

**No. AB-14017/35/2013-Estt. (RR)**  
**Government of India**  
**Ministry of Personnel, PG & Pensions**  
**Department of Personnel & Training**  
**New Delhi**

Dated the 9<sup>th</sup> March, 2016

**OFFICE MEMORANDUM**

**Subject: Model Recruitment Rules for the post of Labour Officer/Labour Welfare Officer- regarding.**

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The Model Recruitment Rules for the post of Labour Officer/Labour Welfare Officer have been reviewed and the revised Model Recruitment Rules for the same are enclosed as Annexure to this Office Memorandum.

2. Ministries / Departments may review the existing rules and notify the revised rules conforming to the Model Recruitment Rules. These may also be forwarded to all autonomous/statutory bodies for adoption. The Ministry of Home Affairs is also requested to forward these Model RRs to the UT Administrations for appropriate action.

3. Hindi version will follow.

*G. Jayanthi*

( G. Jayanthi )

Director (E-I)

Tel. 2309 2479

To

1. All Ministries/Departments of Government of India
2. The President's Secretariat, New Delhi.
3. The Vice-President's Secretariat, New Delhi.
4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.
8. The Staff Selection Commission, New Delhi.

Copy to:-

1. The Rajya Sabha Secretariat, New Delhi.
2. The Lok Sabha Secretariat, New Delhi.
3. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
4. Establishment Officer and Secretary, ACC (10 copies).
5. All Officers and Sections in the Department of Personnel & Training.
6. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
7. All Staff Members of National Council (JCM)
8. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
9. Establishment (RR Division) (20 copies)
10. NIC, DOP&T, North Block for placing the Recruitment Rules on the website.

*G. Jayanthi*

( G. Jayanthi )

Director (E-1)

Tel. 2309 2479

Recruitment Rules for the post of Labour Officer/Labour Welfare Officer in the Ministry of \_\_\_\_\_

| Name of the post                      | Number of post   | Classification   | Scale of pay  | Whether selection post or non-selection post   |
|---------------------------------------|--|--|---|--|
| 1                                     | 2  | 3  | 4   | 5  |
| Labour Officer/Labour Welfare Officer | *<br>*Subject to variation dependant on workload. The year in which the indicated number exists should be given within brackets. | General<br>Central<br>Service Group<br>'B' Gazetted<br>Ministerial | Pay Band-2, Rs. 9300-34800 plus Grade Pay of Rs. 4600/- | Not Applicable<br><br>(If promotion is included as a method of recruitment, the entry under Col. 5 should be 'Selection'). |

\* Subject to variation dependent on workload. The year in which the indicated number exists should be given within brackets.

| Age limit for direct recruits   | Educational and other qualifications required for direct recruits   | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees   | Period of probation, if any |
|---|---|---|-----------------------------|
| 6   | 7   | 8   | 9                           |
| 30 years<br>(Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.)<br><br><b>Note:</b> 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, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands | <b>Essential</b><br>Bachelor's Degree from a recognized University/Institute;<br>i) Postgraduate Degree/ Diploma in Social Work or Labour Welfare or Industrial Relations or Personnel Management or Master of Business Administration in Personnel Management or Human Resource Management from a recognized University/Institute;<br><b>Or</b><br>Integrated Degree in Law (of five years duration) from a recognized University/Institute;<br><b>Or</b><br>(i) Bachelor's Degree from a recognized University/Institute; | Not applicable<br><br>(If promotion is included as a method of recruitment, it may be provided that age limit and educational qualifications prescribed for direct recruits will not apply to promotees.) | 2 years for Direct Recruits |

|                        |  |  |  |
|------------------------|--|--|--|
| <p>or Lakshadweep)</p> | <p>(ii) Bachelor's Degree in Law from a recognized University/Institute.</p> <p><b>Note 1:</b> Qualifications are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in case of candidates otherwise well qualified.</p> <p><b>Note 2:</b> Qualifications regarding experience is/are relaxable at the discretion of the competent authority, for reasons to be recorded in writing, in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p> <p><b><u>Desirable</u></b></p> <p>(i) Two years of experience of Labour Welfare work/Industrial Relations/Personnel Management in an organization under Central/State Government/UTs or in any PSU/Autonomous or Statutory organization.</p> <p>(ii) Studied Hindi as a subject upto 10<sup>th</sup> Standard from a recognized Board/Institute.</p> |  |  |
|------------------------|--|--|--|

| Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods   | In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made   |
|---|---|
| 10  | 11  |
| <p>Any one or combination of the following methods of recruitment as per the requirements in each case:<br/>By Direct Recruitment</p> <p>OR</p> <p>By Deputation (ISTC) failing which by Direct Recruitment</p> <p>OR</p> <p>____ % By Deputation (ISTC) ____<br/>% by Promotion ____ % by DR.</p> <p>If promotion is included as a method of recruitment appropriate field for the same shall be incorporated under Col. 11.</p> | <p><b>Deputation (ISTC)</b></p> <p>Officers under the Central/State Government/UTs/Universities/Recognized Research Institutions/PSUs/Autonomous or Statutory Organizations:</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with 5 years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-2 Rs. 9300-34800/- with Grade Pay of Rs. 4200/- or equivalent in the parent cadre/department; and</p> <p>(b) possessing the educational qualifications and experience prescribed for Direct Recruits under Col. 7.</p> <p><b>Note 1:</b> Period of deputation including period of deputation spent in any other ex cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed 3 years.</p> <p>(The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)</p> <p><b>Note 2:</b> For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p> |

| If a Departmental Promotion Committee exists, what is its composition   | Circumstances in which Union Public Service Commission is to be consulted   |
|---|---|
| <b>12</b>   | <b>13</b>   |
| <p>Group 'B' Departmental Confirmation Committee (for confirmation)</p> <p>(The composition may be given if Direct Recruitment is one of the modes of recruitment) Otherwise "Not Applicable"</p> <p>If promotion is included as a method of recruitment, the composition of the Group 'B' DPC for promotion may also be specified under Col. 12.</p> | <p>Consultation with UPSC necessary while making appointment on Direct Recruitment basis.</p> <p>(Consultation with UPSC shall be governed by the guidelines of DOP&amp;T as applicable).</p> |

**MODEL RECRUITMENT RULES FOR THE POST OF LABOUR OFFICER/LABOUR WELFARE OFFICER**

| Name of the post   | Number of post   | Classification   | Scale of pay   | Whether selection post or non-selection post   |   |
|--|--|--|--|--|---|
| 1  | 2  | 3  | 4  | 5  |   |
| Labour Officer/Labour Welfare Officer  | *<br>*Subject to variation dependant on workload. The year in which the indicated number exists should be given within brackets. | General Central Service Group 'A' Gazetted Ministerial   | Pay Band-3, Rs. 15600-39100 with Grade Pay of Rs. 5400/- | 'Not applicable'<br><br>If promotion is included as a method of recruitment, the entry under Col. 5 should be 'Selection'.   |   |
| <b>Age limit for direct recruitment</b>  |  | <b>Educational and other qualifications required for direct recruits</b>   |  | <b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>   | <b>Period of probation, if any</b>  |
| 6  | 7  | 8  | 9  |  |   |
| <p>35 years</p> <p>(Relaxable for Government servants upto 5 years' in accordance with the instructions or orders issued by the Central Government.)</p> <p><b>Note:</b> 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, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu &amp; Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal</p> |  | <p><b>Essential</b></p> <p>i) Bachelor's Degree of a recognized University/Institute</p> <p>ii) Postgraduate Degree/ Diploma in Social Work or Labour Welfare or Industrial Relations or Personnel Management or Human Resource Management from a recognized University/Institute;</p> <p>iii) One year experience of Labour Welfare work/ Industrial Relations/ Personnel Management in an organization</p> |  | <p>Not applicable</p> <p>If promotion is included as a method of recruitment, it may be provided that age limit and educational qualifications prescribed for direct recruits will not apply to promotees.</p> | <p>One year for Direct Recruits</p> <p>(If promotion is included as a method of recruitment, two years probation period may be prescribed for promotees.)</p> |

|   |  |  |  |
|---|--|--|--|
| <p>Pradesh, Andaman Nicobar Islands or Lakshadweep)</p> | <p>under Central/State Government/ PSU/Autonomous Organization/Statutory Organization.</p> <p><b>Or</b></p> <p>(i) Integrated Degree in Law (of five years duration) from a recognized University/Institute;</p> <p>(ii) One year experience of Labour Welfare work/Industrial Relations/Personnel Management in an organization under Central/State Government/UTs or in any PSU/Autonomous or Statutory organization.</p> <p>Or</p> <p>(i) Bachelor's Degree from a recognized University/Institute;</p> <p>(ii) Bachelor's Degree in Law from a recognized University/Institute;</p> <p>(iii) One year experience of Labour Welfare work/Industrial Relations/Personnel Management in an organization under Central/State Government/UTs or in any PSU/Autonomous or Statutory organization.</p> <p><b>Note 1:</b> Qualifications are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in case of</p> |  |  |
|---|--|--|--|

|   |   |  |  |
|---|---|--|--|
|   | <p>candidates otherwise well qualified.</p> <p><b>Note 2:</b> Qualifications regarding experience is/are relaxable at the discretion of the competent authority, for reasons to be recorded in writing, in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p> <p><b>Desirable:</b> Studied Hindi as a subject upto 10<sup>th</sup> Standard from a recognized Board/Institute.</p> |  |  |
| <p><b>Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods</b></p>  | <p><b>In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made</b></p>  |  |  |
| <p style="text-align: center;"><b>10</b></p>  | <p style="text-align: center;"><b>11</b></p>  |  |  |
| <p>Any one or combination of the following methods of recruitment keeping in view the number of sanctioned posts/ regular officers in the feeder grade-</p> <p>(i) Deputation (ISTC) failing which by Direct Recruitment</p> <p>(ii) _____% by deputation (ISTC) _____% by Promotion _____ by Direct Recruitment</p> <p>(iii) Direct Recruitment</p> <p>If promotion is included as a method of</p> | <p><b><u>Deputation (ISTC)</u></b></p> <p>Officers under the Central/State Government/UTs/Universities/Recognized Research Institutions/PSUs/Autonomous or Statutory Organizations:</p> <p>a)(i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with 3 years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-2 Rs. 9300-34800/- with Grade Pay of Rs. 4600/- or equivalent in the parent cadre/department; and</p>   |  |  |



recruitment appropriate field for the same shall be incorporated under Col. 11

(b) possessing the educational qualifications and experience prescribed for Direct Recruits under Col. 7.

**Note 1:** Period of deputation including period of deputation spent in any other ex cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed 3 years.

(The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)

**Note 2:** For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

| <b>If a Departmental Promotion Committee exists, what is its composition</b>  | <b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>  |
|---|---|
| <b>12</b>   | <b>13</b>   |
| <p>Group 'A' Departmental Confirmation Committee (for confirmation)</p> <p>(The composition may be given if Direct Recruitment is one of the modes of recruitment)</p> <p>Otherwise "Not Applicable"</p> <p>If promotion is included as a method of recruitment, the composition of the Group 'A' DPC for promotion may also be specified under Col. 12.</p> <p>In this case, the UPSC will be associated with the DPC.</p> | <p>Consultation with UPSC necessary while making appointment on Direct Recruitment/Deputation (ISTC) and promotion.</p> <p>(Consultation with UPSC shall be governed by the guidelines of DOP&amp;T as applicable).</p> |

**MODEL RECRUITMENT RULES FOR THE POST OF LABOUR OFFICER/LABOUR WELFARE OFFICER**

| <b>Name of the post</b>               | <b>Number of post</b>  | <b>Classification</b>                                  | <b>Scale of pay</b>                                       | <b>Whether selection post or non-selection post</b>   |
|---------------------------------------|--|--|---|---|
| <b>1</b>                              | <b>2</b>   | <b>3</b>   | <b>4</b>  | <b>5</b>  |
| Labour Officer/Labour Welfare Officer | *<br>*Subject to variation dependant on workload. The year in which the indicated number exists should be given within brackets. | General Central Service Group 'A' Gazetted Ministerial | Pay Band-3, Rs. 15600-39100- with Grade Pay of Rs. 6600/- | 'Not applicable'<br><br>If promotion is proposed as a method of recruitment, the entry should be 'Selection'. |

| <b>Age limit for direct recruitment</b>  | <b>Educational and other qualifications required for direct recruits</b>   | <b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>  | <b>Period of probation, if any</b>  |
|--|--|---|---|
| <b>6</b>   | <b>7</b>   | <b>8</b>  | <b>9</b>  |
| 40 years<br>(Relaxable for Government servants upto 5 years' in accordance with the instructions or orders issued by the Central Government.)<br><br><b>Note:</b> 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, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands | <b>Essential</b><br><br>i) Bachelor's Degree of a recognized University/Institute<br><br>ii) Postgraduate Degree/ Diploma in Social Work or Labour Welfare or Industrial Relations or Personnel Management Master of Business Administration in Personnel Management from a recognized University/Institute;<br><br><b>Or</b><br><br>Integrated Degree in Law (of five years duration) from a recognized University/Institute;<br><br>iii) Three years' experience | Not applicable<br><br>If promotion is included as a method of recruitment, it may be provided that educational qualifications prescribed for direct recruits will apply to promotees. | One year for Direct Recruits<br><br>(If promotion is included as a method of recruitment, no probation is required for promotees in case the feeder post is also a Group 'A' post). |

or Lakshadweep)

of Labour Welfare work/  
Industrial Relations/ Personnel  
Management in an organization  
under Central/State  
Government/ PSU/Autonomous  
Organization/Statutory  
Organization.

(ii) Three year experience of  
Labour Welfare work/Industrial  
Relations/Personnel  
Management in an organization  
under Central/State  
Government/UTs or in any  
PSU/Autonomous or Statutory  
organization.

Or

(i) Bachelor's Degree from a  
recognized University/Institute;

(ii) Bachelor's Degree in Law  
from a recognized  
University/Institute;

(iii) Two years' experience of  
Labour Welfare work/Industrial  
Relations/Personnel  
Management in an organization  
under Central/State  
Government/UTs or in any  
PSU/Autonomous or Statutory  
organization.

**Note 1:** Qualifications are  
relaxable at the discretion of the  
Union Public Service  
Commission, for reasons to be  
recorded in writing, in case of  
candidates otherwise well  
qualified.

|   |   |  |  |
|---|---|--|--|
|   | <p><b>Note 2:</b> Qualifications regarding experience is/are relaxable at the discretion of the competent authority, for reasons to be recorded in writing, in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p> <p><b>Desirable:</b> Studied Hindi as a subject upto 10<sup>th</sup> Standard from a recognized Board/Institute.</p>   |  |  |
| <p><b>Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods</b></p>  | <p><b>In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made</b></p>  |  |  |
| <p style="text-align: center;"><b>10</b></p>  | <p style="text-align: center;"><b>11</b></p>  |  |  |
| <p>Any one or combination of the following methods of recruitment keeping in view the number of sanctioned posts/ regular officers in the feeder grade-</p> <p>(i) Deputation (ISTC) failing which by Direct Recruitment</p> <p>(ii) _____% by deputation (ISTC) _____ by Promotion _____% by Direct Recruitment</p> <p>(iii) Direct Recruitment</p> <p>If promotion is included as a method of recruitment appropriate field for the same shall be incorporated under Col. 11.</p> | <p><b><u>Deputation (ISTC)</u></b></p> <p>Officers under the Central/State Government/UTs/Universities/Recognized Research Institutions/PSUs/Autonomous or Statutory Organizations:</p> <p>a)(i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with 5 years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-2 Rs. 9300-34800/- with Grade Pay of Rs. 5400/- or equivalent in the parent cadre/department possessing the qualifications and experience prescribed of Direct Recruitment under Col. 7.</p> <p>(b) Possessing the educational qualifications and experience prescribed for Direct Recruits under Col. 7.</p> <p><b>Note 1:</b> Period of deputation including period of deputation spent in any other ex cadre post held immediately preceding this appointment in the</p> |  |  |

|  |   |
|--|---|
|  | <p>same or some other organization or department of the Central Government shall ordinarily not exceed 4 years.</p> <p>(The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)</p> <p><b>Note 2:</b> For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p> |
|--|---|

| <b>If a Departmental Promotion Committee exists, what is its composition</b>  | <b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>  |
|---|---|
| <b>12</b>   | <b>13</b>   |
| <p>Group 'A' Departmental Confirmation Committee (for confirmation)<br/>(The composition may be given if Direct Recruitment is one of the modes of recruitment)</p> <p>Otherwise "Not Applicable"</p> <p>If promotion is proposed as a method of recruitment, the composition of the Group 'A' DPC for promotion may also be specified under Col. 12.</p> <p>In case the feeder post is a Group 'B' post, UPSC will be associated with the DPC.</p> | <p>Consultation with UPSC necessary for Direct Recruitment and Deputation (ISTC).</p> <p>(Consultation with UPSC shall be governed by the guidelines of DOP&amp;T as applicable).</p> |