

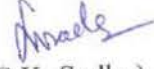
File No. Z-20025/2/2017-Adm.I (Canteen)
Government of India
Ministry of Labour and Employment

Sharam Shakti Bhawan, New Delhi
Dated 24/29.05.2017

Subject: Placement of Draft revised Recruitment Rules for Group 'C' posts of the Departmental Canteen, Ministry of Labour and Employment (Main Secretariat) in the website of the Ministry of Labour and Employment for 30 days seeking comments, if any, of stakeholders.

In terms of the DOPT's OM No. AB-14017/61/2008-Estt. (RR) dated 13.10.2015 and with approval of competent authority, the undersigned is directed to place for 30 days on the website of the Ministry of Labour and Employment, a copy of the initial draft of the revised recruitment rules for Group 'C' posts of the Departmental Canteen, Ministry of Labour and Employment (Main Secretariat), seeking comments, if any, from the stakeholders on these draft RRs.

Comments, if any, may please be furnished in writing, latest within 30 days to the undersigned at Room No. 15-B, Sharam Shakti Bhawan, New Delhi.


(S.K. Sadhu)
Under Secretary
Tele: 23765232
Email: sk.sadhu64@nic.in

To

1. All Group 'C' staff of the departmental canteen of Ministry of Labour and Employment (Main Secretariat) and any other stakeholder.

Initial Draft of revised recruitment rules for seeking comments of stakeholders:-

[To be published In the Gazette of India, Extraordinary, Part II, Section 3, Sub
Section (i)]

**GOVERNMENT OF INDIA
MINISTRY OF LABOUR AND EMPLOYMENT**

NOTIFICATION

New Delhi, dated the May, 2017

G.S.R. (E).- In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Labour and Employment, Main Secretariat, Departmental Canteen Employees Group 'C' Post Recruitment Rules, 2012 except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to Group 'C' posts in the Departmental Canteen of Ministry of Labour and Employment, New Delhi, namely:-

1. Short title and commencement.-

(1) These rules may be called the Ministry of Labour and Employment, Main Secretariat, Departmental Canteen Employees Group 'C' Posts Recruitment Rules, 2017.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Application.- These rules shall apply to the posts specified in column (1) of the Schedule annexed to these rules.

3. Number of posts, Classification and Level in Pay Matrix.- The number of the said posts, their classification and the Level in the Pay Matrix attached thereto shall be as specified in columns (2) to (4) of the said Schedule.

4. Method of recruitment, age-limit, qualifications, etc.- The method of recruitment, age-limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the aforesaid Schedule.

5. Disqualification.- No person,-

- (a) who has entered into or contracted a marriage with a person having a spouse living; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to any of the said posts:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. Power to relax.- Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

7. Saving.- Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, the Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

| | Name of post | Number of post | Classification | Level in the Pay Matrix | Whether selection post or non-selection post | 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. |
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| 1. | Assistant Manager-cum-Store Keeper | 1* (2017) * Subject to variation dependent on workload. | General Central Service (Group 'C') Non-Gazetted, Non-Ministerial | Level - 4 (Rs. 25,500-81,100) Note: He will also draw Special allowance of Rs.250/- per month for attending to duties in Canteen Type 'B'. | Non-Selection. | 18 - 25 years, (Relaxable for Government servants upto the age of 40 years in accordance with the orders issued by the Central Government from time to time). Note: The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. In case post is | (a) B. Com from a recognized University. or Graduate in any discipline from a recognized University with one year Diploma in Book Keeping or Store Keeping. (b) Experience : Three years in a Government Department or Undertaking in handling Stores/ Accounts. Note 1: Qualification(s) are relaxable at the discretion of the | No. | Two years for Direct Recruits, NIL for Promotees. |

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| | | | | | | <p>advertised in Employment News/Newspaper, the crucial date for determining the age limit shall be the last date upto which applications have been called for.</p> | <p>competent authority for reasons to be recorded in writing in case of candidates otherwise well qualified.</p> <p>Note 2: The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority for reasons to be recorded in writing in case of candidates belonging to Scheduled Castes or 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> | | |
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| Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by various methods | In case of recruitment by promotion/deputation, grades from which promotion/ deputation to be made | If a Departmental Promotion Committee exists, what is its composition? | Circumstances in which the Union Public Service Commission is to be consulted in making recruitment. |
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| Promotion failing which by deputation and failing both by direct recruitment. | <p>Promotion:</p> <p>(i) Clerks with at least eight (8) years regular service in level-2(Rs.19,900-63,200) in the Pay Matrix; or</p> <p>(ii) Halwai-cum-Cook with five (5) years regular service in level-3(Rs.21,700-69,100) in the Pay Matrix – with two years experience in handling Stores or Accounts and possessing educational qualification as prescribed for directly recruited Clerk i.e. 12th Class Pass with Commerce from a recognized Board or University.</p> <p>Note: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Deputation:</p> <p>Officers of the Central Government-</p> <p>(a) (i) Holding analogous posts on regular basis, or (ii) with at least eight (8) years regular service in level-2(Rs.19,900-63,200) in the Pay Matrix;</p> <p>(iii) Possessing educational qualification as prescribed for Direct Recruit under column 7; and</p> <p>(b) Three (3) years experience in a Government Department or Undertaking in handling Stores or Accounts.</p> | <p>Group Departmental Promotion Committee(for considering promotion and confirmation) consisting of :</p> <ol style="list-style-type: none"> 1. A sufficiently senior Under Secretary dealing with an administration section in the Ministry-Chairman; 2. Another Under Secretary from an attached Office of the Ministry – Member; 3. Any other Under Secretary in the Ministry preferably belonging to SC/ST/OBC category - Member. | Consultation with UPSC is not necessary. |
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| | <p>Note 1: 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>Note 2: 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>Note 3: The deputationists should possess the educational qualifications and experience prescribed for direct recruits under column 7.</p> | | |
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| 2. | Halwai -cum- Cook. | 1* (2017) *Subject to variation dependent on workload. | General Central Service (Group 'C') Non- Gazetted, Non- Ministerial. | Level - 3 (Rs. 21,700 - 69,100). | Non- selecti on. | 18 - 25 years (Relaxable for Government servants up to the age of 40 years in accordance with the orders issued by the Central Government from time to time). Note: The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. In case | a) 10 th Class Pass from a recognized Board with a Certificate or Diploma in Catering from a recognized Board/Institute/University; and (b) Possessing two(2) years' experience, preferably in a Government Department or Undertaking; (c) A Trade Skill Test for cooking shall be conducted or got conducted by the Departmental Promotion Committee to assess the suitability of the candidate. | No. | Two Years for direct recruits. |

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| | | | | | | <p>post is advertised in Employment News/Newspaper, the crucial date for determining the age limit shall be the last date upto which applications have been called for.</p> | <p>Note: The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority for reasons to be recorded in writing in case of candidates belonging to Scheduled Castes or 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> | | |
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| <p>Promotion failing which by Deputation and failing both by Direct Recruitment.</p> | <p>Promotion :</p> <p>Assistant Halwai-cum-Cook with at least three (3) years regular service in Level-2 (Rs.19,900-63,200) in the Pay Matrix.</p> <p>Note: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> | <p>Group 'C' Departmental Promotion Committee(for considering promotion and confirmation) consisting of :</p> <p>1. A sufficiently senior Under Secretary dealing with an administration section in the Ministry-Chairman;</p> | <p>Consultation with UPSC is not necessary.</p> |

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| | <p>Deputation :</p> <p>Officers of the Central Government-</p> <p>(a) (i) Holding analogous posts on regular basis, or</p> <p>(ii) Assistant Halwai-cum-Cook with at least three (3) years' regular service in Level-2 (Rs.19,900-63,200) in the Pay Matrix; and</p> <p>(b) Possessing the following qualifications and experience:</p> <p>(i) 10th Class Pass from a recognized Board with a Certificate or Diploma in Catering from a recognized Board/Institute/University; and</p> <p>(ii) Experience of two(2) years, preferably in a Government Department or Undertaking.</p> <p>Note 1: 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 organisation or 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>Note 2: The Departmental officials 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>Note 3: The deputationists should possess the educational qualifications and experience prescribed for direct recruits under column 7.</p> | <p>2. Another Under Secretary from an attached Office of the Ministry – Member;</p> <p>3. Any other Under Secretary in the Ministry preferably belonging to SC/ST/OBC category - Member.</p> | |
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| 3. | Clerk | 2* (2017) *Subject to variation dependent on workload. | General Central Service (Group 'C') Non-Gazetted, Non-Ministerial. | Level - 2 (Rs. 19,900 - 63,200). | Non-selection. | 18 - 25 years (Relaxable for Government servants up to the age of 40 years in accordance with the orders issued by the Central Government from time to time). Note: The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. In case post is advertised in Employment News/Newspaper, the crucial date for determining the age limit shall be the last date upto which applications have been called | Qualifications: (a) 12 th Class Pass or equivalent with Commerce from a recognized Board or University; and (b) A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer (35 words per minute / 30 words per minute correspond to 10,500 Key Depression per Hour/9000 Key Depression per Hour on an average of 5 key depressions for each word). Note 1: Qualification(s) are relaxable at the discretion of the competent authority for reasons to be recorded in writing in the case of candidate(s) otherwise well qualified. Note 2: The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority for reasons to be recorded in writing in case of candidates belonging to Scheduled Castes or Scheduled Tribes if, at any stage of selection, the competent authority is of the opinion that sufficient number of candidates belonging to these communities | No. | Two years for Direct Recruits, NIL for Promotees. |

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| | | | | | | for. | possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them. | | |
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| Promotion failing which by Direct Recruitment. | <p>Promotion :</p> <p>Canteen Attendant with at least three (3) years regular service in Level-1 (Rs.18,000 - 56,900) in the Pay Matrix.</p> <p>A two week training on Organisational Behavior, Communication Skill and Accounting Practices from ISTM or any other Institute recognised by the Government of India or State Government shall be desirable for the Canteen Attendants for promotion to the post of Clerk.</p> <p>Note: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> | <p>Group 'C' Departmental Promotion Committee(for considering confirmation) consisting of :</p> <ol style="list-style-type: none"> 1. A sufficiently senior Under Secretary dealing with an administration section in the Ministry-Chairman; 2. Another Under Secretary from an attached Office of the Ministry – Member; 3. Any other Under Secretary in the Ministry preferably belonging to SC/ST/OBC category - Member. | Consultation with UPSC is not necessary. |

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| 4. | Assistant Halwai-cum- | 1* (2017) *Subject to variation | General Central Service (Group | Level - 2 (Rs.19,900 - | Non-selection. | 18 - 25 years (Relaxable for Government Servants upto the | (a) 10 th Class Pass from a recognized Board with a Certificate or Diploma in Catering from a recognized | No. | Two years for Direct Recruits, NIL for Promotees. |

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| | Cook | dependent on workload. | 'C') Non-Gazetted, Non-Ministerial | 63,200) | age of 40 years in accordance with the orders issued by the Central Government from time to time). Note: The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. In case post is advertised in Employment News/Newspaper, the crucial date for determining the age limit shall be the last date upto which applications have been called for. | Board/Institute/University; and (b) Experience - One year working experience in catering or cooking. (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. Note: The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority for reasons to be recorded in writing in case of candidates belonging to Scheduled Castes or 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. | | |
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| Promotion failing which by Deputation and failing both | Promotion : Canteen Attendant in Level-1(Rs.18,000-56,900) in the Pay Matrix | Group 'C' Departmental Promotion Committee(for | Consultation with UPSC is not |

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| <p>by Direct Recruitment.</p> | <p>with at least three (3) years regular service.</p> <p>A Trade Skill Test shall be got conducted by the Departmental Promotion Committee with reference to cooking including maintenance of hygiene etc.</p> <p>Note: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Deputation :</p> <p>Officers of the Central Government-</p> <p>(i) Holding analogous posts on regular basis; or</p> <p>(ii) Canteen Attendant in Level-1(Rs.18,000-56,900) in the Pay Matrix with at least three (3) years regular service having one (1) year experience as helper to Halwai-cum-Cook; and</p> <p>(iii) Possessing a certificate/diploma in Catering from a recognized Institute.</p> | <p>considering promotion and confirmation) consisting of :</p> <ol style="list-style-type: none"> 1. A sufficiently senior Under Secretary dealing with an administration section in the Ministry-Chairman; 2. Another Under Secretary from an attached Office of the Ministry – Member; 3. Any other Under Secretary in the Ministry preferably belonging to SC/ST/OBC category - Member. | <p>necessary.</p> |
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| | <p>Note 1: 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 organisation/ 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>Note 2: The departmental officials 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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| 5. | Canteen Attendant | 7* (2017) * Subject to variation dependent on workload. | General Central Service (Group 'C') Non-Gazetted, Non-Ministerial. | Level -1 (Rs.18,000 – 56,900) | Not applicable. | <p>18 - 25 years (Relaxable for Government Servants upto the age of 40 years in accordance with the orders issued by the Central Government from time to time).</p> <p>Note: The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. In case post is advertised in Employment News/Newspaper, the crucial date for determining the age limit shall be the last date upto which applications have been called for.</p> | Matriculation or equivalent from a recognized Board. | Not applicable. | Two years. |

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| Direct Recruitment. | Not applicable. | <p>Group 'C' Departmental Promotion Committee (for confirmation) consisting of :</p> <ol style="list-style-type: none"> 1. A sufficiently senior Under Secretary dealing with an administration section in the Ministry-Chairman; 2. Another Under Secretary from an attached Office of the Ministry – Member; 3. Any other Under Secretary in the Ministry preferably belonging to SC/ST/OBC category - Member. | Consultation with UPSC is not necessary. |

[File No.Z-20025/2/2017-Adm.I (Canteen)]

(S.K. Sadhu)
Under Secretary to the Government of India
