

F. No. A-12018/03/2004-W.I
GOVERNMENT OF INDIA
Ministry of Labour & Employment
Directorate General (Labour Welfare)

Jaisalmer House, 26 Man Singh Road
New Delhi, dated the 22th May, 2018

To

All Welfare Commissioners
(As per list attached)

Subject: Framing of Recruitment Rules for the post of Welfare Administrator in Labour Welfare Organizations and in Headquarters i.e. Directorate General (Labour Welfare)-seeking comments-regarding.

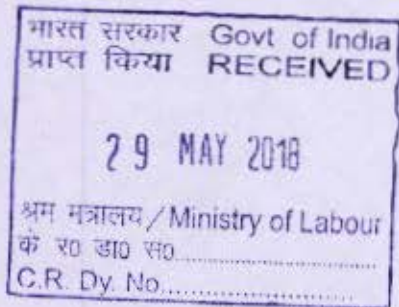
Sir/Madam,

The Directorate General (Labour Welfare) proposes to frame Recruitment Rules for the post of Welfare Administrator in Labour Welfare Organizations and in Headquarters i.e. Directorate General (Labour Welfare). In terms of guidelines contained in Department of Personnel & Training's Office Memorandum NO. AB-14017/61/2008-Estt.(RR) dated 13.10.2015, the proposal for framing/amendment of Recruitment Rules is required to be uploaded on the website of the Department for comments from all the stakeholders. A copy of the Draft Recruitment Rules and Schedule approved by Hon'ble LEM is enclosed.

2. All the stakeholders are requested to give their comments on the Draft Recruitment Rules to this office within one month of uploading the same on the website. Comments received after the due date will not be entertained.

[Handwritten signature]
29/5/18

o/c



Yours faithfully,

[Handwritten signature]
22/05/2018

(JS Sidhu)

Deputy Secretary to the Govt. of India

Copy to:

IT Cell for uploading on the website.

Encl: As above.

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Government of India
Ministry of Labour & Employment

New Delhi, dated 2018

G.S.R. - In exercise of the powers conferred by the proviso to article 309 of the constitution and in supersession of the Ministry of Labour, Welfare Administrator (Headquarters) Recruitment Rules, 1987 and the Labour Welfare Organisation, Welfare Administrator (Group 'B' post) Recruitment Rules, 1988, 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 the post of Welfare Administrator (Group 'B' post) under the Labour Welfare Organisation, Ministry of Labour, Namely:-

1. Short title and commencement :- (1) These rules may be called the Ministry of Labour, Labour Welfare Organisation Welfare Administrator (Group 'B' Post) Recruitment Rules, 2018.

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

2. Number of post, Classification and scale of Pay: - Number of the said post, its classification and the scale of pay attached thereto shall be as specified in columns (2) to (4) of the schedule annexed to these rules.

3. Method of recruitment, age limit, qualification etc:- The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the schedule aforesaid.

4. 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 the said post:

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.

5. Power to relax: - Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing and in consultation with

the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving: - Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Schedule Tribes, 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	No. of posts	Classification	Scale of pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualification required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes	Period of probation if any
1	2	3	4	5	6	7	8	9
Welfare Administrator	27*(2018)* Subject to variation dependent on workload	General Central Service Group 'B', Gazetted. Non-Ministerial	Level-7 [Rs.44,900 - Rs.1,42,400]	Selection	Not exceeding 30 years. (Relaxable for Government Servants upto 5 years in accordance with the instruction or orders issued by the Central Government). Note: The crucial date shall be the closing date for receipt of applications from candidates in India (other than those in Andaman and Nicobar islands and Lakshadweep).	Essential: (i) Degree of a recognized University of equivalent. (ii) Post-graduate diploma in social Work/Labour welfare/industrial relation/personnel Management of a recognized university/Institution or equivalent. Note: Qualifications are relaxable at the discretion of the Union Public Service commission in case of candidates otherwise well qualified. Desirable (i) 2 years' experience of labour welfare work/industrial relations/personnel Management. (ii) Degree in Law of a recognized University of equivalent	No	2 years for direct recruits and for promotee officers.

Method of recruitment whether by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	If a departmental Promotion committee exists, what is its composition	Circumstances in which Union Public Service commission is to be consulted in making recruitment
10	11	12	13
(i) 50% by promotion, failing which by transfer on deputation (ii) 50% by direct recruitment.	<p>Promotion:</p> <p>(i) 75% of promotion quota from Assistant welfare Administrator with 8 years regular Service in the organization.</p> <p>(ii) 25% of promotion quota from Head Clerk-cum-Accountant and Steno Grade-II possessing essential educational qualification as prescribed for direct recruitment under Column (7) with 8 years regular service in the grade.</p> <p>Transfer on deputation: Officer's under the Central Government:</p> <p>(a)(i) Holding analogous posts on a regular basis;; or (ii) with 3 years regular service in posts in LEVEL-6 of the Pay Matrix or equivalent; or (iii) with 8 years regular service in posts in Level-5 or equivalent; and</p> <p>(b) possessing 2 years' experience of Labour Welfare Work/ Industrial Relations/Personnel Management.</p> <p>(The department officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, WAs on deputation shall not be eligible for consideration for appointment by promotion during period of their deputation. Period of deputation including 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.)</p>	<p>Group 'B' Departmental Promotion Committee consisting of-</p> <ol style="list-style-type: none"> 1. Director General (Labour Welfare) -Chairman. 2. Deputy Director General (HQ) or Senior most WC vice DDG (HQ) in his absence- Member. 3. Deputy Secretary or Under Secretary vice Deputy Secretary in his absence - Member. <p>NOTE: The proceedings of the Departmental Promotion Committee relating to confirmation shall be sent to the Union Public Service Commission for approval. In Union Public Service Commission, a fresh meeting of the Departmental Promotion Committee to be presided over by the chairman or a Member of the Union Public Service commission shall be held.</p>	<p>Consultation with the Union Public Service Commission necessary while making direct recruitment</p>

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