruitment/Deputation (including short term contract), or by promotion from amongst the members of the staff of NDTL as per the norms prescribed in the relevant Recruitment Rules.

1.2.2 Where a post is to be filled up by Direct Recruitment/Deputation (including short term contract), an advertisement shall be released either in the Employment News/Rozgar Samachar, or in two National Daily Newspapers –one each in Hindi & English, or both in such a way that wide publicity is given in the entire country with a minimum of 4 weeks time given to the candidates to apply from the date of publication of the advertisement. Simultaneously, the full advertisement shall also be published on the website of the Laboratory.

1.2.3 To reduce expenditure on advertisement, an abridged notification shall be released through newspapers with an advice to see complete details on NDTL's website as well as in National Career Service Portal.

1.2.4 Any deviation should have the approval of the Chief Executive Officer, NDTL.

1.3 Qualifications and experience:

The qualification and experience prescribed shall be as per relevant Recruitment Rules.

1.4. Age Limit for Appointments:

1.4.1 Age limits for Direct Recruitment and Relaxation thereof are prescribed in the Recruitment Rules of the post concerned.

1.4.2 In order to provide adequate opportunities to internal candidates to compete against the Direct Recruitment posts, there shall be no age limit for Departmental candidates applying for Direct Recruitment Posts, provided they fulfill other eligibility criteria including educational qualifications and experience.

1.4.3 One time age relaxation, up to the period of contract service rendered by contractual employees working in NDTL, subject to a maximum of 10 years, may be considered.

1.4.4 The crucial date for determining the age-limit for DR posts shall be the last date for receipt of application as indicated in the advertisement.

1.4.5 In exceptional cases, the Appointing Authority may consider relaxation in age of exceptionally meritorious candidates by recording the reasons in writing on the recommendations of the duly constituted Screening Committee.

1.5. Reservations: : Reservations in service shall be applicable as per Government of India rules/orders as issued/amended from time to time.

1.5.1 *Nothing in these rules shall affect reservations, relaxation of age concessions required to be provided for the SCs, STs, OBCs, PWDs, Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.*

1.6. Application fees

1.6.1 Application fee (non-refundable) for regular posts to be filled on Direct Recruitment basis shall be

	General & OBC	**SC/ST/PWD & Woman**
Group 'A' & B'	Rs. 1000	500
Group 'C'	Rs. 500	250

1.6.2 Written Examination :

1.6.2.1 Recruitment in respect of posts with Pay Matrix Level 7 and below shall be on the basis of a written test and/or skill test only. No personal interview shall be conducted as per Government of India Orders/Instructions. However, this clause may vary in terms of Government of India orders/O.M.s issued from time to time and extended to the Societies. Therefore, the norms as prevailing on the date of advertisement shall be applicable to this clause in respect of written and/or skill test or interview as the case may be.

1.6.2.1 In case of overwhelming response to posts under direct recruitment carrying Pay Matrix Level 10, 11 or above, when it is not possible to invite all eligible candidates for an interview, NDTL may either fix higher norms for screening & short listing and/or resort to conducting a written test, or both, before calling the limited number of candidates for an interview in a transparent manner.

1.6.2.2. The appointing authority will entrust the responsibility for setting up of question paper including evaluation of the answer sheet and submission of result to an external expert(s) or an organisation/agency to maintain absolute confidentiality in a transparent procedure.

1.6.2.3. The syllabus and pattern for the examination shall be indicated in the detailed advertisement to be web hosted. The venue for the written examination will be New Delhi. The appointing authority will decide the mode of examination i.e. online or offline.

1.7 Screening Committee:

1.7.1 **Composition of Screening Committee:** The authority competent to make appointment to the post will constitute a Screening Committee comprising three members including preferably an external Member. The Committee will screen and shortlist applications received in response to the advt., evolve rational criteria, and record the same in writing while forwarding its recommendations to the Competent Authority within the advertised norms.

1.7.2 Applications received will be scrutinized by a duly constituted Screening committee. The Screening Committee will adopt the rational criteria for short-listing the candidates to be called for interview/written test/skill test.

1.7.3 The candidates as recommended by the Screening Committee and approved by the Appointing Authority will be invited for a written test/skill test and/or interview, or both, as the case may be. Intimation to candidates for this purpose should be sent at least 15 days in advance before the date fixed for the interview/written test/skill test by e-mail/Speed Post/Registered post. A duly constituted Selection Committee will interview the candidates to evaluate their suitability for the post.

1.8 Composition of Selection Committee for Direct Recruitment:

1.8.1 Composition of Selection Committee: As per column-13 of Recruitment Rules.

1.8.1.1 Quorum: The quorum shall be met if the total number of Members present is more than 50% of the total strength of the Selection Committee.

1.8.1.2 To the extent possible, wherever required, GoI instructions for inclusion of a Member from SC/ST/OBC/Lady/Minority categories etc in the Selection Committee should be adhered to.

1.8.1.3 Recommendations of Selection Committee: The recommendations of the Selection Committees shall be in writing and unanimous.

1.8.1.4 All the selection procedures of the selection committee shall be completed on the day of the Selection Committee meeting self, wherein, minutes are recorded alongwith the scoring proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.

1.8.2 Approval of recommendations of the Selection Committee: Recommendations of the Selection Committees shall be required to be approved by the authority competent to make appointment to the post. As regards such recommendations in respect of the posts for which the Governing Body is the appointing authority, as the said Body has authorized its Chairman to approve the recommendations of the Selection Committee on its behalf and obtain ratification by the Governing Body subsequently, the same procedure shall be followed. The recommendations of the Selection Committee, as approved by the Chairman, should be submitted to the Governing Body for ratification in its next meeting.

1.9 Advance Increments:

Advance increments, if any, should be recommended only in rare and exceptional cases keeping in view the merit of the candidate. While doing so, details of the achievements/exceptionally outstanding performance/work of the candidate should be specifically mentioned in the proceeding of the Selection Committee in writing. The proceedings should unambiguously establish and convince anyone of the high quality of the candidate's work/performance/ achievements for whom the advance increments have been recommended:

1.9.1 Any specialized knowledge/experience of which the candidate has documentary evidence and which would be relevant to the duties and responsibilities attached to the post;

1.9.2 Years of experience in a similar or higher category of work.

1.9.3 Salary last drawn in the case of those coming from Government or Semi-Government Department/Institutions etc.

1.9.4 Comparison with the pay drawn by the incumbents in the same grade/post.

1.9.5 While considering the above points for grant of advance increments, the Selection Committee should take cognizance of the pay drawn by the candidate being recommended for selection vis-à-vis the pay drawn by the incumbents in

the same grade/post so that the new appointments do not create any undue imbalance in the salary structure of the existing incumbents within the same cadre/grade/post.

2.0 Time limit for Selection Procedures

Selection procedure should be completed within six months from the date of advertisement. Wherever delay is likely to occur beyond six months, detailed justification should be recorded and submitted to the appointing authority for extension of time limit.

2.1 Offer of Appointment

2.1.1 Offers of appointment shall be issued on approval of the recommendations of the Selection Committee by the Competent Authority. The offer of appointment shall indicate, inter alia, the salary offered, the rates of allowances, the duration of the appointment and other terms and conditions of service as applicable, from time to time, and prescribe the date by which acceptance of offer is to be communicated by the candidate.

2.1.2 A candidate who is offered an appointment in NDTL should join within one and half a month, if in India; and within three months, if abroad, from the date of the offer. However, the authority competent to make appointment to the post may extend the joining time on request, up to a maximum period of six months.

2.2 Validity of Panel

The recommendations of a Selection Committee will remain valid normally for a period of one year from the date of approval by the competent authority. During this period, if the selected candidate declines the offer or does not join within the prescribed date, or where after joining dies or resigns, the offer may be made to the next candidate on the panel/Waiting list, provided fresh panel is not available by that time. Panel shall not be operated beyond one year or after notifying any such recruitment, whichever is earlier. However, in rare and exceptional cases, the Competent Authority may extend another 6 months in public interest after recording the reasons in writing. The actual number of vacancies filled up should not exceed the number of vacancies advertised unless an intention of doing so is indicated in the advertisement.

2.3 Reimbursement of Travel Expenses:

2.3.1 For Interview

2.3.1.1 The candidates called for interview for Group A posts shall be defrayed reimbursement of travel expenses restricted to 2nd AC Train fare by the shortest direct route. In all other cases, those who are already working in the Govt./Autonomous Bodies/PSUs shall be eligible for TA as per their eligibility

subject to maximum 2nd AC railway fare. However, TA will not be admissible for appearing in Written Examination/Skill test, except for certain categories.

2.3.1.2. SC/ST and other notified categories of candidates shall also be extended travel assistance in accordance with Govt. instructions on the subject issued from time to time.

2.4 For Joining the Post:

2.4.1 Those who are joining NDTL from the Central Government, State Government, Autonomous Bodies, PSUs/Statutory Body shall be paid TA & DA, transfer incidentals, joining time pay, etc., as in the case of transfer.

2.5 Medical Examination on First Appointment:

2.5.1. To ensure that only persons, who are physically as well as mentally sound in health, are admitted to service, every new entrant appointed to a post in NDTL, including a short – term appointee, is required to produce a medical certificate of health issued by a competent medical authority as mentioned below except in cases where the appointment is made specifically for a period not exceeding three months.

Employees in the scale of Pay Matrix Level Rs.56100 – 177500 (PML : 10) and above	Medical Board
Other posts below PML 10	Civil Surgeon, District Medical Officer or a Medical Officer of equivalent status.

2.6. Verification of Character and antecedents and caste certificate in respect of SC/ST/OBC/EWS & Other reserved categories

2.6.1 The Appointing Authority should ensure that the character and antecedents and Caste Certificate (wherever applicable) of the person proposed to be appointed are verified by appropriate authorities to render him/her suitable for appointment to the post. However, in case of urgency, the Appointing Authority may allow a person to join the post provisionally on production of certificate of good character from two Gazetted Officers/ Group A Officers pending verification of character and antecedents, which will be done in normal course post joining of the candidate but before the clearance of probation.

2.7 Probation

2.7.1 Probation on Direct Recruitment:

2.7.1.1 A person appointed against regular/sanctioned post under direct recruitment shall be placed on probation for a period of one year or two years, as the case may be, from the date of joining the post as per the relevant Recruitment Rules and orders issued by the Government of India, from time to time.

2.7.2 Probation on Promotion:

2.7.2.1 Persons who are inducted into a new service through promotion shall also be placed on probation where the promotion involves change of Group, e.g., promotion from Group 'B' to Group 'A' in which case the probation would be for the prescribed period as in the recruitment rules for the similar posts. There will be no probation on promotion from one grade to another but within the same group of posts e.g. from Group C to Group C, Group B to Group B, etc.

2.7.2.2 If the recruitment rules do not prescribe any probation, an officer appointed on regular basis (after following the prescribed DPC procedure, etc.) will have all the benefits that a person confirmed in that grade would have.

2.7.2.3 There shall be no probation in the cases for appointment on contract basis, tenure basis, deputation, re-employment after superannuation and absorption.

2.7.3 Termination of Probation:

2.7.3.1 Training : The successful completion of induction training is mandatory for Probation clearance. Where Probation period is 1 year, the total period of training shall be 45 days and in the case of 2 years it shall be 90 days.

2.7.3.2 The decision whether an employee should be confirmed or his probation extended should be taken soon after the expiry of the initial probationary period that is within six to eight weeks, and communicated to the employee together with the reasons in case of extension. A probationer who is not making satisfactory progress or who shows himself to be inadequate for the service in any way should be informed of his shortcomings well before the expiry of the original probationary period so that he can make special efforts at self-improvement. On the expiry of the period of probation, steps should be taken to obtain the assessment reports on the probationer to: -

2.7.3.2.1 Confirm the probationer/issue orders regarding satisfactory termination of probation, as the case may be, if the probation has been completed to the satisfaction of the competent authority; or

2.7.3.2.2 Extend the period of probation or discharge the probationer or terminate the services of the probationer, as the case may be, in accordance

with the relevant rules and orders, if the probationer has not completed the period of probation satisfactorily.

2.8 Confirmation in Service:

2.8.1 A person appointed against a regular/permanent post on direct recruitment or on promotion with definite conditions of probation is to be confirmed in the grade with effect from the date on which he successfully completes the period of probation. Confirmation will be made only once in the service of an official which will be in the entry grade post/service provided further confirmation shall be necessary when there is fresh entry subsequently in any other post/service by way of direct recruitment or otherwise. Confirmation is delinked from the availability of permanent vacancy in the grade. In other words, an officer who has successfully completed the probation, as prescribed under relevant rules, may be considered for confirmation. A specific order of confirmation will be issued when the case is cleared from all angles. On satisfactory completion of the period of probation or extension thereof, the appointing authority may confirm a temporary Government servant to his appointment from the date of completion of the period of his probation or extension thereof. An employee appointed by transfer would duly have been confirmed in the earlier post. In such a case further confirmation in the new post would not be necessary and he could be treated as permanent in the new post. Where, however, an employee who has not already been confirmed in the old post is appointed by transfer, it would be necessary to confirm him in the new post.

2.9 Termination/Resignation

2.9.1 A temporary employee may resign from the service of NDTL giving one month's notice and the Society may also terminate the service of a temporary employee after giving one month's notice or payment of pay and allowances in lieu of notice period as per Government of India norms, as amended from time to time.

2.9.2 The regular employee may resign from the Society by giving one month's notice. A resignation becomes effective when it is accepted by the Appointing Authority concerned and the Government servant is relieved of his duties.

2.9.3 The services of a regular Employee of the Society may be terminated at any time by a notice of three months subject to following the guidelines issued by GoI in this respect. The NDTL has also the option to pay the Employee of the Society his pay and allowances for the period of three months or for the period by which such notice falls short of three months and terminate his services immediately. Withdrawal of resignation shall be regulated as per Government of India rules.

3.0 Appointment on Deputation : The terms and conditions of deputation (including the Period/ Tenure and the age limit for appointment on deputation), shall be as per the orders of the Government of India/ DOP&T, as applicable from time to time.

3.1 Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more may also be filled on deputation basis.

3.1.1 Wherever it is considered expedient to fill up a post on deputation basis, nominations shall be obtained from prospective candidates holding analogous posts from Govt. organizations/Autonomous Bodies along with requisite APARs for preceding 5 years and vigilance clearance. Simultaneously, an advertisement may also be placed in Employment News/NDTL's website inviting eligible candidates for the post. Appointment on deputation may be made initially for a period not more than one year and shall be extended on year to year basis for a maximum period as per Government of India norms as amended from time to time. The maximum period indicated above shall include period of deputation in another post held immediately preceding the appointment in the same or some other organization/department.

3.1.2 The Recruitment Rules wherever prescribes composite method for filling the posts, the departmental candidate will be considered along with outsiders. If the departmental candidate is selected for appointment to the post; it is to be treated as having been filled by promotion; otherwise, the post is to be filled by deputation / short term contract for the prescribed period of deputation/ short term contract at the end of which the departmental officer will again be afforded an opportunity to be considered for appointment to the post.

3.1.3 The composition of the Selection Committee for deputation including short term contract shall be as per Recruitment Rules (column-13).

3.2 LEAVE SALARY / PENSION/ NPS CONTRIBUTION.

3.2.1 In case of deputation of Central Government employees on foreign service terms to Central Public Sector Undertakings/ State Public Sector Undertakings and Autonomous Bodies/ etc. leave salary contribution (except for the period of leave availed of on foreign service) and pension Contribution/ CPF (Employer's share) contribution are required to be paid either by the employee himself or by the borrowing organisation to the Central Government.

3.2.1.1 In cases of reverse deputation from Central Public Sector Undertakings/ State Public Sector Undertakings/ Autonomous Bodies to Central Government, the question regarding leave salary and pension contribution will be decided by mutual consent.

3.2.1.2 In case of reverse deputation, the employer's share of CPF would be paid either by the employee or the Central Government. A clear stipulation as to whether the employee or the Central Government would bear the liability should be made in the terms of deputation.

3.2.1.3 In case of employees covered under New Pension Scheme (NPS), the borrowing department shall make matching contribution to the NPS account of the employee.

3.3. Pay Fixation:

3.3.1 Employees on deputation including shall have the option to draw pay and allowances as per Government of India orders issued from time to time.

3.4 Absorption

3.4.1 With a view to attract experienced and talented persons and to maintain continuity of such employees, NDTL may offer appointment to employees of Central/State Government, Autonomous/Statutory Bodies/PSUs on permanent absorption basis at the time of their initial selection or at a later date while they are on deputation with NDTL whenever they exercise their option for absorption in NDTL. The terms and conditions of their absorption may be as per the norms issued by Govt. of India from time to time.

3.5 Short term contract: Officers from Private Research Institutes/ Universities etc, who are otherwise suitable, may be taken on Short Term Contract in NDTL as per RRs. However, they will be repatriated to their parent organizations on completion of their tenure.

3.6 Interpretation

3.6.1. Persons already engaged by NDTL shall not automatically be offered revised terms given above for any type of employment. They would be at liberty to respond to advertisements that may be released in the future and there shall be no special consideration on prescribed criteria as regards educational qualifications, experience and standard fixed for selection etc. In the event of non-selection, they will continue on existing terms from the date of their initial engagement.

3.6.2. In case of any doubt regarding interpretation of any rule, the norms/instructions of DOPT shall be followed and the decision of the Chief Executive Officer of NDTL in this regard shall be final and binding.
