



No. A-12018/1/2019-Estt.II

Dated: 20.10.2020

भारत सरकार
कर्मचारी चयन आयोग
कार्मिक लोक शिकायत और पेंशन मंत्रालय,
ब्लॉक सं 12, केन्द्रीय कार्यालय परिसर, लोधी रोड,
नई दिल्ली - 110003.

Government of India
Staff Selection Commission
Ministry of Personnel, Public Grievances &
Pensions,
Block No. 12, CGO Complex, Lodhi Road,
New Delhi - 110003.

NOTICE

Subject:- Inviting comments for formation of Recruitment Rules for recruitment of Departmental Canteen Employees in the Staff Selection Commission(HQs), New Delhi.

Draft Recruitment Rules for recruitment of the Departmental Canteen Employees in the Staff Selection Commission (HQs) has been prepared and is uploaded for inviting comments of all the stake holders. It is , therefore, requested to offer their comments to the undersigned within 30 days from the date of uploading the draft Recruitment Rules on the website of the Commission.

Rakesh Kumar

(Rakesh Kumar)

Under Secretary (Estt.II)

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Draft Revised Recruitment Rules of Departmental Canteen Staff of SSC (HQ) (SCHEDULE)

Name of the post	Number of posts	Classification	Level of pay in the Pay Matrix	Whether Selection Post or Non-selection	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
1. Manager Grade II.	1* (2020) *Subject to variation dependant on work-load	General Central Service, Group 'B' Non-Gazetted, Non-Ministerial.	Level – 6 in the Pay Matrix (Rs.35400-112400)	Selection	30 years (Relaxable for Government Servants upto five years in accordance with the instruction or orders issued by the Central Government)	Essential: i) Bachelor's Degree in Commerce or Business Studies or Economics or Public Administration of a recognized Universities or Institute . ii) Two year's experience in accounts work in any Government office or public sector undertaking or autonomous or statutory organization. Note 1: The qualification are relaxable at the discretion of the Staff Selection Commission or Competent Authority for reasons to be recorded in writing in case of candidates otherwise well qualified. Note 2: The qualification(s) regarding experience is or are relaxable at the discretion of the Staff Selection Commission or the Competent Authority, for reasons to be recorded in writing in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes if, at any stage of selection, the Staff Selection Commission or 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 pots 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 vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation / absorption, grades from which promotion or deputation/absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in where Union Public Service Commission is to be consulted in making recruitment.
S	9	10	11	12	13
No.	Two years for direct recruits and promotees.	Promotion failing which by deputation failing both by direct recruitment.	<p>Promotion: Assistant Manager-cum-Store Keeper in the Level – 4 in the Pay Matrix (Rs.25500-81100) with ten years regular service in the grade.</p> <p>Note 1: where juniors who have completed their qualifying or eligibility service are being considered for promotion their seniors 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</p>	<p>1. Group 'B' Departmental Promotion Committee (for considering Promotion) consisting of:-</p> <ol style="list-style-type: none"> 1) Secretary, Staff Selection Commission or Deputy Secretary (Administration)-Chairman 2) Under Secretary (Establishment) – Member 3) Deputy Director or Under Secretary)Research and Analysis)- Member <p>2. Group 'B' Departmental Confirmation Committee (for considering confirmation) consisting of:-</p> <ol style="list-style-type: none"> 1) Secretary, Staff Selection Commission or Deputy Secretary (Administration)-Chairman 2) Under Secretary (Establishment)- Member 	Not applicable.

			<p>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 the 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the said Pay Commission.</p> <p>Deputation: Officers of the Central Government,-</p> <p>a) (i) holding analogous posts on regular basis in parent cadre or department; or (ii) with six years in the grade rendered after appointment thereto on a regular basis in posts in the Level – 5 in the Pay Matrix (Rs.29200-92300) or equivalent in the parent cadre or department; or (iii) with ten years service in the grade rendered after appointment thereto on a regular basis in posts in the the Level – 4 in the Pay Matrix (Rs.25500-81100) or equivalent</p>	<p>3) Deputy Director or Under Secretary (Research and Analysis)- Member</p>	
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	<p>in the parent cadre or department; and</p> <p>(b) possessing the educational qualification and experience prescribed for direct recruits under column (7).</p>			
	<p>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, deputationist shall not be eligible for appointment by promotion.</p>			
	<p>Note2: The Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central government shall ordinarily not exceed three years.</p>			
	<p>Note3: The maximum age-limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p>			
	<p>Note4: for the purpose of appointment on deputation basis. The service rendered on a regular basis by an officer prior</p>			

				<p>to the date 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be the service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the said Pay Commission except where there has been merger of more than one pre-revised scales of pay into one grade with a common grade pay or pay scale and where this benefit will be extended only for the posts(s) for which the grade pay or pay scale is the normal replacement grade without any upgradation.</p>			
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Name of post.	Number of post.	Classification.	Level of pay in the pay matrix	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualification required for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
2. Assistant Manager -cum- store Keeper.	1* (2020) *Subject to variation dependent on work-load	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	Level - 4 in the Pay Matrix (Rs.25500-81100)	Non-selection.	Between 18-25 years. (Relaxable for government Servants upto 40 years in accordance with the orders issued by the Central government)	B. Com from a recognized University or Graduate in any discipline from a recognized University with one year Diploma in Book Keeping or Store Keeping. (b) Experience- Three years in a government Department or Undertaking in handling Stores or Accounts. Note1: The qualifications are relaxable at the discretion of the competent authority for reasons to be recorded in writing in case of candidates otherwise well

					<p>case the post is advertised in Employment News or Newspaper, the crucial date for determining the age limit shall be the last date upto which applications have been called for.</p>	<p>qualified. Note2: The qualifications regarding experience are relaxable at the discretion of the competent authority for reasons to be recorded in writing in case of candidate belonging to the Schedules Castes or the Scheduled Tribes if, at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities of the possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>
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(8) Whether are and educational qualifications prescribed for direct recruits will apply in the case of promotees.	(9) Period of probation, if any.	(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.	(11) In case of recruitment by promotion or by deputation / absorption, grades from which promotion or deputation/ absorption to be made.	(12) If a Departmental Promotion committee exists, what is its composition.	(13) Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.
(8) No.	(9) Two years for direct recruits.	(10) Promotion failing which by deputation and failing both by direct recruitment.	(11) Promotion: i) Clerk in the Level - 2 in the Pay Matrix (Rs.19900-63200) with eight years' regular service in the grade; ii) Halwai-cum-Cook in Level - 3 in the Pay Matrix (Rs.21700-69100) with two years regular service in the grade and having experience in handling stores and accounts and possessing educational qualifications as prescribed for direct recruited Clerk i.e 12 th Class pass or equivalent with commerce. Note 1: Where juniors who have completed their qualifying or eligibility service are being	(12) 1. Group 'C' Departmental Promotion Committee (for considering promotion) consisting of:- (1) Secretary, Staff Selection Commission or Deputy Secretary (Administration - Chairman (2) Under Secretary (Establishment) - Member (3) Deputy Director or Under Secretary (Research and Analysis) - Member	(13) Not applicable.

	<p>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.</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 the 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be the service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the said Pay Commission.</p> <p>Deputation: Officers of the Central Government – (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) With at least eight years' service in the grade rendered after appointment there to on a</p>		
<p>2. Group 'C' Departmental Conformation Committee (for considering confirmation) consisting of:-</p> <p>3. (1) Secretary, Staff Selection Commission or Deputy Secretary (Administration – Chairman</p> <p>(2) Under Secretary (Establishment) – Member</p> <p>(3) Deputy Director or Under Secretary (Research and Analysis) – Member</p>			

	<p>regular basis in the Level – 2 in the Pay Matrix (Rs.19900-63200) or equivalent in the parent cadre or department;</p> <p>(iii) Possessing educational qualifications as prescribed for direct recruit under coloumn (7); and</p> <p>(b) Three years' experience in a Government Department or Undertaking in handling stores or accounts.</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 organisation or department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 2: The departmental officials 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: The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.</p> <p>Note 4: For the purpose of appointment on deputation /</p>		

absorption basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be the service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scales of pay into one grade with a common grade pay or pay scale, and where this benefit will extended only for the posts(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

Name of post	Number of post	Classification	Level of pay in the pay matrix	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
3. Clerk	2* (2020). *Subject to variation dependent on work-load	General Central Service, Group 'C' Non-Gazetted, Non-Ministerial.	Level - 2 in the Pay Matrix (Rs.19900-63200)	Non-selection.	Between 18-25 years. (Upper age limit is relaxable upto 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 the post is advertised in Employment News or Newspaper, the crucial date for determining the age limit shall be the last date upto which applications have been called for.	(a) 12 th Class or equivalent pass or equivalent with Commerce; (b) A typing speed of 35 words per minute in English or 30 words per minute in Hindi on Computer. (35 words per minute and 30 words per minute correspond to 10500 key depression per hour or 9000 key depression per hour on an average of five key depressions for each word). Note1: The qualifications are relaxable at the discretion of the competent authority for reasons to be recorded in writing in case of candidates otherwise qualified. Note 2: The qualifications regarding experience are relaxable at the discretion of the competent authority for reasons to be recorded in writing in case of candidate belonging to the Schedule Castes or the Schedule 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

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 vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation / absorption, grades from which promotion or deputation/ absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.
(8)	(9)	(10)	(11)	(12)	(13)
No.	Two years for direct recruits.	Promotion failing which by direct recruitment.	<p>Promotion: Canteen Attendant in the Level – 1 in the Pay Matrix (Rs.18000-56900) with three years regular service in the grade;</p> <p>Two weeks' training on organizational behavior, communication skill and accounting practices shall be desirable for the Canteen Attendants for promotion to the post of Clerk from Institute of</p>	<p>1. Group 'C' Departmental Promotion Committee (for considering promotion) consisting of/- (1) Secretary, Staff Selection Commission or Deputy Secretary (Administration) – Chairman (2) Under Secretary (Establishment) – Member (3) Under Secretary (General)-Member</p> <p>2. Group 'C' Departmental Confirmation Committee (for considering confirmation) consisting of :- 1) Secretary, Staff Selection Commission</p>	Not applicable.

		<p>Secretariat Training and Management or any other institute recognized by the Central government or the State Government.</p> <p>Note 1: Where juniors who have completed their qualifying or 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</p>	
	<p>or Deputy Secretary (Administration)-Chairman</p> <p>2) Under Secretary (Establishment) - Member</p> <p>3) Under Secretary (General)-Member</p>		

				qualifying or eligibility service. Note 2: For the purpose of computing minimum qualifying service for the promotion, the service rendered on a regular basis by an officer prior to the 1 st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be the service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission.			
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Name of post	Number of Post	Classification.	Level of pay in the pay matrix.	Whether selection post or non-selection	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
4. Halwai-cum-Cook	2* (2020) *Subject to variation dependent on work-load	General Central Service (Group 'C') Non-Gazetted, Non-Ministerial.	Level - 3 in the Pay Matrix (Rs.21700-69100)	Non-selection.	Between 18-25 years. (Relaxable for government Servant upto 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 the post is advertised in Employment News or Newspaper, the crucial date for determining the age limit shall be the last date upto which applications	(a) 10 th Class or equivalent pass from a recognized Board with certificate or Diploma in Catering. (b) Experience - two years in a Government Department or Undertaking preferred; (c) A Trade Skill Test for cooking shall be conducted to assess suitability of the candidate. Note: The qualifications regarding experience are relaxable at the discretion of the competent authority for reasons to be recorded in writing in

					have been called for.	case of candidates belonging to the Scheduled Castes or the 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.
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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 vacancies to be filled by various methods.	In case of recruitment by promotion or deputation / absorption, grades from which promotion or deputation / absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstance in which the Union Public Service Commission is to be consulted in making recruitment.

(8)	No.					
(9)	Two years for direct recruit.	Promotion failing which by deputation and failing both by direct recruitment.		(11) Promotion: Assistant Halwai-cum-Cook in the Level – 2 in the Pay Matrix (Rs.19900-63200) with three years regular service in the grade. Note 1: Where juniors who have completed their qualifying or 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. Note2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to the 1 st	(12) 1. Group 'C' Departmental Promotion Committee (for considering promotion) consisting of:- 1) Secretary, Staff Selection Commission or Deputy Secretary (Administration)-Chairman 2) Under Secretary (Establishment)-Member 3) Under Secretary (General)-Member 2. Group 'C' Departmental Confirmation Committee (for considering confirmation) consisting of:- (1) Secretary, Staff Selection Commission or Deputy Secretary (Administration)-Chairman (2) Under Secretary (Establishment) – Member (3) Under Secretary (General)-Member	(13) Not applicable.

	<p>January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be the service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the said pay Commission</p>	
	<p>Deputation:</p> <p>Officers of the Central Government,-</p> <p>i) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>ii) Assistant Halwai-cum-Cook in Level – 2 in the Pay Matrix (Rs.19900-63200) with three years regular service in the parent cadre or department; and</p>	
	<p>(c) Possessing the following qualifications and experience:</p> <p>(1) 10th Class or equivalent pass from a recognized</p>	

			<p>Board with a certificate or diploma in catering; and</p> <p>(2) Experience – Two years' experience in a Government Department or Undertaking preferred.</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 or department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 2: The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.</p> <p>Note 3: The departmental officials 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</p>		
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by promotion.

Note 4: For the purpose of appointment on deputation / absorption basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be the service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said pay Commission except where there has been merger of more than one pre-revised scales 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.

Name of post.	Number of post	Classification.	Level of pay in the pay matrix.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
5. Assistant Halwai-cum-Cook	1* (2020) *Subject to variation dependant on work-load	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	Level - 2 in the Pay Matrix (Rs.19900-63200)	Non-selection.	Between 18-25 years. (Relaxable for Government Servants upto the age of 40 years in accordance with the orders issued by the Central Government).	(a) 10 th Class or equivalent pass from a recognized Board with a certificate or diploma in catering; (b) Experience - one year. (c) A Trade Skill Test for cooking including maintenance of hygiene shall be conducted by the Departmental Promotion Committee to assess the suitability of the candidate.
					Note: The crucial date of determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. In case the post is advertised in Employment	Note: The qualifications

							News or Newspaper, the crucial date for determining the age limit shall be the last date upto which applications have been called for.	regarding experience are relaxable at the discretion of the competent authority for reasons to be recorded in writing in case of candidates belonging to the Scheduled Castes or the 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.
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(8)	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 vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation / absorption, grades from which promotion or deputation / absorption to be made.	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.
		(9)	(10)	(11)	(12)	(13)
No.	Two years for direct recruits	Promotion failing which by deputation and failing both by direct recruitment.	Promotion: Canteen Attendant in the Level - 1 in the Pay Matrix (Rs.18000-56900) with three years'	1. Group 'C' Departmental Promotion Committee (for considering of :- (1) Secretary, Staff Selection Commission or Deputy Secretary (Administration)-	Not applicable.	

<p>regular service in the grade.</p> <p>A trade test shall be got conducted by the Departmental Promotion committee with reference to the cooking including maintenance of hygiene.</p> <p>Note 1: Where juniors who have completed their qualifying or 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 with their juniors who have already completed</p>	<p>Chairman (2) Under Secretary (Establishment) – Member (3) Under Secretary (General)-Member</p> <p>2. Group 'C' Departmental Confirmation Committee (for considering confirmation) consisting of :- (1) Secretary, Staff Selection Commission or Deputy Secretary (Administration) - Chairman (2) Under Secretary (Establishment) – Member (3) Under Secretary (General) – Member</p>
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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 the 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be the service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said pay Commission.

Deputation:

Officers of the Central Government,-

(i) Holding analogous posts

	<p>on regular basis in the parent cadre or department; or</p> <p>(ii) Canteen Attendant in the the Level – 1 in the Pay Matrix (Rs.18000-56900) with three years regular service in the parent cadre or department having one year experience as helper to Halwai-Cum-Cook, and possessing certificate or diploma in catering.</p>	
	<p>Note 1: The period of deputation including the period of deputation in another ex-cadre post immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not</p>	

exceed three years.

Note 2: The departmental officials 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: The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.

Note 4: For the purpose of appointment on deputation / absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the

revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be the service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scales 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 up-gradation.

Name of post.	Number of post	Classification.	Level of pay in the pay matrix	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
(1) 6. Canteen Attendant	(2) 8* (2020) *Subject to variation dependant on work-load	(3) General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	(4) the Level – 1 in the Pay Matrix (Rs.18000-56900)	(5) Not applicable	(6) Between 18-25 years. (Relaxation of age limit upto 40 years for Government Servants in accordance with the orders issued by the Central Government from to time.) :- Note: The crucial date of determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. In case the post is advertised in Employment News or Newspaper, the crucial date for determining the age limit shall be the last date upto which applications have been called for.	(7) 10 th Class or equivalent pass from a recognized Board.

<p>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</p> <p>(8)</p>	<p>Not applicable</p>	<p>Period of probation, if any</p> <p>(9)</p> <p>Two years</p>	<p>Method of recruitment, whether by direct recruitment or by promotion / absorption, and percentage of vacancies to be filled by various methods.</p> <p>(10)</p> <p>By direct recruitment</p> <p>Note: Vacancy caused by the incumbent being away 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 officers of the Central Government:-</p> <p>a) Holding analogous posts on regular basis in the parent cadre or department; and</p> <p>b) possessing the qualifications and experience prescribed for direct recruits under coloumn(7)</p>	<p>In case of recruitment by promotion or by deputation / absorption, grades from which promotion or deputation / absorption to be made.</p> <p>(11)</p> <p>Not applicable</p>	<p>(12)</p> <p>Group 'C' Departmental Confirmation Committee (for considering confirmation) consisting of :</p> <p>(1) Secretary, Staff Selection Commission or Deputy Secretary (Administration – Chairman</p> <p>(2) Under Secretary (Establishment) – Member</p> <p>(3) Under Secretary (General) – Member</p>	<p>If a Departmental Promotion Committee exists, what is its composition</p>	<p>Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.</p> <p>(13)</p> <p>Not applicable</p>
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FACTORS TO BE TAKEN INTO ACCOUNT WHILE CONSIDERING THE RELATIVE MERIT

S.No.	Name of candidate & deceased Govt. Servant	Date of death	Date of application	No. of time considered prior to this time	Age of candidate
(1)	(2)	(3)	(4)	(5)	(6)

Family Pension	Terminal benefits (in thousands)	Income from Movable/Immovable Property	No. of dependents	No. of unmarried daughters	No. of Minor Children	Left over Service
(7)	(8)	(9)	(10)	(11)	(12)	(13)

Whether any member(s) of the family is employed? If Yes, give details thereof	Remarks
(14)	(15)