

No.AB-14017/6/2009-Estt (RR)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, dated the 30th April 2010

OFFICE MEMORANDUM

Subject:- Model Recruitment Rules for Group 'C' posts in Pay Band-1, with Grade Pay of Rs.1800/- (pre-revised Group 'D' posts)

The 6th CPC recommended that all Group 'D' posts in the Government will stand upgraded to Group 'C', Pay Band-1 with Grade Pay of Rs.1800, along with the incumbents (after suitable training, wherever required). The other recommendations of the Commission, in this regard include:

- (i) There will be no further recruitment in Group 'D'.
- (ii) The existing Group 'D' posts will be placed in Group 'C' Pay Band-1 with Grade Pay of Rs.1800.
- (iii) The minimum qualification for appointment to this level will be either 10th pass or ITI equivalent
- (iv) Multi- skilling, with one employee performing jobs hitherto performed by different Group 'D' employees.
- (v) Common Designation for these posts.

2. Model Recruitment Rules (Annex-I) have been framed keeping in view the recommendations of the Pay Commission. All the Ministries/ Departments are requested to amend the Recruitment Rules for the erstwhile Group 'D' posts as per the Model RRs and the recommendations of the Pay Commission.

3. Powers for framing/ amendment of RRs for Group 'C' posts have already been delegated to Ministries/ Departments. Therefore the RRs may be framed accordingly, in consultation with Ministry of Law without further reference to this Department. This Department needs to be consulted only if any deviations from the model RRs are proposed.


(.....2/-)

4. Ministries/ Departments may adopt the designation of **MULTI-TASKING STAFF** for some common categories of posts in the secretariat offices. Annex-II indicates the categories of erstwhile Group 'D' posts which may be given this designation and illustrative list of duties attached to these posts. For other categories of posts, Ministries/ Departments may adopt single designation for posts whose duties are similar in nature and where the officials can easily be switched from one task to another. In all cases it may be ensured that:

- a) The posts are classified as Group 'C'
- b) The posts are placed in Pay Band-1 with Grade Pay of Rs.1800.
- c) The minimum qualification for appointment is prescribed as 10th pass. Where technical qualifications are considered necessary, ITI in the relevant subject may be prescribed as the minimum qualification.

5. Ministry of Home affairs etc. are requested to bring the contents of this O.M to the notice of all their Attached/ Subordinate Offices. The autonomous/ statutory bodies may adopt the same with the approval of the competent authority as per their rules/ statutes.

6. Hindi version follows.


(J.A. Vaidyanathan)

Deputy Secretary to the Government of India
Tel. 2309 2112

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

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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) (200 copies)

C. J. Khan
(J.A.Vaidyanathan)

Deputy Secretary to the Government of India
Tel. 23092112

ANNEX-I

Model Recruitment Rules for the posts which were in Group 'D' Scales prior to Sixth Pay Commission and which have been placed in Group 'C'- Pay Band – 1 (Rs. 5200-20200)+ Grade Pay Rs. 1800/-

- | | |
|---|---|
| 1. Name of Post | ¶¶¶
(To be indicated by the Ministry/Department/Organization concerned) |
| 2. Number of Post | (number) * (year of framing) |
| 3. Classification | *Subject to variation dependent on workload
General Central Service Group 'C'
Non-Gazetted, Non-Ministerial |
| 4. Pay Band and Grade Pay | Pay Band – 1 (Rs. 5200-20200)
+ 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 CCS(Pension) Rules, 1972 | Not applicable |
| 7. Age limit for direct recruitment | Between 18 and 25 years of age |

Note: The crucial date for determining the age limit shall be the closing date for receipt of application 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 J&K State, Lahual & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).

In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.

¶¶¶ (Designation of **MULTI-TASKING STAFF** may be adopted for some of the more common categories as indicated in Annex II).

8	Educational and other qualifications required for direct recruits	Matriculation or equivalent pass OR ITI pass* *May be adopted as per special requirements of the post, if any
9	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
10	Period of probation, if any	Two years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of the vacancies to be filled by various methods	By direct recruitment.
12	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable
13	If DPC exists, what is its composition	Group 'C' Departmental Promotion Committee for considering confirmation (specific composition to be indicated)
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

8	Educational and other qualifications required for direct recruits	Matriculation or equivalent pass OR ITI pass* *May be adopted as per special requirements of the post, if any
9	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
10	Period of probation, if any	Two years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of the vacancies to be filled by various methods	By direct recruitment.
12	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable
13	If DPC exists, what is its composition	Group 'C' Departmental Promotion Committee for considering confirmation (specific composition to be indicated)
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

ANNEX-II

DESIGNATION AND INDICATIVE LIST OF DUTIES

(Erstwhile Group 'D' posts of Peon, Daftary, Jamadar, Junior Gestetner Operator, Farash, Chowkidar, Safaiwala, Mali etc)

New suggested designation: MULTI-TASKING STAFF

The duties would broadly include:

- a) Physical Maintenance of records of the Section.
- b) General cleanliness & upkeep of the Section/ Unit.
- c) Carrying of files & other papers within the building.
- d) Photocopying, sending of FAX etc.
- e) Other non-clerical work in the Section/ Unit.
- f) Assisting in routine office work like diary, despatch etc., including on computer
- g) Delivering of dak (outside the building).
- h) Watch & ward duties.
- i) Opening & closing of rooms.
- j) Cleaning of rooms.
- k) Dusting of furniture etc.
- l) Cleaning of building, fixtures etc.
- m) Work related to his ITI qualifications, if it exists.
- n) Driving of vehicles, if in possession of valid driving licence.
- o) Upkeep of parks, lawns, potted plants etc.
- p) Any other work assigned by the superior authority.

NOTE: The above list of duties is only illustrative and not exhaustive. Ministries/ Departments may add to the list, duties of similar nature ordinarily performed by officials at this level.