

No. A-26015/1/2016-Admn.(Pt.)
Government of India
Ministry of Heavy Industries & Public Enterprises
Department of Public Enterprises
Public Enterprises Bhawan
Block No - 14, CGO Complex,
Lodhi Road, New Delhi-110003
Dated the 12th July, 2017

Office Memorandum

Subject: Amendment in Recruitment Rules for the Group 'C' posts in the Department of Public Enterprises : Reg.

The undersigned is directed to upload the draft recruitment rules for the Group 'C' posts including MTS in the Department of Public Enterprises, Ministry of Heavy Industries and Public Enterprises, New Delhi and to request for comments, if any, from all the stakeholders on the draft RRs. The comments may kindly be sent to the undersigned on e-mail id : 'harish.chandra58@gov.in' latest by 13.08.2017.

Encl : As above.

(Harish Chandra)
Under Secretary to the Govt. of India

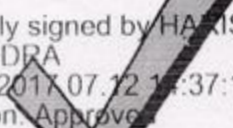
To
All concerned Stakeholders.

Copy to :

1. NIC, DPE with a request to upload the above OM along with draft RRs for the post of Group 'C' posts in Department of Public Enterprises, Ministries of Heavy Industries and Public Enterprises, New Delhi

Signature valid

Digitally signed by HARISH
CHANDRA
Date: 2017.07.12 14:37:10 IST
Reason: Approved



Ministry of Heavy Industries and Public Enterprises

(Department of Public Enterprises)

Notification

New Delhi, the July, 2017

G.S.R.... - In exercise of the powers conferred by the proviso to article 309 of the constitution and in supersession of the Ministry of Industry, Department of Public Enterprises (Group 'C' posts) Recruitment Rules, 1999 and Ministry of Heavy Industries and Public Enterprises, Department of Public Enterprises (MTS) Recruitment Rules, 2014 except as respective things done or omitted to be done before such supersession, the President, hereby makes the following rules regulating the method of recruitment to Group 'C' posts in the Department of Public Enterprises, namely:-

1. Short title and commencement. - (1) These rules may be called Department of Public Enterprises (Group 'C' posts) Recruitment Rules, 2017.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, classification, Level in the Pay Matrix. - The number of the said post, its classification, Level in the Pay Matrix attached thereto shall be as specified in columns (2) to (4) of the said Schedule annexed to these rules.

3. Method of recruitment, age limit, qualifications, etc. - The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in Column (5) to (13) of the said Schedule.

4. Disqualifications.- No person,-

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person;

shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for doing so, exempt any person from the operation of this rule.

5. Power to relax. - Where the Central Government is of the opinion that it is necessary or expedient to do so, it may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving. - Nothing in these rules shall effect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-servicemen and other special categories of persons in accordance with orders issued by the Central Government from time to time in this regard.

Schedule

Name of Post.	Number of Posts.	Classification	Level in the Pay Matrix	Whether Selection Post Or Non-Selection Post.	Age Limit For Direct Recruits.
(1)	(2)	(3)	(4)	(5)	(6)
1. Staff Car Driver (Grade I)	1*(2017) *Subject variation dependent workload.	to Central Service, Group 'C' Non-Gazetted (Non-Ministerial).	Level 5 in the Pay Matrix (Rs. 29200-92300)	Non-Selection.	Not applicable.
Educational and other qualification required for direct recruits.		Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees.		Period of probation, if any.	
(7)		(8)		(9)	
Not applicable		Not applicable		Not applicable	
Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.			In case of recruitment by promotion/deputation/absorption/re-employment, grades from which promotion/deputation/absorption/ re-employment to be made		
(10)			(11)		
By Promotion.			Promotion : Staff Car Driver Grade II in Level 4 in the Pay Matrix Rs. 25500-81100/- with 6 years of regular service in the grade or with a combined service of 15 years in Staff Car Driver Grade II and Staff Car Driver (ordinary grade); and have passed the trade test, specified by the Government.		
If Departmental Promotion Committee (for considering confirmation) exists, what is its composition			Circumstances in which Union Public Service Commission is to be consulted in making recruitment		
(12)			(13)		
Group 'C' Departmental Promotion Committee comprising of :- Director/Deputy Secretary - Chairman Under Secretary(Administration) - Member Deputy Director - Member			Not applicable.		
(1)	(2)	(3)	(4)	(5)	(6)
2. Staff Car Driver (Grade II)	Depending upon the eligibility of the incumbent in ordinary grade	General Central Service, Group 'C' Non-Gazetted (Non-Ministerial).	Level 4 in the Pay Matrix (Rs. 25500-81100)	Non-Selection.	Not applicable.
Educational and other qualification required for direct recruits.		Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees.		Period of probation, if any.	
(7)		(8)		(9)	
Not applicable		Not applicable		Not applicable	
Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.			In case of recruitment by promotion/deputation/absorption/re-employment, grades from which promotion/deputation/absorption/ re-employment to be made		
(10)			(11)		
By Promotion.			Promotion : Staff Car Driver (Ordinary Grade) in Level 2 in the Pay Matrix		

				(Rs. 19900-63200) with 9 years of regular service in the grade and have passed the trade test, specified by the Government.	
If Departmental Promotion Committee (for considering confirmation) exists, what is its composition				Circumstances in which Union Public Service Commission is to be consulted in making recruitment	
(12)				(13)	
Group 'C' Departmental Promotion Committee comprising of :- Director/Deputy Secretary - Chairman Under Secretary (Administration) - Member Deputy Director - Member				Not applicable.	
(1)	(2)	(3)	(4)	(5)	(6)
3. Staff Car Driver (Ordinary Grade)	2*(2017) *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)	Not applicable.	Between 18-25 years* (Relaxable for Government servants upto 40 years in the case of general candidates in accordance with the instructions or orders issued by the Central Government). 40 years in case of Scheduled Caste/Scheduled Tribe candidates in accordance with the instructions or orders issued by the Central Government. Note: 1. 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, Andaman and Nicobar Islands of Lakshadweep. * If the 'direct recruitment' is to be made by 'direct open competitive Examination, the age limit would be 18-27 years.
Educational and other qualification required for direct recruits.		Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees.		Period of probation, if any.	
(7)		(8)		(9)	
Essential : (i) Possession of a valid driving licence for motor cars; (ii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles); (iii) Experience of driving a motor car for at least 3 years; and (iv) Passed in 10 th standard or equivalent from a recognized Board. Desirable : (i) 3 years' service as Home Guard/Civil Volunteers. Note 1 : The qualification regarding experience is relaxable at the discretion of the competent authority. Note 2 : In the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates with requisite experience is not likely to be available to fill up the vacancy reserved for them.		Not applicable		Two years for direct recruits or re-employed.	

Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.				In case of recruitment by promotion/deputation/absorption/re-employment, grades from which promotion/deputation/absorption/ re-employment to be made	
(10)				(11)	
Deputation/absorption, failing which by direct recruitment. For Armed Forces Personnel : Deputation/re-employment.				<p>Deputation/absorption : From amongst the regular Dispatch Riders (Group 'C') and Group C employees in Pay Level 1 Rs. 18000-56900/- in the Pay Matrix in the Department of Public Enterprises who possess valid driving licence for motor cars on the basis of a driving test to assess the competence to drive motor cars failing which from officials holding the post of dispatch riders on regular basis or regular Group C employees in Pay Level 1 Rs. 18000-56900/- in the Pay Matrix in other Ministries of the Central Government who fulfill the necessary qualification as mentioned in column 7.</p> <p>Deputation/re-employment for Armed Forces Personnel: The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.</p> <p>Note : 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 Organizations/Departments of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation/absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>	
If a Departmental Promotion Committee (for considering confirmation) exists, what is its composition				Circumstances in which Union Public Service Commission is to be consulted in making recruitment	
(12)				(13)	
Departmental Promotion Committee (for considering confirmation) comprising of :- Director/Deputy Secretary - Chairman Under Secretary - Member Deputy Director/ Assistant Director, - Member				Not applicable.	
(1)	(2)	(3)	(4)	(5)	(6)
4. Library Attendant	1*(2017) *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)	Not applicable.	<p>Between 18-25 years (relaxable for Government servants upto the age of 35 years in the case of general candidates and upto 40 years in case of candidates belonging to the Scheduled Caste/Scheduled Tribe candidates) in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Note: 1. The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, the Union Territory of the Andaman and Nicobar Islands or the Union Territory of Lakshadweep).</p> <p>Note: 2. The crucial date for determining the age limit in the case of candidates from Employment Exchange shall be the last date up to which the Employment Exchanges are asked to nominate candidates.</p>

Educational and other qualification required for direct recruits.		Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees.		Period of probation, if any.	
(7)		(8)		(9)	
(i) Passed in 10 th standard or equivalent from a recognized Board. (ii) Certificate in Library Science/Librarianship from a recognized Institution.		Not applicable		Two years	
Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.				In case of recruitment by promotion/deputation/absorption/re-employment, grades from which promotion/deputation/absorption/ re-employment to be made	
(10)				(11)	
By promotion, failing which by direct recruitment.				Promotion : From officers in the grade of MTS who have passed 10 th Standard or equivalent from a recognized Board and have rendered at least four years continuous service in that grade and have experience in maintaining records and correction work.	
If Departmental Promotion Committee (for considering confirmation) exists, what is its composition				Circumstances in which Union Public Service Commission is to be consulted in making recruitment	
(12)				(13)	
Departmental Promotion Committee (for considering confirmation) comprising of :- Director/Deputy Secretary - Chairman Under Secretary - Member Deputy Director - Member				Not applicable.	
(1)	(2)	(3)	(4)	(5)	(6)
5. Record Sorter	1*(2017) *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)	Selection-cum-Seniority	Not applicable
Educational and other qualification required for direct recruits.		Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees.		Period of probation, if any.	
(7)		(8)		(9)	
Not applicable		Not applicable		Two years	
Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.				In case of recruitment by promotion/deputation/absorption/re-employment, grades from which promotion/deputation/absorption/ re-employment to be made	
(10)				(11)	
By promotion.				Promotion : MTS of Department of Public Enterprises who have rendered six years regular service in the grade and have passed 10 th standard or equivalent from a recognized Board failing which MTS of Department of Public Enterprises who have rendered eight years regular service in the grade and have passed 10 th standard or equivalent from a recognized Board.	
If Departmental Promotion Committee (for considering confirmation) exists, what is its composition				Circumstances in which Union Public Service Commission is to be consulted in making recruitment	
(12)				(13)	
Group 'C' Departmental Promotion Committee comprising of :- Director/Deputy Secretary - Chairman Under Secretary - Member Deputy Director - Member				Not applicable.	

(1)	(2)	(3)	(4)	(5)	(6)
6. Despatch Rider	1*(2017) *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)	Not applicable	Between 18-25 years (relaxable for Government servants upto the age of 35 years in the case of general candidates and upto 40 years in case of candidates belonging to the Scheduled Caste/Scheduled Tribe candidates) in accordance with the instructions or orders issued by the Central Government from time to time. Note : 1. The crucial date for determining the age limit shall be 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, Lahual and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, the Union Territory of the Andaman and Nicobar Islands or the Union Territory of Lakshadweep). Note : 2. The crucial date for determining the age limit in the case of candidates from Employment Exchanges shall be the last date up to which the Employment Exchanges are asked to nominate candidates.
Educational and other qualification required for direct recruits.		Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees.		Period of probation, if any.	
(7)		(8)		(9)	
Essential : (i) Possessing a valid driving licence for motors cycle or autorickshaws. (ii) Two years experience of driving motors cycle or autorickshaws. (iii) Ability to read and write English as well as Hindi. (iv) Passed in 10 th standard or equivalent from a recognized Board. Note : 1. Qualification are relaxable at the discretion of the Staff Selection Commission/Competent Authority/ Central Government in the case of candidates otherwise well qualified. Note : 2. The qualification(s) regarding experience is/are relaxable at the discretion of the Staff Selection Commission/Competent Authority/ Central Government in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Union Public Service Commission/Staff Selection Commission/Competent Authority/Central Government 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 vacancy reserved for them.		Not applicable		Two years	
Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.		In case of recruitment by promotion/deputation/absorption/re-employment, grades from which promotion/deputation/absorption/ re-employment to be made			
(10)		(11)			
By deputation/absorption failing which by direct		On deputation/absorption :			

recruitment.			From amongst Group 'C' employees in the Department of Public Enterprises, who possess a valid driving licence for motor cycle or autorickshaw on the basis of the driving test to assess their competence to drive their vehicle, failing which Group 'C' employees or officials holding the post of Despatch Rider in other Ministries of the Central Government. Period of deputation : Period of deputation/contract, including the period of deputation/contract in another ex-cadre post held immediately preceeding the appointment in the same or some other organizations/departments of the Central Government, shall ordinarily not exceed 3 years.		
If Departmental Promotion Committee (for considering confirmation) exists, what is its composition			Circumstances in which Union Public Service Commission is to be consulted in making recruitment		
(12)			(13)		
Group 'C' Departmental Promotion Committee (For considering confirmation of direct recruits) comprising of :- Director/Deputy Secretary - Chairman Under Secretary - Member Deputy Director/Assistant Director - Member			Not applicable.		
(1)	(2)	(3)	(4)	(5)	(6)
7. Multi Tasking Staff.	33*(2014) *Subject to variation dependent on workload.	General Central Service Group'C' Non-Gazetted, Non-Ministerial.	Level 1 in the Pay Matrix (Rs. 18000-56900)	Not applicable.	Between 18-25 years of age. (relaxable for Government servants up to age of forty years in the case of general candidates and up to forty-five years in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time). In the case of recruitment made through the Employment Exchange, the crucial date for determining age shall be the last date upto which the Employment Exchange is asked to submit the names.
Educational and other qualification required for direct recruits.		Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees.		Period of probation, if any.	
(7)		(8)		(9)	
Passed in 10 th standard or equivalent from a recognized Board.		Not applicable		Two years	
Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.			In case of recruitment by promotion/deputation/absorption/re-employment, grades from which promotion/deputation/absorption/ re-employment to be made		
(10)			(11)		
By direct recruitment.			Not applicable.		
If Departmental Promotion Committee (for considering confirmation) exists, what is its composition			Circumstances in which Union Public Service Commission is to be consulted in making recruitment		
(12)			(13)		
Group 'C' Departmental Promotion Committee for considering confirmation:- Deputy Secretary or Director - Chairman Under Secretary(Administration) - Member Under Secretary - Member			Not applicable.		

[F.No. A-26015/1/2017-Admn.]
Harish Chandra, Under Secretary