

By posting on the website of Cabinet Secretariat

No. A-12018/04/2019-Ad. I

**GOVERNMENT OF INDIA/भारत सरकार**  
**CABINET SECRETARIAT/मंत्रिमंडल सचिवालय**  
**RASHTRAPATI BHAVAN/राष्ट्रपति भवन**

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New Delhi, the 3 December 2019

To,

**All Stakeholders.**

**Subject: Amendment of Recruitment Rules for the post of Despatch Rider in Cabinet Secretariat (Rashtrapati Bhavan) – reg.**

**Sir/Madam,**

I am directed to say that in the wake of implementation of 7<sup>th</sup> Pay Commission's recommendations, Recruitment Rules for the post of **Despatch Rider** in Cabinet Secretariat are being revised/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 send their comments on the draft RRs for the said post of **Despatch Rider** via email at [sahar.saumitra@nic.in](mailto:sahar.saumitra@nic.in) within 30 days from the date of issue of this letter.

Yours faithfully



(Saumitra Sahar)

Under Secretary (Admn.I)

Tel: 2301 4224

**GOVERNMENT OF INDIA  
CABINET SECRETARIAT  
RASHTRAPATI BHAVAN**

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**NOTIFICATION**

New Delhi, the

2019

**G.S.R.** \_\_\_\_\_ In exercise of the powers conferred by the proviso to Article 309 of the Constitution and in supersession of the "Cabinet Secretariat Despatch Rider Recruitment Rules, 1999", 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 post of 'Despatch Rider' in the Cabinet Secretariat namely: -

1. Short title and commencement.- (i) These rules may be called the "Cabinet Secretariat Despatch Rider Group 'C' Post Recruitment Rules, 2019."

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

2. Number of posts, classification and level in pay matrix.- The number of the said post, its classification and level in pay matrix 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.- 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.

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 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.

5. 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, relax any of the provisions of these Rules in respect of 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 Scheduled Tribes, Other Backward Classes, Economically Weaker Sections, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time.

## Schedule

Name of post.	Number of posts.	Classification.	Level in pay matrix.	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
<b>Despatch Rider.</b>	* 08 (2019)  * Subject to variation dependent on workload	General Central Service, Group C, Non -Gazetted, Non-Ministerial.	Level-2 (Rs. 19,900 - 63,200)	Not Applicable.

Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
(6)	(7)
Not exceeding 25 years (Relaxable for Government Servants upto 40 years in accordance with the instructions or orders issued by the Central Government)	<p>Essential:</p> <p>(i) Matriculation (ii) Possession of a valid driving license for Motorcycle/Autorickshaw. (iii) Two years experience in driving Motorcycle/Autorickshaw. (iv) Knowledge of Motorcycle/Autorickshaw mechanism. (The candidate should be able to remove minor defects in the vehicles). (v) Ability to read English and Hindi.</p> <p>Desirable:</p> <p>(i) Experience 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>

Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	Period of Probation, if any.
(8)	(9)
Not Applicable.	Two years.

**Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.**

(10)

Deputation/Absorption failing which by direct recruitment.

For Ex-servicemen  
Deputation/re-employment.

**In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.**

(11)

Deputation/Absorption :

From amongst the Multi-Tasking Staff in the Cabinet Secretariat with 03 years' service in the grade rendered after appointment thereto on a regular basis who possess the qualifications and experience prescribed for direct recruits in Column 7.

Failing which from Officers under the Central Government ,-

(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or  
(ii) With 3 years' service in the grade rendered after appointment thereto on a regular basis in posts in level-1 of pay matrix or equivalent in the parent cadre or Department; and

(b) Possessing the qualifications and experience prescribed for direct recruits in Column 7.

For Ex - Servicemen:  
Deputation/re-employment

The Armed Forces personnel due to retire or who are to be transferred to reserve within a period of one year and who possess the qualifications and experience prescribed for direct recruits in Column 7 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.

Note: 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.

The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

If Departmental Promotion Committee exists, what is its composition.	Circumstance in which Union Public Service Commission is to be consulted in making recruitment.
(12)	(13)
<p>Group 'C' Departmental Promotion Committee (for considering confirmation cases) consisting of:</p> <p>(i) Director/ Deputy Secretary (Administration), Cabinet Secretariat - Chairman.</p> <p>(ii) Under Secretary (Administration), Cabinet Secretariat - Member.</p> <p>(iii) A Group 'A' Central Government officer from outside the Ministry/Department - Member.</p>	Not Applicable.

(Indrani Gupta)  
Director

File No. No. A-12018/4/2019-Ad. I.

To,

The General Manager,  
Government of India Press  
Maya Puri, Ring Road  
New Delhi.

- with Hindi version.