

By posting on the website of Cabinet Secretariat

No. A-12018/6/2018-Ad. I
GOVERNMENT OF INDIA/भारत सरकार
CABINET SECRETARIAT/मंत्रिमंडल सचिवालय
RASHTRAPATI BHAVAN/राष्ट्रपति भवन

New Delhi, the 17th January, 2018

Subject: Framing/amendment of Recruitment Rules for the post of Clerk and Canteen Attendant in Cabinet Secretariat (Rashtrapati Bhavan) – reg.


Sir/Madam,

I am directed to say that in the wake of implementation of 7th Pay Commission's recommendations and on the lines of DoP&T Model Recruitment Rules circulated on 22.05.2013, RRs for the posts of (i) Clerk and (ii) Canteen Attendant in Cabinet Secretariat are being framed/amended, as per guidelines circulated by DoP&T vide their O.M. No. AB.14017/48/2010-Estt. (RR) dated 31.12.2010.

2. DoP&T, vide their O.M. No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015, have mentioned that before referring any proposal for framing/amendment in Recruitment Rules of any post in Ministries/Departments and their subordinate and attached office, the proposed amendments/revision in the Recruitment Rules would have to be put up on the website of respective Ministries/Departments for 30 days for inviting comments from the stakeholders. Thereafter, taking into account the comments so received, the proposal would be sent to DoP&T, UPSC and Ministry of Law for finalization of the same.

3. In view of the above, all the stakeholders are requested to visit the website of Cabinet Secretariat and send their comments on the draft RRs for the said posts of (i) Clerk and (ii) Canteen Attendant by post or via email at cabinet@nic.in within 30 days from the date of issue of this letter.

Your faithfully,


(K.J. Sibichan)

Deputy Secretary to the Government of India

Tel: 2379 3211

Fax: 2379 2281

To,

All Stakeholders.

**GOVERNMENT OF INDIA
CABINET SECRETARIAT
RASHTRAPATI BHAVAN**

NOTIFICATION

New Delhi, the January 2019

G.S.R. _____ In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in supersession of Notification issued vide G.S.R. 298 dated 23.07.2002, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the methods of recruitment to the posts of Clerk and Canteen Attendant in the Cabinet Secretariat namely: -

1. Short title and commencement:

- (i) These rules may be called the Cabinet Secretariat Tiffin Room Group 'C' Posts Recruitment Rules, 2019,
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. Initial Constitution – The incumbents of the posts shown in the column 1 of Schedule I and Schedule II, who are holding such posts on regular or long term basis on the date of commencement of these Rules shall be deemed to have been duly appointed under the provisions of these Rules and the services rendered by them in the said posts before the said commencement shall be taken into account for the purpose of probation, confirmation, promotion and pension.

3. Number of posts, classification and pay band and grade pay or pay scale: - The number of the said post, its classification and Pay Level in Pay Matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these Rules.

4. Method of recruitment, age-limit, qualification: - The method of recruitment to said post, age limit, qualifications and other matter concerned therewith 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 other 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 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 to do so, it may, by order, and for reasons to be recorded in writing, and in consultation with Union Public Service Commission, relax any of the provisions of these Rules in respect of any class or category of persons.

7. Saving: - Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time.

Schedule - I

Name of post	Number of Post	Classification	Pay Level in 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
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Clerk	1 (2019)* * (subject to variation dependent on workload)	General Central Service (Group C) Non Gazetted, Non-Ministerial	Level - 2.	Non-Selection	18 to 25 years (relaxable for Government Servants upto the age of 40 years in accordance with the orders issued by the Central Government). 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 last date upto which applications have been called for.	(a) 12 th Class Pass or equivalent with Commerce. (b) A typing speed of 35 w.p.m in English or 30 w.p.m in Hindi on computer (35 w.p.m and 30 w.p.m correspond to 10500 Key Depression Per Hour/900 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 case of candidates 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 Schedules Castes/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.	No	Two years for Direct Recruits, NIL for promotees.

Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various method	In case of recruitment by promotion or deputation grades form which promotion or deputation to be made	If a Departmental Promotion Committee exists for promotion/confirmation (for direct recruitment), what is its composition	Circumstance in which Union Public Service Commission is be consulted in making recruitment.
10	11	12	13
Promotion failing which by Direct Recruitment.	<p>Promotion:</p> <p>Canteen Attendant with at least three (3) years regular service in the L-1 of Pay Matrix (corresponding to PB-1, Rs. 5200-20,200 +Grade Pay Rs. 1800/- of 6th CPC scale)</p> <p>A two week training on Organizational Behaviour, Communication Skill and Accounting Practices shall be desirable for the Canteen Attendants for promotion to the post of Clerk, from ISTM or any other institute recognized by Government of India or State Government.</p> <p>Note 1: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2016/the date from which the revised pay structure based on the 7th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Commission.</p> <p>Note 2: "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/Confirmation consisting of:</p> <p>(i) Director/ Deputy Secretary (Admin), Cabinet Secretariat – Chairman.</p> <p>(ii) Under Secretary (Admin), Cabinet Secretariat – Member.</p> <p>(iii) A Group 'A' Gazetted Officer from outside the Department/Organisation – Member</p> <p>(iv) Representative of SC/ST – Member</p>	Consultation with UPSC not necessary

Schedule - II

Name of post	Number of Post	Classification	Pay Level in 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
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Canteen Attendant# #Earlier designated as Tea Maker and Wash Boy	4(2019)* *(subject to variation dependent on workload)	General Central Service, (Group C) Non Gazetted, Non-Ministerial	Level-1	Not Applicable	18 to 25 years, (relaxation of age limit upto 40 years for Government Servants) 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 last date upto which applications have been called for.	Matriculation or equivalent	Not Applicable	Two years

Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various method	In case of recruitment by promotion or deputation grades from which promotion or deputation to be made	If a Departmental Promotion Committee exists for promotion/confirmation (for direct recruitment), what is its composition	Circumstance in which Union Public Service Commission is be consulted in making recruitment.
10	11	12	13
Direct recruitment	Not applicable	Group "C" Departmental Promotion Committee (for confirmation) consisting of: <ul style="list-style-type: none"> (i) Director/ Deputy Secretary (Admin), Cabinet Secretariat – Chairman. (ii) Under Secretary (Admin), Cabinet Secretariat – Member. (iii) A Group 'A' Gazetted Officer from outside the Department/Organisation – Member (iv) Representative of SC/ST - Member 	Consultation with UPSC not necessary.

(Indrani Gupta)
Director

File No. No. A-12018/6/2018-Ad. I datedJanuary, 2019.

To,

The General Manager, - with Hindi version.
Government of India Press
Maya Puri, Ring Road
New Delhi.

Copy to:

1. D/o Personnel & Training (R R Cell), North Block, New Delhi.
2. Union Public Service Commission, Dholpur House, New Delhi.
3. M/o Law & Justice, Legislative Department, Shastri Bhavan, New Delhi.
4. Recruitment Rules/ Notification folder, Cabinet Secretariat.