



DEPARTMENT OF DELHI ARCHIVES
GOVERNMENT OF NCT OF DELHI
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The Department is in process of the amendment in the Recruitment Rules to the post of Preservation Assistant in Department of Delhi Archives, Government of NCT of Delhi under consultation with Services Department. The following draft RRs has been framed:

Col. No.	Title	Revised provisions proposed
1	2	3
1.	Name of post	Preservation Assistant
2.	Number of posts	02* (2026) *Subject to variation dependent on workload.
3.	Classification	General Central Service Non Ministerial, Non-Gazetted, Group C
4.	Pay Level in the Pay Matrix	Level – 2 (Rs. 19900- 63200) in the Pay Matrix.
5.	Whether Selection/Non-Selection Post	Non-Selection
6.	Age Limit for direct recruits	Between 18 - 25* years (The upper age limit is relaxable for departmental candidate upto 40 years in accordance with the instructions or orders issued by the Central Government.) Note : The crucial date for determining the age limit shall be as advertised by Competent Authority. *In case of post being filled up by All-India Open Competition, the age limit would be between 18 years and 27 years.
7.	Educational and other Qualification required for Direct Recruits	Essential : ITI in Book Binding or equivalent pass from a recognized Board/ Institution. Note : Qualifications are relaxable at the discretion of the Competent Authority, for reasons to be recorded in writing, in case of candidates otherwise well qualified.
8.	Whether age and Educational Qualification prescribed for direct recruits will apply in the case of promotes	Age : No Educational Qualification : No
9.	Period of probation, if any	Two years for direct recruits. Note 1: The appointed candidate shall be required to success

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		fully complete the short-term certificate course in Care & Conservation of Books, manuscripts & Archives from the National Archives of India, Government of India in service training within the period of probation. Note 2: Direct recruits would be required to successfully complete a mandatory induction training of at least two weeks durations as prescribed by the Competent Authority for completion of probation.
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Promotion : 50% failing which by Deputation basis including short-term contract. By Direct Recruitment : 50%
11	<i>In case of Recruitment by Promotion/deputation/absorption grades from which Promotion/deputation/absorption to be made</i>	Promotion : Book Binder in Pay Level-1 (Rs. 18,000-56,900) with 3 years regular service. Note 1 : Where Juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided that they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less and successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service. Deputation (ISTC) : Officers from the Central Government/ State Governments/ Union Territory Administrations / Public Sector Undertakings / Statutory or Autonomous Bodies/ Recognized Universities/ Recognized Research Institutes : (a)(i) holding analogous posts on regular basis in the parent cadre/ department; or (ii) with three years service in the grade rendered after appointment thereto on a regular basis in posts in Level-1 in the Pay Matrix or equivalent in the parent cadre/department; or AND (b) possessing the educational qualifications detailed in Column No. 7. Note:- (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed three



		years. The maximum age limit for appointment by transfer on deputation (including short-term contract)/transfer shall be not exceeding fifty six years, as on the closing date of receipt of applications.
12	If a Departmental Promotion Committee exists, what is its composition	Group-‘C’ Departmental Promotion/ Confirmation Committee 1. Principal Secretary/ Secretary (Power), GNCT of Delhi : Chairperson 2. Secretary (ACL/Archives), GNCT of Delhi : Member 3. Deputy Secretary (Finance), GNCT of Delhi : Member Note : Senior most member of the Departmental Confirmation / Promotion Committee for considering confirmation/ promotion shall act as Chairperson in case the notified chairperson of the Committee happens to be junior to another member of the Committee.
13	Circumstances in which UPSC to be consulted in making recruitment	Consultation with UPSC is not necessary.

All the stakeholders are requested to submit their comments/suggestion within one (01) month of uploading of the draft RRs on the website of the Department.

Digitally signed by
Geetika Singh
Date: 23-10-2026
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(Geetika Singh)

Head of Office (Archives)