

No. 3/2/2009-Dir ©
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

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...

Lok Nayak Bhawan, Khan Market
New Delhi, dated the 04.06.2014

OFFICE MEMORANDUM

Subject:- Review of Model Recruitment Rules for various posts in Non-Statutory
Departmental Canteen/Tiffin Rooms located in Central Government Offices.

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The undersigned is directed to refer to this Department's OM If even number dated 22.5.2013 forwarding copy of the Model Recruitment Rules (RRS) for various Group 'C' posts in Non-Statutory Departmental Canteens Tiffin Rooms located in Central Government Offices. The Model RRS in respect of Group "B" posts (Schedule 6 to 9) have since been reviewed in consultation with UPSC and Estt. (RR) Division of DOP&T. Revised Model Recruitment Rules are enclosed.

2. Ministries/Departments are requested to adopt these Revised Model Recruitment Rules for Group "B" posts in Non-Statutory Departmental Canteens. The administrative Ministries/Departments themselves are required to get Recruitment Rules for Group "B" posts in Non-statutory Departmental Canteens approved from DOP&T, UPSC and Ministry of Law before notifying them in the Gazette of India.

3. Hindi version will follow.

Sd/-
(Pratima Tyagi)
Director (Canteens)

Copy to:-

1. All the Ministries/Departments/Offices of the Government of India (As per standard list). (For kind attention of Director/Deputy Secretaries incharge of Administration/ Establishment Divisions.
2. Comptroller & Auditor General of India, 10 Bhadur Shah Zafar Marg, New Delhi.
3. The Registrar Supreme Court, Tilak Marg, New Delhi.
4. Ministry of Finance, Department of Expenditure, E-III, Desk North Block, New Delhi.
5. Controller General of Accounts, Ministry of Finance, Department of Expenditure, Lok Nayak Bhavan, Khan Market, New Delhi. CGDC, West Block V, R.K. Puram, New Delhi – 110 066
6. Estt. RR Division, DOP&T, North Block, New Delhi.
7. Office of the Joint Secretary (Trg.) and CAO, Ministry of Defence, C-II, Hutements, Dalhousi Road, New Delhi – 110 011
8. Section Officer (Canteens), DOPT, Lok Nayak Bhavan, New Delhi (with 60 spare copies).

Copy also to:-

1. PS to Joint Secretary (AT & A), DOP&T, North Block, New Delhi
2. PS to Director (Admn.), DOP&T, North Block, New Delhi

SCHEDULE -6

1.	Name of Post	Manager-cum-Accountant.
2.	No. of Post	*
3.	Classification	General Central Service (Group 'B') Non-Gazetted, Non-Ministerial.
4.	Pay Band and Grade Pay	PB-2, (Rs.9300- 34,800), Grade Pay of Rs. 4200/- **
5.	Whether Selection Post or Non-selection Post	Selection.
6.	Age limit for direct recruits	<p>30 years</p> <p>(Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government)</p> <p>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 Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshdweep).</p>
7.	Educational and other qualifications required for direct recruits	<p>Essential</p> <p>i) Bachelor's Degree in Commerce/Business Studies/Economic/Public Administration of a recognized University/Institute</p> <p>ii) 2 years experience in accounts work in any office or PSU or Autonomous/ Statutory Organisation.</p> <p>Note 1: Qualification is relaxable at the discretion of the Staff Selection Commission/Competent Authority in case of candidates otherwise well qualified.</p> <p>Note 2: Qualification regarding experience is relaxable at the discretion of the Staff Selection Commission/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 SSC/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 posts reserved for them.</p>

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of probation, if any	Two years for direct recruits and promotees
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and the percentage of vacancies to be filled by various methods	Promotion failing which by deputation failing both by direct recruitment.
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	<p>Promotion :</p> <p>Assistant Manager-cum-Store Keeper in Pay Band -1, Rs. 5200 – 20,200 with Grade Pay of Rs. 2400/- with ten (10) years regular service in the grade.</p> <p>(in case the existing RRs provide for 8 years qualifying service for promotion from the feeder post of Assistant Manager-cum-Storekeeper, the following note may be inserted)</p> <p>Note : The eligibility service for promotion to the post of Manager-cum-Accountant shall be eight years for persons holding the feeder posts of Assistant Manager-cum-Store-Keeper on regular basis on the date of notification of these rules.</p> <p>Note 1: Where juniors who have completed their for qualifying or eligibility service are being considered promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2006 or the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p>

Deputation :

Officers under the Central Government –

- (a) (i) Holding analogous posts on regular basis in the parent cadre/department; or
(ii) With 6 year service in the grade rendered after appointment thereto on a regular basis in posts in PB-1, Rs.5200-20200/- with Grade Pay of Rs.2800/- or equivalent in the parent cadre/department; or
(iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in PB-1, Rs. 5200-20200/- with Grade Pay of Rs.2400/- or equivalent in the parent cadre/department; and
- (b) Possessing the educational qualifications and experience prescribed for direct recruitment under column 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, deputationists shall not be eligible for appointment by promotion.

Note 2: Period of deputation including period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years.

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

Note:3 For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1.1.2006 (the date from which the revised pay structure based on the 6th CPC recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend

		only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.
12.	If a departmental Promotion Committee exists, what is its composition?	<p><u>Group 'B' Departmental Promotion Committee (for promotion/confirmation)</u></p> <p>(The composition may be given if promotion is one of the modes of recruitment).</p> <p>Group 'B' Departmental Confirmation Committee (for confirmation).</p> <p>Composition of DPC may be given as per the orders issued by the DOPT in the matter.</p>
13.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Consultation with Union Public Service Commission not necessary.

* Subject to variation dependent on workload. The relevant year may be indicated in bracket.

** The incumbents of the post shall be entitled to draw Special Allowance at such rates as may be decided by the Government from time to time.

SCHEDULE - 7

1.	Name of Post	Manager Grade – II.
2.	No. of Post	*
3.	Classification	General Central Service (Group 'B') Non-Gazetted, Non-Ministerial.
4.	Pay Band and Grade Pay	PB-2, Rs. 9300- 34,800 + Grade Pay Rs. 4200/- **
5.	Whether Selection Post or Non-selection Post	Selection.
6.	Age limit for direct recruits	<p>30 years</p> <p>(Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government)</p> <p>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 Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshdweep).</p>
7.	Educational and other qualifications required for direct recruits	<p>Essential</p> <p>i) Degree in Commerce of a recognized University/Institute</p> <p>ii) 2 years experience in accounts work in any Office or PSU or Autonomous/ Statutory Organisation.</p> <p>Note 1: Qualification is relaxable at the discretion of the Staff Selection Commission/Competent Authority in case of candidates otherwise well qualified.</p> <p>Note 2: Qualification regarding experience is relaxable at the discretion of the SSC/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 SSC/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 posts reserved for them.</p>

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of probation, if any	Two years for direct recruits and promotees
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and the percentage of vacancies to be filled by various methods	Promotion failing which by deputation failing both by Direct Recruitment.
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/ absorption to be made	<p><u>Promotion :</u></p> <p>Assistant Manager-cum-Store Keeper in Pay Band -1, Rs. 5200 – 20,200 with Grade Pay of Rs. 2400/- with ten (10) years regular service in the grade.</p> <p>(in case the existing RRs provide for 8 years qualifying service for promotion from the feeder post of Assistant Manager-cum-Storekeeper, the following note may be inserted)</p> <p><u>Note :</u> The eligibility service for promotion to the post of Manager-cum-Accountant shall be eight years for persons holding the feeder posts of Assistant Manager-cum-Store-Keeper on regular basis on the date of notification of these rules.</p> <p><u>Note 1:</u> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p><u>Note 2:</u> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2006 or the date from which the revised pay structure based on the</p>

6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.

Deputation :

Officers under the Central Government –

- (a) (i) Holding analogous posts on regular basis in the parent cadre/department; or
 - (ii) With 6 year service in the grade rendered after appointment thereto on a regular basis in posts in PB-1, Rs.5200-20200/- with Grade Pay of Rs. 2800/- or equivalent in the parent cadre/ department; or
 - (iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in PB-1, Rs. 5200-20200/- with Grade Pay of Rs.2400/- or equivalent in the parent cadre/department; and
- b) Possessing the educational qualifications and experience prescribed for direct recruitment under column 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, deputationists shall not be eligible for appointment by promotion.

Note:2 Period of deputation including the period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years.

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

Note:3 For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1.1.2006 (the date from which the revised pay structure based on the 6th CPC recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except

		where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post (s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.
12.	If a departmental Promotion Committee exists, what is its composition?	<p>Group 'B' Departmental Promotion Committee (for promotion/confirmation)</p> <p>Composition of DPC may be given as per the orders issued by the DOPT in the matter.</p> <p>Group 'B' Departmental Confirmation Committee (for confirmation).</p> <p>Composition may be given as per the orders issued by the DOPT in the matter.</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Consultation with Union Public Service Commission not necessary.

* Subject to variation dependent on workload. The relevant year may be indicated in bracket.

** The incumbents of the post shall be entitled to draw Special Allowance at such rates as may be decided by the Government from time to time.

SCHEDULE - 7

1.	Name of Post	Manager Grade – II.
2.	No. of Post	*
3.	Classification	General Central Service (Group 'B') Non-Gazetted, Non-Ministerial.
4.	Pay Band and Grade Pay	PB-2, Rs. 9300- 34,800 + Grade Pay Rs. 4200/- **
5.	Whether Selection Post or Non-selection Post	Selection.
6.	Age limit for direct recruits	<p>30 years</p> <p>(Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government)</p> <p>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 Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshdweep).</p>
7.	Educational and other qualifications required for direct recruits	<p>Essential</p> <p>i) Degree in Commerce of a recognized University/Institute</p> <p>ii) 2 years experience in accounts work in any Office or PSU or Autonomous/ Statutory Organisation.</p> <p>Note 1: Qualification is relaxable at the discretion of the Staff Selection Commission/Competent Authority in case of candidates otherwise well qualified.</p> <p>Note 2: Qualification regarding experience is relaxable at the discretion of the SSC/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 SSC/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 posts reserved for them.</p>

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of probation, if any	Two years for direct recruits and promotees
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and the percentage of vacancies to be filled by various methods	Promotion failing which by deputation failing both by Direct Recruitment.
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/ absorption to be made	<p><u>Promotion :</u></p> <p>Assistant Manager-cum-Store Keeper in Pay Band -1, Rs. 5200 – 20,200 with Grade Pay of Rs. 2400/- with ten (10) years regular service in the grade.</p> <p>(in case the existing RRs provide for 8 years qualifying service for promotion from the feeder post of Assistant Manager-cum-Storekeeper, the following note may be inserted)</p> <p><u>Note :</u> The eligibility service for promotion to the post of Manager-cum-Accountant shall be eight years for persons holding the feeder posts of Assistant Manager-cum-Store-Keeper on regular basis on the date of notification of these rules.</p> <p><u>Note 1:</u> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p><u>Note 2:</u> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2006 or the date from which the revised pay structure based on the</p>

6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.

Deputation :

Officers under the Central Government –

(a) (i) Holding analogous posts on regular basis in the parent cadre/department; or

(ii) With 6 year service in the grade rendered after appointment thereto on a regular basis in posts in PB-1, Rs.5200-20200/- with Grade Pay of Rs. 2800/- or equivalent in the parent cadre/ department; or

(iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in PB-1, Rs. 5200-20200/- with Grade Pay of Rs.2400/- or equivalent in the parent cadre/department; and

b) Possessing the educational qualifications and experience prescribed for direct recruitment under column 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, deputationists shall not be eligible for appointment by promotion.

Note:2 Period of deputation including the period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years.

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

Note:3 For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1.1.2006 (the date from which the revised pay structure based on the 6th CPC recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except

		where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post (s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.
12.	If a departmental Promotion Committee exists, what is its composition?	<p>Group 'B' Departmental Promotion Committee (for promotion/confirmation)</p> <p>Composition of DPC may be given as per the orders issued by the DOPT in the matter.</p> <p>Group 'B' Departmental Confirmation Committee (for confirmation).</p> <p>Composition may be given as per the orders issued by the DOPT in the matter.</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Consultation with Union Public Service Commission not necessary.

* Subject to variation dependent on workload. The relevant year may be indicated in bracket.

** The incumbents of the post shall be entitled to draw Special Allowance at such rates as may be decided by the Government from time to time.

SCHEDULE – 8

1.	Name of Post	Deputy General Manager.
2.	No. of Post	*
3.	Classification	General Central Service (Group 'B') Non-Gazetted, Non-Ministerial.
4.	Pay Band & Grade Pay	PB-2, Rs. 9300 – 34,800/- + Grade Pay Rs. 4200/- **
5.	Whether Selection Post or Non-selection Post	Selection.
6.	Age limit for direct recruits	<p>30 years</p> <p>(Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government)</p> <p>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 Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshdweep).</p>
7.	Educational and other qualifications required for direct recruits	<p>Essential</p> <p>i) Bachelor's Degree in Commerce/Business Studies/Economics/Public Administration of a recognized University/Institute</p> <p>ii) 2 years experience in accounts work in any Government Office or PSU or Autonomous/Statutory Organisation.</p> <p>Note 1: Qualification is relaxable at the discretion of the Staff Selection Commission/Competent Authority in case of candidates otherwise well qualified.</p> <p>Note 2: Qualification regarding experience is relaxable at the discretion of the SSC/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 SSC/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 posts reserved for them.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No

9.	Period of probation, if any	Two years for direct recruits and promotees
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	Promotion failing which by deputation failing both by Direct Recruitment
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	<p><u>Promotion :</u></p> <p>Assistant Manager-cum-Store Keeper in Pay Band -1 of Rs. 5200 – 20,200 with Grade Pay of Rs. 2400/- with ten (10) years regular service in the grade.</p> <p>(in case the existing RRs provide for 8 years qualifying service for promotion from the feeder post of Assistant Manager-cum-Storekeeper, the following note may be inserted)</p> <p><u>Note :</u> The eligibility service for promotion to the post of Deputy General Manager shall be eight years for persons holding the feeder posts of Assistant Manager-cum-Store-Keeper on regular basis on the date of notification of these rules.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2006 or the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p> <p><u>Deputation :</u></p> <p>Officers under the Central Government –</p>

		<p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department; or</p> <p>(ii) With 6 year service in the grade rendered after appointment thereto on a regular basis in posts in PB-1, Rs.5200-20200/- with Grade Pay of Rs. 2800/- or equivalent in the parent cadre/ department; or</p> <p>(iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in PB-1, Rs. 5200-20200/- with Grade Pay of Rs.2400/- or equivalent in the parent cadre /department; and</p> <p>b) Possessing the educational qualifications and experience prescribed for direct recruitment under column 7</p> <p>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, deputationists shall not be eligible for appointment by promotion.</p> <p>Note:2 Period of deputation including the period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years. The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note:3 For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1.1.2006 (the date from which the revised pay structure based on the 6th CPC recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post (s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
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12	If a departmental Promotion Committee exists, what is its composition?	<p>Group 'B' Departmental Promotion Committee (for promotion)</p> <p>(The composition may be given as per the orders issued by DOP&T in the matter</p> <p>Group 'B' Departmental Confirmation Committee (for confirmation).</p> <p>The composition may be given as per the orders issued by the DOP&T in the matter.</p>
13.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Consultation with Union Public Service Commission not necessary.

* Subject to variation dependent on workload. The relevant year may be indicated in bracket.

** The incumbents of the post shall be entitled to draw Special Allowance at such rates as may be decided by the Government from time to time.

SCHEDULE – 9

1.	Name of Post	General Manager.
2.	No. of Post	*
3.	Classification	General Central Service (Group 'B') Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay	PB-2 Rs. 9300 – 34,800/- + Grade Pay of Rs. 4200/- **
5.	Whether Selection Post or Non-selection Post	Selection.
6.	Age limit for direct recruits	Not Applicable.
7.	Educational and other qualifications required for direct recruits	Not Applicable.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable.
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods	Promotion failing which by deputation
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	<p>Promotion :</p> <p>(in case of Type 2 A Canteen)</p> <p>Manager-cum-Accountant in PB-2 of Rs. 9300 – 34800/- with Grade Pay of Rs. 4200/ with three years of regular service in the grade</p> <p>(in the case of Type 3 A to 10 A Canteen)</p> <p>Manager-cum-Accountant and Deputy General Manager in PB-2 of Rs. 9300-34800/- with Grade Pay of Rs. 4200/- with three years of regular service in the grade.</p> <p>*Note : The eligibility list for promotion shall be prepared with reference to the date of completion of the prescribed qualifying service by the officers in their respect grade/post.</p>

(*This Note to be inserted in case of Type 3 A to 10 A Canteen)

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 or eligibility service by more than half of such qualifying or 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 or eligibility service.

Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2006 or the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.

Deputation:

Officers under the Central Government:

(a) (i) Holding analogous posts on regular basis in the parent cadre/department; or

(b) Possessing the following educational qualifications and experience :

(i) Bachelor's Degree in Commerce/Business Studies/Economics/Public Administration of a recognized University/ Institute

(ii) Three(3) years experience in Administration and Management of Departmental Canteens

Note1: 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 deputationists shall not be eligible for appointment by promotion.

		<p><u>Note:</u> 2.The period of deputation including the period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other organization 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 3: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1.1.2006 (the date from which the revised pay structure based on the 6th CPC recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation</p>
12.	If a departmental Promotion Committee exists, what is its composition?	<p><u>Group 'B' Departmental Promotion Committee (for promotion)</u></p> <p>Detailed composition of DPC to be given as per orders of DOP&T in the matter</p>
13.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Consultation with UPSC not necessary.

* Subject to variation dependent on workload. The relevant year may be indicated in bracket.

** The incumbents of the post shall be entitled to draw Special Allowance at such rates as may be decided by the Government from time to time.