

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 6/9/2010

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).

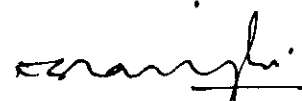
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The undersigned is directed to forward herewith a copy of the Revised Model Recruitment Rules for various categories of group 'B' and 'C' posts in the Non-statutory Departmental Canteens/Tiffin Rooms located in Central Government Offices and registered with Director (Canteens). The Esstt. Division (Estt. R/R) of DOP&T had earlier issued guidelines vide their O.M. No.AB-14017/61/08-Esstt.(R/R), dated 24.3.2009, asking Ministries/Departments to revise/amend/frame Recruitment Rules in respect of various posts/cadre under their administrative control, keeping in view the recommendations of the 6<sup>th</sup> 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-Esstt. (RR), dated 18.3.88 read with OM No. AB-14017/2/97-Esstt. (RR), dated 25.5.98 and other related instructions mutatis mutandis as issued from time to time by the Establishment Division of the DOPT. Since, the 6<sup>th</sup> Central Pay Commission have upgraded Group 'D' posts as Group 'C', and the duties have been made multi-tasking in nature, all Group 'D' posts of canteen staff have been made as Group 'C' posts'. Accordingly, the posts of Tea/Coffee Maker, Bearer and Wash Boy have been re-designated as Canteen Attendant.

2. The Pay Band, Grade Pay and Special Allowance, applicable to certain categories of posts may be seen at Annexure-'A'. The Model Recruitment Rules for Group 'B' and 'C' posts are attached as Schedule 1 to 9.

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. As regards Group 'B' posts, UPSC may be consulted for amendment/relaxation of the provisions of the Recruitment Rules. 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. This issues with the approval of Estt. (R/R) Division of the DOP&T.

4. Hindi version will follow.

  
(Rajiv Manjhi)

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. Section Officer (Canteens), DOPT, Lok Nayak Bhawan, New Delhi (with 100 spare copies).

**ANNEXURE-'A' AS REFERRED TO IN PARA 2 OF THE O.M. NO. 3/2/2009-DIR (C), DATED 6/3/2010**

Revision of Special Allowances to the certain categories of posts as per new Hierarchy of posts in the non-statutory Departmental Canteens in the Central Government Offices.

S. No	Existing Designation	Pay Scale adopted before the implementation of SIU recommendations	Designations adopted on the recommendations of the SIU	Pay scale prescribed on the recommendations of the SIU w.e.f. 22.12.2004.	Revised designations of the canteen posts on the recommendations of 6 <sup>th</sup> Central Pay Commission	Revised Pay Band/ Grade Pay as per the decision on the Sixth Central Pay Commission's Report w.e.f. 1.1.2006
1	General Manager	Rs. 5000-8000	General Manager	Rs. 5500-9000	General Manager	PB-2, Rs 9300-34800 + GP Rs.4200/- + Spl Allow. 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 Manager General	4000-6000	Deputy General Manager	5000-8000	Deputy Manager General	PB-2, Rs 9300-34800 + GP Rs.4200/- + Special Allowance of Rs. 300/-p.m. for Canteens Type 'A', 'B', 'C', 'D', '2-A' & '3-A' and Rs. 600/- p.m. for Canteens Type '4 - A' and above.

3	Manager	4000-6000	Manager Grade-II	5000-8000	Manager (Manager Grade-II as per SIU recommendations)	PB-2, Rs 9300-34800 + GP Rs.4200/- + Special Allowance of Rs. 300/-p.m. for Canteens Type 'A', 'B', 'C', 'D', '2-A' & '3-A' and Rs. 600/- p.m. for Canteens Type '4 - A' and above.
4	Accountant	4000-6000	Manager-cum-Accountant	5000-8000	Manager-cum-Accountant	PB-2, Rs 9300-34800 + GP Rs.4200/- + Special Allowance of Rs. 300/-p.m. for Canteens Type 'A', 'B', 'C', 'D', '2-A' & '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 Manager-cum-Store Keeper * * *	4000-6000	Assistant Manager-cum-Store Keeper	PB-1, Rs 5200-20,200 + GP Rs.2400/- + Special Allowance of Rs. 250/-p.m. for attending to duties in Canteens Type 'A', 'B', 'C', 'D', '2-A' & '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	Assistant Halwai Cook	3050-4590 3050-4590	Assistant 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, effective from 22.12.2004 and have been abolished.

\*\* All these posts have been clubbed together and re-designated as Canteen Attendant on the recommendations of 6<sup>th</sup> Central Pay Commission.

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.	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 of age limit to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen, Other Backward Classes and other special categories of persons 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.
8.	Educational and other qualifications required for direct recruits	<b>Matriculation or equivalent</b>
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	Two years

11.	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.
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 '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).
14.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.

**# Earlier designated as Tea/Coffee Maker, Bearer and Wash Boy.  
Services of Safaiwala will henceforth be outsourced.**

**SCHEDULE -2**

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.	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.	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, relaxation in age limit to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen, Other Backward Classes and other special categories of persons 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.
8.	Educational and other qualifications required for direct recruits	(a) 10 <sup>th</sup> Class Pass with a certificate/diploma in catering etc. (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.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No.



10.	Period of probation, if any	Two years for Direct Recruits, NIL for promotees.
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by various methods	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.
12.	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>Deputation:</u></b></p> <p>Officers of the Central Government</p> <p>(i) Holding analogous posts on regular basis, or</p> <p>(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>

		<b>(The deputationists 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 only, the educational qualifications and experience should be specifically incorporated for deputationists in the recruitment rules)</b>
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 - 3**

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.	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.	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 vacancies to be filled by various methods	Promotion failing which by Deputation.
12.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<b>Promotion :</b> 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/. <b>Deputation:</b> Officers of the Central Government - 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>b) Possessing the following qualifications &amp; experience:</p> <p>(i) 10<sup>th</sup> Class Pass with a certificate/diploma in catering etc.</p> <p>(ii) <b>Experience</b> – Two years in a Government Deptt./ Undertaking preferred and possessing the qualification</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>(The deputationists 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 only, the educational qualifications and experience should be specifically incorporated for deputationists in the recruitment rules).</b></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 - 4**

1.	Name of Post	Clerk .
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.	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 of age limit to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen, Other Backward Classes and other special categories of persons 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 as advertised by Staff Selection Commission (SSC). In case the direct recruitment is done through SSC, the following note may be inserted:-  “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 & Nicoibar Islands or Lakshadweep)”.

8.	Educational and other qualifications required for direct recruits	<p>(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)</p> <p><b>Note: 1</b> Qualification (s) s are relaxable at the discretion of the competent authority in the case of candidate otherwise well qualified.</p> <p><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.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p>Age - No.</p> <p>Educational Qualifications - 12<sup>th</sup> Class Pass or equivalent.</p>
10.	Period of probation, if any	Two years for Direct Recruits , NIL for promotees.
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by various methods	50% by Promotion failing which by deputation and 50% by Direct Recruitment.
12.	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 mandatory for the Canteen Attendants for promotion to the post of Clerk from ISTM or any other recognized Institutes.</p>

		<p><b>Deputation:</b> Officers of the Central Government –</p> <p>(i) Holding analogous posts on regular basis, or (ii) Canteen Attendant with atleast three (3) years regular service in the PB-1, Rs. 5200- 20,200 + Grade Pay Rs. 1800/- and possessing the qualifications prescribed for direct recruits under column 8.</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>(The deputationists 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 only, the educational qualifications and experience should be specifically incorporated for deputationists in the recruitment rules).</b></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 – 5**

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.	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', 'D', '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.	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	21-28 years, relaxable of age limit to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen, Other Backward Classes and other special categories of persons in accordance with the orders issued by the Central Government from time to time.  “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)”.



8.	Educational and other qualifications required for direct recruits	<p>(a) B.Com from a recognized university.</p> <p style="text-align: center;"><b>or</b></p> <p>Graduate in any discipline from a recognized university with one year Diploma in Book Keeping/Store Keeping.</p> <p>(b) <b>Experience</b> - Three Years in a Government Department/ Undertaking in handling Stores/Accounts.</p> <p><b>Note: 1</b> Qualification(s) are relaxable at the discretion of the competent authority in the case of candidate otherwise well qualified.</p> <p><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.</p>
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	Two years for Direct Recruits, NIL for promotees.
11.	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.
12.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p><b>Promotion :</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. Intermediate with Commerce.</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/-. (iii) Possessing educational qualification as prescribed for Direct Recruit under column 8 and</p> <p>b) Three (3) years experience in handling Stores/Accounts.</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>(The deputationists 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 only, the educational qualifications and experience should be specifically incorporated for deputationists in the recruitment rules).</b></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 -6

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 'B') Non-Gazetted, Non-Ministerial.
4.	Pay Band and Grade Pay	PB-2, Rs. 9300- 34,800 + Grade Pay Rs. 4200/-.  <b>Note:</b> - He will also draw Special Allowance of Rs. 300/-p.m. for attending to duties in Canteens Type 'A', 'B', 'C', 'D', '2- A' & '3- A' and Rs. 600/-p.m. in Canteens Type '4 - A' and above.
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	Two years
11.	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.

12.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p><b><u>Promotion :</u></b></p> <p>Assistant Manager-cum-Store Keeper with atleast ten (10) years regular service in the Pay Band -1, of Rs. 5200 – 20,200 + Grade Pay Rs. 2400/- and;</p> <p>A mandatory training of 4 weeks on Managerial Skills for Canteen Manager, to be organized by the concerned organizations in consultation with Institutes of Hotel Management under the Ministry of Tourism /or any other recognized Institutes of Hotel Management and Catering.</p> <p><b><u>Deputation :</u></b></p> <p>Officers of the Central Government –</p> <p>(i) Holding analogous posts on regular basis, or</p> <p>(ii) Assistant Manager-cum-Storekeeper in Departmental Canteens with atleast ten (10) years regular service in the Pay Band -1, of Rs. 5200 – 20,200 + Grade Pay Rs. 2400/- and possessing the following educational qualifications:-</p> <p>(a) B. Com.</p> <p>(b) Three years experience in Accounts in a Government Department / Undertaking.</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>
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		<b>(The deputationists 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 only, the educational qualifications and experience should be specifically incorporated for deputationists in the recruitment rules).</b>
13.	If a departmental Promotion Committee exists, what is the composition?	Group 'B' (Non-Gazetted) 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.	For any relaxation/amendment of the provisions of the Recruitment Rules.

**SCHEDULE - 7**

1.	Name of Post	Manager Grade – II. as per SIU recommendations
2.	No. of Post	* (Year of framing should be indicated) • Subject to variation dependent on work-load.
3.	Classification	General Central Service (Group 'B') Non-Gazetted, Non-Ministerial.
4.	Pay Band and Grade Pay	PB-2, Rs. 9300- 34,800 + Grade Pay Rs. 4200/-  <b>Note:</b> - He will also draw Special Allowance of Rs. 300/-p.m. for attending to duties in Canteens Type 'A', 'B', 'C', 'D', '2- A' & '3- A' and Rs. 600/-p.m. in Canteens Type '4 - A' and above.
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	Two years
11.	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.

12.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p><b><u>Promotion :</u></b>  Assistant Manager-cum-Storekeeper with atleast ten (10) years regular service in the Pay Band -1, Rs. 5200 – 20,200 + Grade Pay Rs. 2400/- and;</p> <p>A mandatory training of 4 weeks on Managerial Skills for Canteen Manager, to be organized by the concerned organizations in consultation with Institutes of Hotel Management under the Ministry of Tourism /or any other recognized Institutes of Hotel Management and Catering</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 Manager-cum-Storekeeper with atleast ten (10) years regular service in the Pay Band -1, Rs. 5200 – 20,200 + Grade Pay Rs. 2400/- and</p> <p>b) possessing the qualifications and experience as below:-  (i) B.Com.  (ii) Three (3) years experience in Accounts from a Govt. Department/Undertaking.</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>
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		<b>(The deputationists 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 only, the educational qualifications and experience should be specifically incorporated for deputationists in the recruitment rules).</b>
13.	If a departmental Promotion Committee exists, what is the composition?	Group 'B' (Non-Gazetted) 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.	For any relaxation/amendment of the provisions of the Recruitment Rules.



**SCHEDULE - 8**

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 'B') Non-Gazetted, Non-Ministerial.
4.	Pay Band & Grade Pay	PB-2, Rs. 9300 – 34,800/- + Grade Pay Rs. 4200/-  <b>Note:</b> - He will also draw Special Allowance of Rs. 300/-p.m. for attending to duties in Canteens Type 'A', 'B', 'C', 'D', '2- A' & '3- A' and Rs. 600/-p.m. in Canteens Type '4 - A' and above.
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	Two years
11.	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.

12.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p><b><u>Promotion :</u></b> Assistant Manager-cum-Storekeeper with atleast ten (10) years regular service in the PB-1, Rs. 5200 – 20,200/- + Grade Pay Rs. 2400/- and;</p> <p>A mandatory training of 4 weeks on Managerial Skills for Canteen Manager, to be organized by the concerned organizations in consultation with Institutes of Hotel Management under the Ministry of Tourism /or any other recognized Institutes of Hotel Management and Catering</p> <p><b><u>Deputation:</u></b> Officers of the Central Government –</p> <p>a) (i) Holding analogous posts on regular basis, or (ii) Assistant Manager-cum-Storekeeper with atleast ten (10) years regular service in the PB- 1, Rs. 5200 – 20,200/- + Grade Pay Rs. 2400/- and</p> <p>b) possessing the qualifications and experience as below:- (i) B.Com. (ii) Three (3) years experience in Accounts from a Govt. Department/Undertaking.</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>(The deputationists 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 only, the educational qualifications and experience should be specifically incorporated for deputationists in the recruitment rules).</b></p>
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13	If a departmental Promotion Committee exists, what is the composition?	Group 'B' (Non-Gazetted) 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.	For any relaxation/amendment of the provisions of the Recruitment Rules.

**SCHEDULE - 9**

1.	Name of Post	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 'B') Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay	PB-2 Rs. 9300 – 34,800/- + Grade Pay Rs. 4200/-  <b>Note:</b> - He will also draw Special Allowance of Rs. 350/-p.m. as being canteen incharge in Canteens Type '2- A' & '3- A' and Rs. 700/-p.m. in Canteens Type '4 - A' and above.
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.	Not Applicable
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 vacancies to be filled by various methods	Promotion failing which by Deputation

12.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p><b><u>Promotion :</u></b>  Manager-cum-Accountant, Manager (Manager Grade II as per SIU recommendations) and Deputy General Manager with atleast three (3) years regular service in Departmental Canteen in the PB-2, Rs. 9300-34,800+ Grade Pay Rs. 4200/-</p> <p><b><u>Deputation:</u></b>  Officers of the Central Governments / Union Territories and also from Autonomous Organizations/Semi Govt. Statutory Authorities/Universities/Research Institutions.</p> <p>(i) Holding analogous posts on regular basis in the parent cadre/department; or</p> <p>(ii) Manager-cum-Accountant, Manager ( Manager Grade II as per SIU recommendations) and Deputy General Manager in Departmental Canteen in the PB-2, Rs. 9300-34,800 + Grade Pay Rs. 4200/- with minimum of three (3) years in the regular service in the PB-2, Rs. 9300-34,800+ Grade Pay Rs. 4200/-</p> <p>iii) Qualification : -  a) Graduation or equivalent  b) Minimum of three (3) years experience in administration/management of departmental canteens.</p> <p><b><u>Note:</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 application.</p>
13.	If a departmental Promotion Committee exists, what is the composition?	<p>Group 'B' (Non-Gazetted) Departmental Promotion Committee (for confirmation)( as per the orders issued by the DOPT in the matter).</p> <p>(Detailed composition of the DPC may be given)</p>

14.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	For any relaxation/amendment of the provisions of the Recruitment Rules.
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