

I/26166/2020

Government of India
Central Water Commission

4th Floor, Sewa Nhawan
R.K. Puram, New Delhi-66

Draft RRs of the posts in CWC Deptt Canteen are enclosed for comments of stakeholders.

It is requested that any views/comments on the draft RRs of CWC Deptt. Canteen, CWC may be sent to undersigned within 30 days from the date of uploading of these draft RRs.

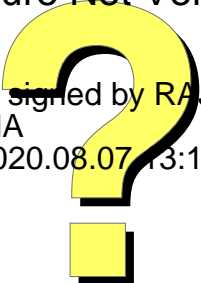
Encl : As above.

(Rajesh Sharma)
Under Secretary
Ph.No.29583317

Uplaoding in CWC for circulation

Signature Not Verified

Digitally signed by RAJESH
SHARMA
Date: 2020.08.07 13:15:04 IST



(TO BE PUBLISHED IN GAZETTE OF INDIA)
PART-II, SECTION 3, SUB-SECTION (i)
GOVERNMENT OF INDIA
MINISTRY OF WATER RESOURCES

New Delhi, the _____, 2020.

NOTIFICATION

GSR ----- In exercise of the powers conferred by the proviso to article 309 of the constitution and in supersession of the Central Water Commission (Departmental Canteens) Non-Ministerial Group 'C' Posts Recruitment Rules, 2002 related to Halwai, Assistant Halwai, Cook and Recruitment Rules, 2003 related Ministerial Group 'C' Post of General Manager, Deputy General Manager, Accountant, Store Keeper, Cashier, Clerk (Coupon/Kitchen/ Counter) & Non-Ministerial Group 'D' Posts of Tea/Coffee Maker, Bearer, Wash Boy and Safai Karmchari except as respects of things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the Non-Ministerial Group-'B' Post of Manager Grade-II & to the Group- 'C' Posts of Assistant Manager-cum-Store Keeper, Clerk, Halwai-cum-Cook, Assistant Halwai-cum-Cook and Canteen Attendant (Departmental Canteens) of Central Water Commission, namely:-

2.(a) Short title and commencement – These rules may be called the Ministry of Water Resources, River Development & Ganga Rejuvenation, Central Water Commission (Group-'B' & 'C' posts) Departmental Canteens Recruitment Rules (Amendment), 2020.

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

3. Number of posts, classification and Level in the Pay Matrix – the number of the said posts, their classification Level in the pay matrix attached thereto shall be specified in columns 2 to 4 of the Schedule annexed to these rules.

4. Method of the recruitment, age limit, qualifications, etc. – The method of recruitment, age limits, qualifications, and other matters relating thereto shall be as specified in columns 5 to 13 of the said schedule.

5. Disqualification – 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 so doing, exempt any person from the operation of this rule.

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

7. Saving – Nothing in these rules shall affect reservations, 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 the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Under Secretary to the Govt. of India

No. _____ / _____ **File No.** **Estt. I**

.....3/-

To

**The Assistant Manager
Government of India Press,
Mayapuri, Industrial Area,
Ring Road, New Delhi – 27**

(With Hindi Version)

Copy forwarded with Hindi Version to:-

- 1. Ministry of Law (Legislative Department), with reference to their**
- 2. The Chairman, Central Water Commission, New Delhi**
- 3. The Deptt. of Personnel and Training, New Delhi.**
- 4. The Chief Librarian, Parliament House Library, New Delhi.**
- 5. The Lok Sabha Secretariat (Committee Branch-II), New Delhi.**
- 6. The Rajya Sabha Secretariat (Committee Branch), New Delhi.**
- 7. The Ministry of Law, OIC, Bhagwan Das Road, New Delhi.**

Under Secretary to the Govt. of India

NOTIFICATION FILE.

SPARE COPIES - 10.

SCHEDULE-6

Name of posts	Number of Posts	Classification	LEVEL 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.
Manager - Grade- II	* 2 (2020)	General Central Service (Group-‘B’) Non-Gazetted, Non-Ministerial	** LEVEL -6 in the PAY MATRIX Rs.35,400-1,12,400/-	Selection	30 years (Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government) <u>Note:</u> 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, Lahul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)	Essential (i) Bachelor’s Degree in Commerce/ Business Studies/ Economics/ Public Administration of a recognised University/Institute (ii) 2 years experience in Accounts work in any Govt. Office or PSU or Autonomous/Statutory Organisation <u>Note 1:</u> Qualifications are relaxable at the discretion of the Staff Selection Commission/ Competent Authority <u>for reasons to be recorded in writing</u> in case of candidates otherwise well qualified. <u>Note 2:</u> Qualifications regarding experience is / are relaxable at the discretion of the SSC/ Competent Authority <u>for reasons to be recorded in writing</u> in 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.

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 the percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/absorption to be made.	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
8.	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.25,500-81,100/- with ten (10) years of 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-Store Keeper, the following note may be inserted)</p> <p>Note: The eligibility service for promotion to the post of Manager, Grade-II shall be 8(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 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>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an Officer prior to 1st January, 2016 or the date from which the revised Pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding LEVEL in the PAY MATRIX extended based on the recommendations of the Pay Commission.</p>	<p>Group 'B' Departmental Promotion Committee consisting of :-</p> <ol style="list-style-type: none"> 1. C.E.(HRM), CWC - Chairman 2. Director (Admn.)/ Director(Estt.), CWC ---Member 3. Director , CWC- Member <p>Group 'B' Departmental Confirmation Committee consisting of :-</p> <ol style="list-style-type: none"> 1. C.E.(HRM), CWC - Chairman 2. Director (Admn.)/ Director(Estt.), CWC ---Member 3. Director , CWC- Member 	Consultation with the Union Public Service Commission not necessary.

			<p><u>Deputation :</u></p> <p>Officers under the Central Government: -</p> <p>a)(i) holding analogous post on regular basis in the parent cadre/ department; or</p> <p>(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 Rs.29,200-92,300/- or equivalent in the parent cadre/ department; and</p>		
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8.	9.	10.	11.	12.	13.
			<p>(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 Rs.25,500-81,100/- 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 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 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. 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 purpose of appointment on deputation/absorption basis the service rendered on a regular basis by an officer prior to 01.01.2016 /the date from which the revised pay structure based on the 7th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding Level extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale, and where this benefit will extend only for the post(s) for which that Level is the normal replacement grade without any upgradation.</p>		

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

** The incumbent 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. 5

Name of posts	Number of Posts	Classification	LEVEL 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.
Assistant Manager-cum-Store Keeper	* 2 (2020) * Subject to variation dependent on workload	General Central Service (Group 'C') Non-Gazetted, Non-Ministerial	LEVEL -4 in the PAY MATRIX Rs.25,500-81,100/- 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.	Non-Selection	18-25 years (relaxable for Government servants upto the age of 40 years 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 up to 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 up to which applications have been called for	(a) B.Com from a recognised University or Graduate in any discipline from a recognised University with one year Diploma in Bookkeeping/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 for reasons to be recorded in writing in case of candidates otherwise well qualified. Note 2: The qualification(s) regarding experience is / 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 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.

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 and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/deputation, grades from which promotion/ deputation to be made.	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
8.	9.	10.	11.	12.	13.
No	Two years For Direct Recruits, Nil for promotees	Promotion failing which by Deputation and failing both by Direct Recruitment.	<p>Promotion :</p> <p>(i) Clerks with eight (8) years regular service in LEVEL - 2 in the PAY MATRIX Rs.19,900-63,200/-</p> <p>(ii) Halwai-cum-Cook with five (5) years regular service in LEVEL - 3 Rs.21,700-69,100/- in the PAY MATRIX 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 1st January, 2016 / the date from which the revised Pay structure based on the 7th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding LEVEL in the PAY MATRIX extended based on the recommendations of the Pay Commission.</p> <p>Note 2 : “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 / eligibility service by more than half of such qualifying or eligibility service or two(2) 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 post on regular basis or (ii) with at least eight(8) years regular Service in Level- 2 in the PAY MATRIX Rs.19,900-63,200/-</p>	<p>Group ‘C’ Departmental Promotion Committee consisting of :-</p> <p>1. Director (Administration.)/ Director(Establishment) - - Chairman</p> <p>2. Under Secretary, Central Water Commission ---- Member</p> <p>3. Under Secretary, Central Electricity Authority-- Member</p>	Consultation with the UPSC not necessary.

8.	9.	10.	11.	12.	13.
			<p>(iii) Possessing the educational qualification prescribed for Direct Recruitment under column 7.</p> <p>b) Three (3) years experience in a Government Department/Undertaking in handling Stores/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 Organization/Department of the Central Government shall ordinarily not exceed three 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 purpose of appointment on deputation/absorption basis the service rendered on a regular basis by an officer prior to 01.01.2016 /the date from which the revised pay structure based on the 7th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding Level extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale, and where this benefit will extend only for the post(s) for which that Level 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>		

SCHEDULE. 2

Name of posts	Number of Posts	Classification	LEVEL 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.
Clerk	<p>*5 (2020)</p> <p>* Subject to variation dependent on workload</p>	General Central Service(Group'C') Non-Gazetted, Non-Ministerial	<p>LEVEL-2 in the PAY MATRIX Rs.19,900- 63,200/-</p>	Non-Selection	<p>18-25 years (relaxable for Government servants upto the age of 40 years in accordance with the orders issued by the Central Government from time to time).</p> <p>Note : The crucial date for determining the age limit shall be the last date up to 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 up to which applications have been called for</p>	<p>Essential a) 12th class or equivalent with Commerce.</p> <p>(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.)</p> <p>Note 1: Qualification(s) are relaxable at the discretion of the Competent Authority for reasons to be recorded in writing in case of candidates otherwise well qualified.</p> <p>Note 2: The qualification (s) regarding experience is / 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 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.</p>

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 and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
8.	9.	10.	11.	12.	13.
No	Two years for Direct Recruits, NIL for promotees	Promotion failing which by Direct Recruitment..	<p><u>Promotion :</u> Canteen Attendant with at least three (3) years regular service in LEVEL – 1 in the PAY MATRIX Rs.18,000-56,900/- 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 1st January, 2016 / the date from which the revised Pay structure based on the 7th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding LEVEL in the PAY MATRIX extended based on the recommendations of the Pay Commission.</p> <p><u>Note 2 :</u> “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 / eligibility service by more than half of such qualifying or eligibility service or two(2) 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>Group ‘C’ Departmental Promotion Committee consisting of :-</p> <ol style="list-style-type: none"> 1. Director (Administration.)/ Director(Establishment) -- Chairman 2. Under Secretary, Central Water Commission -- Member 3. Under Secretary, Central Electricity Authority--Member 	Consultation with the UPSC not necessary.

SCHEDULE. 4

Name of posts	Number of Posts	Classification	LEVEL in the PAY MATRIX Entry Pay	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.
Halwai-cum-Cook	*3 (2020) * Subject to variation dependent on workload	General Central Service(Group'C') Non-Gazetted, Non-Ministerial	LEVEL -3 In the PAY MATRIX Rs.21,700- 69,100/-	Non-Selection	18-25 years (relaxable for Government servants upto the age of 40 years 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 up to 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 up to which applications have been called for	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 the suitability of the candidate. <u>Note:</u> The qualification (s) regarding experience is / are relaxable at the discretion of the competent authority <u>for reasons to be recorded in writing</u> in case of candidates belonging to the Scheduled Castes or 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.

Whether the 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 and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/ deputation grades from which promotion/ deputation to be made.	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
8.	9.	10.	11.	12.	13.
No.	Two years	Promotion failing which by Deputation and failing both by Direct Recruitment.	<p>Promotion : Assistant Halwai-cum-Cook with at least three(3) years regular service in LEVEL-2 in the PAY MATRIX Rs.19,900-63,200/-</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 01.01.2016/the date from which the revised pay structure based on the 7th CPC recommendations has been extended shall be deemed to be service rendered in the corresponding Level extended based on the recommendation of the Commission.</p> <p>Note 2 ; Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors shall be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying/eligibility service or two years whichever is less and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying/eligibility service.</p> <p>Deputation : Officers of the Central Government –</p> <p>a)(i) holding analogous post on regular basis, or (ii) Assistant Halwai-cum-Cook with at least three (3) years regular service in LEVEL -2 in the PAY MATRIX Rs.19,900-63,200/- and</p> <p>b) Possessing the qualifications & experience:</p> <p>(i) 10th Class Pass with a Certificate/ Diploma in Catering.</p> <p>(ii) Experience – Two years in a Government Deptt. /Undertaking preferred.</p>	<p>Group 'C' Departmental Promotion Committee consisting of :-</p> <p>1. Director (Administration)/ Director(Establishment) -- Chairman</p> <p>2. Under Secretary, Central Water Commission-- Member</p> <p>3. Under Secretary, Central Electricity Authority-- Member</p>	Consultation with UPSC Not necessary.

8.	9.	10.	11.	12.	13.
			<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 three(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 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 purpose of appointment on deputation/absorption basis the service rendered on a regular basis by an officer prior to 01.01.2016 /the date from which the revised pay structure based on the 7th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding Level extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale, and where this benefit will extend only for the post(s) for which that Level 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>		

SCHEDULE. 3

Name of posts	Number of Posts	Classification	LEVEL 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.
Assistant Halwai-cum-Cook	*3 (2020) * Subject to variation dependent on workload	General Central Service(Group'C') Non-Gazetted, Non-Ministerial	LEVEL -2 in the PAYMATRIX Rs.19,900-63,200/-	Non-Selection	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 up to 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.	a) 10 th class Pass with Certificate/Diploma in Catering. (b) Experience- One(1)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 <u>for reasons to be recorded in writing</u> in case of candidates belonging to the Scheduled Castes or 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.

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 and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
8.	9.	10.	11.	12.	13.
No	Two years for Direct Recruits, NIL for promotees.	Promotion failing which by Deputation and failing both by Direct Recruitment.	<p>Promotion : Canteen Attendant in LEVEL-1 Rs.18,000-56,900/-in the PAY MATRIX with at least three (3) years regular service.</p> <p>A Trade Test shall be got conducted by the Departmental Promotion Committee with reference to cooking including maintenance of hygiene etc.</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 01.01.2016/the date from which the revised pay structure based on the 7th CPC recommendations has been extended shall be deemed to be service rendered in the corresponding Level extended based on the recommendation of the Commission.</p> <p>Note 2 ; Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors shall be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying/eligibility service or two years whichever is less and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying/eligibility service.</p> <p>Deputation Officers of the Central Government –</p> <p>(i) holding analogous post on regular basis, or</p> <p>(ii) Canteen Attendants in LEVEL -1 in the PAY MATRIX Rs.18,000-56900/- and with at least three (3) years regular service having one (1) year experience as helper to Halwai cum- Cook.</p>	<p>Group 'C' Departmental Promotion Committee consisting of :-</p> <ol style="list-style-type: none"> 1. Director (Administration.)/ Director(Establishment) - Chairman 2. Under Secretary, Central Water Commission -- Member 3. Under Secretary, Central Electricity Authority- Member 	Consultation with UPSC Not necessary.

8.	9.	10.	11.	12.	13.
			<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 three (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 purpose of appointment on deputation/absorption basis the service rendered on a regular basis by an officer prior to 01.01.2016 (the date from which the revised pay structure based on the 7th CPC recommendations has been extended) shall be deemed to be service rendered in the corresponding Level in the Pay Matrix extended based on the recommendations of 7th CPC except where there has been merger of more than one pre-revised scale of pay and where this benefit will extend only for the post(s) for which that Level is the normal replacement Level 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>		

SCHEDULE. 1

Name of posts	Number of Posts	Classification	LEVEL 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.
Canteen Attendant	*18 (2020) * Subject to variation dependent on workload	General Central Service(Group'C') Non-Gazetted, Non-Ministerial	LEVEL -1 in the PAY MATRIX Rs.18,000-56,900/	Not Applicable	18-25 years (Relaxation of age limit up to 40 year 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 up to 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 up to which applications have been called for.	Matriculation or equivalent

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 and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
8.	9.	10.	11.	12.	13.
Not Applicable	Two years	Direct Recruitment.	Not Applicable	Group 'C' Departmental Promotion Committee (for confirmation) consisting of :- 1. Director (Administration.)/ Director(Establishment)-- Chairman 2. Under Secretary, Central Water Commission -- Member 3. Under Secretary, Central Electricity Authority-- Member	Consultation with UPSC not necessary.