

No. AB.14017/73/07Estt.(RR)
Government of India
Ministry of Personnel, PG & Pensions
(Department of Personnel & Training)

New Delhi, the 7th November, 2007

OFFICE MEMORANDUM

Sub: Model Recruitment Rules for certain common categories of Group C and D posts.

The undersigned is directed to say that the existing model recruitment rules in respect of the following posts have been reviewed a copy of the fresh model RRs are forwarded herewith for framing and amendment of existing rules by the respective Ministries / Departments. In case any modification is required, depending upon the requirement of the Department having regard to the structure / functional requirements etc., the proposal may be sent to this Department for approval before effecting any modification. The M/o Home Affairs are also requested to forward these model RRs to the UT administration for appropriate action –

1. Staff Car Driver
2. Despatch Rider
3. Daftry
4. Peon

2. Hindi version will follow.


(Ranbir Singh)

Under Secretary to the Government of India
Tel.No. 2309 4254

To

All Ministries / Departments of the Government of India as per standard mail list.

Schedule

Model Recruitment Rules for the post of Staff Car Driver

1.	Name of Post	STAFF CAR DRIVER (ordinary grade)
2.	Number of post	*(year of framing) *Subject to variation dependent on work-load.
3.	Classification	General Central Service Group 'C' Non-Gazetted / Non-Ministerial
4.	Scale of Pay	Rs.3050-75-3950-80-4590
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.	No
7.	Age limit for direct recruitment	<p>Not exceeding 25 years (Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government.)</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (Other than those in Anadaman & Nicobar Islands and 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.</p>
8.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <ul style="list-style-type: none"> (i) Possession of a valid driving license for motor cars (ii) Knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle). (iii) Experience of driving a motor car for at least 3 years. (iv) Pass in 8th standard.

		<p>Desirable:</p> <p>(i) 3 years' service as Home Guard / Civil Volunteers.</p> <p>Note: The qualification regarding experience is relaxable at the discretion of the competent authority 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 the sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>
9.	Whether age and educational qualifications prescribed for direct recruitment 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 / transfer and percentage of the vacancies to be filled by various methods.	<p>Deputation / absorption failing which by direct recruitment.</p> <p>For Ex-servicemen</p> <p>Deputation / re-employment.</p>
12.	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<p>Absorption</p> <p>From amongst the regular Dispatch Rider (Group C) and Group D employees in the _____ (mention the name of the organization) who possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars failing which from officials holding the post of Dispatch Rider on regular basis or regular Group D employees in other Ministries of the Central Government who fulfill the necessary qualifications as mentioned in column 8.</p> <p>For Ex-Servicemen</p> <p>Deputation / re-employment</p> <p>The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite</p>

		experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment: (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 three years).
13.	If a DPC exists, what is its composition	Group 'C' Departmental Promotion Committee (For considering confirmation cases).
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable.

Note 1: The pay scales in column 4 should be indicated as may be sanctioned for the relevant post in the concerned organization.

Note 2: Wherever the Department have adopted and sanctioned 4 grade promotion scheme for Staff Car Drivers in terms of this Department's OM No. 43109/54/96-Estt.(D) dated 15th February, 2001, the ratio of posts shall be 30% for Ordinary Grade (Rs.3050-4590), 30% for Grade II (Rs.4000-6000), 35% Grade I – Rs.4500-7000 and 5% for Special Grade (Rs.5000-8000). The RRs may be framed prescribing the minimum qualifying service for promotion from one grade to another grade, respectively, 8 years, 5 years and 3 years on non-selection basis.

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Model Recruitment Rules for the post of Despatch Rider

1.	Name of Post	DESPATCH RIDER
2.	Number of post	*(year of framing) *Subject to variation dependent on work-load.
3.	Classification	General Central Service Group 'C' Non-Gazetted / Non-Ministerial
4.	Scale of Pay	Rs.3050-75-3950-80-4590
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.	No
7.	Age limit for direct recruitment	<p>Not exceeding 25 years (Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government.)</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (Other than those in Anadaman & Nicobar Islands and 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.</p>
8.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <ul style="list-style-type: none"> (i) Possession of a valid driving license for Motor Cycle / Autorickshaw (ii) Two years' experience in driving Motor-cycle / Autorickshaw. (iii) Knowledge of Motor Cycle /Autorickshaw mechanism (The candidate should be able to remove minor-defects in vehicle).

		<p>(iv) Ability to read English and Hindi/Regional Languages of the area in which the concerned organization is situated.</p> <p>Desirable:</p> <p>(i) Pass in the 8th standard.</p> <p>(ii) 3 years' service as Home Guard / Civil Volunteers.</p> <p>Note: The qualification regarding experience is relaxable at the discretion of the competent authority 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 the sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>
9.	Whether age and educational qualifications prescribed for direct recruitment 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 / transfer and percentage of the vacancies to be filled by various methods.	<p>Deputation / absorption failing which by direct recruitment.</p> <p>For Ex-servicemen</p> <p>Deputation / re-employment.</p>
12.	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<p>Absorption</p> <p>From amongst the regular Group D employees in the _____ (mention the name of the organization) failing which from regular Dispatch Rider / Group D employees from other Ministries of the Central Government who possess the qualification and experience prescribed for direct recruits in Col.8.</p>

		<p>For Ex-Servicemen Deputation / re-employment</p> <p>The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment: (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 three years).</p>
13.	If a DPC exists, what is its composition	Group 'C' Departmental Promotion Committee (For considering confirmation cases).
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable.

Note: The pay scales in column 4 should be indicated as may be sanctioned for the relevant post in the concerned organization.

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Model Recruitment Rules for the post of Peon

1.	Name of Post	PEON
2.	Number of post	* *Subject to variation dependent on work-load.
3.	Classification	General Central Service Group 'D' Non-Gazetted / Non-Ministerial
4.	Scale of Pay	Rs. 2550-55-2460-60-3200
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 (relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government. Note: Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (Other than those in Anadaman & Nicobar Islands and 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.
8.	Educational and other qualifications required for direct recruits	Essential: Middle School Standard pass. Desirable: Training in 'Basic' and 'Refresher' Courses in Home Guards and Civil Defence.
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
10.	Period of probation, if any	Two years for direct recruits.

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.	75% by direct recruitment and 25% by absorption failing which by direct recruitment.
12.	In case of recruitment by promotion / deputation / to be made grades from which promotion / deputation to be made to be made.	Absorption Group D employees of the Central Government in the pay scale of Rs.2550-55-2660-60-3200 who have put in a minimum of five years regular service in the grade. They should also possess elementary literacy and give proof of their ability to read either in Hindi, English or a regional language.
13.	If a DPC exists, what is its composition	Group D 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.

(The covering notification also be contain the following rule: Liability of persons appointed as Peons to undergo Training as Home Guards –

Notwithstanding anything contained in these rules, every person appointed as a Peon under these rules excepting those who are physically handicapped shall undergo training as a Home Guard for a period of three years.

Provided that the Commandant General, Home Guards, may having regard to the performance of and standard of training achieved by any person during the period of training reduce such period to two years for reasons to be recorded in writing).

Note: The pay scales in column 4 should be indicated as may be sanctioned for the relevant post in the concerned organization.

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Model Recruitment Rules for the post of Daftry

1.	Name of Post	DAFTRY
2.	Number of post	*(year of framing) *Subject to variation dependent on work-load.
3.	Classification	General Central Service Group 'D' Non-Gazetted / Non-Ministerial
4.	Scale of Pay	Rs.2610-60-2900-65-3300-70-4000
5.	Whether selection post or non-selection post	Non-selection.
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972.	No
7.	Age limit for direct recruitment	Not applicable.
8.	Educational and other qualifications required for direct recruits	Not applicable.
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
10.	Period of probation, if any	Not applicable.
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 promotion.
12.	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation /transfer to be made.	Peons in the (mention the organization) who have rendered at least two years regular service in the grade.

13.	If a DPC exists, what is its composition	<p>Group D Departmental Promotion Committee (Composition may be indicated).</p> <p>Note: (For the guidance of the Department need not be reflected in the rules).</p> <p>1.The Chairman of the DPC should be an officer of the rank of Under Secretary to the Government of India or equivalent (Rs.10000-15200).</p> <p>2.The Members of the DPC should be at least two.. one should be a Gazetted officer dealing with the establishment matters from the same Department familiar with the work of the persons whose suitability is to be assessed. The other Member of an equivalent rank should be from outside the organization</p> <p>3. As regards the SC / ST DPC Member, this Department's OM No. 27/4(iii) 70-Estt.(SCT) dated 2.9.70 and No. 16/1/74-Estt.(SCT) dated 23.5.75 and other orders issued in this regard from time to time may be kept in view.</p>
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable.

Note: The pay scales in column 4 should be indicated as may be sanctioned for the relevant post in the concerned organization.