

PROPOSED RECRUITMENT RULE – OFFICE SUPERINDENTANT

Name of Post	No. of Post	Classification	Level in the Pay Matrix (as per 7 th CPC)	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)
Office Superintendent	129* (2024) (Supdt-52+SGC-77) *Subject to variation dependent on work-load	General Central Service Group 'B' Non-Gazetted (Ministerial)	Pay Level-06 (35400- 1,12,400)	Selection	Not applicable	Not Applicable

Whether age and educational qualification prescribed for direct recruits will apply in the case of promottee	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/ transfer, grades from which promotion deputation/transfer 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	2 years	<u>By promotion:</u>	<u>By Promotion :</u> UDC in the Level-4 in Pay Matrix Rs. 25,500-81,000 in Pay Band – 1 Rs. 5200-20200 with Grade Pay 2400 with ten years regular service. <u>Note:-</u> <i>Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</i>	<u>Departmental Promotion Committee (for confirmation and promotion) consisting of :-</u> 1 Joint General Manager - Chairman 2 Deputy Financial Advisor (Q)/Deputy Secy.DoD - Member 3 Deputy General Manager (CSD Cadre) - Member 4 Asst. General Manager/Manager (Pers.) - Member	Consultation with the Union Public Service Commission is not necessary unless it is intended to relax at any time provision of the recruitment rules.

Form to be filled by the Ministry / Department while forwarding proposals to the Department of Personnel & Training and the UPSC for amendment to approved Recruitment Rule

1.

(a) Name of the post

:

Office Superintendent [Erstwhile Superintendent/SGC]
- (b) Name of the Ministry / Department

:

Ministry of Defence, Canteen Stores Department
2.

Reference No. in which Commission's advice on Recruitment Rules was conveyed

:

Not applicable
3.

Date of notification of the original rules and subsequent amendments (copy of the original rules and subsequent amendments should be enclosed duly flagged and referenced).

:

SRO No. 192 dated 10th Sept' 91.
Published in Gazette of India No. 35 dated 28 Sep 91.
4.

Col No.	Provision in the Approved Rules	Revised Provisions Proposed	Reasons for the revision proposed
1	Superintendent & Selection Grade Clerk	Office Superintendent (OS)	On merger of SGC & Supdt and re-designated into Office Supdt. vide MOD Letter No. 8(22)/2017-D(Mov) dt 28 May 2018 (Annexure-IIIa)
2	51* (1991) Supdt + 77* (1991) SGC Subject to variation dependent on work load	129* (2024) (Supdt-52+SGC-77) *Subject to variation dependent on workload	On merger of SGC & Supdt and re-designated into Office Supdt. vide MOD Letter No. 8(22)/2017-D(Mov) dt 28 May 2018 (Annexure-IIIa)
3	General Central Service Group 'B', Non-Gazetted	General Central Service Group 'B', Non-Gazetted	No Change proposed
4	Rs. 1400-40-1600-50-2300-EB-60-2600	Pay Level-6 (35400-112400)	Pay Scale as per 7 th CPC & DoP&T OM No. AB.14017/13/2016-Estt. (RR) dtd. 9 th Aug' 2016 (Annexure-IIIb)
5	Selection	Selection	No Change proposed
6	Not applicable	Not applicable	No Change proposed
7	Not applicable	Not applicable	No Change proposed
8	Not applicable	Not applicable	No Change proposed
9	2 years	2 years	No Change proposed
10	By Promotion:-	By promotion:	No change proposed
11	By Promotion:- a) Promotion from SGC to Superintendent:- Selection Grade Clerk/Assistant Accountant/Selection Grade Stenographers with 2 yrs regular service in the respective grades. b) Promotion form UDC to SGC:- From amongst the Upper Division Clerks or Cashier having 5 years service I the respective grades.	By Promotion: UDC in the Level-4 in Pay Matrix Rs. 25,500-81,000 in Pay Band – 1 Rs. 5200-20200 with Grade Pay 2400 with ten years regular service. <u>Note:-</u> <i>Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</i>	<i>1) UDC (Grade Pay Rs 2400) with ten years of regular service as per Qualifying Service for promotion from Gd. Pay of Rs. 2400 to GP of Rs 4200 given vide DoP&T OM No. AB 14017/04/2021-Estt. (RR) dated 20.09.2022 (Annexure – IIIC).</i> <i>2) Senior-Junior clause as per Para 3.1.2 of DoP&T O.M No. AB.14017/48/2010-Estt..(RR) dated 31 Dec 2010 (Annexure – IIId).</i>
12	<u>Group 'C' Departmental Promotion Committee consisting of :-</u> 1. Joint General Manager and Vice Chairman, Board of Administration - Chairman 2. Deputy Director General Canteen Services and Secretary Board of Control Canteen Services - Member 3. DFA(Q) Ministry of Defence - Member 4. Senior most DGM from the department (CSDCadre)-Member	<u>Departmental Promotion Committee (for confirmation and promotion) consisting of:-</u> 1 Joint General Manager - Chairman 2 Deputy Financial Advisor (Q)/Deputy Secy. DoD - Member 3 Deputy General Manager (CSD Cadre) - Member 4 Asst. General Manager/Manager (Pers.) - Member	<i>As per Para No. 3.13.1 of OM No. 14017/48/2010-Estt-(RR) dt. 31.12.2010 (Annexure – IIIE) DPC should have a minimum number of officers which should be 3 and as far as possible the department may avoid various alternative designations of officers which may cause confusion. Therefore, the composition changed in accordance with Para No. 3.13.2 of OM No. 14017/48/2010-Estt-(RR) dt. 31.12.2010 (Annexure – IIIE).</i> <i>Deputy Financeial Advisor (Q)/Deputy Secy.DoD as member not connected to CSD Asst. General Manager/Manager (Pers.) as a member who is familiar with the work of the person whose suitability is to be assessed.</i>
13	Not applicable	Consultation with the Union Public Service Commission is not necessary unless it is intended to relax at any time provision of the recruitment rules.	As per DoP&T guidelines

Note: - Columns No. in the existing RR and proposed RR varies because in the existing RR there are 15 columns and in the proposed RR there are only 13 column. Proposed RR is based on the model RR issued by DoP&T in which there are only 13 columns. (Col. No. 1 with 'Sr. No' & Column No. 7 with 'Whether benefit of added years of service admissible under Rule 30 of the Central Civil Service (Pension) rules, 1972 have been deleted)

5.

Names, Addresses and Telephone Numbers of the Ministry's representative with whom these proposals may be discussed, if necessary, for clarification / early decision.

Smt Sunita Dhaundiya, Under Secretary (D/CSD), MoD, Sena Bhavan, New Delhi

Date : 2024
Place : New Delhi

Signature of the officer sending the proposals.