



GANDHI SMRITI AND DARSHAN SAMITI

RECRUITMENT RULES

NEW DELHI

GANDHI SMRITI AND DARSHAN SAMITI
RECRUITMENT RULE

Sl. No	Name of the Post, Scale, Classification	Age-limit for direct	Educational and other qualifications for direct recruitment	Whether conditions in column 3&4 will apply in case of promotees	Method of recruitment	Remarks
1.	2.	3.	4.	5.	6.	7.
1.	i) Director (One Post) ii) Rs. 16400-450-22000 (Personal) iii) Group 'A' (Rs.12000-375-18000) Actual	55 Years	Essential: (i) Master Degree in Social Sciences from a recognized University (ii) 15 years administrative experience in Government/Autonomous Organizations/Reputed Non-Government Organizations (iii) Acquaintance with Gandhian philosophy and commitment for constructive work in various social fields. Desirable: "Experience of working at the national level in the social sector in projects and programmes similar to those undertaken by GSDS and/or having authored publications, based on original research, in reputed national/international journals on Gandhi an Studies/Philosophy and related areas.	N.A.	Direct recruitment including short term contract, failing which by deputation. The appointment in either case will be for a term of three years, extendable at the discretion of the Appointing Authority.	
2.	i) Administrative Officer (One post) ii) Rs. 10000-325-15200 (Personal) iii) Group 'A'	50 Years	At least a Graduate with 10 years supervisory experience in financial and Administrative matters in a Govt. office or autonomous organisation.	N.A.	By deputation, failing which by direct recruitment. The term of deputation shall ordinarily not exceed 3 years. The candidate recruited directly shall be appointed on contract for a period of 5 years,.	

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					extendable at the discretion of the Appointing Authority.	
3.	i) Programme Officer (One Post) ii) Rs. 10,000-325-15,200 iii) Group 'A'	50 Years	<p><u>Essential:</u> Post-graduate degree in Humanities. Ten years experience of work in a reputed institution in publication and research; and organising conferences, seminars, workshops.</p> <p><u>Desirable:</u> Practical experience of constructive social work.</p> <p>Should be acquainted with Gandhian thought and Philosophy and capable of delivering lectures on various aspects thereof.</p> <p>Knowledge of Hindi and at least one more modern Indian language.</p>	N.A.	By deputation, failing which by direct recruitment. The term of deputation shall ordinarily not exceed 3 years. The candidate recruited directly shall be appointed on contract for a period of 5 years, extendable at the discretion of the Appointing Authority.	

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1.	2.	3.	4.	5.	6.	7.
4.	Research Officer (One Post) ii) Rs. 8,000-275-13500 iii) Group 'A'	45 Years	<p>Essential:</p> <p>i) PG Degree in any discipline of Humanities and Social Sciences including Gandhian Thought etc. ii) Doctoral Degree in the subject mentioned above. iii) 5 years experience of research work from any recognised university or institution of repute with evidence of published research work. iv) Should have knowledge of Gandhian Thought and Constructive Programme. v) Should have evidence of research/publication.</p> <p>Desirable: Knowledge of Hindi and at least one more Modern Indian language.</p>	Yes	Direct recruitment or by deputation from other Govt. and non-government institutions/organisations. (Probation: One Year)	

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1.	2.	3.	4.	5.	6.	7.
5.	i) Curator (One Post) ii) Rs. 6,500-200-10,500 iii) Group 'B'	45 Years	Essential: i) Post-graduate Degree in Humanities. ii) Five years experience of work in an educational/cultural/Social organisation of repute. iii) Sound knowledge of Gandhian Thought and constructive programmes. OR i) Degree or diploma in Fine Art. ii) Five years practical experience in organising Art exhibitions and management of Museums/art galleries. Desirable: Knowledge of Hindi and at least one more modern Indian language.	N.A.	By deputation, failing which by direct recruitment. Employees of the Samiti working in the scale of Rs. 4500-7000 or above and having the requisite qualifications may also be considered along with other candidates. (Probation: One Year)	
6.	i) Account Officer (One Post) ii) Rs. 6500-200-10500 (personal) iii) Group 'B'	35 Years	i) S.A.S. Accountant of Chartered Accountant ii) Graduate in Commerce/Economics/Mathematics. iii) At least five years experience in accounts and Auditing.	No.	Promotion from Accountant with three years service, failing which by deputation, and failing both by Direct recruitment. (Probation: One Year)	
7.	i) Sr. PA TO Director (One Post) ii) Rs. 6500-200-10500	35 Years	i) Graduate ii) Minimum speed of 120 words minute in shorthand and 40 words per	N.A.	Promotion (by selection-cum-seniority or selection by merit, failing which by direct	

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	(personal) iii) Group 'B'		minute in typing. iii) Five years relevant experience.		recruitment.) (Probation: One Year)	
8.	i) Estate Manager (One Post) ii) Rs. 5,500-175-9,000 iii) Group 'C'	35 Years	Graduate with eight years experience in general supervision, security work and Caretaking of building.	N.A.	Promotion (by selection-cum-seniority or selection by merit, from amongst employees in the scale of Rs. 4500-125-7000. (Probation: One Year)	
9.	i) Librarian (One Post) ii) Rs. 5,500-175-9,000 iii) Group 'C'	45 Years	i) Post Graduate or equivalent ii) Degree in Library Science from a recognised university/institution. iii) Five years experience of working in libraries of Central Government/autonomous bodies/recognised institutions of repute.	Yes	Direct Recruitment including short term contract; failing which by deputation. (The appointment in either case will be for a term of three years extendable at the discretion of Appointing Authority). (Probation: One Year)	
10	i) Office Supervisor (One Post) ii) Rs. 5,000-150-8,000 iii) Group 'C'	35 Years	Graduate with ten years experience in Accounts/Administration.	No.	Promotion (by selection-cum-seniority or selection by merit) from amongst the Accountant, P.A. and Office Assistant failing which by direct recruitment. (Probation: One Year)	
11	i) ACCOUNTANT (One Post) ii) Rs. 4500-125-7000 iii) Group 'C'	30 Years	Graduate, with three years experience in Cash, Accounts and Budget.	No.	Promotion (By selection-cum-seniority or selection by merit) from amongst the office Asstt. in Accounts/ Administration Units, failing which by direct recruitment.	

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					(Probation : One year)	
12	i) PERSONAL ASSISTANT (One Post) ii) Rs.4500-125-7000 iii) Group 'C'	25 Years	i) Matriculation or equivalent. Preference will be given to Graduates. ii) Minimum speed of 120 words per minute in shorthand and 40 words per minute in typing.	No.	Promotion (By selection-cum-seniority or selection by merit) from amongst stenographers in the scale of Rs. 4000-6000 failing which by deputation / direct recruitment. (Probation : One year)	
13	i) HINDI ASSISTANT (One Post) ii) Rs.4500-125-7000 iii) Group 'C'	25 Years	i) A Degree from a University with English as compulsory subject. Should have studied Hindi as a main subject at least up to school level. ii) At least 5 years experience of translation work. Desirable : i) Typing speed of 30 W.P.M. in Hindi. ii) Knowledge of one of two modern Indian languages other than Hindi.	N.A.	Direct recruitment / Deputation. Employees of the Samiti having the requisite qualifications may also be considered along with other candidates. (Probation : One year)	

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1.	2.	3.	4.	5.	6.	7.
14	i) GUIDE LECTURE (Three Posts) ii) Rs. 4500-125-7000 iii) Group 'C'	35 Years	Essential : i) A Post Graduate Degree in Humanities ii) Five years experience of work in a Museum/Art Gallery or field work in Gandhian constructive programme. iii) Ability to speak on Gandhian philosophy in Hindi and English. Desirable : i) Knowledge of one or two Modern Indian Languages in addition to English and Hindi.	Yes	Promotion (Selection-cum-seniority from amongst the Guides, failing which by Direct recruitment. (Probation : One year)	
15	i) ARTIST (One Post) ii) Rs. 4500-125-7000 iii) Group 'C'	30 Years	i) Degree or Diploma in Fine Art. ii) Three years practical experience in display and preparation and repair of models etc. preferably in a Museum/Art Gallery.	Age - No. EQ - Yes	Direct recruitment (Selection-cum-seniority or selection by merit). (Probation : One Year)	
16	i) PHOTOGRAPHER (One Post) ii) Rs. 4500-125-7000 iii) Group 'C'	25 Years	i) Matriculation or equivalent. ii) Certificate or Diploma in photography. iii) Five years experience of Photography and Dark Room work, preferably in a Museum.	N.A.	Direct recruitment. Eligible employees of the Samiti may also be considered. (Probation : One Year)	
17	i) ASSISTANT ESTATE MANAGER (One Post) ii) Rs. 4500-125-7000 iii) Group 'C'	-	Matriculation or equivalent with 5 years experience in general maintenance of buildings, sanitation and physical arrangements of holding camps etc.	N.A.	Promotion (Selection-cum-seniority or selection by merit) from amongst employees of the Samiti in the scale of Rs. 4000-6000.	

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					(Probation : One Year)	
18	i) PROGRAMME EXECUTIVE (Two Posts) ii) Rs. 4500-125-7000 iii) Group 'C'	28 Years	Essential : i) Degree from a recognised University. Should have studied Hindi as main subject up to school level. ii) Three years experience in organising conferences, exhibitions, Seminars, workshops. Desirable : i) Should be acquainted with Gandhian thought and philosophy. ii) Capability of delivering lectures on various aspects of Gandhian philosophy.	Age : No. E.O. : Yes	Promotion (Selection-cum-seniority or selection by merit) from amongst employees / Guides / the staff, failing which by direct recruitment.	
19	i) STORE KEEPER (One Post) ii) Rs. 4500-125-7000 iii) Group 'C'	N.A.	i) Matriculation or equivalent ii) Three years experience of handling stores, stock and purchase work.	N.A.	Promotion (Selection-cum-seniority or selection by merit) from amongst employees in the scale of Rs. 3050-4590 having experience of stores /accounts / establishment work failing which by direct recruitment. (Probation : One Year)	

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1.	2.	3.	4.	5.	6.	7.
20	i) CO-ORDINATOR (Four Posts) ii) Rs. 4500-125-7000 iii) Group 'C'	40 Years	Essential : i) Degree in Arts preferably with Indian History as one of the subjects. ii) Intimate knowledge of Gandhian Philosophy. iii) At least five years experience of working in a field / organisation / Museum / Art Gallery organising programmes for youth, women, colleges, schools etc. - Desirable.	N.A.	By promotion / Direct recruitment amongst the staff members working in the scale of Rs. 4000-100-6000.	
21	i) Assistant Editor (One Post) ii) Rs. 4000-100-6000 iii) Group 'C'	35 Years (Relaxable for meritorious candidate)	Essential : i) Post Graduate or equivalent. ii) Five years editorial experience in any organisation relating to collection, editing, publishing & other jobs related to the printing and publishing of the Journal. Desirable : Research/field work pertaining to Gandhian Studies.	Yes.	Direct recruitment including short term contract, failing which by deputation from other departments. The appointment in either case will be for a term of three years extendable at the discretion of appointing authority. (Probation : One Year)	
22	i) Assistant-cum-Cashier (One Post) ii) Rs. 4000-100-6000 iii) Group 'C'	N.A.	i) Matriculation or equivalent. ii) Three years experience of handling Cash and Accounts.	Age : No. E.Q. : Yes.	Promotion (Selection-cum-seniority or selection by merit) from amongst the employees in the scale of Rs. 3050-4590 having experience of Accounts/ establishment work.	

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1.	2.	3.	4.	5.	6.	7.
					(Probation : One Year)	
23	i) Steno-Typist (Two Post) ii) Rs. 4000-100-6000 iii) Group 'C'	25 Years	i) Matriculation or equivalent. ii) Minimum speed of 100 w.p.m. in shorthand and 40 w.p.m. in typing.	Age : No. E.Q. : Yes.	Promotion (Selection-cum-seniority or selection by merit) from amongst the employees in the scale of Rs. 3050-4590 failing which by direct recruitment. (Probation : One Year)	
24	i) Hindi Stenographer (One Post) ii) Rs. 4000-100-6000 iii) Group 'C'	25 Years	i) Matriculation or equivalent. ii) Shorthand speed 80 w.p.m. and typing speed 30 w.p.m.	Age : No. E.Q. : Yes.	Promotion (Selection-cum-seniority or selection by merit) from amongst the employees in the scale of Rs. 3050-4590 failing which by direct recruitment. (Probation : One Year)	
25	i) Office Assistant (one Post) ii) Rs. 4000-100-6000 iii) Group 'C'	N.A.	i) Matriculation or equivalent. ii) Three years experience of office work and Cash and Accounts.	E.Q. : Yes.	Promotion (Selection-cum-seniority or selection by merit) from amongst employees in the scale of Rs. 3050-4590 having experience of Accounts/establishment work. (Probation : One Year)	

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26	i) Guide (Thirteen Post) ii) Rs. 4000-100-6000 iii) Group 'C'	25 Years	<u>Essential :</u> i) Degree in Arts preferably with Indian History as one of the subjects. ii) Intimate knowledge of Gandhian Philosophy. iii) At least two years experience of working in a field organisation/Museum/ Art Gallery. <u>Desirable :</u> Knowledge of one modern Indian language besides English and Hindi. Note: Candidates who do not possess the practical experience prescribed under (iii) above but otherwise found suitable, will be placed in the scale of Rs. 3050-4590 till completion of probation.	N.A.	Direct recruitment. (Probation : One year)	
27	i) Assistant Store Keeper (One Post) ii) Rs. 4000-100-6000 iii) Group 'C'	25 Years	i) Matriculation or equivalent. ii) Knowledge and experience of maintaining stores, stock or making purchases.	N.A.	Promotion (Selection-cum-seniority or selection by merit) from amongst employees in the scale of Rs. 3050-4590, failing which by direct recruitment. (Probation : One Year)	
28	i) Electrician (One Post) ii) Rs. 3200-85-4900 iii) Group 'C'	25 Years	i) Experience of repairing electrical gadgets in a reputed firm or institution.	N.A.	Promotion (Selection-cum-seniority or selection by merit) from amongst employees in the	

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1.	2.	3.	4.	5.	6.	7.
			ii) Should possess diploma / certificate of electrician.		scale of Rs. 2550-3200, failing which by direct recruitment. (Probation : One Year)	
29	i) Assistant Librarian (One Post) ii) Rs. 3050-75-4590 iii) Group 'C'	25 Years	i) Matriculation or equivalent. ii) Diploma in Library Science from a recognised University / Institution.	N.A.	Direct recruitment. (Probation : One year)	
30	i) L.D.C./Typist (Three Post) ii) Rs. 3050-75-4590 iii) Group 'C'	25 Years	<u>Essential :</u> i) Matriculation or equivalent. ii) Typing speed 40 w.p.m. <u>Desirable :</u> i) Knowledge of Hindi typing with speed of 25 w.p.m. ii) Working knowledge of computer.	N.A.	Direct recruitment - Group 'D' employees of the Samiti with requisite qualifications may be considered along with other candidates. (Probation : One year)	
31	i) RECEPTIONIST-CUM-TYPIST (One Post) ii) Rs. 3050-75-4590 iii) Group 'C'	25 Years	<u>Essential :</u> i) Graduate with English as main subject. ii) Ability to speak Hindi and English. <u>Desirable :</u> i) Knowledge of one or two modern Indian languages in addition to English and Hindi. ii) Typing speed of 40 WPM.	N.A.	Direct recruitment Group 'D' employees of the Samiti with requisite qualifications may be considered along with other candidates. (Probation : One Year)	
32	i) LIBRARY ASSISTANT (Two Posts) ii) Rs. 3050-75-4590 iii) Group 'C'	25 Years	i) Matriculation or equivalent. ii) Certificate Course in Library Science from a recognised University or Institute or relevant experience in a Gandhian Institution.	N.A.	Direct recruitment. Group 'D' employees of the Samiti with requisite qualifications may be considered along with other candidates.	

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					(Probation : One Year)	
33	i) PHOTOGRAPHIC ASSISTANT (One Post) ii) Rs. 3050-75-4590 iii) Group 'C'	25 Years	i) Matriculation or equivalent. ii) Diploma in Photography iii) Three years experience of Photography and dark room work.	N.A.	Direct recruitment. (Probation : One Year)	
34	i) PROJECTOR OPERATOR (Three Posts) ii) Rs. 3050-75-4590 iii) Group 'C'	25 Years	i) Eighth standard pass. ii) Diploma or Certificate of Projector Operator and a License to operate cinematograph.	N.A.	Direct recruitment. Group 'D' employees with requisite qualifications may also be considered along with other candidates. (Probation : One Year)	
35	i) CARPENTER (One Post) ii) Rs. 3050-75-4590 iii) Group 'C'	25 Years	i) Should have passed eighth standard. ii) Experience of having worked as a skilled Carpenter.	N.A.	Promotional (Selection-cum-seniority or selection by merit) from amongst the employees of the Samiti those who have requisite qualification/experience, failing which by direct recruitment. (Probation : One Year)	
36	i) DRIVER (Four Post) ii) Rs. 3050-75-4590 iii) Group 'C'	25 Years	i) Should have passed eighth standard. ii) Permanent license of Motor driving. iii) Three years experience in driving and ability to carry out minor repairs.	N.A.	Direct recruitment. Group 'D' employees with requisite qualifications may be considered along with other candidate. (Probation : One Year)	

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37	i) DARK ROOM ASSISTANT (One Post) ii) Rs. 3050-75-4590 iii) Group 'C'	25 Years	i) Matriculation or equivalent. ii) Three years experience in photography and allied jobs in the Dark Room.	Age : No. E.Q. : Yes	Promotion (Selection-cum-seniority or selection by merit) from amongst the employees in the Samiti in the Samiti, failing which by direct recruitment. (Probation : One Year)	
38	i) MASON (One Post) ii) Rs. 3050-75-4590 iii) Group 'C'	28 Years	Experience of masonry work in some reputed building institution/Agency.	N.A.	Direct recruitment. Group 'D' employees with requisite qualifications may also be considered along with other candidates. (Probation : One Year)	
39	i) RECORD KEEPER (One Post) ii) Rs. 2610-??-2540 iii) Group 'D'	N.A.	i) Should have passed eighth Standard. ii) 5 years experience as Office Peon/ Attendant.	Yes	By Promotion. (Selection-cum-seniority or selection by merit) Group 'D' employees of the Samiti may also be considered. (Probation : One Year)	
40	i) JAMADAR (OFFICE) (One Post) ii) Rs. 2610-??-4000 iii) Group 'D'	N.A.	i) Should have passed eighth class. ii) 5 years experience of working in office	N.A.	By Promotion. (Selection-cum-seniority or selection by merit) from amongst Group 'D' employees of the Samiti. (Probation : One Year)	
41	i) SENIOR ATTENDANT (Two Post) ii) Rs. 2610-??-4000	N.A.	i) Should have passed eighth class. ii) 5 years experience of working in gallery/ museum /exhibition.	N.A.	By Promotion. (Selection-cum-seniority or selection by merit) from amongst Group 'D'	

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1.	2.	3.	4.	5.	6.	7.
	iii) Group 'D'				employees of the Samiti. (Probation : One Year)	
42	i) HEAD SECURITY GUARD (Three Post) ii) Rs. 2610-??-4000 iii) Group 'D'	N.A.	i) Should have passed eighth class. ii) 5 years experience as Security Guard in the Samiti.	N.A.	By Promotion. (Selection-cum-seniority or selection by merit) from amongst Group 'D' employees of the Samiti. (Probation : One Year)	
43	i) SALES ASSISTANT (One Post) ii) Rs. 2550-??-3200 iii) Group 'D'	25 Years	Essential: i) Matriculation or equivalent. Desirable: i) Two years experience in sales.	N.A.	Direction recruitment. (Probation : One Year)	
44	i) PEON (One Post) ii) Rs. 2550-??-3200 iii) Group 'D'	25 Years	Should have passed eighth standard.	N.A.	Direction recruitment. (Probation : One Year)	
45	i) ATTENDENT (Twelve Posts) ii) Rs. 2550-??-3200 iii) Group 'D'	25 Years	Should have passed eighth standard.	N.A.	Direction recruitment. (Probation : One Year)	
46	i) HELPER TO MASON-CUM-FITTER (One Post) ii) Rs. 2550-??-3200 iii) Group 'D'	25 Years	Should hold Diploma/ Certificate from I.T.I.	N.A.	Direction recruitment. (Probation : One Year)	
47	i) HELPER TO ?? ELECTRICIAN (One	28 Years	i) Should have passed 8th class. ii) Experience as a Wireman.	N.A.	Direction recruitment.	

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1.	2.	3.	4.	5.	6.	7.
	Post) ii) Rs. 2550-??-3200 iii) Group 'D'				(Probation : One Year)	
48	i) HELPER TO CARPENTOR (One Post) ii) Rs. 2550-??-3200 iii) Group 'D'	28 Years	i) Should have passed 8th standard. ii) Experience as a Semi-skilled Carpenter.	N.A.	Direction recruitment. (Probation : One Year)	
49	i) FARASH (One Post) ii) Rs. 2550-??-3200 iii) Group 'D'	25 Years	Primary standard.	N.A.	Direction recruitment. (Probation : One Year)	
50	i) SECURITY GUARD/CHOWKIDAR (29 Posts) ii) Rs. 2550-??-3200 iii) Group 'D'	28 Years	Should have passed eighth standard.	N.A.	Direction recruitment. (Probation : One Year)	
51	i) MALI (Two Posts) ii) Rs. 2550-??-3200 iii) Group 'D'	25 Years	Experience as Mali.	N.A.	Direction recruitment. (Probation : One Year)	
52	i) SAFAI KARAMCHARI (Sixteen Post) ii) Rs. 2550-??-3200 iii) Group 'D'	25 Years	Fifth Standard.	N.A.	Direction recruitment. (Probation : One Year)	