

No. AB-14017/7/2013-Estt (RR)
Government of India
Ministry of Personnel, PG and Pensions
Department of Personnel & Training
New Delhi

Dated the 9th January, 2017

OFFICE MEMORANDUM

Subject: Model Recruitment Rules for the various categories of posts
in the Draughtsman cadre - reg.

The Model RRs for the various categories of posts in the Draughtsman cadre issued vide this Department's OM No. AB-14017/40/1986-Estt. (RR) dated 25.3.1987 have been reviewed in the light of revision of pay scales, instructions issued by this Department, etc. Accordingly, the revised Model Recruitment Rules for the same are enclosed as Annexure to this Office Memorandum.

2. Ministries / Departments may review the existing rules and notify the revised rules conforming to the Model Recruitment Rules. These may also be forwarded to all autonomous/ statutory bodies for adoption. The Ministry of Home Affairs is also requested to forward these Model RRs to the UT Administrations for appropriate action.

3. Hindi version will follow.

G. Jayanthi

(G. Jayanthi)

Director (E-I)

Ph. 23092479

To

1. All Ministries/ Departments of Government of India.
2. The President's Secretariat, New Delhi.
3. The Vice-President's Secretariat, New Delhi
4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.
8. The Staff Selection Commission, New Delhi

Contd.../-

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Copy to:

1. The Rajya Sabha Secretariat, New Delhi.
2. The Lok Sabha Secretariat, New Delhi.
3. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
4. Establishment Officer and Additional Secretary, ACC (10 copies).
5. All Officers and Sections in the Department of Personnel & Training.
6. Secretary, Staff Side, National Council (JCM), 13-C, Feroze Shah Road, New Delhi
7. All Staff Members of National Council (JCM).
8. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions.
9. Establishment (RR Branch) (20 copies)
10. NIC, DOPT (for uploading in DoP&T website at Notifications→OMs & Orders→ Establishment → Recruitment policies.

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Model RRs for Draughtsman cadre

Name of Post	Number of post	Classification	Pay Level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitments	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	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.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
Chief Draughtsman/Chief Estimator@ @ Ministries may like to indicate the exact discipline required i.e. Electrical, Mechanical, etc.	Number *(Year of framing) *subject to variation dependent on workload	General Central Service, Group B, Gazetted, Non-Ministerial	Level -7 of the Pay Matrix (Pre revised Pay Band 2 Rs. 9300-34800 Grade Pay Rs.4600)	Selection	Not applicable	Not applicable.	Not applicable	Not applicable	Promotion failing which by deputation (ISTC)

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In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption 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.
11.	12.	13.
Promotion: Senior Draughtsman/Senior Estimator in Level -6 of the Pay Matrix (Pre revised in Pay Band 2 Rs.9300-34800 and Grade Pay Rs. 4200) with 5 years' regular service in the grade and successfully completed training of --- weeks*. *The duration of the training between 2 weeks to 4 weeks may be decided by the Ministry/Deptt. at the time of framing/ amendment of RRs based on the requirement of training for such post and availability of infrastructure of the Organization for providing training. Note 1. 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. Deputation (ISTC): Officers of Draughtsman cadre (of the relevant discipline) under the Central Government/State Government /UTs/ statutory/ autonomous Organization/ PSUs/Universities/ Recognised Research Institutes - (i) (a) Holding analogous posts on a regular basis; or (b) with five years of regular service in the post in Level -6 of the Pay Matrix (Pre-revised in the Pay Band 2 of Rs. 9300-34800 Grade Pay Rs. 4200) or equivalent, and (ii) Possessing the following educational qualification and experience: (a) Diploma* in the concerned discipline from an Institute recognized by Government of India. (b) Three years' experience in the concerned field prescribed by the Department from Government (Central/State/UTs)/ statutory/ autonomous Organization/ PSUs/Universities/ Recognised Research Institutes/Listed private organization. * The Ministries may indicate the exact discipline required. Desirable:- Six months experience on the software relating to Auto-CAD	Group 'B' DPC composition for considering promotion : (Full DPC composition may be given).	UPSC consultation is not necessary.

Note:

1. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion.
2. 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.
3. The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications

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Name of Post	Number of post	Classification	Pay Level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitments
1.	2.	3.	4.	5.	6.	7.
Senior Draughtsman/ Senior Estimator @ @ Ministries may like to indicate the exact discipline required i.e. Electrical, Mechanical, etc.	Number *(Year of framing) *subject to variation dependent on workload	General Central Service, Group B, Non-Gazetted, Non-Ministerial	Level -6 of the Pay Matrix (Pre revised Pay Band 2 Rs. 9300-34800 Grade Pay Rs.4200)	Selection (If promotion is one of the methods of recruitment)	Not exceeding 30 years (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government) NOTE: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Anadaman & Nicobar Islands of Lakshadweep).	Essential:- (i) Diploma* in the concerned discipline from a recognized Institute. (iii) Two years' experience in the concerned field prescribed by the Department from Government (Central/State/UTs)/ statutory autonomous Organization/ PSUs/Universities/ Recognised Research Institutes/Listed private organization. * The Ministries may indicate the exact discipline required. Desirable:- Six months experience on the software relating to Auto-CAD NOTE 1:- The qualifications are relaxable at the discretion of the competent authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified. Note 2:- The qualification regarding experience is relaxable at the discretion of the competent authority for reasons to be recorded in writing 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 sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	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.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption 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.
8.	9.	10.	11.	12.	13.
Not applicable	2 years for promotees (and direct recruits, if so recruited)	Promotion; or Promotion failing which by deputation (ISTC) (Direct recruitment may be prescribed to only where enough posts are not there in the feeder grade or when there is no post in the feeder grade. If direct recruitment is not there as a method of recruitment (s), col. 6, 7 and 8 may be filled as 'Not applicable'. Col. 9 may be modified). *Note: - Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year	Promotion: Draughtsman /Estimator in Level -4 of the Pay Matrix Pre revised Pay Band 1 Rs.5200-20200 and Grade Pay Rs. 2400) with 10 years' regular service in the grade and successfully completed training of --- weeks*. *The duration of the training between 2 weeks to 4 weeks may be decided by the Ministry/Deptt. at the time of framing/ amendment of RRs based on the requirement of training for such post and availability of infrastructure of the Organization for providing training. Note 1. 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. Deputation (ISTC): Officers of Draughtsman cadre (of the relevant discipline) under the Central Government/State Government /UTs/ statutory/ autonomous Organization/ PSUs/Universities/ Recognised Research Institutes - (a)(i) Holding analogous posts on a regular basis; or (ii) with six years of regular service in the post in the Level-5 of the Pay Matrix (Pay Band 1 of Rs. 5200-20200 Grade Pay Rs. 2800) or equivalent; or	Group 'B' DPC composition for considering promotion and separate DCC for considering confirmation (for direct recruits, if so recruited) : (Full DPC/DCC composition may be given).	UPSC consultation is not necessary.

		or officials of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits at Col. 7. * To be incorporated in case of method of recruitment is Direct Recruitment	(iii) with ten years of regular service in the post in the Level-4 of the Pay Matrix i(Pre revised Pay Band 1 of Rs. 5200-20200 Grade Pay Rs. 2400) or equivalent; and (b) Possessing the educational qualification and experience prescribed for Direct Recruitment in Col.7 Note: 1. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion. 2. 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. 3. The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.		
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Name of Post	Number of post	Classification	Pay Level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitments
1. @ Draughtsman/Estimator @ Ministries may like to indicate the exact discipline required i.e. Electrical, Mechanical, etc.	2. Number *(Year of framing) *subject to variation dependent on workload	3. General Central Service, Group 'C', Non- Gazetted, Non- Ministerial	4. Level-4 of the Pay Matrix (Pre revised Pay Band 1 Rs.5200-20200 and Grade Pay Rs. 2400)	5. Non- Selection (If promotion is one of the methods of recruitment). May be filled as "Not applicable" in case only Direct Recruitment is there.)	6. Between 18 and 25 years. (Relaxable for Government servants of upper age-limit upto 40 years in accordance with the instructions or orders issued by the Central Govt.) NOTE: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Anadaman & Nicobar Islands of Lakshadweep).	7. Essential: (i) Diploma in the concerned discipline* from a recognized Institution <u>or</u> certificate in Draughtsmanship in the relevant discipline from an Industrial Training Institute. Desirable: one year experience in the relevant discipline/ area in organization in Government/ statutory/ autonomous Organization, PSU or University or private organization of repute . * The Ministries may indicate the exact discipline required. NOTE 1:- The qualifications are relaxable at the discretion of the competent authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified. Note 2:- The qualification regarding experience is relaxable at the discretion of the competent authority for reasons to be recorded in writing 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 sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	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.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption 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.
8.	9.	10.	11.	12.	13.
Not applicable.	2 years for direct recruits, Nil for promotees.	Direct recruitment (depending upon the number of officials in the feeder grade, certain percentage may be filled by promotion also for certain specific period, to be decided according to availability of feeder grade posts) Note: - Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officer of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for directs recruits at Col.7. (The above note is to be inserted only in cases where 100% Direct Recruitment is there.)	Promotion: Ferro Printers/ Tracer (or any other feeder grade) with 11 years' regular service in the grade, subject to the passing of a Departmental Qualifying Test and successfully completed training of --- weeks*. *The duration of the training between 2 weeks to 4 weeks may be decided by the Ministry/Deptt. at the time of framing/ amendment of RRs based on the requirement of training for such post and availability of infrastructure of the Organization for providing training. Note 1. 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.	Group 'C' Departmental Confirmation Committee for confirmation: (Full DcC composition to be given).	Not applicable.

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