

(Taken from Hand Book on Recruitment Rules, published in 1996)

DP&AR O.M. No. CD-14017/10/85-Estt. (RR)  
dated 2-3-1985.

Subject :—Framing of Recruitment Rules for Group  
'C' and 'D' posts—Delegation of powers.

The undersigned is directed to say that as per the procedure outlined in this Department O.M. No. 14017/24/76-Estt. (RR), dated 22-5-79, draft recruitment rules for inter-alia, Groups 'C' and 'D' posts are at present being referred to this Department in the first instance. The above procedure is serving mainly two purposes, viz., uniformity of provisions for similar posts located under different Ministries, and an element of objectivity in framing of the rules. It has, however, been observed that this procedure is entailing some delay in notifying the recruitment rules.

2. In the context of the efforts of the Government to expedite the administrative processes, the existing procedures for framing of recruitment rules have been reviewed. Detailed 'Guide Lines' and instructions covering the aspects of framing of recruitment rules issued from time to time have recently been compiled in the form of 'Hand Book on Recruitment Rules', copies of which have since been supplied to all Ministries. If the Ministries adhere strictly to these instructions, it should be possible to achieve to a considerable measure the objectives behind referring the draft rules to this Department. It has, accordingly, been decided that the administrative Ministries/Departments may notify, to begin with, the recruitment rules for all Groups 'C' and 'D' posts under them (including their Attached and Subordinate Offices) after, as usual, getting the rules vetted by the Ministry of Law. In other words, the draft rules for group 'C' and 'D' posts need not be referred to this Department. The above delegation to Ministries/Departments is however, subject to the following conditions :—

- (i) The Recruitment Rules framed by the Ministries be strictly in accordance with the detailed "Guide Lines" and other instructions issued by this Department from time to time. Wherever the Ministries propose to depart from the above said instructions, they should obtain prior clearance of this Department.
- (ii) The Department of Personnel and Administrative Reforms had issued model recruitment rules for some of the common Group C posts. Part II of the Hand Book on Recruitment Rules contains the model rules issued so far. While framing rules for similar posts, Ministries should conform to the model rules issued already or those which may be issued in future.

(iii) Since the recruitment rules are issued in the name of the President, they are to be approved at the level of Minister-in-charge unless the Minister has, through general or

special instructions in his Ministry, authorised such approval at a lower level. In order to ensure that all aspects have been taken care of, the draft rules for Group C and D posts should also be finally cleared in the administrative Ministry by a level not below that of a Joint Secretary (unless the Minister in-charge is himself approving the rules).

- (iv) A Ministry/Department will normally have some attached offices and subordinate offices. Each Ministry may please devise suitable internal arrangements to ensure that there is broad uniformity of approach in regard to, *inter alia*, the level of qualifications and the extent of experience etc. (for which there are no specific guidelines issued by this Department) for posts carrying the same pay scale, at least within that Ministry.
- (v) The administrative Ministry will, as at present, endorse a copy of the notified Recruitment Rules to Department of Personnel and Administrative Reforms.

The instructions issued *vide* this Department's O. M. dated 22-5-79 stand modified to the extent indicated above.

3. As the Ministries are aware, the Institute of Secretariat Training and Management is organising special training programmes on Recruitment Rules. Efforts are being made to increase the frequency of this programme so that more persons handling this work may be trained. In order to ensure that the delegated power is properly utilized, Ministries are advised to avail of the training programme fully so that all the Under Secretaries/Section Officers and staff members dealing with this work in Ministries and Attached Offices are fully conversant with the relevant instructions.