

No. 3/2/2009-Dir.(C)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

...

Lok Nayak Bhawan, Khan Market,  
New Delhi, dated the 22/05/2013

OFFICE MEMORANDUM

Subject: Review of Model Recruitment Rules for various posts in Non Statutory Departmental Canteens/Tiffin Rooms located in Central Government Offices.

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The undersigned is directed to refer to this Department's OM of even number dated 6/9/2010 forwarding copy of the Model Recruitment Rules (RRs) for various Group 'B' & Group 'C' posts in Non-Statutory Departmental Canteens/Tiffin Rooms located in Central Government Offices. The existing Model RR's in respect of Group 'C' posts (Schedule 1 to 5) have been reviewed keeping in view the various instructions issued on this subject by the Estt. (RR) Division of DOP&T and also keeping in view the hierarchy of posts in different categories of Departmental Canteens. Revised Model Recruitment Rules are enclosed.

2. Further, the Model RR's for Group 'B' posts in Departmental Canteens is under review in consultation with UPSC. In view of this the Model RR's circulated for Group 'B' posts vide this Department's OM, dated 6/9/2010 (Schedule 6 to 9) stands withdrawn. Revised Model RR's for these posts will be circulated separately.

3. Ministries/Departments are requested to adopt these Revised Model Recruitment Rules for Group 'C' posts in Non-Statutory Departmental Canteens. In case of any deviation from these Model Recruitment Rules, the concurrence of Director (Canteens) in the Department of Personnel and Training may be sought, with full justifications. The administrative Ministries/Departments themselves are required to get their Recruitment Rules vetted from the Ministry of Law before notifying them in the Gazette of India.

4. Hindi version will follow.

P. Tyagi  
(Pratima Tyagi)  
Director (Canteens)

To

1. All the Ministries/Departments/Offices of the Government of India (As per standard list). (For kind attention of Director/Deputy Secretaries incharge of Administration/Establishment Divisions)
2. Comptroller & Auditor General of India, 10 Bhadur Shah Zafar Marg, New Delhi.
3. The Registrar Supreme Court, Tilak Marg, New Delhi.
4. Ministry of Finance, Department of Expenditure, E-III, Desk, North Block, New Delhi.
5. Controller General of Accounts, Ministry of Finance, Department of Expenditure, Lok Nayak Bhavan, Khan Market, New Delhi.
6. CGDA, West Block V, R.K. Puram, New Delhi-110066.
7. Director (Admn.), DOP&T, North Block, New Delhi.
8. Office of the Joint Secretary (Trg.) and CAO, Ministry of Defence, C-II, Hutements, Dalhousi Road, New Delhi - 110011.
9. Administrator, All Union Territories
10. Section Officer (Canteens), DOPT, Lok Nayak Bhawan, New Delhi (with 60 spare copies).

**New Hierarchy of posts in the non-statutory Departmental Canteens in the light of SIU recommendations (O.M. No.13/10/2001-Director(C) dated 22/12/2004 and recommendations of 6<sup>th</sup> Central Pay Commission**

Sl. No.	Existing Designation	Pay Scale adopted before the implementation of SIU recommendations (in rupees)	Designations adopted on the recommendations of the SIU	Pay scale prescribed on the recommendations of the SIU	Revised Designation of the Canteen Post on the recommendation of 6 <sup>th</sup> Central Pay Commission	Revised Pay Band/ Grade Pay and special allowance as per the decision on the Sixth Central Pay Commission
1	General Manager	5000-8000	General Manager	5500-9000	General Manager	PB-2, Rs. 9300-34800+ GP Rs.4200/- + Spl. Allowance of Rs.350/- p.m. for Canteens Type '2-A and '3'-A and Rs.700/-p.m. for Canteens Type '4'-A and above.
2	Deputy General Manager	4000-6000	Deputy manager General	5000-8000	Deputy Manager General	PB-2, Rs. 9300-34800+ GP Rs.4200/- + Spl. Allowance of Rs.300/- p.m. for Canteens Type '3'-A and Rs.600/-p.m. for Canteens Type '4'-A and above.
3	Manager Grade-II	4000-6000	Manager Grade-II	5000-8000	Manager Grade-II	PB-2, Rs. 9300-34800+ GP Rs.4200/- + Spl. Allowance of Rs.300/- p.m. for Canteens Type 'A', 'B', 'C'.
4	Accountant	4000-6000	Manager-cum-Accountant	5000-8000	Manager -cum - Accountant	PB-2, Rs. 9300-34800+ GP Rs.4200/- + Spl. Allowance of Rs.300/- p.m. for Canteens Type 'D', '2-A and '3'-A and Rs.600/-p.m. for Canteens Type '4'-A and above.

5	Assistant manager-cum-Store Keeper Store Keeper Cashier Manager Grade-III	3200-4900 3200-4900 3200-4900 3200-4900	Assistant cum-Store Keeper * * *	4000-6000	Assistant Manager-cum-Store Keeper	PB-1, Rs. 5200-20,200+ GP Rs.2400/- + Spl. Allowance of Rs.250/- p.m. for attending to duties in Canteens Type 'A', 'B', 'C', '2-A and '3'-A and Rs.500/-p.m. for canteens Type '4'-A and above.
6	Salesman/ Clerk	3050-4590	Clerk	3050-4590	Clerk	PB-1, Rs.5200-20200+GP Rs 1900/-
7	Halwai	3200-4900	Halwai-cum-Cook	3200-4900	Halwai-cum-Cook	Rs.PB-1, Rs.5200-20200+GP Rs. 2000/-
8	Asstt.Halwai Cook	3050-4590 3050-4590	Assistant cum-Cook	3050-4590	Assistant Halwai-cum-Cook	PB-1, Rs.5200-20200+GP Rs 1900/-
9	Tea/Coffee Maker	2610-3540	Tea/Coffee Maker	2610-3540	Canteen Attendant **	PB-1, Rs.5200-20200+GP Rs 1800/-
10	Bearer	2610-3540	Bearer	2610-3540	**	
11	Wash Boy	2550-3200	Wash Boy	2550-3200	**	
12	Safaiwala	2550-3200	Safaiwala	2550-3200		

\* All posts have been clubbed as per the revised staffing pattern of SIU, O.M. No.13/10/2001-Director(C) dated 22/11/2004.

\*\* Post of Tea/Coffee maker, bearer and wash boy had been clubbed together and redesignated as canteen attendant on the recommendations of Sixth Central Pay Commission(merged grade of Canteen Attendant shall also include existing incumbent in the grade of Safaiwala(Regular) till they superannuate. As per SIU Recommendation (O.M. No.13/10/2001-Director(C) dated 22/12/2004, the services of Safaiwala are to be outsourced in the longrun.

**SCHEDULE - 1**

1.	Name of Post	Canteen Attendant #
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.	Pay Band and Grade Pay	PB-1, Rs. 5200 - 20,200 + Grade Pay Rs. 1800/-
5.	Whether Selection Post or Non-selection Post	Not Applicable.
6.	Age limit for Direct Recruits	18-25 years, (relaxation of age limit upto 40 years for Government Servants) in accordance with the orders issued by the Central Government from time to time.  <b>Note :</b> The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. In case post is advertised in Employment News/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	Matriculation or equivalent
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable.
9.	Period of probation	Two years.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by various methods	Direct Recruitment
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Not Applicable

12.	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 DOPT in the matter).
13.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Consultation with UPSC not necessary.

# Earlier designated as Tea/Coffee Maker, Bearer and Wash Boy.

Services of Safaiwala will henceforth be outsourced. (Merged grade of Canteen Attendant however shall also include existing incumbent in the grade of Safaiwala (Regular) till they superannuate.

**SCHEDULE -2**

1.	Name of Post	<b>Assistant Halwai – cum - Cook.</b>
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.	Pay Band and Grade Pay	PB-I, Rs. 5200- 20,200 + Grade Pay Rs. 1900/-
5.	Whether Selection Post or Non-selection Post	Non-Selection.
6.	Age limit for Direct Recruits	18-25 years (Relaxable for Govt. Servants upto the age of 40 years in accordance with the orders issued by the Central Govt.).  <b>Note :</b> The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. In case post is advertised in Employment News/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 <sup>th</sup> Class Pass with a certificate/diploma in catering (b) Experience - One Year (c) A Trade Skill Test for cooking including maintenance of hygiene etc. shall be conducted by the Departmental Promotion Committee to assess the suitability of the candidate.  <b>Note:</b> 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.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No.
9.	Period of probation, if any	Two years for Direct Recruits, NIL for promotees.

10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation 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/deputation, grades from which promotion/deputation to be made	<p><b><u>Promotion :</u></b></p> <p>Canteen Attendant in the Pay Band-1, Rs.5200-20,200 + Grade Pay of Rs.1800 with atleast three (3) years regular service.</p> <p>A Trade test shall be got conducted by the Departmental Promotion Committee with reference to the cooking including maintenance of hygiene etc.</p> <p><b><u>Note 1:</u></b> For the purpose of computing minimum qualifying Service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2006/the date from which the revised pay structure based on the 6<sup>th</sup> CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Commission.</p> <p><b><u>Note 2:</u></b> "Where juniors who have completed their qualifying/eligibility service are being considered for promotion. their seniors would also be considered provided 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 have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service".</p> <p><b><u>Deputation:</u></b></p> <p>Officers of the Central Government</p> <p>(i) Holding analogous posts on regular basis, or (ii) Canteen Attendant in the Pay Band-1 of Rs.5200-20,200 + Grade Pay of Rs.1800 with atleast three (3) years regular service having one (1) year experience as helper to Halwai-cum-Cook.</p>



		<p>(iii) Possessing certificate/diploma in catering.</p> <p><b>Note:1</b> 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><b>Note: 2</b> The departmental official in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note: 3</b> For purposes of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 1.1.2006/ the date from which the revised pay structure based on the 6<sup>th</sup> CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/ pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.</p> <p><b>(The deputationists should possess the educational qualifications and experience prescribed for direct recruits under column 7. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/deputation only, the educational qualifications and experience should be specifically incorporated for deputationists in the recruitment rules)</b></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 the Union Public Service Commission is to be consulted in making recruitment.	Consultation with UPSC not necessary.

**SCHEDULE - 3**

1.	Name of Post	<b>Halwai – cum – Cook.</b>
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.	Pay Band and Grade Pay	PB-1, Rs. 5200- 20,200 + Grade Pay Rs. 2000/-
5.	Whether Selection Post or Non-selection Post	Non-Selection
6.	Age limit for Direct Recruits	18 – 25 years (Relaxable for Govt. Servants upto the age of 40 years in accordance with the orders issued by the Central Govt.).  <b>Note:</b> The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. In case post is advertised in Employment News/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 <sup>th</sup> Class Pass with Certificate/Diploma in catering b) Experience-2 years in a Govt. Deptt./Undertaking preferred. c) A Trade Skill Test for cooking shall be conducted to assess suitability of the candidate.  <b>Note:</b> 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.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation 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/deputation, grades from which promotion/deputation to be made	<p><b><u>Promotion :</u></b></p> <p>Assistant Halwai-cum-Cook with atleast three (3) years regular service in the Pay Band-1, Rs. 5200 – 20,200 + Grade Pay of Rs. 1900/.</p> <p><b><u>Note:-1</u></b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2006/the date from which the revised pay structure based on the 6<sup>th</sup> CPC recommendations has been extended. shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Commission.</p> <p><b><u>Note:-2</u></b> “Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided 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 have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service”.</p> <p><b><u>Deputation</u></b></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(3) years regular service in the Pay Band-1, Rs. 5200 – 20,200 + Grade Pay of Rs. 1900/- and</p> <p>b) Possessing the qualifications &amp; experience: (a) 10<sup>th</sup> Class Pass with a certificate/diploma in catering (b) <u>Experience</u> – Two years in a Government Deptt./ Undertaking preferred.</p> <p><b><u>Note:1</u></b> 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>
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		<p><b>Note:- 2</b> The departmental official in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note:3</b> For purposes of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 1.1.2006/ the date from which the revised pay structure based on the 6<sup>th</sup> CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/ pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.</p> <p>(The deputationists should possess the educational qualifications and experience prescribed for direct recruits under column 7. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/deputation only, the educational qualifications and experience should be specifically incorporated for deputationists in the recruitment rules).</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 the Union Public Service Commission is to be consulted in making recruitment.	Consultation with UPSC not necessary

**SCHEDULE - 4**

1.	Name of Post	<b>Clerk</b>
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.	Pay Band and Grade Pay	PB-1, Rs. 5200- 20,200 + Grade Pay Rs. 1900/-
5.	Whether Selection Post or Non-selection Post	Non-Selection.
6.	Age limit for Direct Recruits	18-25 years(Relaxable for Govt. Servants upto the age of 40 years in accordance with the orders issued by the Central Govt.).  <b>Note:</b> The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. In case post is advertised in Employment News/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) 12 <sup>th</sup> Class Pass or equivalent with Commerce. (b) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 Key Depression Per Hour/9000 Key Depression Per Hour on an average of 5 key depressions for each word)  <b>Note: 1</b> Qualification (s) are relaxable at the discretion of the competent authority in the case of candidate otherwise well qualified.  <b>Note:2</b> 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.

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No.
9.	Period of probation, if any	Two years for Direct Recruits, NIL for promotees.
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by various method	Promotion failing which by Direct Recruitment Percentage of Recruitment under mode of promotion failing which by DR shall be decided based on number of post in the grade and feeder grade.
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p><b><u>Promotion :</u></b></p> <p>Canteen Attendant with atleast three (3) years regular service in the PB-1, Rs. 5200- 20,200 + Grade Pay Rs. 1800/-</p> <p>A two week training on Organizational Behaviour, Communication Skill and Accounting Practices shall be desirable for the Canteen Attendants for promotion to the post of Clerk from ISTM or any other institute recognized by Govt. of India or State Govt.</p> <p><b><u>Note:1</u></b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2006/the date from which the revised pay structure based on the 6<sup>th</sup> CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Commission.</p> <p><b><u>Note:2</u></b> "Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided 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 have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service".</p>
12.	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).
13.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Consultation with UPSC not necessary

1.	Name of Post	<b>Assistant Manager-cum-Store Keeper.</b>
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.	Pay Band and Grade Pay	PB-1, Rs. 5200- 20,200 + Grade Pay Rs. 2400/-  <b>Note:</b> - He will also draw Special Allowance of Rs. 250/- p.m. for attending to duties in Canteens Type 'A', 'B', 'C', '2- A' & '3- A' and Rs. 500/-p.m. in Canteens Type '4 -A' and above.
5.	Whether Selection Post or Non-selection Post	Non Selection
6.	Age limit for direct recruits	18-25 years, (Relaxable for Govt. Servants upto the age of 40 years in accordance with the orders issued by the Central Govt.).  <b>Note:</b> The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. In case post is advertised in Employment News/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) B.Com from a recognized university. <b>or</b> Graduate in any discipline from a recognized university with one year Diploma in Book Keeping/Store Keeping.  (b) <b>Experience</b> - Three Years in a Government Department/ Undertaking in handling Stores/Accounts.  <b>Note: 1</b> Qualification (s) are relaxable at the discretion of the competent authority in the case of candidate otherwise well qualified.  <b>Note: 2</b> 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.

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of probation, if any	Two years for Direct Recruits, NIL for promotees.
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation 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/deputation, grades from which promotion/deputation to be made	<p><b><u>Promotion :</u></b></p> <p>(i) Clerks with atleast eight (8) years regular service in the PB-1, Rs. 5200- 20,200 + Grade Pay Rs. 1900/-.</p> <p>(ii) Halwai-cum-Cook with five (5) years regular service in the PB-1, Rs. 5200-20,200/- + Grade Pay Rs. 2000/- with two years experience in handling Stores/Accounts and possessing educational qualification as prescribed for direct recruited Clerk i.e. 12<sup>th</sup> Class Pass with Commerce.</p> <p><b><u>Note 1</u></b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2006/the date from which the revised pay structure based on the 6<sup>th</sup> CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/ pay scale extended based on the recommendations of the Commission.</p> <p><b><u>Note 2</u></b> "Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided 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 have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service".</p> <p><b><u>Deputation :</u></b></p> <p>Officers of the Central Government –</p> <p>a) (i) Holding analogous posts on regular basis, or (ii) with atleast eight (8) years regular service in the PB-1, Rs 5200 – 20,200 + Grade Pay of Rs.1900/-</p>



(iii) Possessing educational qualification as prescribed for Direct Recruit under column 7 and

- b) Three (3) years experience in a Government Department/Undertaking in handling Stores/Accounts.

**Note 1:** 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.

**Note 2:** The departmental official in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**Note 3:** For purposes of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 1.1.2006/ the date from which the revised pay structure based on the 6<sup>th</sup> CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation

**(The deputationists should possess the educational qualifications and experience prescribed for direct recruits under column 7. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/deputation only, the educational qualifications and experience should be specifically incorporated for deputationists in the recruitment rules).**

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 the Union Public Service Commission is to be consulted in making recruitment.	Consultation with UPSC not necessary.