

No. 3/3/2018-Dir (C)
Government of India
Ministry of Personnel & Public Grievances & Pensions
Department of Personnel & Training

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3rd Floor, Lok Nayak Bhavan
Khan Market, New Delhi, 15th April 2018

OFFICE MEMORANDUM

Subject:- Amendment of Model Recruitment Rules for the post of Halwai-cum- Cook in Type 'D' Non- Statutory departmental canteens located in Central Government Offices.

The undersigned is directed to refer O.M. No. 3/2/2009-Dir.(C) dated 22.05.2013 of this Department, whereby Model RRs for various group 'C' posts in Non- Statutory departmental canteens were circulated and thereafter amended by O.M. dated 09.02.2015 and to say that the matter regarding inclusion of the post 'Canteen Attendant' as a feeder grade to the promotional post 'Halwai-cum- Cook' in type 'D' Non-Statutory departmental canteens, was examined in consultation with Establishment Division, Department of Personnel & Training and Ministry of Law and the same has been agreed to as per the Model RRs annexed herewith.

2. All Ministries/ Departments are requested to adopt the revised Model RRs for the post of 'Halwai-cum- Cook' in Type 'D' Non- Statutory departmental canteens located in Central Government Offices, as per existing guidelines.


(Kulbhushan Malhotra)

Under Secretary to the Government of India
Tel No. :- 011-24646961

To,

1. All the Ministries/ Departments/ Offices of the Government of India as per the standard list. (For kind attention of Director/ Deputy Secretary Incharge of Administrative/ Establishment Division).
2. Comptroller & Auditor General of India, 10 Bahadur Shah Zafar Marg, New Delhi.
3. The Registrar, Supreme Court of India, Tilak Marg, New Delhi.
4. Ministry of Finance, Department of Expenditure, E-III, Desk, North Block, New Delhi.
5. Controller General of Accounts, Department of Expenditure, Ministry of Finance, Lok Nayak Bhawan, Khan Market, New Delhi.
6. Controller General of Defence Accounts, Ulan Batar Road, Palam, New Delhi, Delhi 110010.
7. Director (Admin.), DoP&T, North Block, New Delhi.
8. Office of the Joint Secretary (Trg.) & CAO, Ministry of Defence, C-II Hutements, Dara Shikoh Road, New Delhi -110011.
9. Administrators, all Union Territories as per standard list.
10. Section Officer (Canteen), with 50 copies.

1.	Name of post.	Halwai – cum – Cook.
2.	No. of post.	* (Year of framing should be indicated) *Subject to variation dependent on work-load.
3.	Classification.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.
4.	Level in pay matrix.	Level 3 (Rs. 21,700-69,100/-) in the pay matrix.
5.	Whether selection post or non-selection post.	Non-selection.
6.	Age limit for direct recruits.	Between 18 to 25 years (relaxable for Government servants upto the age of 40 years in the case of general candidates and upto 45 years in the case of the candidates belonging to the Scheduled Castes or Scheduled Tribes in accordance with the orders issued by the Central Government). Note:- The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names, and in case the post is advertised in the Employment News or Newspaper, the crucial date for determining the age limit shall be last date upto which applications have been called for.
7.	Educational and other qualifications required for direct recruits.	(a) 10 th class pass from a recognized Board with Certificate or Diploma in Catering from a recognized Institute. (b) Two years experience as helper to Halwai-cum-Cook in Government Department or Undertaking shall be preferred. (c) A Trade Skill Test by Departmental Promotion Committee, for cooking, shall be conducted to assess suitability of the candidate. Note: The qualification regarding experience is relaxable at the discretion of the Central Government for reasons to be recorded in writing in case of candidates belonging to the Schedules Castes or Scheduled Tribes if, at any stage of selection, the Central Government is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the

		vacancies reserved for them.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Age: No. Educational qualifications: Yes.
9.	Period of probation, if any.	Two years.
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	Promotion failing which by deputation and failing both by direct recruitment (percentage of recruitment under the mode of promotion failing which by deputation and failing both by direct recruitment shall be decided based on the number of posts in the grade and the feeder grades).
11.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.	<p>Promotion :</p> <p>Canteen Attendant in level -1 (Rs. 18,000-56,900/-) in the pay matrix with six years' regular service.</p> <p>Note:- Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Deputation:</p> <p>Officers of the Central Government,</p> <p>(a) (i) holding analogous posts on regular basis; or (ii) Assistant Halwai-cum-Cook with atleast three years regular service in the level-2 (Rs. 19,900-63,200) in the pay matrix; and</p> <p>(b) possessing the qualifications and experience prescribed for direct recruits under column 7.</p> <p>Note 1:- The period of deputation including the period of deputation in another ex-cadre post held immediately preceding</p>

		<p>this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 2:- The maximum age-limit for deputation shall be 56 years as on the closing date of receipt of applications.</p> <p>Note 3:- The departmental officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>(The deputationists should possess the educational qualifications and experience prescribed for direct recruits under column 7.)</p>
12.	If a Departmental Promotion Committee exists, what is the composition.	Group 'C' Departmental Promotion Committee (Detailed composition of the DPC may be given as per the orders issued by the DOPT in the matter).
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Consultation with Union Public Service Commission not necessary.