

No. A-42012/34/2015-Ad.II
Government of India/ Bharat Sarkar
Ministry of Home Affairs/ Grih Mantralay

North Block, New Delhi-110001
Dated the 5th March, 2018

OFFICE MEMORANDUM

Subject: Framing of Recruitment Rules for the post of Manager Grade-II in the Non-Statutory Departmental Canteen of the Ministry of Home Affairs (Proper) - regarding.

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The undersigned is directed to state that it has been proposed to frame the Recruitment Rules for the post of Manager Grade-II in the Non-Statutory Departmental Canteen of the Ministry of Home Affairs (Proper) as per the provisions given in Para 3.

2. It is requested that comments of all the stake holders, if any, on the proposed draft Recruitment Rules may be forwarded to Under Secretary (Ad.II), Ministry of Home Affairs, Room No. 94-B, North Block, New Delhi-110001 latest by 31st March, 2018. The draft RRs for the post of Manager Grade-II would be finalized taking into account comments so received.

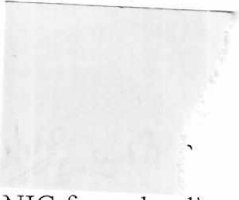
3. Following are the proposed RRs:

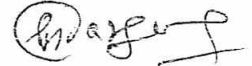
1.	Name of the post	Manager Grade - II
2.	Number of Posts	1 (One)* (2018) *Subject to variation dependent on workload
3.	Classification	General Central Service, Group 'B' Non-Gazetted, Non-Ministerial
4.	LEVEL in the PAY MATRIX	LEVEL-6 (Rs.35400-112400)
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	30 years (relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andman Nicobar Islands or Lakshadweep).

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 recognised University/Institute</p> <p>ii) 2 years' experience in Accounts work in any Government Office or PSU or Autonomous/ Statutory Organization</p> <p>Note:1: Qualification(s) are relaxable at the discretion of the Staff Selection Commission/ Competent Authority for reasons to be recorded in writing in case of candidates otherwise well qualified.</p> <p>Note:2: Qualification(s) regarding experience is/are 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 the 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 the vacancies to be filled by various methods	Promotion failing which by deputation failing both by Direct Recruitment.

11.	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made	<p>Promotion:- Assistant Manager-cum-Store Keeper in LEVEL 4 in the PAY MATRIX with ten (10) years' of 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 2 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>Deputation - Officers under the Central Government – (a)(i) holding analogous posts on regular basis in the parent cadre/department; or (ii) with 6 years' service in the grade rendered after appointment thereto on a regular basis in posts in LEVEL 5 in the PAY MATRIX or equivalent in the parent cadre/department; or (iii) with 10 years' service in the grade rendered after appointment thereto on a regular basis in posts in LEVEL 4 in the PAY MATRIX or equivalent in the parent cadre/department; and (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 consideration for appointment by promotion.</p> <p>Note 2: 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 to exceed 3 years.</p> <p>The maximum age-limit for appointment on deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p>
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12.	If a Departmental Promotion Committee exists, what is its composition?	Group 'B' Departmental Promotion Committee (for promotion) Joint Secretary (Administration), Ministry of Home Affairs – Chairman, Deputy Secretary/ Director (Administration), Ministry of Home Affairs – Member, Deputy Secretary/ Director(E), Ministry of Home Affairs – Member. Group 'B' Departmental Confirmation Committee (for confirmation) Joint Secretary (Administration), Ministry of Home Affairs – Chairman, Deputy Secretary/ Director (Administration), Ministry of Home Affairs – Member, Deputy Secretary/ Director(E), Ministry of Home Affairs – Member.
13.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment	Consultation with Union Public Service Commission not necessary.





(P.S. Dangwal)

Under Secretary to the Govt. of India

Tel. No. 2309 2085

To

- ✓ 1. NIC for uploading on MHA's website.
 2. All the stakeholders for sending their comments to this Ministry.
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