सत्यमेव जयते

भारत सरकार / GOVERNMENT OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS
नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

शीघ्र डाक
SPEED POST

नाविक भविष्य निधि मुंबई
Seamen's Provident Fund Mumbai
Sr. No. 986
30 AUG 2021
Supdt., A.A.A.O, A.A.O., Commr.

No.22-28011/1/2021-PER-DGS

Dated:- 30/08/2021

30 AUG 2021

To,
Office of the Seamen's Provident Fund Commissioner,
Krupanidhi, 3rd floor, 9,
W.H. Marg,
Ballard Estate,
Mumbai – 400001.

प्रेषित
ISSUED
ता/Dt. 30/8/2021

Subject:- Amendment of Recruitment Rules for various post in Seamen's Provident Fund Organisation, Mumbai.

Sir,

I am directed to refer to your letter No. 978-II/229/2021 dated 09.08.2021 on the above subject. The committee memebes of this Directorate has reviewed the draft recruitment Rules for Group 'A' Gazetted, Group 'B' and Group 'C' Officers/ Staffs of the SPFO, Mumbai. The draft recruitment rules of SPFO after review are enclosed herewith for uploading

2. In view of the above, the Committee has suggested that the draft recruitment rules of SPFO may be placed on website of SPFO Mumbai for comments/ suggestion of the concerned Officers/ Stakeholders.

Yours faithfully,

(Leela D. Honmukhe)
Executive Officer

Encl.:- Annexure-III.

Annexure - III

1. a. Name of the Post:
   b. Name of the Ministry/Dept.: ADMINISTRATIVE-CUM-ACCOUNTS OFFICER
   SEAMEN'S PROVIDENT FUND ORGANISATION

2. Reference No. in Commission's advice on Recruitment Rules was conveyed.– N.A.
3. Date of notification of the original rules and subsequent amendments (copy of the Original rules & subsequent amendments should be enclosed, duly flagged and referenced) Dated: 02nd April. 2007
   G.S.R.59

Column No. of Schedule	Provisions in the approved/ existing rules Recruitment Rules 2nd Amendment – 2nd April, 2007.	Revised Provision Proposed Rules, 2017	Reason for Revision Proposed
1- Name of Post	Administrative- cum-Accounts Officer	Administrative- cum-Accounts Officer.	No Change.
2- No. of Post	01 as on (2007).	1	No Change.
3- Classification	Central Autonomous Bodies Group 'A' Service,	Central Autonomous Bodies Group 'A' Service,	No Change.
4- Pay and Grade Pay/Pay Scale	Scale of Pay Rs. 8000-13500.(VI CPC) PB- 3- 15,600-39,100 (VII CPC) GP 5400.	Level –10 of Pay Matrix (Basic Pay Rs. 56,100 – 177500)	As per the 7th pay commission recommendation.
5- Whether Selection Post or Non-Selection Post	Selection	Selection	No Change
6- Age Limit for Direct Recruits	Upto 35 years (Relaxable for government servants upto five years' in accordance with the instructions or order issued by the Central Government).	Upto 35 years (Relaxable for government servants upto five years' in accordance with the instructions or order issued by the Central Government).	No Change
7- Educational & other Qualification required for Direct Recruitment	Graduate with 10years experience in Government Administration/Accounts. Working knowledge of computer is essential.	(i) **Essential:-** • **Educational Qualification**- Graduate • **Experience**- 10 years' experience in Government Administration/Accounts. Working knowledge of	**Justification**: The SPFO is financial Institution and post of AAO is required to deal with the investment of the SPFO. Monitoring of preparation Annual Accounts deal with Internal Auditor/ CAG while auditing of

		computer is essential. (ii) **Desirable:**-Qualified SAS exam/ Cash and Accounts training from ISTM. (iii) Experience in Finance and Investment Management.	Accounts. Therefore a person with Finance background is needed
8- Whether Age & Educational Qualification prescribed for Direct Recruits will apply in the case of promotion	Age : No Educational Qualification : Yes	Age : No Educational Qualification : Yes	No Change
9- Period of Probation, if, any.	NIL	2 years for Direct recruitment.	As per norms.
10- Method of recruitment, whether by Direct Recruitment or by promotion or by Deputation / absorption and percentage of vacancies to be filled by various methods.	Promotion failing which by Direct Recruitment or by deputation.	Composite method (Promotion/ Deputation) failing which by Direct recruitment.	As per DOPT Norms vide OM No. AB.14017/48/2010-Estt...(RR) Dt 31st December, 2010.

(3)

11- In case of recruitment by promotion / deputation / absorption grades from which promotion/ deputation/absorption to be made	By promotion : Administrative /Assistant Accounts Officer having Five year service in the Scale of Rs.6500-200-10500, (As per 5th CPC) PB-2-GP-4600 (VI CPC) By Deputation: Officers from other Government department / autonomous bodies / organization holding analogous posts in the similar grade or with 5 years' experience in the next lower grade.	By Deputation: Officers from other Government Department / Autonomous Bodies/ Government undertaking / organization holding analogous posts in the similar grade or with 5 years experience in the next lower level. Note 1: The Departmental AAAO in the Pay scale level 08 (Pay band Rs. 9300-34800+Rs. 4800) with 5 years regular service can also compete with the deputationists, In the event of his selection to the post, It shall be treated as "Promotion".	No Change As per DOPT Norms vide OM No. AB.14017/48/2010-Estt...(RR) Dt 31st December, 2010, 3.11.7- In case where the method of promotion is by 'selection' and the field of promotion or feeder grade consists of only one post, the method of recruitment by "deputation (including short-term contract)/ promotion" is prescribed so that the departmental officer is 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.
12- If a Departmental Promotion Committee exists what is its composition	Board shall be the Appointing Authority.	Board shall be the Appointing Authority.	No change
13- Circumstances in which Union Public Service Commission is to be consulted in making recruitments.	NA	NA	NA

2. Name, address and telephone numbers of the Ministry's representative with whom these proposals may be discussed, if necessary, for clarification/ early decision.

Signature of the Officer sending the proposals

Telephone No. ----------

Place:

Date:

Annexure - III

1. a. Name of the Post:
   b. Name of the Ministry/Dept.: ADMINISTRATIVE/ASSISTANT ACCOUNTS OFFICER
   SEAMEN'S PROVIDENT FUND ORGANISATION

2. Reference No. in Commission's advice on Recruitment Rules was conveyed. – N.A.
3. Date of notification of the original rules and subsequent amendments (copy of the Original rules & subsequent amendments should be enclosed, duly flagged and referenced) Dated: 02nd April. 2007
   G.S.R.59

Column No. of Schedule	Provisions in the approved/ existing rules Recruitment Rules 2nd Amendment – 2nd April, 2007.	Revised Provision Proposed Rules, 2017	Reason for Revision Proposed
1- Name of Post	Administrative/ Assistant Accounts Officer.	Administrative/ Assistant Accounts Officer.	No Change.
2- No. of Post	01 As on (2007)	1	No Change.
3- Classification	Central Autonomous Bodies Group 'B' Service,	Central Autonomous Bodies Group 'B' Service,,	No Change. As per norms the Gazette of India : Extra ordinary (Part –II-Sec. 3(ii) dated 09.11.2017, MOP
4- Pay and Grade Pay/Pay Scale	Scale of Pay Rs 6500-200-10500 (as per 5th CPC) After implementation of 6th CPC- Pay Fixed in the Pay Scale of Rs. 9300-34800+ GP 4600. After implementation of 7th CPC- Pay Fixed in the Pay Scale of Rs. 44900-142400 (Level-7)	Level – 8 of Pay Matrix. (Basic Pay Rs. 47600-151100)	Justification: In the hierarchy of SPFO, the post of Office Superintendent is feeder cadre for the post of Administrative/ Assistant Accounts Officer would be identical scale of Pay i.e. Rs. 44900-142400 (Level-7) in such case the proposal of up-gradation of Scale of Pay of Office Superintendent is accepted. It is therefore required to upgrade the Scale of Pay for the post of Administrative/ Assistant Accounts Officer. As Level-8 in the 7th CPC

			to maintain the hierarchy. The responsibilities in the office as compared to the post of Office Superintendent is higher of Administrative/ Assistant Accounts Officer. It is therefore proposed to up-grade the Scale of Pay of Administrative/ Assistant Accounts Officer.
5- Whether Selection Post or Non-Selection Post	Selection	Selection.	No Change.
6- Age Limit for Direct Recruits	Upto 35 years (Relaxable for government servants upto five years' in accordance with the instruments or order issued by the Central Government).	Upto 35 years (Relaxable for government servants upto five years' in accordance with the instruments or order issued by the Central Government).	No Change
7- Educational & other Qualification required for Direct Recruitment	Graduate having eight years experience in Government administration/Accounts. Working knowledge of computer is essential.	(i) **Essential:-** • **Educational Qualification**– Graduate • **Experience**- Eight years' experience in Government administration/ Accounts. Working knowledge of computer is essential. (ii) **Desirable:-** Qualified SAS exam/ Cash and Accounts training from ISTM.	Since the nature of work is involve financial dealing therefore, desirable qualification included.
8- Whether Age & Educational Qualification prescribed for Direct Recruits will apply in the case of promotion	Age : No Educational Qualification : Yes	Age : No Educational Qualification : Yes	No Change

9- Period of Probation, if, any.	Two Year For Direct Recruits	Two Year For Direct Recruits	No Change
10- Method of recruitment, whether by Direct Recruitment or by promotion or by Deputation / absorption and percentage of vacancies to be filled by various methods.	Promotion.	Composite method (Promotion/ Deputation) failing which by Direct recruitment.	As per DOPT Norms vide OM No. AB.14017/48/2010-Estt...(RR) Dt 31st December, 2010
11- In case of recruitment by promotion / deputation / absorption grades from which promotion/ deputation/absorption to be made	By promotion: Office Superintendent having Three year's regular services in the scale of pay Rs 5500-175-8000. By Deputation: Officers from other Government Department or Autonomous Bodies / organization holding analogous posts in the similar grade with 5 years' experience in the next lower grade.	By Deputation: Officer from other Government Department / Autonomous Bodies and Government undertaking / organization holding analogous post in the similar grade or with 5 years' experience in the next lower grade i.e. in the pay of matrix level - 7 of Rs. 44900-142400. Note 1: The Departmental Office Superintendent in the Pay scale level 07 (Pay band Rs.9300-34800+Rs.4600) with 5 years regular service can also compete with the deputations, In the event of his selection to the post, It shall be treated as "Promotion".	As per DOPT Norms vide OM No. AB.14017/48/2010-Estt...(RR) Dt 31st December, 2010
12- If a Departmental Promotion Committee exists what is its composition	The constitution of the DPC shall be as laid down by the appointing authority for the post from time to time.	The constitution of the DPC shall be as laid down by the appointing authority for the post from time to time.	No Change.
13- Circumstances in which Union Public Service Commission is to be consulted in	NA	NA	No Change

making recruitments.			

2. Name, address and telephone numbers of the Ministry's representative with whom these proposals may be discussed, if necessary, for clarification/ early decision.

Signature of the Officer sending the proposals

TelephoneNo. ----------

Place:

Date:

Annexure - III

1. a. Name of the Post: OFFICE SUPERINTENDENT
   b. Name of the Ministry/Dept.: SEAMEN'S PROVIDENT FUND ORGANISATION
2. Reference No. in Commission's advice on Recruitment Rules was conveyed. – N.A.
3. Date of notification of the original rules and subsequent amendments (copy of the Original rules & subsequent amendments should be enclosed, duly flagged and referenced) Dated: 02nd April. 2007 G.S.R.59

Column No. of Schedule	Provisions in the approved/ existing rules Recruitment Rules 2nd Amendment – 2nd April, 2007.	Revised Provision Proposed Rules, 2017	Reason for Revision Proposed
1- Name of Post	Office Superintendent	Office Superintendent	No Change
2- No. of Post	01(2007)	1	No Change
3- Classification	Central Autonomous Bodies Group 'B' Service (Non-Gazetted)	Central Autonomous Bodies Group 'B' Service (Non-Gazetted)	As per Norms. the Gazette of india : Extra ordinary (Part –II-Sec. 3(ii) dated 09.11.2017, MOP. (A Central Civil post carrying the pay in the pay matrix at the level from 6 to 9).
4- Pay and Grade Pay/Pay Scale	Scale of Pay 5500-175-9000 (as per 5th CPC) After implementation of 6th CPC- Pay Fixed in the Pay Scale of Rs. 9300-34800+GP 4200 After implementation of 7th CPC- Pay Fixed in the Pay Scale of Rs. 35400-112400 (Level-6)	Level – 07 of Pay Matrix (Basic pay Rs.44900-142400)	Justification: In the hierarchy of SPFO, the post of Dy. Superintendent is feeder cadre for the post of Office Superintendent cadre in the identical scale of Pay i.e. Rs. 35400-112400 (Level-6) as of Office Superintendent. The responsibilities in the post of Office Superintendent in the office as compare to the post of Dy. Superintendent is higher of the Office Superintendent. Due to merger in of few Scale of Pay in the 6th CPC the Scale of

			Pay of Office Superintendent with higher responsibilities clubbed in the Scale of Pay Rs. 9300-34800+ GP- 4200 which is identical to the Scale of Pay of Dy. Superintendent. It is therefore proposed to up-grade the Scale of Pay of Office Superintendent in pay matrix Rs. 44900-142400 (Level-7) in 7th CPC.
5- Whether Selection Post or Non-Selection Post	Selection.	Selection.	No Change
6- Age Limit for Direct Recruits	upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes and other special categories may be relaxed accordance with the order issued by the Central Government from time to time. Provided further that there shall be no maximum age limit for the employees of the Board on the date of issue of this notification for further promotion and also for appointment by deputation of employees of Government and statutory Organisation that the qualification prescribed shall not apply to such employees of the Board; Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.	upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes and other special categories may be relaxed accordance with the order issued by the Central Government from time to time. Provided further that there shall be no maximum age limit for the employees of the Board on the date of issue of this notification for further promotion and also for appointment by deputation of employees of Government and statutory Organisation that the qualification prescribed shall not apply to such employees of the Board; Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three	No Change.

		years for the posts for which he is the appointing authority	
7- Educational & other Qualification required for Direct Recruitment	Graduate having Seven years' experience of office work involving Accounts.	• **Educational Qualification** Graduate • **Experience-** Seven years' experience of office work involving Accounts	No Change
8- Whether Age & Educational Qualification prescribed for Direct Recruits will apply in the case of promotion	Age : No Educational Qualification : Yes	Age : No Educational Qualification : Yes	No Change
9- Period of Probation, if, any.	Two Year For Direct Recruits	Two Years for Direct Recruits	No Change
10- Method of recruitment, whether by Direct Recruitment or by promotion or by Deputation / absorption and percentage of vacancies to be filled by various methods.	Promotion failing which Direct Recruitment or by Deputation.	Promotion failing which Direct Recruitment or by Deputation.	No Change.
11- In case of recruitment by promotion / deputation / absorption grades from which promotion/ deputation/absorption to be made	By promotion: Deputy Superintendent with Three year regular service in the scale of Pay Rs. 5000-150-8000. By Deputation: Officers from other organization holding analogous posts in the similar grade with 3 years' experience in the next lower grade.	By Promotion: Deputy Superintendent with Five years regular service in the pay matrix level 6 of Rs. 35,400- 1,12,400 By Deputation: Officers from other Government Departments / Autonomous Bodies and Government undertaking/ Organization holding analogous posts in the similar grade or with Five years experience in the next lower grade i.e. in the Pay of matrix level -5 , Rs.29,200 – 92,300/-	As per 7th Pay Commission Recommendation.
12- If a Departmental Promotion Committee exists what is its	The constitution of the DPC shall be as led down by the appointing authority for the post from time to	The constitution of the DPC shall be as led down by the appointing authority for the post from time to	No Change.

composition	time.	time.	
13- Circumstances in which Union Public Service Commission is to be consulted in making recruitments.	NA	NA	No Change.

2. Name, address and telephone numbers of the Ministry's representative with whom these proposals may be discussed, if necessary, for clarification/ early decision.

Signature of the Officer sending the proposals

Telephone No. ----------

Place:

Date:

(12)

Annexure - III

1. a. Name of the Post:
   b. Name of the Ministry/Dept.:

DEPUTY SUPERINTENDENT
SEAMEN'S PROVIDENT FUND ORGANISATION

2. Reference No. in Commission's advice on Recruitment Rules was conveyed. – N.A.
3. Date of notification of the original rules and subsequent amendments (copy of the Original rules & subsequent amendments should be enclosed, duly flagged and referenced) Dated: 02nd April. 2007
   G.S.R.59

Column No. of Schedule	Provisions in the approved/ existing rules Recruitment Rules 2nd Amendment – 2nd April, 2007	Revised Provision Proposed Rules, 2017	Reason for Revision Proposed
1- Name of Post	Deputy Superintendent	Deputy Superintendent	No Change
2- No. of Post	04(2007)	4	No Change.
3- Classification	Central Autonomous Bodies Group 'B' Service,	Central Autonomous Bodies Group 'B' Service. (Non-Gazetted)	As per DoPT order dated 9th November, 2017. (A Central Civil post carrying the pay in the pay matrix at the level from 6 to 9).
4- Pay and Grade Pay/Pay Scale	Pay scale Rs. 5000-150-8000. GP 4200.	Level – 06 of Pay Matrix Rs 35400-112400	As implementation of 7th pay commission recommendation.
5- Whether Selection Post or Non-Selection Post	Selection	Selection.	No Change
6- Age Limit for Direct Recruits	upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes and other special categories may be relaxed	upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes and other special	No Change.

	accordance with the order issued by the Central Government from time to time. Provided further that there shall be no maximum age limit for the employees of the Board on the date of issue of this notification for further promotion and also for appointment by deputation of employees of Government and statutory Organisation that the qualification prescribed shall not apply to such employees of the Board; Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.	categories may be relaxed accordance with the order issued by the Central Government from time to time. Provided further that there shall be no maximum age limit for the employees of the Board on the date of issue of this notification for further promotion and also for appointment by deputation of employees of Government and statutory Organisation that the qualification prescribed shall not apply to such employees of the Board; Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.	
7- Educational & other Qualification required for Direct Recruitment	Graduate having Five years' experience of office work involving Accounts.	• Educational Qualification Graduate • Experience- Five years' experience of office work involving Accounts.	No Change
8- Whether Age & Educational Qualification prescribed for Direct Recruits will apply in the case of promotion	Age : No Educational Qualification : Yes	Age : No Educational Qualification : Yes	No Change
9- Period of Probation, if, any.	Two Yearsfor Direct Recruits	Two Years for Direct Recruits	No Change

10- Method of recruitment, whether by Direct Recruitment or by promotion or by Deputation / absorption and percentage of vacancies to be filled by various methods.	Promotion failing which by Direct Recruitment	Promotion/ Deputation failing which by Direct Recruitment	When no departmental candidate is available, the vacancy can be filled up on deputation basis.
11- In case of recruitment by promotion / deputation / absorption grades from which promotion/ deputation/absorption to be made	By Promotion : Senior Assistant having Three year service in the pay scale of Rs. 4500-125-7000 (as per 5th CPC) Failing which Junior Assistant with Ten years regular service in the Scale of pay Rs. 4000-100-6000. Deputation: Officers from other organization holding analogy parts in the similar grade with 3 years' experience in the next lower grade.	By promotion: Senior Assistant having Six years' experience in the pay matrix Level-5 of Rs. 29200-92300.Failing which Junior Assistant with Ten years regular service in the Scale of pay Rs. 4000-100-6000 Deputation: Officers from other organization holding analogy parts in the similar grade or with Six years' experience in the next lower grade.	No Change
12- If a Departmental Promotion Committee exists what is its composition	The constitution of the DPC shall be as led down by the appointing authority for the post from time to time.	The constitution of the DPC shall be as led down by the appointing authority for the post from time to time.	No Change.
13- Circumstances in which Union Public Service Commission is to be consulted in making recruitments.	NA	NA	No change.

2 Name, address and telephone numbers of the Ministry's representative with whom these proposals may be discussed, if necessary, for clarification/ early decision.

Signature of the Officer sending the proposals

Telephone No. ----------

Place:

Date:

Annexure - III

1. a. Name of the Post: SENIOR ASSISTANT
   b. Name of the Ministry/Dept.: SEAMEN'S PROVIDENT FUND ORGANISATION
2. Reference No. in Commission's advice on Recruitment Rules was conveyed. – N.A.
3. Date of notification of the original rules and subsequent amendments (copy of the Original rules & subsequent amendments should be enclosed, duly flagged and referenced) Dated: 02nd April. 2007 G.S.R.59

Column No. of Schedule	Provisions in the approved/ existing rules Recruitment Rules 2nd Amendment – 2nd April, 2007.	Revised Provision Proposed Rules, 2017	Reason for Revision Proposed
1- Name of Post	Senior Assistant	Senior Assistant	No Change
2- No. of Post	07(2007)	7(2017)	No Change
3- Classification	Central Autonomous Bodies Group 'C' Service.	Central Autonomous Bodies Group 'C' Service.	No Change
4- Pay and Grade Pay/Pay Scale	Pay Scale Rs. 4500-125-7000	Level – 05 of Pay Matrix of Rs. 29200-92300.	As per 7th pay commission recommendation.
5- Whether Selection Post or Non-Selection Post	Selection	Selection.	No Change
6- Age Limit for Direct Recruits	upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes and other special categories may be relaxed accordance with the order issued by the Central Government from time to time. Provided further that there shall be no maximum age limit for the employees of the Board on the date of issue of this notification for further promotion and also	upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes and other special categories may be relaxed accordance with the order issued by the Central Government from time to time. Provided further that there shall be no maximum age limit for the	No Change.

	for appointment by deputation of employees of Government and statutory Organisation that the qualification prescribed shall not apply to such employees of the Board; Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.	employees of the Board on the date of issue of this notification for further promotion and also for appointment by deputation of employees of Government and statutory Organization that the qualification prescribed shall not apply to such employees of the Board; Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.	
7- Educational & other Qualification required for Direct Recruitment	Graduate having three years experience in Government offices or private firm with some knowledge and experience of Accounts.	• **Educational Qualification:** Graduate • **Experience:** Three years' experience in Government offices or private firm with some knowledge and experience of Accounts.	No Change
8- Whether Age & Educational Qualification prescribed for Direct Recruits will apply in the case of promotion	Age : No Educational Qualification : Yes	Age : No Educational Qualification : Yes	No Change
9- Period of Probation, if, any.	Two Year For Direct Recruits.	Two Year For Direct Recruits.	No Change
10- Method of recruitment, whether by Direct Recruitment or by promotion or by Deputation / absorption and percentage of vacancies to be filled by various	Promotion failing which by Deputation failing which by Direct Recruitment	Promotion failing which by Deputation failing which by Direct Recruitment	No Change.

methods.			
11- In case of recruitment by promotion / deputation / absorption grades from which promotion/ deputation/absorption to be made	By promotion: Junior Assistant and cashier having Five years regular service in the scale of pay Rs. 4000-100-6000. By Deputation: Officers from other organization holding analogous posts in the similar grade with 5 years' experience in the next lower grade. .	By promotion : Junior Assistant and cashier having Five year regular service in the pay matrix level 4 of Rs 25,500-81,100 By Deputation: Officers from other organization holding analogous posts in the similar grade with 5 years' experience in the next lower grade.	No Change.
12- If a Departmental Promotion Committee exists what is its composition	The constitution of the DPC shall be as led down by the appointing authority for the post from time to time.	The constitution of the DPC shall be as led down by the appointing authority for the post from time to time.	No Change.
13- Circumstances in which Union Public Service Commission is to be consulted in making recruitments.	NA	NA	No change.

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2. Name, address and telephone numbers of the Ministry's representative with whom these proposals may be discussed, if necessary, for clarification/ early decision.

Signature of the Officer sending the proposals

Telephone No. ----------

Place:

Date:

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Annexure – III

1. a. Name of the Post: JUNIOR ASSISTANT / CASHIER
   b. Name of the Ministry/Dept.: SEAMEN'S PROVIDENT FUND ORGANISATION

2. Reference No. in Commission's advice on Recruitment Rules was conveyed. – N.A.

3. Date of notification of the original rules and subsequent amendments (copy of the Original rules & subsequent amendments should be enclosed, duly flagged and referenced) Dated: 02nd April. 2007 G.S.R.59

Column No. of Schedule	Provisions in the approved/ existing rules Recruitment Rules 2nd Amendment – 2nd April, 2007	Revised Provision Proposed Rules, 2017	Reason for Revision Proposed
1-Name of Post	Junior Assistant/ Cashier	Junior Assistant/ Cashier	No Change
2-No. of Post	13(2007)	13	No Change
3-Classification	Central Autonomous Bodies Group 'C' Service.	Central Autonomous Bodies Group 'C' Service.	No Change
4-Pay and Grade Pay/Pay Scale	Pay Scale Rs. 4000-100-6000.	Level – 04 of Pay Matrix Rs. 25500-81100.	As per 7th pay commission recommendation.
5-Whether Selection Post or Non-Selection Post	Selection	Selection.	No Change

6-Age Limit for Direct Recruits	upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes and other special categories may be relaxed accordance with the order issued by the Central Government from time to time. Provided further that there shall be no maximum age limit for the employees of the Board on the date of issue of this notification for further promotion and also for appointment by deputation of employees of Government and statutory Organisation that the qualification prescribed shall not apply to such employees of the Board; Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.	upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes and other special categories may be relaxed accordance with the order issued by the Central Government from time to time. Provided further that there shall be no maximum age limit for the employees of the Board on the date of issue of this notification for further promotion and also for appointment by deputation of employees of Government and statutory Organization that the qualification prescribed shall not apply to such employees of the Board; Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.	No Change
7-Educational & other Qualification required for Direct Recruitment	Graduate having two years' experience in government offices or private firm with some knowledge and experience of Accounts	• **Educational Qualification** Graduate • **Experience:** Two years' experience in government offices or private firm with some knowledge and experience of Accounts	No Change
8-Whether Age & Educational Qualification prescribed for Direct Recruits will apply in the case of promotion	Age : No Educational Qualification : Yes	Age : No Educational Qualification : Yes	No Change
9-Period of Probation,	Two Year For Direct Recruits	Two Year For Direct Recruits	No Change

if. any.			
10-Method of recruitment, whether by Direct Recruitment or by promotion or by Deputation / absorption and percentage of vacancies to be filled by various methods	By Promotion. 50% By Promotion50% By Direct Recruitment By Direct Recruitment. Graduate having at least two years experience in government office or private firms with some knowledge and experience of Accounts.	50% By Direct Recruitment 50% By Promotion failing which by Direct Recruitment or by Deputation	Selection by Direct Recruitment & Deputation. In Promotion category also proposed as an alternative.
11-In case of recruitment by promotion / deputation / absorption grades from which promotion/ deputation/absorption to be made	Promotion: i) For 50% percent of the vacancies posts Group D employees with the required minimum educational qualification for Direct recruits (subject to relaxation by Commissioner in deserving cases) and with eight year's regular service in the grade. knowledge of Accounts and typing are essential. If no suitable person is available then the post shall be treated as unreserved. By Deputation: Officers from other organization holding analogous posts in the similar grade with 5 years' experience in the next lower grade.	Promotion: i) For 50% of the vacancies of Group 'D' employees with the required minimum educaticnal qualification for direct recruits (subject to relaxation by Commissioner in deserving cases) and with eight year's regular service in the grade .Knowledge of account and typing are essential. If no suitable person is available then the post shall be treated as unreserved. By Deputation: Officers from other Government Department / Autonomous Bodies/ Government undertaking / organization holding analogous posts in the similar grade or with Five years experience in the next lower grade i.e. in the Pay of matrix level -3 , Rs.21,700 –69,100/-	No Change.
12-If a Departmental Promotion Committee exists what is its composition	The constitution of the DPC shall be as laid down by the appointing authority for the post from time to time.	The constitution of the DPC shall be as laid down by the appointing authority for the post from time to time.	No Change.
13-Circumstances in which Union Public Service Commission is	NA	NA	No change.



to be consulted in making recruitments

2 Name address and telephone numbers of the Ministry's representative with whom these proposals may be discussed if necessary for clarification/ early decision

Place

Date:

Signature of the Officer sending the proposals

Telephone No

(23)

Annexure - III

1. a. Name of the Post:
   b. Name of the Ministry/Dept.:

HINDI TRANSLATOR
SEAMEN'S PROVIDENT FUND ORGANISATION

2. Reference No. in Commission's advice on Recruitment Rules was conveyed. – N.A.
3. Date of notification of the original rules and subsequent amendments (copy of the Original rules & subsequent amendments should be enclosed, duly flagged and referenced) Dated: 02nd April. 2007
   G.S.R.59

Column No. of Schedule	Provisions in the approved/ existing rules Recruitment Rules 2nd Amendment – 2nd April, 2007	Revised Provision Proposed Rules, 2017	Reason for Revision Proposed
1-Name of Post	Hindi Translator	Hindi Translator	No Change
2-No. of Post	01(2007)	1(2017)	No Change
3-Classification	Central Autonomous Bodies Group 'C' Service.	Central Autonomous Bodies Group 'C' Service.	No Change
4-Pay and Grade Pay/PayScale	Pay band -1 Rs.4500-125-7000	Level – 05 of Pay Matrix Basic Pay Rs.29200-92300.	As per the implementation of 7th pay commission recommendation.
5-Whether Selection Post or Non-Selection Post	Selection	Selection	No Change.
6-Age Limit for Direct Recruits	upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes and other special categories may be relaxed accordance with the order issued by the Central Government from time to time. Provided further that there shall be no maximum age limit for the employees of the Board on the date of issue of this notification for further promotion and also for appointment by deputation of	upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes and other special categories may be relaxed accordance with the order issued by the Central Government from time to time. Provided further that there shall be no maximum age limit for the employees of the Board on the date	No Change.

	employees of Government and statutory Organisation that the qualification prescribed shall not apply to such employees of the Board; Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.	of issue of this notification for further promotion and also for appointment by deputation of employees of Government and statutory Organisation that the qualification prescribed shall not apply to such employees of the Board; Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.	
7-Educational & other Qualification required for Direct Recruitment	Graduate having Hindi as major subject and Three years experience in government offices or private firm with some knowledge and experience of Accounts.	• **Educational Qualification** Graduate having Hindi as major subject • **Experience**: Three years experience in government offices or private firm with some knowledge of Accounts and computer.	No Change
8-Whether Age & Educational Qualification prescribed for Direct Recruits will apply in the case of promotion	Age : No Educational Qualification : Yes	Age : No Educational Qualification : Yes	No Change
9-Period of Probation, if, any.	Two Year For Direct Recruits	Provision period Two Years for Direct Recruits	No Change
10-Method of recruitment, whether by Direct Recruitment or by promotion or by Deputation / absorption and percentage of vacancies to be filled by various methods.	Direct Recruitment.	Direct recruitment / Deputation.	It is observed that sufficient candidates eligible for the post are not available in open market with experience in Rajbhasha translation work. Hence, an alternative method of recruitment by Deputation is also provided.
11-In case of recruitment by promotion / deputation	Direct Recruitment.	Direct recruitment / By Deputation : Officer from other organization holding analogous post	As per DOPT Norms vide OM NO. AB.14017/48/2010-

/ absorption grades from which promotion/ deputation/absorption to be made		in the similar pay with three year experience in the next lower grade i.e the pay matrix level -4 of Rs. 25,500-81,100 or level -3 with five year experience in the grade pay that is in the pay matrix level-3 , 21,700-69,100.	Estt..(RR) Dt 31st December, 2010.
12-If a Departmental Promotion Committee exists what is its composition	The constitution of the DPC shall be as laid down by the appointing authority for the post from time to time	The constitution of the DPC shall be as laid down by the appointing authority for the post from time to time	No Change.
13-Circumstances in which Union Public Service Commission is to be consulted in making recruitments.	NA	NA	NA

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2. Name, address and telephone numbers of the Ministry's representative with whom these proposals may be discussed, if necessary, for clarification/ early decision.

Signature of the Officer sending the proposals

Telephone No. ----------

Place:

Date:

(26)

Annexure - III

1. a. Name of the Post: STENOGRAPHER
   b. Name of the Ministry/Dept.: SEAMEN'S PROVIDENT FUND ORGANISATION

2. Reference No. in Commission's advice on Recruitment Rules was conveyed. – N.A.
3. Date of notification of the original rules and subsequent amendments (copy of the Original rules & subsequent amendments should be enclosed, duly flagged and referenced) Dated: 02nd April. 2007 G.S.R.59

Column No. of Schedule	Provisions in the approved/ existing rules Recruitment Rules 2nd Amendment – 2nd April, 2007.	Revised Provision Proposed Rules, 2017	Reason for Revision Proposed
1-Name of Post	Stenographer	Stenographer	No Change
2-No. of Post	01(2007)	1	No Change
3-Classification	Central Autonomous Bodies Group 'C' Service.	Central Autonomous Bodies Group 'C' Service.	No Change
4-Pay and Grade Pay/PayScale	Pay band -1 Rs.4500-125-7000	Level – 05 of Pay Matrix Basic Pay Rs.29200-92300	As per the implementation of 7th pay commission recommendation.
5-Whether Selection Post or Non-Selection Post	Direct Recruitment.	Direct Recruitment	No Change.
6-Age Limit for Direct Recruits	upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes and other special categories may be relaxed accordance with the order issued by the Central Government from time to time. Provided further that there shall be no maximum age limit for the employees of the Board on the date of issue of this notification for further promotion and also	upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes and other special categories may be relaxed accordance with the order issued by the Central Government from time to time. Provided further that there shall be no maximum age limit for the	No Change.

	for appointment by deputation of employees of Government and statutory Organisation that the qualification prescribed shall not apply to such employees of the Board; Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.	employees of the Board on the date of issue of this notification for further promotion and also for appointment by deputation of employees of Government and statutory Organisation that the qualification prescribed shall not apply to such employees of the Board; Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.	
7-Educational & other Qualification required for Direct Recruitment	Graduate and should possess speed of 100 words per minutes in short hand and 40 words per minutes speed in typewriting.	• **Educational Qualification**: Graduate • **Experience**: should possess speed of 100 words per minutes in English short hand and 100kaywords per minute speed in computer.	No Change
8-Whether Age & Educational Qualification prescribed for Direct Recruits will apply in the case of promotion	Age : No Educational Qualification : Yes	Age : No Educational Qualification : Yes	No Change
9-Period of Probation, if, any.	Two Year For Direct Recruits	Provision period Two Years for Direct Recruits	No Change
10-Method of recruitment, whether by Direct Recruitment or by promotion or by Deputation / absorption and percentage of vacancies to be filled by various methods.	Direct Recruitment.	Direct Recruitment	No Change
11-In case of recruitment by promotion / deputation / absorption grades	Direct recruitment	Direct Recruitment	No Change

from which promotion/ deputation/absorption to be made			
12-If a Departmental Promotion Committee exists what is its composition	The constitution of the DPC shall be as laid down by the appointing authority for the post from time to time	The constitution of the DPC shall be as laid down by the appointing authority for the post from time to time	No Change.
13-Circumstances in which Union Public Service Commission is to be consulted in making recruitments.	NA	NA	No Change.

2. Name, address and telephone numbers of the Ministry's representative with whom these proposals may be discussed, if necessary, for clarification/ early decision.

Signature of the Officer sending the proposals

Telephone No. ----------

Place:

Date:

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Annexure - III

1. a. Name of the Post: HINDI TYPIST
   b. Name of the Ministry/Dept.: SEAMEN'S PROVIDENT FUND ORGANISATION
2. Reference No. in Commission's advice on Recruitment Rules was conveyed. – N.A.
3. Date of notification of the original rules and subsequent amendments (copy of the Original rules & subsequent amendments should be enclosed, duly flagged and referenced) Dated: 02nd April. 2007 G.S.R.59

Column No. of Schedule	Provisions in the approved/ existing rules Recruitment Rules 2nd Amendment – 2nd April, 2007	Revised Provision Proposed Rules, 2017	Reason for Revision Proposed
1-Name of Post	Hindi Typist	Hindi Typist	No Change
2-No. of Post	01(2007)	1	No Change
3-Classification	Central Autonomous Bodies Group 'C' Service.	Central Autonomous Bodies Group 'C' Service.	No Change
4-Pay and Grade Pay/Pay Scale	Pay Scale Rs. 4000-100-6000.	Level – 04 of Pay Matrix Rs. 25,500-81,100.	As per 7th pay commission recommendation.
5-Whether Selection Post or Non-Selection Post	Selection	Selection.	No Change
6-Age Limit for Direct Recruits	upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes and other special categories may be relaxed accordance with the order issued by the Central Government from time to time. Provided further that there shall be no maximum age limit for the employees of the Board on the date of issue of this	upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule tribes, other backward classes and other special categories may be relaxed accordance with the order issued by the Central Government from time to time. Provided further that there shall	No Change.

	notification for further promotion and also for appointment by deputation of employees of Government and statutory Organisation that the qualification prescribed shall not apply to such employees of the Board; Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.	be no maximum age limit for the employees of the Board on the date of issue of this notification for further promotion and also for appointment by deputation of employees of Government and statutory Organisation that the qualification prescribed shall not apply to such employees of the Board; Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.	
7-Educational & other Qualification required for Direct Recruitment	Graduate having two years' experience in government offices or private firm with some knowledge and experience of Accounts.	• **Educational Qualification**: Graduate • **Experience**: Two years in government offices, Hindi Typing and Computer knowledge is essential.	No Change
8-Whether Age & Educational Qualification prescribed for Direct Recruits will apply in the case of promotion	Age : No Educational Qualification : Yes	Age : No Educational Qualification : Yes	No Change
9-Period of Probation, if, any.	Two Year for Direct Recruits.	Two Year for Direct Recruits	No Change
10-Method of recruitment, whether by Direct Recruitment or by promotion or by Deputation / absorption and percentage of vacancies to be filled by various methods.	Direct recruitment	Direct Recruitment	No Change.
11-In case of recruitment by promotion / deputation / absorption grades	Direct Recruitment.	Direct Recruitment.	No Change.

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Annexure - III

1. a. Name of the Post:
   b. Name of the Ministry/Dept.:

MULTI TASKING STAFF (PEON)
SEAMEN'S PROVIDENT FUND ORGANISATION

2. Reference No. in Commission's advice on Recruitment Rules was conveyed. – N.A.
3. Date of notification of the original rules and subsequent amendments (copy of the Original rules & subsequent amendments should be enclosed, duly flagged and referenced) Dated: 02nd April. 2007
   G.S.R.59

Column No. of Schedule	Provisions in the approved/ existing rules Recruitment Rules 2nd Amendment – 2nd April, 2007.	Revised Provision Proposed Rules, 2017	Reason for Revision Proposed
1-Name of Post	Daftary - 01 Peon - 03 Cleaner - 01	Multi-Tasking Staff Group 'C'	As per OM No.AB-14017/39/2013-Estt.(RR) (3102233) dt. 23.12.2013, it has been decided that the merger & re-designation of erstwhile Gr. D Staff as MTS w.e.f. 29.08.2008
2-No. of Post	05	05	No Change
3-Classification	Central Autonomous Bodies Group 'C' Service.	Central Autonomous Bodies Group 'MTS' Service.	As per OM No.AB-14017/39/2013-Estt (RR) (3102233) dt. 23.12.2013
4-Pay and Grade Pay/ Pay Scale	Daftary: Scale of pay Rs.2610-60-3150-65-3540 GP Rs.1400. Peon: 2550-55-2660-60-3200 GP Rs. 1300. Cleaner: 2550-55-2660-60-3200 GP Rs. 1300.	Level – 01 of Pay Matrix (Basic pay Rs. 18,000-56,900).	As per the implementation of 7th pay commission recommendation.
5-Whether Selection Post or Non-Selection Post	The post shall be filled by direct recruitment	The post shall be filled by direct recruitment.	No Change
6-Age Limit for Direct Recruits	upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste, the schedule	upto 25 years (Provided that the maximum age limit in the case of candidates belonging to the schedule caste,	

	tribes, other backward classes and other special categories may be relaxed accordance with the order issued by the Central Government from time to time. Provided further that there shall be no maximum age limit for the employees of the Board on the date of issue of this notification for further promotion and also for appointment by deputation of employees of Government and statutory Organisation that the qualification prescribed shall not apply to such employees of the Board; Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.	the schedule tribes, other backward classes and other special categories may be relaxed accordance with the order issued by the Central Government from time to time. Provided further that there shall be no maximum age limit for the employees of the Board on the date of issue of this notification for further promotion and also for appointment by deputation of employees of Government and statutory Organisation that the qualification prescribed shall not apply to such employees of the Board; Provided also that the Appointing authority may for the reasons to be recorded in writing relax the maximum age limit upto three years for the posts for which he is the appointing authority.	
7-Educational & other Qualification required for Direct Recruitment	Middle School Standard	• **Educational Qualification** Matriculation or equivalent pass from a recognized board • **Experience**: Basic knowledge of computer.	As per OM No.AB-14017/39/2013-Estt (RR) (3102233) dt. 23.12.2013
8-Whether Age & Educational Qualification prescribed for Direct Recruits will apply in the case of promotion	Direct Recruitment.	Direct Recruitment.	No Change
9-Period of Probation, if, any.	Two Year For Direct Recruits	Provision period Two Years for Direct Recruits	No Change
10-Method of recruitment, whether by Direct Recruitment or by promotion or by	By Direct Recruitment.	By Direct Recruitment	No Change

Deputation / absorption and percentage of vacancies to be filled by various methods.			
11-In case of recruitment by promotion / deputation / absorption grades from which promotion/ deputation/absorption to be made	By Direct Recruitment.	By Direct Recruitment	No Change
12-If a Departmental Promotion Committee exists what is its composition	The constitution of the DPC shall be as led down by the appointing authority for the post from time to time.	The constitution of the DPC shall be as led down by the appointing authority for the post from time to time.	No Change
13-Circumstances in which Union Public Service Commission is to be consulted in making recruitments.	NA	NA	NA

2. Name, address and telephone numbers of the Ministry's representative with whom these proposals may be discussed, if necessary, for clarification/ early decision.

Signature of the Officer sending the proposals

Telephone No. ----------

Place:

Date: