

Immediate

No. 3/2/94-Dir.(C) (Vol.II)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

Lok Nayak Bhawan, Khan Market,
New Delhi, dated the 14/2/2007.

OFFICE MEMORANDUM

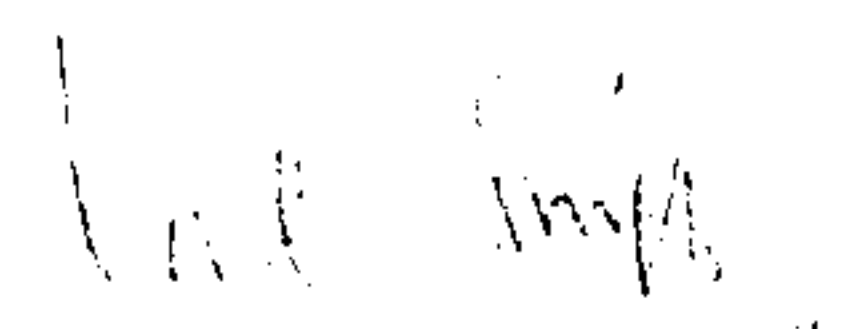
Subject: Revised Model Recruitment Rules for various posts in Non Statutory Departmental Canteens/Tiffin Rooms located in Central Government Offices and registered with Director (Canteens).

The undersigned is directed to forward herewith a copy of the Revised Model Recruitment Rules for various categories of group 'C' and 'D' posts in the Non-statutory Departmental Canteens/Tiffin Rooms located in Central Government Offices and registered with Director (Canteens) (except for the post of General Manager which, will be circulated later). The Esstt. Division (Estt. R/R) of DOP&T had earlier issued guidelines vide their O.M. No. 14017/2/97-Estt.(R/R), dated 25.5.1998, asking Ministries/Departments to revise/amend/frame Recruitment Rules in respect of various posts/cadre under their control keeping in view the recommendations of the 5th Central Pay Commission and other relevant factors, which are necessary to keep them in conformity with the changed position. The revised Model Recruitment Rules, therefore, are based on the suggestions contained in this Department's OM No. AB/14017/12/87-Estt. (RR), dated 18.3.88 read with OM No. 14017/2/97-Estt. (RR), dated 25.5.98 and other related instructions issued from time to time by the Establishment Division of the DOPT. The changes in the designations of various posts in Non-statutory Departmental canteens/Tiffin Rooms, which were intimated vide this Department's O.M. No. 13/10/2001-Dir(C), dated 22.12.2004 are also indicated in the attached Annexure -A as well as in the Model Recruitment Rules, on the basis of SIU recommendations.

2. The Model Recruitment Rules for the post of General Manager is being processed for obtaining the approval of U.P.S.C. as it has now become, Group 'B' post and consultation with UPSC is necessary. When finalized it will be circulated to all.

3. All the Ministries/Departments are requested to adopt these Model Recruitment Rules with suitable modifications, if any, depending upon their peculiar requirements. In case of any deviation from these Model Recruitment Rules, the clearance of Director (Canteens) in the Department of Personnel and Training may be obtained. The Administrative Ministries/Departments themselves are required to get their recruitment rules vetted from the Ministry of Law and then notify it in the Gazette of India.

4. Hindi version will follow.



(LAL SINGH)
DIRECTOR (CANTEENS)

To

1. All the Ministries/Departments of the Government of India (as per the standard list) [Kind Attention: JS/Director (Administration)] for necessary action and further dissemination to all the attached/subordinate offices under their administrative control.
2. Comptroller and Auditor General of India, 10 Bahadur Shah Zafar Marg, New Delhi.
3. The Registrar, Supreme Court of India, Tilak Marg, New Delhi.
4. CGDA, West Block-V, R.K. Puram, New Delhi-110066.
5. Director (Administration), DOPT, North Block, New Delhi.
6. Section Officer (Canteens), DOPT, Lok Nayak Bhawan, New Delhi (with 300 spare copies).

New Hierarchy of posts in the non-statutory Departmental Canteens

S. No	Existing Designation	Existing Pay Scale Rs.	Designations now adopted on the recommendations of the SIU	Pay scale prescribed on the recommendations of the SIU w.e.f 22.12.2004. Rs.
1	General Manager	5000-8000	General Manager	5500-9000 *
2	Deputy General manager	4000-6000	Deputy General manager	5000-8000
3	Manager Grade-II	4000-6000	Manager Grade-II	5000-8000
4	Accountant	4000-6000	Manager-cum-Accountant	5000-8000
5	Assistant manager-cum-Store Keeper Store Keeper Cashier Manager Grade-III	3200-4900 3200-4900 3200-4900 3200-4900	Assistant Manager-cum-Store Keeper ** ** **	4000-6000
6	Salesman/Clerk	3050-4590	Clerk	3050-4590
7	Halwai	3200-4900	Halwai-cum-Cook	3200-4900
8	Assistant Halwai Cook	3050-4590 3050-4590	Assistant Halwai-cum-Cook	3050-4590
9	Tea/Coffee Maker	2610-3540	Tea/Coffee Maker	2610-3540
10	Bearer	2610-3540	Bearer	2610-3540
11	Wash Boy	2550-3200	Wash Boy	2550-3200
12	Safaiwala	2550-3200	Safaiwala	2550-3200

* Model Recruitment Rules for the post of General Manager will be issued separately.

** As per the revised staffing pattern effective from 22.12.2004, these posts have been abolished.

SCHEDULE - 1

1.	Name of Post	Safai Karamchari (Safaiwala)
2.	No. of Post	* (Year of framing should be indicated) * Subject to variation dependent on work-load.
3.	Classification	General Central Service (Group 'D') Non-Gazetted, Non-Ministerial.
4.	Scale of Pay	Rs.2550-55-2660-60-3200.
5.	Whether Selection Post or Non-selection Post	Not Applicable.
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	No.
7.	Age limit for Direct Recruits	18-25 years, relaxable upto 40 years (upto 45 years in respect of SC/ST Government servants) in accordance with the instructions or orders issued by the Central Government. Note: (i) The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. (ii) The upper age-limit shall stand increased by two years i.e upto 27 years in case the post is filled by the method of Direct Open Competitive Examination in terms of DOPT Notification No. 15012/6/98-Estt.(D) dated 21.12.98.
8.	Educational and other qualifications required for direct recruits	Desirable Primary Standard. Note: The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority in case of candidates belonging to Schedules Castes/Scheduled Tribes if, at any stage of selection, the competent authority 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.

SCHEDULE - 1

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.
11.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods	DIRECT RECRUITMENT.
12.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Not Applicable
13.	If a Departmental Promotion Committee exists, what is the composition?	Group 'D' Departmental Promotion Committee (for confirmation) – (Detailed composition of the DPC may be given as per the orders issued by the DOPT in the matter).
14.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.

SCHEDULE - 2

1.	Name of Post	Wash Boy (Dish Cleaner).
2.	No. of Post	* (Year of framing should be indicated) * Subject to variation dependent on work-load.
3.	Classification	General Central Service (Group 'D') Non-Gazetted, Non-Ministerial.
4.	Scale of Pay	Rs.2550-55-2660-60-3200.
5.	Whether Selection Post or Non-selection Post	Not Applicable.
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	No.
7.	Age limit for Direct Recruits	18-25 years, relaxable upto 40 years (upto 45 years in respect of SC/ST Government servants) in accordance with the instructions or orders issued by the Central Government. Note: (i) The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. (ii) The upper age-limit shall stand increased by two years i.e upto 27 years in case the post is filled by the method of Direct Open Competitive Examination in terms of DOPT Notification No. 15012/6/98-Estt.(D) dated 21.12.98.
8.	Educational and other qualifications required for direct recruits	Desirable Primary Standard. Note: The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority in case of candidates belonging to Schedules Castes/Scheduled Tribes if, at any stage of selection, the competent authority 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.

SCHEDULE - 2

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
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods	DIRECT RECRUITMENT.
12.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Not Applicable
13.	If a Departmental Promotion Committee exists, what is the composition?	Group 'D' Departmental Promotion Committee (for confirmation) – (Detailed composition of the DPC may be given as per the orders issued by the DOPT in the matter).
14.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.

SCHEDULE - 3.

1.	Name of Post	Bearer
2.	No. of Post	* (Year of framing should be indicated) * Subject to variation dependent on work-load.
3.	Classification	General Central Service (Group 'D') Non-Gazetted, Non-Ministerial.
4.	Scale of Pay	Rs. 2610-60-3150-65-3540.
5.	Whether Selection Post or Non-selection Post	Non Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	No.
7.	Age limit for Direct Recruits	18-25 years, relaxable upto 40 years (upto 45 years in respect of SC/ST Government servants) in accordance with the instructions or orders issued by the Central Government. Note: (i) The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. (ii) The upper age-limit shall stand increased by two years i.e upto 27 years in case the post is filled by the method of Direct Open Competitive Examination in terms of DOPT Notification No. 15012/6/98-Estt.(D) dated 21.12.98.
8.	Educational and other qualifications required for direct recruits	(a) 8 th Standard Pass or Equivalent. (b) Experience - 6 months Note: The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority in case of candidates belonging to Schedules Castes/Scheduled Tribes if, at any stage of selection, the competent authority 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.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	No.

10.	Period of probation, if any	Two years, NIL for promotees.
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods	<p>Any of the following methods of recruitment:</p> <p>(i) Promotion, failing which by deputation/absorption.</p> <p>(ii) _____ Percentage by promotion failing which by deputation/absorption and _____ percentage by direct recruitment.</p> <p>(The percentage for promotion or direct recruitment may be fixed taking into account the number of sanctioned posts in the feeder grade)</p>
12.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p>Promotion : Safaiwala/Wash Boy with atleast two years regular service in the scale of Rs. 2550-3200.</p> <p>Deputation/Absorption : Officers of the Central Government</p> <p>(i) Holding analogous posts on regular basis, or</p> <p>(ii) Safaiwala/Wash Boy with atleast two years regular service in the scale of Rs. 2550-3200.</p> <p>Note : The period of deputation including the 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 exceed 3 years. The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.</p> <p>(Where the method of recruitment is both by promotion and deputation/absorption, it may be specifically provided that department officials in the normal channel for promotion to the post will not be eligible to be considered under 'deputation/absorption' and vice-versa).</p> <p>(The deputationists/persons on absorption should possess the educational qualifications and experience prescribed for direct recruits under column 8. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/deputation/absorption only, the educational qualifications and experience should be specifically incorporated for deputationists/persons on absorption in the recruitment rules).</p>

SCHEDULE - 3.

13.	If a departmental Promotion Committee exists, what is the composition?	Group 'D' Departmental Promotion Committee (for confirmation) (Detailed composition of the DPC may be given as per the orders issued by the DOPT in the matter).
14.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.

SCHEDULE -- 4

1.	Name of Post	Tea/Coffee Maker.
2.	No. of Post	* (Year of framing should be indicated) * Subject to variation dependent on work-load.
3.	Classification	General Central Service (Group 'D') Non-Gazetted, Non-Ministerial.
4.	Scale of Pay	Rs. 2610-60-3150-65-3540.
5.	Whether Selection Post or Non-selection Post	Non Selection.
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	No.
7.	Age limit for Direct Recruits	18-25 years, relaxable upto 40 years (upto 45 years in respect of SC/ST Government servants) in accordance with the instructions or orders issued by the Central Government. Note: (i) The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. (ii) The upper age-limit shall stand increased by two years i.e upto 27 years in case the post is filled by the method of Direct Open Competitive Examination in terms of DOPT Notification No. 15012/6/98-Estt. (D) dated 21.12.98.
8.	Educational and other qualifications required for direct recruits	(a) 8 th Standard Pass or Equivalent. (b) Should be competent to make Tea/Coffee. (c) Experience - One year in a Government Department/Government Undertaking, preferred. Note: The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority in case of candidates belonging to Schedules Castes/Scheduled Tribes if, at any stage of selection, the competent authority 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.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	No.

SCHEDULE - 4

10.	Period of probation, if any	Two years, NIL for promotes.
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods	<p>Any of the following methods of recruitment:</p> <p>(i) Promotion, failing which by deputation/absorption.</p> <p>(ii) _____ Percentage by promotion failing which by deputation/absorption and _____ percentage by direct recruitment.</p> <p>(The percentage for promotion or direct recruitment may be fixed taking into account the number of sanctioned posts in the grade and the feeder grade).</p>
12.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p><u>Promotion :</u> Safaiwala/Wash Boy with atleast two years regular service in the scale of Rs. 2550-3200.</p> <p><u>Deputation/Absorption :</u> Officers of the Central Government</p> <p>(iii) Holding analogous posts on regular basis, or</p> <p>(iv) Safaiwala/Wash Boy with atleast two years regular service in the scale of Rs. 2550-3200.</p> <p>Note : The period of deputation including the 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 exceed 3 years. The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.</p> <p>(Where the method of recruitment is both by promotion and deputation/absorption, it may be specifically provided that department officials in the normal channel for promotion to the post will not be eligible to be considered under 'deputation/absorption' and vice-versa).</p> <p>(The deputationists/persons on absorption should possess the educational qualifications and experience prescribed for direct recruits under column 8. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/deputation/absorption only, the educational qualifications and experience should be specifically incorporated for deputationists/persons on absorption in the recruitment rules).</p>

SCHEDULE - 4

13.	If a Departmental Promotion Committee exists, what is the composition?	Group 'D' Departmental Promotion Committee for confirmation. (Detailed composition of the DPC may be given) as per the orders issued by the DOPT in the matter).
14.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.

SCHEDULE - 5

1.	Name of Post	Assistant 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.	Scale of Pay	Rs. 3050-75-3950-80-4590.
5.	Whether Selection Post or Non-selection Post	Selection.
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	No.
7.	Age limit for Direct Recruits	18-25 years, relaxable upto 40 years (upto 45 years in respect of SC/ST Government servants) in accordance with the instructions or orders issued by the Central Government. Note: (i) The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. (ii) The upper age-limit shall stand increased by two years i.e upto 27 years in case the post is filled by the method of Direct Open Competitive Examination in terms of DOPT Notification No. 15012/6/98-Estt.(D) dated 21.12.98.
8.	Educational and other qualifications required for direct recruits	(a) 8 th Standard Pass or Equivalent. (b) Experience - One Year (c) A Trade Test will be prescribed for direct recruits and promotees/deputationists to this post. Note: The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority in case of candidates belonging to Schedules Castes/Scheduled Tribes if, at any stage of selection, the competent authority 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.

SCHEDULE - 5

9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	No.
10.	Period of probation, if any	Two years, NIL for promotes.
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods	<p>% by Promotion failing which by deputation/absorption and failing both by direct recruitment.</p> <p>(The % age for the various methods to be decided based on the number of posts in the grade and the feeder grades)</p>
12.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p>Promotion :</p> <p>Tea/Coffee Maker/Bearer in the scale of Rs. 2610-3540 with atleast six (6) years regular service and one (1) year experience as helper to Halwai-cum-Cook. (The appointment to this post is subject to qualifying a Trade Test).</p> <p>Deputation/Absorption :</p> <p>Officers of the Central Government</p> <p>(i) Holding analogous posts on regular basis, or</p> <p>(ii) Tea/Coffee Maker/Bearer in the scale of Rs. 2610-3540 with atleast six (6) years regular service and one (1) year experience as helper to Halwai-cum-Cook. (The appointment to this post is subject to qualifying a Trade Test).</p> <p>Note : The period of deputation including the 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 exceed 3 years. The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.</p> <p>(Where the method of recruitment is both by promotion and deputation/absorption, it may be specifically provided that department officials in the normal channel for promotion to the post will not be eligible to be considered under 'deputation/absorption' and vice-versa).</p>

SCHEDULE - 5

		(The deputationists/persons on absorption should possess the educational qualifications and experience prescribed for direct recruits under column 8. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/deputation/absorption only, the educational qualifications and experience should be specifically incorporated for deputationists/persons on absorption in the recruitment rules)
13.	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).
14.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.

SCHEDULE - 6

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.	Scale of Pay	Rs. 3200-85-4900.
5.	Whether Selection Post or Non-selection Post	Non Selection.
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	No.
7.	Age limit for Direct Recruits	Not Applicable
8.	Educational and other qualifications required for direct recruits	Not Applicable For Deputationists/Persons on Absorption : (a) 8 th Standard Pass or Equivalent. (b) Experience - Two Years in a Government Department/Government Undertaking. Note: The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority in case of candidates belonging to Schedules Castes/Scheduled Tribes if, at any stage of selection, the competent authority 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.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	No
10.	Period of probation, if any	NIL

SCHEDULE – 6

11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods	Promotion failing which by Deputation/Absorption.
12.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p>Promotion : Assistant Halwai-cum-Cook with atleast five (5) years regular service in the scale of Rs. 3050-4590.</p> <p>Deputation/Absorption : Officers of the Central Government --</p> <ul style="list-style-type: none"> (i) Holding analogous posts on regular basis, or (ii) Assistant Halwai-cum-Cook with atleast five (5) years regular service in the scale of Rs. 3050-4590 <p>Note : The period of deputation including the 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 exceed 3 years. The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.</p> <p>(Where the method of recruitment is both by promotion and deputation/absorption, it may be specifically provided that department officials in the normal channel for promotion to the post will not be eligible to be considered under 'deputation/absorption' and vice-versa).</p> <p>(The deputationists/persons on absorption should possess the educational qualifications and experience prescribed for direct recruits under column 8. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/deputation/absorption only, the educational qualifications and experience should be specifically incorporated for deputationists/persons on absorption in the recruitment rules).</p>
13.	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).

SCHEDULE - 6

14.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.
-----	------------------------------------------------------------------------------------------------------	-----------------

SCHEDULE - 7

1.	Name of Post	Clerk/Salesman.
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.	Scale of Pay	Rs. 3050-75-3950-80-4590.
5.	Whether Selection Post or Non-selection Post	Selection.
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	No.
7.	Age limit for Direct Recruits	<p>18-25 years, relaxable upto 40 years (upto 45 years in respect of SC/ST Government servants) in accordance with the instructions or orders issued by the Central Government.</p> <p>Note: (i) The crucial date for determining the age limit shall be as advertised by Staff Selection Commission (SSC). In case the direct recruitment is done through SSC, the following note may be inserted:-</p> <p>“The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Mizoram, Manipur, Nagaland, Meghalaya, Arunachal Pradesh, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti Districts and Pangu Sub Division of Chamba District of Himchal Pradesh, Andaman & Nicobar Islands or Lakshadweep)”.</p> <p>(ii) The upper age-limit shall stand increased by two years i.e upto 27 years in case the post is filled by the method of Direct Open Competitive Examination in terms of DOPT Notification No. 15012/6/98-Estt.(D) dated 21.12.98</p>

SCHEDULE - 7

8.	Educational and other qualifications required for direct recruits	<p>(a) Matriculate or Equivalent. (b) Experience - One Year in a Government Department/Government Undertaking.</p> <p>Note: The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority in case of candidates belonging to Schedules Castes/Scheduled Tribes if, at any stage of selection, the competent authority 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.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	<p>Age - No.</p> <p>Educational Qualifications - Yes.</p>
10.	Period of probation, if any	Two years, NIL for promotes.
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods	50% by Promotion failing which by deputation/absorption and 50% by Direct Recruitment.
12.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p>Promotion : Tea-Coffee Maker/Bearer with atleast six (6) years regular service in the scale of Rs. 2610-3540. Deputation/Absorption : Officers of the Central Government -- (a) (i) Holding analogous posts on regular basis, or (ii) Tea-Coffee Maker/Bearer with atleast six (6) years regular service in the scale of Rs. 2610-3540 and possessing the qualifications and experience prescribed for direct recruits under column 8.</p> <p>Note : The period of deputation including the 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 exceed 3 years. The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.</p>

		<p>(Where the method of recruitment is both by promotion and deputation/absorption, it may be specifically provided that department officials in the normal channel for promotion to the post will not be eligible to be considered under 'deputation/absorption' and vice-versa).</p> <p>(The deputationists/persons on absorption should possess the educational qualifications and experience prescribed for direct recruits under column 8. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/deputation/absorption only, the educational qualifications and experience should be specifically incorporated for deputationists/ persons on absorption in the recruitment rules).</p>
13.	If a Departmental Promotion Committee exists, what is the composition?	Group 'C' Departmental Promotion Committee for confirmation (Detailed composition of the DPC may be given, as per the orders issued by the DOP&T in the matter).
14.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.

SCHEDULE – 8

1.	Name of Post	Assistant Manager-cum-Store Keeper.
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.	Scale of Pay	Rs. 4000-100-6000.
5.	Whether Selection Post or Non-selection Post	Selection.
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	No.
7.	Age limit for direct recruits	<p>18-25 years, relaxable upto 40 years (upto 45 years in respect of SC/ST Government servants) in accordance with the instructions or orders issued by the Central Government.</p> <p>Note: (i) The crucial date for determining the age limit shall be as advertised by Staff Selection Commission (SSC). In case the direct recruitment is done through SSC, the following note may be inserted:-</p> <p>“The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Mizoram, Manipur, Nagaland, Meghalaya, Arunachal Pradesh, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti Districts and Pangu Sub Division of Chamba District of Himchal Pradesh, Andaman & Nicibar Islands or Lakshadweep)”.</p> <p>(ii) The upper age-limit shall stand increased by two years i.e upto 27 years in case the post is filled by the method of Direct Open Competitive Examination in terms of DOPT Notification No. 15012/6/98-Estt.(D) dated 21.12.98.</p>

SCHEDULE – 8

8.	Educational and other qualifications required for direct recruits	<p>(a) Graduate or Equivalent with one year Diploma in Book Keeping/Store Keeping.</p> <p>(b) Experience - Three Years in a Government Department/Government Undertaking.</p> <p>Note: The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority in case of candidates belonging to Schedules Castes/Scheduled Tribes if, at any stage of selection, the competent authority 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.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No but person must possess atleast a matriculation or equivalent qualification.
10.	Period of probation, if any	Two years, NIL for promotes.
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods	<p>Any of the following methods of recruitment:</p> <p>(i) Promotion, failing which by deputation/absorption.</p> <p>(ii) _____ Percentage by promotion failing which by deputation/absorption and _____ percentage by direct recruitment.</p> <p>(The %age for the various methods to be decided based on the number of posts in the grade and the feeder grade)</p>
12.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p>Promotion :</p> <p>Clerks/Salesmen with atleast eight (8) years regular service in the scale of Rs. 3050-4590.</p> <p>Deputation/Absorption :</p> <p>Officers of the Central Government –</p> <p>(i) Holding analogous posts on regular basis, or</p> <p>(ii) Clerks/Salesmen with atleast eight (8) years regular service in the scale of Rs. 3050-4590.</p> <p>Note : The period of deputation including the 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 exceed 3 years. The maximum age-limit for</p>

		<p>deputation is 56 years as on the closing date of receipt of applications.</p> <p>(Where the method of recruitment is both by promotion and deputation/absorption, it may be specifically provided that department officials in the normal channel for promotion to the post will not be eligible to be considered under 'deputation/absorption' and vice-versa).</p> <p>(The deputationists/persons on absorption should possess the educational qualifications and experience prescribed for direct recruits under column 8. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/deputation/absorption only, the educational qualifications and experience should be specifically incorporated for deputationists/persons on absorption in the recruitment rules).</p>
13.	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).
14.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.

SCHEDULE -9

1.	Name of Post	Manager-cum-Accountant.
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.	Scale of Pay	Rs. 5000-150-8000.
5.	Whether Selection Post or Non-selection Post	Selection.
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	No.
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	NIL
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods	Promotion failing which by Deputation/Absorption.

SCHEDULE -9

12.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p>Promotion : Assistant Manager-cum-Store Keeper with atleast eight (8) years regular service in the scale of Rs. 4000-6000.</p> <p>Deputation/Absorption : Officers of the Central Government --</p> <p>(i) Holding analogous posts on regular basis, or (iii) Assistant Manager-cum-Store Keeper in Departmental Canteens with atleast eight (8) years regular service in the scale of Rs. 4000-6000 and possessing the following educational qualifications:-</p> <p>(a) B. Com.</p> <p>(b) Three years experience in Accounts in a Government Department /Government Undertaking.</p> <p>Note : The period of deputation including the 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 exceed 3 years. The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.</p> <p>(Where the method of recruitment is both by promotion and deputation/absorption, it may be specifically provided that department officials in the normal channel for promotion to the post will not be eligible to be considered under 'deputation/absorption' and vice-versa).</p> <p>(The deputationists/persons on absorption should possess the educational qualifications and experience prescribed for direct recruits under column 8. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/deputation/absorption only, the educational qualifications and experience should be specifically incorporated for deputationists/persons on absorption in the recruitment rules).</p>
-----	---------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SCHEDULE -9

13.	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).
14.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.

SCHEDULE - 10

1.	Name of Post	Manager Grade – II.
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.	Scale of Pay	Rs. 5000-150-8000.
5.	Whether Selection Post or Non-selection Post	Selection.
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	No.
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	NIL
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods	Promotion failing which by Deputation/Absorption

SCHEDULE - 10

12.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p>Promotion : Assistant Manager-cum-Store Keeper with atleast eight (8) years regular service in the scale of Rs. 4000-6000.</p> <p>Deputation/Absorption : Officers of the Central Government – (i) Holding analogous posts on regular basis, or (ii) Assistant Manager-cum-Store Keeper with atleast eight (8) years regular service in the scale of Rs. 4000-6000.</p> <p>Note : The period of deputation including the 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 exceed 3 years. The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.</p> <p>(Where the method of recruitment is both by promotion and deputation/absorption, it may be specifically provided that department officials in the normal channel for promotion to the post will not be eligible to be considered under 'deputation/absorption' and vice-versa).</p> <p>(The deputationists/persons on absorption should possess the educational qualifications and experience prescribed for direct recruits under column 8. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/deputation/absorption only, the educational qualifications and experience should be specifically incorporated for deputationists/persons on absorption in the recruitment rules).</p>
13.	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).
14.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.

SCHEDULE – 11

1.	Name of Post	Deputy General Manager.
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.	Scale of Pay	Rs. 5000-150-8000. Note : Deputy General Manager having under his charge a group of more than 2A type Canteens will in addition to his pay be allowed special allowance of Rs. 150/- and on having a group of more than 4A type Canteens under his charge will be allowed special allowance of Rs.300/-
5.	Whether Selection Post or Non-selection Post	Selection.
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	No.
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	NIL.
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods	Promotion failing which by Deputation/Absorption.

SCHEDULE – 11

12.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p>Promotion : Assistant Manager-cum-Store Keeper with atleast eight (8) years regular service in the scale of Rs. 4000-6000.</p> <p>Deputation/Absorption : Officers of the Central Government – (i) Holding analogous posts on regular basis, or (ii) Assistant Manager-cum-Store Keeper with atleast eight (8) years regular service in the scale of Rs. 4000-6000.</p> <p>Note : The period of deputation including the 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 exceed 3 years. The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.</p> <p>(Where the method of recruitment is both by promotion and deputation/absorption, it may be specifically provided that department officials in the normal channel for promotion to the post will not be eligible to be considered under 'deputation/absorption' and vice-versa).</p> <p>(The deputationists/persons on absorption should possess the educational qualifications and experience prescribed for direct recruits under column 8. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/deputation/absorption only, the educational qualifications and experience should be specifically incorporated for deputationists/persons on absorption in the recruitment rules).</p>
13	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).
14.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.