

भारत सरकार/Government of India

परमाणु ऊर्जा विभाग/Department of Atomic Energy
केंद्रीयकृत काडर अनुभाग/Centralized Cadre Section

अणुशक्ति भवन/Anushakti Bhavan

छ.शि.म.मार्ग/C.S.M. Marg

मुंबई/Mumbai 400 001

सं.No.20/1(3)/2013-सीसीएस/CCS/11361

सितंबर September 12, 2013

विषय : पञ्चवि की असांविधिक विभागीय कैंटीनों में पदों के लिए भर्ती नियम।

Sub : Recruitment Rules for posts in Non-Statutory Departmental Canteens of DAE.

कार्मिक एवं प्रशिक्षण विभाग (डीओपीटी) के दिनांक 06.09.2010 के कार्यालय ज्ञापन सं. 3/2/2009-Dir.(C) से प्राप्त मॉडल भर्ती नियम के आधार पर विभाग में असांविधिक विभागीय कैंटीनों में समूह "ख" तथा समूह "ग" पदों के विभिन्न प्रवर्गों हेतु भर्ती नियमों के तैयार किए जाने की प्रक्रिया चल रही थी। इस बीच, डीओपीटी ने अपने दिनांक 22.5.2013 के का. ज्ञा. सं. 3/2/2009-Dir.(C) के जरिए यह सूचित किया है कि पूर्व में उनके द्वारा जारी विभिन्न अनुदेशों तथा इसके साथ-साथ विभागीय कैंटीनों के विभिन्न प्रवर्गों में पदों के अनुक्रम को ध्यान में रखते हुए समूह "ग" के संबंध में मॉडल भर्ती नियमों को पुनरीक्षित तथा संशोधित किया गया है। संशोधित मॉडल भर्ती नियमों की प्रतिलिपियां संलग्न हैं। डीओपीटी यह भी सूचित किया है कि यूपीएससी से परामर्श करके विभागीय कैंटीनों में समूह "ख" के मॉडल भर्ती नियम की पुनरीक्षा की जा रही है, अतः इस प्रवर्ग के पदों हेतु मॉडल भर्ती नियम को वापस लिया माना जाता है। सक्षम प्राधिकारी ने विभाग की असांविधिक विभागीय कैंटीन में समूह "ग" हेतु संशोधित मॉडल भर्ती नियमावली को तत्काल प्रभाव से लागू करने हेतु अनुमोदित किया है। तदनुसार इस मामले पर अगली कार्रवाई की जाए।

Based on the Model Recruitment Rules received from Department of Personnel & Training vide O.M.No.3/2/2009-Dir.(C) dated 06.09.2010, framing of Recruitment Rules for various categories of Group 'B' and Group 'C' posts in the Non-statutory departmental canteens of the Department was in process. Meanwhile, DoPT vide their O.M.No.3/2/2009-Dir.(C) dated 22.05.2013, has informed that the Model Recruitment Rules in respect of Group 'C' posts have been reviewed and revised, keeping in view the various instructions issued by them in the past and also the hierarchy of post in different categories of Departmental Canteens. Copies of the Revised Model Recruitment Rules are enclosed. DoPT has also informed that the Model Recruitment Rules for Group 'B' posts in Departmental canteens is under review in consultation with UPSC and therefore, the Model Recruitment Rules for posts in this category stands withdrawn. The competent authority has approved implementation of the Revised Model Recruitment Rules for Group 'C' posts in the non-statutory departmental canteens of the Department, with immediate effect. Further action in the matter may be taken accordingly.

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2. अनुच्छेद 309 के तहत इन नियमावलियों की अधिसूचना हेतु कार्रवाई अलग से की जा रही है समूह "ख" पदों के बारे में आगामी सूचना बाद में दी जाएगी।

Action for notification of these rules under Article 309 is being taken up separately. As regards Group 'B' posts, further communication will follow.

श्री. पाण्डेय

(स्वाति पाण्डेय Swati Pandey)

निदेशक (काडर) Director (Cadre)

सभी इकाइयों के प्रधान All Heads of Units,

सभी इकाइयों के प्रशासनिक प्रधान All Administrative Heads of Units,

पऊवि के सभी अधिकारी एवं अनुभाग All Officers & Sections in DAE.

SCHEDULE - 1

1.	Name of Post	Canteen Attendant #
2.	No. of Post	* (Year of framing should be indicated) * Subject to variation dependent on work-load.
3.	Classification	General Central Service (Group 'C') Non-Gazetted, Non-Ministerial.
4.	Pay Band and Grade Pay	PB-1, Rs. 5200 - 20,200 + Grade Pay Rs. 1800/-
5.	Whether Selection Post or Non-selection Post	Not Applicable.
6.	Age limit for Direct Recruits	18-25 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.
7.	Educational and other qualifications required for direct recruits	Matriculation or equivalent
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable.
9.	Period of probation	Two years.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by various methods	Direct Recruitment
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Not Applicable

12.	If a Departmental Promotion Committee exists, what is the composition?	Group 'C' Departmental Promotion Committee (for confirmation) – (Detailed composition of the DPC may be given as per the orders issued by the DOPT in the matter).
13.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Consultation with UPSC not necessary.

Earlier designated as Tea/Coffee Maker, Bearer and Wash Boy.

Services of Safaiwala will henceforth be outsourced. (Merged grade of Canteen Attendant however shall also include existing incumbent in the grade of Safaiwala (Regular) till they superannuate.

SCHEDULE -2

1.	Name of Post	Assistant Halwai – cum - Cook.
2.	No. of Post	*(Year of framing should be indicated) * Subject to variation dependent on work-load.
3.	Classification	General Central Service (Group 'C') Non-Gazetted, Non-Ministerial.
4.	Pay Band and Grade Pay	PB-I, Rs. 5200- 20,200 + Grade Pay Rs. 1900/-
5.	Whether Selection Post or Non-selection Post	Non-Selection.
6.	Age limit for Direct Recruits	18-25 years (Relaxable for Govt. Servants upto the age of 40 years in accordance with the orders issued by the Central Govt.). 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.
7.	Educational and other qualifications required for direct recruits	(a) 10 th Class Pass with a certificate/diploma in catering (b) Experience - One Year (c) A Trade Skill Test for cooking including maintenance of hygiene etc. shall be conducted by the Departmental Promotion Committee to assess the suitability of the candidate. Note: The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority 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.
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, NIL for promotees.

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by various methods	<p>Promotion failing which by deputation and failing both by Direct Recruitment.</p> <p>Percentage of recruitment under the mode of promotion failing which by deputation and failing both by direct recruitment shall be decided based on the number of posts in the grade and the feeder grades.</p>
11 In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p><u>Promotion :</u></p> <p>Canteen Attendant in the Pay Band-1, Rs.5200-20,200 + Grade Pay of Rs.1800 with atleast three (3) years regular service.</p> <p>A Trade test shall be got conducted by the Departmental Promotion Committee with reference to the cooking including maintenance of hygiene etc.</p> <p><u>Note 1:</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/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/pay scale extended based on the recommendations of the Commission.</p> <p><u>Note 2:</u> "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><u>Deputation:</u></p> <p>Officers of the Central Government</p> <p>(i) Holding analogous posts on regular basis, or</p> <p>(ii) Canteen Attendant in the Pay Band-1 of Rs.5200-20,200 + Grade Pay of Rs.1800 with atleast three (3) years regular service having one (1) year experience as helper to Halwai-cum-Cook.</p>

		<p>(iii) Possessing certificate/diploma in catering.</p> <p>Note:1 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 3 years. The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.</p> <p>Note: 2 The departmental official 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 consideration for appointment by promotion.</p> <p>Note: 3 For purposes of appointment on deputation/absorption 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/ 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/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.</p> <p>(The deputationists should possess the educational qualifications and experience prescribed for direct recruits under column 7. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/deputation only, the educational qualifications and experience should be specifically incorporated for deputationists in the recruitment rules)</p>
12.	If a Departmental Promotion Committee exists, what is the composition?	Group 'C' Departmental Promotion Committee (Detailed composition of the DPC may be given as per the orders issued by the DOPT in the matter).
13.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Consultation with UPSC not necessary.

SCHEDULE - 3

1.	Name of Post	Halwai - cum - Cook.
2.	No. of Post	* (Year of framing should be indicated) * Subject to variation dependent on work-load.
3.	Classification	General Central Service (Group 'C') Non-Gazetted, Non-Ministerial.
4.	Pay Band and Grade Pay	PB-1, Rs. 5200- 20,200 + Grade Pay Rs. 2000/-
5.	Whether Selection Post or Non-selection Post	Non-Selection
6.	Age limit for Direct Recruits	18 - 25 years (Relaxable for Govt. Servants upto the age of 40 years in accordance with the orders issued by the Central Govt.). 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.
7.	Educational and other qualifications required for direct recruits	a) 10 th Class Pass with Certificate/Diploma in catering b) Experience-2 years in a Govt. Deptt./Undertaking preferred. c) A Trade Skill Test for cooking shall be conducted to assess suitability of the candidate. Note: The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority 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.
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
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by various methods	Promotion failing which by Deputation and failing both by Direct Recruitment Percentage of recruitment under the mode of promotion failing which by deputation and failing both by direct recruitment shall be decided based on the number of posts in the grade and the feeder grades.

11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p><u>Promotion :</u></p> <p>Assistant Halwai-cum-Cook with atleast three (3) years regular service in the Pay Band-1, Rs. 5200 – 20,200 + Grade Pay of Rs. 1900/.</p> <p><u>Note:-1</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/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/pay scale extended based on the recommendations of the Commission.</p> <p><u>Note:-2</u> “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><u>Deputation</u></p> <p>Officers of the Central Government –</p> <p>a) (i) Holding analogous posts on regular basis, or (ii) Assistant Halwai-cum-Cook with atleast three(3) years regular service in the Pay Band-1, Rs. 5200 – 20,200 + Grade Pay of Rs. 1900/- and</p> <p>b) Possessing the qualifications & experience: (a) 10th Class Pass with a certificate/diploma in catering (b) <u>Experience</u> – Two years in a Government Deptt./ Undertaking preferred.</p> <p><u>Note:1</u> 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 3 years. The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.</p>
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		<p>Note:- 2 The departmental official 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 consideration for appointment by promotion.</p> <p>Note:3 For purposes of appointment on deputation/absorption 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/ 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/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.</p> <p>(The deputationists should possess the educational qualifications and experience prescribed for direct recruits under column 7. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/deputation only, the educational qualifications and experience should be specifically incorporated for deputationists in the recruitment rules).</p>
12.	If a Departmental Promotion Committee exists, what is the composition?	Group 'C' Departmental Promotion Committee (Detailed composition of the DPC may be given as per the orders issued by the DOPT in the matter).
13.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Consultation with UPSC not necessary

SCHEDULE - 4

1.	Name of Post	Clerk
2.	No. of Post	* (Year of framing should be indicated) • Subject to variation dependent on work-load.
3.	Classification	General Central Service (Group 'C') Non-Gazetted, Non-Ministerial.
4.	Pay Band and Grade Pay	PB-1, Rs. 5200- 20,200 + Grade Pay Rs. 1900/-
5.	Whether Selection Post or Non-selection Post	Non-Selection.
6.	Age limit for Direct Recruits	18-25 years(Relaxable for Govt. Servants upto the age of 40 years in accordance with the orders issued by the Central Govt.). 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.
7.	Educational and other qualifications required for direct recruits	(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/9000 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 in the case of candidate otherwise well qualified. Note:2 The qualification (s) regarding experience is/are relaxable at the discretion of the competent authority 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.

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, NIL for promotees.
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by various method	Promotion failing which by Direct Recruitment Percentage of Recruitment under mode of promotion failing which by DR shall be decided based on number of post in the grade and feeder grade.
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p><u>Promotion :</u></p> <p>Canteen Attendant with atleast three (3) years regular service in the PB-1, Rs. 5200- 20,200 + Grade Pay Rs. 1800/-</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 Govt. of India or State Govt.</p> <p><u>Note:1</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/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/pay scale extended based on the recommendations of the Commission.</p> <p><u>Note:2</u> "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>
12.	If a Departmental Promotion Committee exists, what is the composition?	Group 'C' Departmental Promotion Committee for confirmation (Detailed composition of the DPC may be given, as per the orders issued by the DOP&T in the matter).
13.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Consultation with UPSC not necessary

1.	Name of Post	Assistant Manager-cum-Store Keeper.
2.	No. of Post	* (Year of framing should be indicated) • Subject to variation dependent on work-load. •
3.	Classification	General Central Service (Group 'C') Non-Gazetted, Non-Ministerial.
4.	Pay Band and Grade Pay	PB-1, Rs. 5200- 20,200 + Grade Pay Rs. 2400/- Note: - He will also draw Special Allowance of Rs. 250/- p.m. for attending to duties in Canteens Type 'A', 'B', 'C', '2- A' & '3- A' and Rs. 500/-p.m. in Canteens Type '4 -A' and above.
5.	Whether Selection Post or Non-selection Post	Non Selection
6.	Age limit for direct recruits	18-25 years, (Relaxable for Govt. Servants upto the age of 40 years in accordance with the orders issued by the Central Govt.). 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.
7.	Educational and other qualifications required for direct recruits	(a) B.Com from a recognized university. or Graduate in any discipline from a recognized university with one year Diploma in Book Keeping/Store Keeping. (b) Experience - Three Years in a Government Department/ Undertaking in handling Stores/Accounts. Note: 1 Qualification (s) are relaxable at the discretion of the competent authority in the case of candidate otherwise well qualified. Note: 2 The qualification (s) regarding experience is/are relaxable at the discretion of the competent authority 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.

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, NIL for promotees.
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by various methods	Promotion failing which by deputation and failing both by direct recruitment. Percentage of recruitment under the mode of promotion failing which by deputation and failing both by direct recruitment shall be decided based on the number of posts in the grade and the feeder grades
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p>Promotion :</p> <p>(i) Clerks with atleast eight (8) years regular service in the PB-1, Rs. 5200- 20,200 + Grade Pay Rs. 1900/-.</p> <p>(ii) Halwai-cum-Cook with five (5) years regular service in the PB-1, Rs. 5200-20,200/- + Grade Pay Rs. 2000/- with two years experience in handling Stores/Accounts and possessing educational qualification as prescribed for direct recruited Clerk i.e. 12th Class Pass with Commerce.</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 1.1.2006/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/ 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>Deputation :</p> <p>Officers of the Central Government –</p> <p>a) (i) Holding analogous posts on regular basis. or (ii) with atleast eight (8) years regular service in the PB-1.Rs 5200 – 20,200 + Grade Pay of Rs.1900/-</p>

(iii) Possessing educational qualification as prescribed for Direct Recruit under column 7 and

- b) Three (3) years experience in a Government Department/Undertaking in handling Stores/Accounts.

Note 1: 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 3 years. The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.

Note 2: The departmental official 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 consideration for appointment by promotion.

Note 3: For purposes of appointment on deputation/absorption 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/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/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation

(The deputationists should possess the educational qualifications and experience prescribed for direct recruits under column 7. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/deputation only, the educational qualifications and experience should be specifically incorporated for deputationists in the recruitment rules).

12.	If a departmental Promotion Committee exists, what is the composition?	Group 'C' Departmental Promotion Committee (Detailed composition of the DPC may be given as per the orders issued by the DOPT in the matter).
13.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Consultation with UPSC not necessary.