

**UPLOADING OF DRAFT RECRUITMENT RULES IN DEPARTMENT'S WEBSITE**  
**FOR PUBLIC NOTICE**

In compliance to DoP&T's O.M no. AB-14014/61/2008-Estt. (RR) dated 13<sup>th</sup> Oct 2015, proposed recruitment rules of the following posts are published hereby on the official website of Canteen Stores Department :

- i. PA to GM (Annexure- I & II)
  - ii. Store Supervisor Grade- I (Annexure- I & III)
  - iii. UDC (Annexure – I & III)
  - iv. LDC (Annexure- I & III)
  - v. MTS (Annexure – I & III)
2. Comments from all the concerned stakeholders are invited in this matter. Comments/input if any, should be forwarded to DGM (P&A) on given email id i.e [agmp@csdindia.gov.in](mailto:agmp@csdindia.gov.in) and [dgmpa@csdindia.gov.in](mailto:dgmpa@csdindia.gov.in) positively by **15<sup>th</sup> Oct. 2023.**

*Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel & Training and the Union Public Service Commission for framing Recruitment Rules for posts.*

1. (a) *Name of the posts* : PA to GM, CSD
- (b) *Name of the Ministry/Department* : Ministry of Defence, Canteen Stores Department
- (c) *Number of posts* : 01
- (d) *Scale of pay* : i) Pay level-7 (44900-142400)  
ii) Non-functional Grade at Pay Level-9 (53100-167800) after completion of 3 years of regular service due to non-availability of further promotion
- (e) *Class and service to which the posts belong (of MHA Notification No. 20/16/60-Estt(A) dated 13 Mar 62)* : General Central Service  
Group 'B' Gazetted
- (f) *Ministerial or non-ministerial (of F.R. 9(17))* : Ministerial
2. *Appointing Authority* : MoD
3. *Duties of the post in detail.* : As per Annexure 'A'
4. *Describe briefly the method(s) adopted for filling the posts hitherto.* : By Promotion failing which by Deputation
5. *Method(s) of recruitment proposed* : By Promotion failing which by Deputation
6. *If promotion is proposed as a method of recruitment.*
  - (a) *Designation and number of the posts proposed to be included in the field of promotion.* : Steno Grade-I (09 posts)

- (b) *Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion of (MHA OM No. 1/5/80 RPS dated 26 Feb 58)* : 5 years.
- (c) *Percentage of post in the grade proposed to be filled by promotion.* : 100%
- (d) *Have recruitment rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required please attach a copy of rules framed. A copy of the rules should be sent to DOP&T alongwith the proposal.* : NA
- (e) *If recruitment rules were not framed for the posts in the field of promotion.* :
- i) *Please indicate briefly the method of recruitment actually adopted for filling the posts, please also state the percentage of vacancies filled by each of the methods.* : NA
- ii) *Please state briefly the education qualification proposed by the persons in the field of promotion.* : N/A
- iii) *In case the feeder posts are filled by promotion, the recruitment rules for the still lower posts (including the lowest post to which direct recruitment is one of the methods of recruitment) may be furnished.* :
- (f) i) *Is the promotion to be made on selection-cum-seniority or non selection basis ?.* : Selection-cum-seniority
- ii) *Reasons for the proposal in (i) above.* : Being the only post, it is proposed to be filled up by selection-cum-seniority

- (g) If a DPC exists, what is its composition. : **Proposed- DPC**
1. Joint General Manager and Vice Chairman, Board of Administration/JGM-II - Chairman
  2. Deputy General Manager (CSD Cadre)- Member
  3. Asst. General Manager (CSD Cadre) - Member
- (h) Indicate if the feeder posts are having promotion channels other than the under consideration. : Feeder post (Steno Gde-I) has promotion avenue in two way i.e.  
i) Senior PA & ii) Assistant Manager.
7. If promotion is not proposed as a method, please state why it is not considered desirable/possible/ necessary. : NA
8. If direct recruitment is proposed as a method of recruitment (of MHA OM No. 2/45/55-RPS, dated 08 Oct 55) please state. : NA
- (a) The percentage of vacancies proposed to be filled by direct recruitment. : NA
- (b) Indicate if there are any promotional avenues for the direct recruits ? : NA
- (c) i) Age for direct recruitment (of MHA OM No. 2/41/59-RPS dated 03 Dec 59) : NA
- ii) Is age relaxable for Govt Servants ? : NA
- (d) Educational & other qualifications required for direct recruitment. (it may please be noted that the assential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified). : NA

Essential

Desirable

- (e) Whether essential qualification to be prescribed are in accordance with any Act(s) ? If so please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s). : NA
- (f) Has the post been advertised by the Commission in the past ? If so, please quote Commission's reference No. : NA
9. If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible/ necessary. : Promotional post only.
10. i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotion ? : NA
- ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions. : NA
11. (a) Is deputation / absorption proposed as a method of recruitment ? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorptions or both are proposed. : No
- (b) The percentage of posts proposed to be filled by this method. : NA
- (c) The period to which deputation will be limited. : NA

- (d) The names of the posts of grades or services : NA  
etc. from which deputation/absorption is  
proposed. (of MHA OM No. 2/25/60-Estt (D)  
dated 19 Aug 60)
12. (a) If any of the methods is proposed fails, by : By promotion only.  
what methods are such vacancies proposed  
to be filled.
- (b) Whether the recruitment rules relate to a : No  
post which has been upgraded from Gp 'C' to  
Gp "B" of Gp 'B' to Gp 'A' or within the same  
group ? If so, whether the necessary  
provision for initial constitution has been  
proposed.
- (c) Whether the recruitment rules relate to a : NA  
post which is proposed to be down graded ? If  
so, whether necessary safeguards have been  
suggested in respect of the existing  
incumbents of that post ?
13. (a) Special circumstances, if any other than those : NA  
covered by the rules in which the Commission  
may be required to be consulted.
- (b) Whether the Deptt of Personnel and Training :  
have concurred in the proposed
14. If these proposals are being sent in response : NA  
to any reference from the Commission, please  
quote Commission's reference No.
15. Name, address and tele numbers of the : Smt Raj Kumari Singh, Under  
Ministry's reps with whom these proposals Secretary (D/CSD), MoD, Sena  
may be discussed if necessary, for Bhavan, New Delhi  
clarification / early decision.

Checked by

Prepared by

**PROPOSED AMENDED RECRUITMENT RULE**

1	2	3	4	5	6	7	8
Name of post	Number of posts	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection post or non selection post	Age for direct recruits	Educational and other qualification required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees
PA to GM, CSD	01* (2023) *subject to variation dependent on work-load	General Central Service Group 'B' Gazetted Ministerial	i) Pay Level – 7 (44900-142400)  ii) Non-functional Grade at Pay Level-9 (53100- 167800) after completion of 3 years of regular service.	Selection-cum- seniority	Not applicable	Not applicable	Not applicable

09	10	11	12	13												
Period of probation	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	In case of recruitment by promotion / deputation/absorption, grade from which promotion / deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstance in which UPSC is to be consulted in making recruitment												
Not applicable	By Promotion failing which by Deputation	<p><b>By Promotion</b> from amongst Stenographer Grade-I with five years regular service in the grade.</p> <p><b>Note 1:</b> 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 probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service</p> <p><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, 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 service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the commission.</p>	<p><b><u>Group 'C' Departmental Promotion Committee consisting of :-</u></b></p> <table><tr><td>1</td><td>Joint General Manager and Vice Chairman, Board of Administration/JGM-II</td><td>-</td><td>Chairman</td></tr><tr><td>2</td><td>Deputy General Manager (CSD Cadre)</td><td>-</td><td>Member</td></tr><tr><td>3</td><td>Asst. General Manager (CSD Cadre)</td><td>-</td><td>Member</td></tr></table>	1	Joint General Manager and Vice Chairman, Board of Administration/JGM-II	-	Chairman	2	Deputy General Manager (CSD Cadre)	-	Member	3	Asst. General Manager (CSD Cadre)	-	Member	Not applicable
1	Joint General Manager and Vice Chairman, Board of Administration/JGM-II	-	Chairman													
2	Deputy General Manager (CSD Cadre)	-	Member													
3	Asst. General Manager (CSD Cadre)	-	Member													

**Note:** Officers who were holding the post in pre-revised scale of Rs.5500-9000 on regular basis on 1st January, 2006 will be en-bloc senior to those who were holding posts in the prerevised scale of Rs.5000-8000.

**Deputation:**

Officers holding the post of Stenographer under the Central Government

(a) (i) holding analogous post on regular basis in the parent cadre or department; or

(ii) with five years regular service in the Stenographers grade in the Pay Band 2 with Grade Pay of Rs.4200 or equivalent in the parent cadre or department.

**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, the deputationists shall not be eligible for consideration for appointment by promotion.

**Note 2:**

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. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications

**Note 3:**

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

**PROPOSED AMENDED RECRUITMENT RULE – STORE SUPERVISOR, GRADE- I**

Name of Post	No. of Post	Classification	Level in the Pay Matrix (as per 7 <sup>th</sup> CPC)	Whether Selection post or non selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Store Supervisor Grade-I [Erstwhile SK-II & SK-I]	104* (2023) (SK-I 37+ SK-II 67) *Subject to variation dependent on workload	General Central Service Group 'B' Non-Gazetted, (Non- Ministerial)	Pay Level-06 (35400- 112400) )	Non-Selection	Not Applicable

Educational and other qualification s required for direct recruits	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	Circumstance s in which Union Public Service Commission is to be consulted in making recruitment
(7)	(8)	(9)	(10)	(11)	(12)	(13)
Not Applicable	Not applicable	2 years	<b><u>By promotion:</u></b>  i) 50% Seniority cum fitness.  ii) 50% Departmental Examination.	<b><u>By Promotion :</u></b> 1. 50% from eligible Storekeeper Grade – I [Erstwhile SK-III] having 10 (Ten) years regular service in Level – 4 in the Pay Matrix failing which combined 13 years' regular service put in as Storekeeper Grade – I [Erstwhile SK-III] & LDC (Store) together. 2. 50% of vacancies shall be filled up through Departmental Examination from eligible Storekeeper Grade – I [Erstwhile SK-III] who have rendered five years regular service in the grade on the basis of passing Limited Departmental Examination. 3. Inter-se-seniority will be maintained irrespective of the position of the individual after qualifying in the Departmental Test. 4. The eligibility list drawn in respect of 50% vacancies based on the Departmental Test shall be restricted to the zone of consideration and will be valid for one year.	<b><u>Departmental Promotion Committee (for confirmation and promotion) consisting of :-</u></b>  1 Joint General Manager and Vice Chairman, Board of Administration/JGM-II  2 Deputy General Manager (CSD Cadre)  3 Asst. General Manager (CSD Cadre)	Not applicable

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 : Store Supervisor, Grade-I  
(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 : NA
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
(01)	SK – I & SK-II	Store Supervisor, Grade-I [Erstwhile SK-II & SK-I]	As per Model RRs for the Storekeeping Staff category of posts in OM No. AB-14017/11/2014-Estt.(RR) dt. 16 <sup>th</sup> Jan' 2015
(02)	i) SK – I -35* (1991) ii) SK – II -66* (1991) * Subject to variation dependent on workload	<b>104* (2023)</b> <b>(SK-I 37+ SK-II 67)</b> *Subject to variation dependent on workload	Due to merging of the same grade pay in the post of SK-II and SK-I into Store Supervisor, Grade-I as instructed in MoD letter No. 410/2009 – D (CIV – I) dt. 01 <sup>st</sup> May 2015 and based on the Model RRs of Storekeeping Staff Category as mentioned in above column No. 1
(03)	General Central Service Group "C Ministerial	General Central Service Group 'B' Non –Gazetted Non-Ministerial	In accordance to DOP&T OM No. 11012/7/2008-Estt(A) dated 17 Apr 2009. As per Model RRs for the Storekeeping Staff category of posts in OM No. AB-14017/11/2014-Estt.(RR) dt. 16 <sup>th</sup> Jan' 2015
(04)	1600-50-2300-EB-60-2660	<b>Pay Level-06 (35400- 112400 )</b>	Pay Scale as per 7 CPC.
(05)	Selection	<b>Non-Selection</b>	As per Model RR vide OM No. AB-14017/11/2014-Estt.(RR) dt. 16 <sup>th</sup> Jan' 2015
(06)	Not applicable	Not applicable	No change
(07)	Not applicable	Not applicable	No change
(08)	Not applicable	Not applicable	No change
(9)	2 year	2 Years	No change
(10)	<b><u>By promotion</u></b>	<b><u>By promotion:</u></b>  i) 50% Seniority cum fitness.  ii) 50% Departmental Examination.	To improve their career prospects of promotion similar to other Government Department amongst Storekeeper Grade – I [Erstwhile SK-III] as CSD is facing large attrition rate in Store Keeper Grade-II[Erstwhile LDC (S) ]Cadre due to bleak promotional avenues available for candidates sponsored by SSC.
(11)	<b><u>By promotion :-</u></b> From amongst the Storekeepers Grade II with 6 years regular service in the grade.	<b><u>By Promotion :</u></b> 1. 50% from eligible Storekeeper Grade – I [Erstwhile SK-III] having 10 (Ten) years regular service in Level – 4 in the Pay Matrix failing which combined 13 years' regular service put in as Storekeeper Grade – I [Erstwhile SK-III] & LDC (Store) together. 2. 50% of vacancies shall be filled up through Departmental Examination from eligible Storekeeper Grade – I [Erstwhile SK-III] who have rendered five years regular service in the grade on the basis of passing Limited Departmental Examination.  3. Inter-se-seniority will be maintained irrespective of the position of the individual after qualifying in the Departmental Test.  4. The eligibility list drawn in respect of 50% vacancies based on the Departmental Test shall be restricted to the zone of consideration and will be valid for one year.	1.Ten years qualifying is required for Gd. Pay of Rs. 4200 from Gp. Pay of Rs. 2400 as per DoPT OM No. AB 14017/61/2008-Estt. (RR) dated 24.03.2009, dated 12.03.2010 & AB 14017/4/2021-Estt. (RR) dated 20.09.2022.  2. 33 ½ of vacancies recommended to be filled up through Departmental Examination from eligible Storekeeper Grade – I [Erstwhile SK-III] with 05 years regular service and possessing a Degree from a recognized University to improve their career prospects of promotion similar to other Govt. Departments. CSD is facing large attrition rate in LDC Cadre due to bleak promotional avenues available for candidates sponsored by SSC. Further, to induct quality manpower in the department.  Para 3.1.2 of DoPT O.M No. AB.14017/48/2010-Estt..(RR) dated 31 Dec 2010

(12)	Group 'C' Departmental Promotion Committee consisting of :- 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. Deputy Financial Adviser (Q) Ministry of Defence - Member 4. Senior most Deputy General Manager from the department (CSD Cadre) - Member	<u>Departmental Promotion Committee (for confirmation and promotion) consisting of :-</u> 1 Joint General Manager and Vice Chairman, Board of Administration/JGM-II - Chairman 2 Deputy General Manager (CSD Cadre) - Member 3 Asst. General Manager (CSD Cadre) - Member	As per Para No. 3.13.2 of OM No. 14017/48/2010-Estt-(RR) dt. 31.12.2010.
(13)	Not applicable	Not applicable	No change

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 Raj Kumari Singh, Under Secretary (D/CSD), MoD, Sena Bhavan, New Delhi

Signature of the officer sending the proposals.

Date : 2023  
Place : Mumbai

Prepared by

Checked by

**PROPOSED AMENDED RECRUITMENT RULE – STOREKEEPER GRADE – I [ERSTWHILE SK-III]**

Name of Post	No. of Post	Classification	Scale of Pay	Whether Selection post or non selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Store Keeper Grade –I [Erstwhile SK-III]	<b>126*</b> (2023) <b>* Subject to variation dependent on workload</b>	General Central Service (Group 'C' (Non-Gazetted, Non-Ministerial)	<b>Pay Level-04 (25500 -81100) and thirty percentage of the authorized strength of Store Keeper Grade-I who have completed minimum 5 years service in a grade shall be eligible for placement in the grade of Store Keeper Grade-I Non-functional selection Grade Pay Level – 6 (35400-112400)</b>	<b>Non-Selection</b>	Not applicable

Educational and other qualifications required for direct recruits	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
(7)	(8)	(9)	(10)	(11)	(12)	(13)
Not applicable	Not applicable	Not applicable	<b><u>By Promotion</u></b> i) <b>50%</b> on Seniority cum fitness. ii) <b>50%</b> by promotion through limited Departmental Test iii) Failing (i) & (ii) by deputation/absorption from persons holding analogous posts or posts of Lower Division Clerk in the level 2 of Pay Matrix with at least 4 years regular service under the Central/State Government.	<b><u>Promotion:</u></b> a) 50% by promotion on seniority cum fitness basis from eligible LDC (Stores) having eight years regular service in the grade. (b) 50% of vacancies shall be filled up by Limited Departmental test from amongst LDC (Stores) who have rendered three years regular service in the grade as on 1 <sup>st</sup> January, if the exam is notified in the first half of the calendar year and 1 <sup>st</sup> July, if the exam is notified in the second half of the calendar year. (c) Failing either or both (a) & (b) above, by deputation of from regular LDC (Stores) of CSD having at least four years of regular service. The deputation shall be for a period not exceeding three years. 2. Inter-se-seniority will be maintained irrespective of the position of the individual after qualifying in the Departmental Test. 3. The eligibility list drawn in respect of 50% vacancies based on the Departmental Test shall be restricted to the zone of consideration and will be valid for one year. <i>However, the name of candidates having passed the Departmental Test shall remain in the eligibility list to be considered for next year vacancies (to avoid re-appearing in &amp; passing the Departmental Test again).</i> <b>Note 1:</b> 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, 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/eligibility service.	<b><u>Group 'C' Departmental Promotion Committee consisting of :-</u></b> 1 Joint General Manager and Vice Chairman, Board of Administration/JGM-II 2 Deputy General Manager (CSD Cadre) 3 Asst. General Manager (CSD Cadre)	Not applicable.

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 : Storekeeper Grade – I Erstwhile SK-III  
(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 : NA
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 28 Sept 91.  
Published in Gazette of India No. 35 dated 28 Sep 91.

Col No.	Provision in the Approved Rules	Revised Provisions Proposed	Reasons for the revision proposed
(01)	SK – III	Storekeeper Grade – I [Erstwhile SK-III]	As per Model RRs for the Storekeeping Staff category of posts in OM No. AB-14017/11/2014-Estt.(RR) dt. 16 <sup>th</sup> Jan' 2015
(02)	120* (1991) * Subject to variation dependent on work load.	126* (2023) * Subject to variation dependant on work load.	Due to opening of CSD Depot Kochi, approved MoD letter No.95279/BOCCS/3183/D(Mov/2004 dt 17/11/2005 and CSD Depot Bikaner, approved MoD letter No. BOCCS/01107/DDGCS/Vol-I/40-S/D(Mov/91 dt 15/02/1991).
(03)	General Central Group 'C' Ministerial	General Central Service Group 'C' Non-Gazetted (Non-Ministerial)	In accordance to DOP&T OM No. 11012/7/2008-Estt(A) dated 17 Apr 2009, As per Model RRs for the Storekeeping Staff category of posts in OM No. AB-14017/11/2014-Estt.(RR) dt. 16 <sup>th</sup> Jan' 2015
(04)	Rs. 1200-30-1560-EB-40-2040	Pay Level-04 (25500 -81100) and thirty percentage of the authorized strength of Store Keeper Grade-I who have completed minimum 5 years service in a grade shall be eligible for placement in the grade of Store Keeper Grade-I Non-functional selection Grade Pay Level – 6 (35400-112400)	Pay Scale as per 7 CPC. Non functional Selection Grade introduces as per SRO 04 dtd. 21.01.2014 of MoD notification.
(05)	Non-Selection	Non-Selection	No change
(06)	Not applicable	Not applicable	No change
(07)	Not applicable	Not applicable	No change
(08)	Not applicable	Not applicable	No change
(9)	2 years	Not applicable	As per DOP&T OM No. 28020/1/2010--Estt(C) dated 21-07-2014 probation is prescribed only in case of promotion from one Group to another.
(10)	<b>By promotion</b>	<b>By Promotion</b> i) 50% on Seniority cum fitness. ii) 50% by promotion through limited Departmental Test iii) Failing (i) & (ii) by deputation/absorption from persons holding analogous posts or posts of Lower Division Clerk in the level 2 of Pay Matrix with at least 4 years regular service under the Central/State Government.	As per Model RRs for the Storekeeping Staff category of posts in OM No. AB-14017/11/2014-Estt.(RR) dt. 16 <sup>th</sup> Jan' 2015
(11)	<b>By promotion:-</b> From amongst the Lower Division Clerks (Stores) with 8 years regular service, in that grade.	<b>Promotion:</b> a) 50% by promotion on seniority cum fitness basis from eligible LDC (Stores) having eight years regular service in the grade. (b) 50% of vacancies shall be filled up by Limited Departmental test from amongst LDC (Stores) who have rendered three years regular service in the grade as on 1 <sup>st</sup> January, if the exam is notified in the first half of the calendar year and 1 <sup>st</sup> July, if the exam is notified in the second half of the calendar year. (c) Failing either or both (a) & (b) above, by deputation of from regular LDC (Stores) of CSD having at least four years of regular service. The deputation shall be for a period not exceeding three years. 2. Inter-se-seniority will be maintained irrespective of the position of the individual after qualifying in the Departmental Test. 3. The eligibility list drawn in respect of 50% vacancies based on the Departmental Test shall be restricted to the zone of consideration and will be valid for one year. However, the name of candidates having passed the Departmental Test shall remain in the eligibility list to be considered for next year vacancies (to avoid re-appearing in & passing the Departmental Test again). Note 1: 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, 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/eligibility service.	80% of vacancies recommended to filled up subject to passing Departmental Test and degree holders to improve the prospects of promotion avenues similar to other Govt. Department. Department is also facing heavy turnover of manpower in LDC Cadre due to bleak promotion avenues for candidates from SSCs.

(12)	<p>Group 'C' Departmental Promotion Committee consisting of :-</p> <ol style="list-style-type: none"> <li>1. Joint General Manager and Vice Chairman, Board of Administration - Chairman</li> <li>2. Deputy Director General Canteen Services and Secretary Board of Control Canteen Services - Member</li> <li>3. DFA(Q) Ministry of Defence - Member</li> <li>4. Senior most DGM from the department (CSD Cadre) - Member</li> </ol>	<p><u>Group 'C' Departmental Promotion Committee consisting of :-</u></p> <ol style="list-style-type: none"> <li>1 Joint General Manager and Vice Chairman, Board of Administration/JGM-II - Chairman</li> <li>2 Deputy General Manager (CSD Cadre) - Member</li> <li>3 Asst. General Manager (CSD Cadre) - Member</li> </ol>	<p>As per Para No. 3.13.2 of OM No. 14017/48/2010-Estt-(RR) dt. 31.12.2010.</p>
(13)	Not applicable	<u>Not applicable</u>	No change

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 Raj Kumari Singh, Under Secretary (D/CSD), MoD, Sena Bhavan, New Delhi

Signature of the officer sending the proposals.

Date : 2023  
Place : Mumbai

Prepared by                      Checked by

**PROPOSED AMENDED RECRUITMENT RULE – UPPER DIVISION CLERK**

Name of Post	No. of Post	Classification	Scale of Pay	Whether Selection post or non selection post	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Upper Division Clerk	<b>396* (2023)</b> <b>* Subject to variation dependent on workload</b>	General Central Service Group 'C', Non-Gazetted, Ministerial.	<b>i) Pay Level-04 (25500 -81100)</b> <b>ii) thirty percentage of the authorized strength of Upper Division Grade who have completed minimum 5 years service in a grade shall be eligible for placement in the grade of Upper Division Clerk Non-functional selection Grade Pay Level – 6 (35400-112400)</b>	<b>Non-Selection</b>	Not applicable	Not applicable

Education and other qualifications required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotee	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)	(14)
Not Applicable	Not applicable	Not applicable	<b><u>By Promotion</u></b>  i) <b>50 %</b> on Seniority cum fitness.  ii) <b>50%</b> by promotion through limited Departmental Test  iii) Failing (i) & (ii) by deputation/absorption from persons holding analogous posts or posts of Lower Division Clerk in the level 2 of Pay Matrix with at least 4 years regular service under the Central/State Government.	1. (a) 50% by promotion on seniority cum fitness basis from eligible Lower Division Clerk (Office) <b>with Pay Level-2 (19900-63200)</b> having eight years regular service in the grade. (b) 50% of vacancies shall be filled up by Limited Departmental test from amongst Lower Division Clerk (Office) <b>with Pay Level-2 (19900-63200)</b> who have rendered three years regular service in the grade as on 1 <sup>st</sup> January, if the exam is notified in the first half of the calendar year and 1 <sup>st</sup> July, if the exam is notified in the second half of the calendar year. (c) Failing either or both (a) & (b) above, by deputation of from regular Lower Division Clerks of CSD/ Central/State Government having at least four years regular service. The deputation shall be for a period not exceeding three years.  2. Inter-se-seniority will be maintained irrespective of the position of the individual after qualifying in the Departmental Test.  3. The eligibility list drawn in respect of 50% vacancies based on the Departmental Test shall be restricted to the zone of consideration and will be valid for one year. <i>However, the name of candidates having passed the Departmental Test shall remain in the eligibility list to be considered for next year/future vacancies (to avoid re-appearing in &amp; passing the Departmental Test again).</i>  <b>Note 1:</b> 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, 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/eligibility service.	<b><u>Group 'C' Departmental Promotion Committee consisting of :-</u></b>  1 Joint General Manager and Vice Chairman, Board of Administration/JGM-II - Chairman 2 Deputy General Manager (CSD Cadre) - Member 3 Asst. General Manager (CSD Cadre) - Member	Not applicable.

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 : Upper Division Clerk (UDC)  
(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 10<sup>th</sup> Sept 91.  
Published in Gazette of India No. 35 dated 28 Sept. 91.

Col No.	Provision in the Approved Rules	Revised Provisions Proposed	Reasons for the revision proposed
1	Upper Division Clerk	Upper Division Clerk	No change
2	393* (1991) * Subject to variation dependent on work load.	396* (2023) * Subject to variation dependant on work load.	Due to opening of CSD Depot Kochi, and the strength approved vide MoD letter No.95279/BOCCS/3183/D(Mov/2004 dt 17/11/2005.
3	General Central Service Group 'C' Ministerial, Non-Gazetted	General Central Service Group 'C' Ministerial, Non-Gazetted	No change
4	Rs. 1200-30-1500-EB-40-2040	i) Pay Level-04 (25500 -81100) ii) Thirty percentage of the authorized strength of Upper Division Grade who have completed minimum 5 years service in a grade shall be eligible for placement in the grade of Upper Division Clerk Non-functional selection Grade Pay Level – 6 (35400-112400)	Pay Scale as per 7 CPC Non functional Selection Grade introduces as per SRO 04 dtd. 21.01.2014 of MoD notification.
5	Non-Selection	Non-Selection	As per para (vii) of DOP&T OM No. AB-14017/73/07-Estt(RR) dated 18.12.2007.
6	Not applicable	Not applicable	No change
7	Not applicable	Not applicable	No change
8	Not applicable	Not applicable	No change
9	Not applicable	Not applicable	No change
10	2 years	Nil	As per Para No. 3.10.2 of DoPT O.M No. AB.14017/48/2010-Estt.(RR) dated 31 Dec 2010
11	<b>By Promotion</b>	<b>By Promotion</b> i) 50 % on Seniority cum fitness. ii) 50% by promotion through limited Departmental Test iii) Failing (i) & (ii) by deputation/absorption from persons holding analogous posts or posts of Lower Division Clerk in the level 2 of Pay Matrix with at least 4 years regular service under the Central/State Government.	Proposal made as per the Model RR vide DoP&T OM No. AB-14017/32/2009-Estt (RR) dtd. 29 <sup>th</sup> Dec' 2010.
12	<b>By Promotion:-</b> From amongst the Lower Division Clerks (Office Side) Typists, Comptists, Telephone and Telex Operators having 8 years regular service in the respective grade.	1. (a) 50% by promotion on seniority cum fitness basis from eligible Lower Division Clerk (Office) with Pay Level-2 (19900-63200) having eight years regular service in the grade. (b) 50% of vacancies shall be filled up by Limited Departmental test from amongst Lower Division Clerk (Office) with Pay Level-2 (19900-63200) who have rendered three years regular service in the grade as on 1 <sup>st</sup> January, if the exam is notified in the first half of the calendar year and 1 <sup>st</sup> July, if the exam is notified in the second half of the calendar year. (c) Failing either or both (a) & (b) above, by deputation of from regular Lower Division Clerks of CSD/ Central/State Government having at least four years regular service. The deputation shall be for a period not exceeding three years. 2. Inter-se-seniority will be maintained irrespective of the position of the individual after qualifying in the Departmental Test. 3. The eligibility list drawn in respect of 50% vacancies based on the Departmental Test shall be restricted to the zone of consideration and will be valid for one year. However, the name of candidates having passed the Departmental Test shall remain in the eligibility list to be considered for next year/future vacancies (to avoid re-appearing in & passing the Departmental Test again). Note 1: 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, 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/eligibility service.	1.Eight years qualifying is required for Gd. Pay of Rs. 2400 from Gp. of Rs. 1900 as per DoPT OM No. AB 14017/61/2008-Estt. (RR) dated 24.03.2009 and dated 12.03.2010 & 14017/4/2021-Estt. (RR) dated 20.09.2022.  2. 50 % of vacancies recommended to filled up subject to passing Departmental Test as per Model RR vide OM No. AB-14017/32/2009-Estt (RR) dtd. 29 <sup>th</sup> Dec' 2010 and to improve the prospects of promotion similar to other Govt. Department.  Department is also facing acute shortage of manpower in LDC Cadre due to bleak promotion avenues for candidates from SSCs.  As per Para No. 3.1.2 of DoPT O.M No. AB.14017/48/2010-Estt.(RR) dated 31 Dec 2010

13	<p>Group 'C' Departmental Promotion Committee consisting of :-</p> <p>1. Joint General Manager and Vice Chairman, Board of Administration - Chairman</p> <p>2. Deputy Director General Canteen Services and Secretary Board of Control Canteen Services - Member</p> <p>3. DFA(Q) MoD - Member</p> <p>4. Senior most DGM (CSD Cadre) - Member</p>	<p><u>Group 'C' Departmental Promotion Committee consisting of :-</u></p> <p>1 Joint General Manager and Vice Chairman, Board of Administration/JGM-II - Chairman</p> <p>2 Deputy General Manager (CSD Cadre) - Member</p> <p>3 Asst. General Manager (CSD Cadre.) - Member</p>	As per Para No. 3.13.2 of OM No. 14017/48/2010-Estt-(RR) dt. 31.12.2010.
14	Not Applicable	Not Applicable	No change

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 Raj Kumari Singh, Under Secretary (D/CSD), MoD, Sena Bhavan, New Delhi

Signature of the officer sending the proposals.

Date : 2023  
Place : Mumbai

Prepared by

Checked by

**PROPOSED AMENDED RECRUITMENT RULE – LOWER DIVISION CLERK**

Name of Post	No. of Post	Classification	Scale of Pay	Whether Selection post or non selection post	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Lower Division Clerk (Office)	<b>795* (2023)</b> <b>* Subject to variation dependent on workload</b>	General Central Service Group 'C' Ministerial. (Non-Gazetted)	<b>Pay Level-02 (19900 -63200)</b>	<b>Non-Selection</b>	Not applicable	Between 18 and 27 years. (Relaxable upto 40 years in accordance with the instructions or orders issued by the Central Government. Note: The crucial date for determining age limit shall be fixed by staff selection commission

Educational and other qualifications required for direct recruits	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)	(14)
(i) 12 <sup>th</sup> Class or equivalent qualification from a recognized Board or University. (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi only on computer. (35 w.p.m. and 30 w.p.m. correspondent to 10500 KDPH/9000 KDPH on average of 5 key depressions for each word)	<b>Yes, to the extent indicated in col. 11.</b>	2 years in case of Direct recruitment	<b><u>By Promotion failing which by Direct Recruitment:</u></b>  i) <b>50 % by Direct Recruitment through SSC.</b>  ii) <b>25 % to be filled by promotion from MTS who possess 12<sup>th</sup> class pass or equivalent with 3 years' of regular service through Limited Departmental Competitive Examination.</b>  iii) <b>25 % to be filled by promotion on seniority-cum-fitness basis from MTS who have 3 years regular service in the grade.</b>  Note: - If more of such employees than the number of vacancies available under Clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.	<b><u>As stated in column 11</u></b>	<b><u>Group 'C' Departmental Promotion Committee &amp; Confirmation committee consisting of :-</u></b>  1 Joint General Manager and Vice Chairman, Board of Administration/JGM-II - Chairman  2 Deputy General Manager (CSD Cadre) - Member  3 Asst. General Manager (CSD Cadre) - Member	Not applicable.

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 : Lower Division Clerk  
(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 :
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 10<sup>th</sup> 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
(01)	Lower Division Clerk working as Clerk in Office/Stores as comptist including typists, telex operators of CSD	Lower Division Clerk (Office)/(Stores).	Post of comptist, typists & telephone operator are included within the LDC (Office/Stores) in CSD.
(02)	902* (1991) * Subject to variation dependent on work load.	795* (2023) * Subject to variation dependant on work load.	Authorisation of 795 as per MoD letter No.95304/ADRP/Q/BOCCS/878/D(Mov)/2008 dt 15/05/2008.
(3)	General Central Service Group 'C' Ministerial (Non-Gazetted)	General Central Service Group 'C' Ministerial (Non-Gazetted)	No change
(04)	Rs. 950-20-1150-EB-25-1500	Pay Level-02 (19900 -63200)	Pay Scale as per 7 CPC.
(5)	Not Selection	Non-Selection	No change
(6)	Not applicable	Not applicable	No change
(7)	Between 18 and 25 years (Relaxable for Government Servants upto 35 years in accordance with the instructions or orders issued by the Central Government).	Between 18 and 27 years of age (Relaxable for Government Servants upto 40 years in accordance with the instructions or orders issued by the Central Government. Note : - The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission. (Where recruitment is not through SSC, crucial date for determining the age limit shall be the last date for receipt of applications.)	In accordance to Model RR of DOP&T OM No. 15012/6/98-Estt(D) dated 21 Dec 1998 & AB.14017/32/2009-Estt..(RR) dtd 07 <sup>th</sup> Oct' 2009.
(8)	i) Matriculation or equivalent qualification from a recognised Board or of University ii) A typing speed of 30 w.p.m. in English or 25 w.p.m in Hindi.	(i) 12 <sup>th</sup> Class or equivalent qualification from a recognized Board or University. (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi only on computer. (35 w.p.m. and 30 w.p.m. correspondent to 10500 KDPH/9000 KDPH on average of 5 key depressions for each word)	In accordance to Model RR of DOP&T OM No. AB-14017/32/2009-Estt(RR) dated 07 Oct 2009.
(9)	Age-Yes Educational qualification applicable to the extent mentioned in column 11.	Yes, to the extent indicated in col. 11.	In accordance to Model RR of DOP&T OM No. AB-14017/32/2009-Estt(RR) dated 07 Oct 2009.
(10)	2 Years	2 Years in case of Direct recruitment	No change
(11)	<b>By direct recruitment</b> i)90% by direct recruitment through Staff Selection Commission. ii)5% of vacancies shall be filled up from amongst the Group, 'D' staff who possess Matriculation or equivalent qualifications and have rendered 5 years of regular service in Group 'D' on the basis of a Departmental qualifying Examination. The maximum age limit for eligibility for examination is 45 years and 50 years of age for the SCs/STs. iii)5% of the vacancies shall be filled on Seniority-cum-fitness basis from Group 'D' employees who possess matriculation or equivalent qualification <b>Note :</b> a) Unfilled vacancies pertaining to a Particular year shall not be carried over b) If more of such employees that the number of vacancies available under Clause (ii) Qualify at the said examination, such excess number if employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.	<b>By Promotion failing which by Direct Recruitment:</b>  i) 50 % by Direct Recruitment through SSC.  ii) 25 % to be filled by promotion from MTS who possess 12 <sup>th</sup> class pass or equivalent with 3 years' of regular service through Limited Departmental Competitive Examination.  iii) 25 % to be filled by promotion on seniority-cum-fitness basis from MTS who have 3 years regular service in the grade.  Note:- If more of such employees than the number of vacancies available under Clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.	In accordance to Model RR of DOP&T OM No. AB-14017/32/2009-Estt(RR) dated 07 Oct 2009  There are educationally qualified & experience MTS for promotion to LDC but out of Auth. 1412 MTS, only 119 post of LDC are being reserved for promoted to LDC (as per model & existing RR). Therefore, better Promotional prospect/scope has been roped in as per DoP&T Order No. 9/2/2003-CS-II dated 20 <sup>th</sup> Apr' 2005. The base of promotion is enhanced as per Para No. 3.11.2 of OM No. 14017/48/2010-Estt-(RR) dt. 31.12.2010 Care should be taken to see that the base for promotion is strong, i.e., the departmental candidates are fully qualified for the responsibilities of the higher post and the field is also adequate.
(12)	10% of vacancies shall be filled up from amongst the Group 'D' staff who possess Matriculation or equivalent qualifications as stated in column 11	As stated in col. 11.	In accordance to Model RR of DOP&T OM No. AB-14017/32/2009-Estt(RR) dated 07 Oct 2009.

(13)	Group 'C' Departmental Promotion Committee consisting of :- 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 (CSD Cadre) - Member	<u>Group 'C' Departmental Promotion Committee &amp; Confirmation committee consisting of :-</u> 1 Joint General Manager and - Chairman Vice Chairman, Board of Administration/JGM-II 2 Deputy General Manager - Member (CSD Cadre) 3 Asst. General Manager (CSD - Member Cadre.)	As per Para No. 3.13.2 of OM No. 14017/48/2010-Estt-(RR) dt. 31.12.2010.
(14)	Not applicable	Not applicable	No change

\* Columns No. in the existing RR and proposed RR varies because in the existing RR there are 14 columns and whereas 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 the title "Sl. No." has 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 Raj Kumari Singh, Under Secretary (D/CSD), MoD, Sena Bhavan, New Delhi

Signature of the officer sending the proposals.

Date : 2023  
Place : Mumbai

Prepared by

Checked by

**PROPOSED RECRUITMENT RULES – MULTI-TASKING STAFF (Mazdoor, W/man, Peon, Mali & Safaiwala)**

Name of post	Number of posts	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection post or non selection post	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<b>Multi-Tasking Staff</b> (Mazdoor, W/man, Peon, Mali & Safaiwala)	1412* (2023) * Subject to variation dependent on workload	General Central Service Group 'C', Non-Gazetted, Non-Ministerial	Pay Level-01 (18000-56900)	Not applicable	Not applicable	Between 18 to 25 years of age.  Note: The crucial date for determining the age limit be as advertised by Staff Selection Commission or 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, Ladakh Division of J&K State, Lahual & Spiti district of Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).  In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.

Educational and other qualifications required for direct recruits	Whether age and educational qualification 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/ transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/tr ansfer, 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)	(14)
Matriculation or equivalent pass	Not applicable	2 years	By Direct Recruitment	Not applicable	<b><u>Group 'C' Departmental Confirmation Committee for considering confirmation:-</u></b>  1 Joint General Manager and Vice Chairman, Board of Administration/JGM-II - Chairman  2 Deputy General Manager (CSD Cadre) - Member  3 Asst. General Manager (CSD Cadre) - Member	Not applicable

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 : **Multi-Tasking Staff (MTS)**  
(Mazdoor, W/man, Peon, Mali & Safaiwala)
- (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 :
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. 193 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
(01)	Mazdoor, W/man, Peon, Mali & Safaiwala	<b>Multi-Tasking Staff</b> (Mazdoor, W/man, Peon, Mali & Safaiwala/li)	As per recommendation of 6CPC & Model RR of MTS vide OM No. AB-14017/6/2009-Estt(RR) dtd 30 <sup>th</sup> Apr' 2010. CSD Order 3/Pers/A-1/1129/85 dtd. 10.1.2012.
(02)	<b>1. Peon:</b> 143* (1991) * Subject to variation depended on work load. <b>2. Watchman:</b> 512* (1991) * Subject to variation depended on work load. <b>3. Safaiwala/li :</b> 90* (1991) * Subject to variation depended on work load. <b>4. Mali :</b> 37* (1991) * Subject to variation depended on work load. <b>5. Mazdoor :</b> 1051* (1991) * Subject to variation depend on work load.	1412* (2023) * Subject to variation dependent on workload  <b>1. Peon:</b> 146* * Subject to variation depended on work load. <b>2. Watchman:</b> 551* Subject to variation depended on work load. <b>3. Safaiwala/li :</b> 81* * Subject to variation depended on work load. <b>4. Mali :</b> 30* * Subject to variation depended on work load. <b>5. Mazdoor :</b> 604* * Subject to variation depend on work load.	<b>1. Peon:</b> As per various SIU of all installation of CSD total strength of Peon comes to 146. <b>2. Watchman:</b> Based on recommendations of various SIU, opening of new depot, the total strength of Watchman comes to 551. <b>3. Safaiwala/li :</b> During the various SIU Studies of all CSD Area Depots strength have been reduced to 81 only. <b>4. Mali :</b> During the various SIU Studies of all CSD Area Depots strength have been reduced to 30 only. <b>5. Mazdoor :</b> During various SIU Studies of all CSD installation strength of Mazdoor was reduced to 803. Further 199 posts were abolished during ADRP exercise for the year 2000 to 2006.
(03)	General Central Service Group 'D' (Civilian)	General Central Service Group 'C' Non-Gazetted, Non-Ministerial	a) Change of classification in accordance to 6 <sup>th</sup> CPC Recommendation. b) Other change in accordance to DOP&T OM No. AB-14017/12/87-Estt (RR) dated 18 Mar 1988.
(04)	Rs. 750-12-870-EB-14-940	Pay Level-01 (18000-56900)	Pay Scale as per 7 CPC.
(05)	Not applicable	Not applicable	No change
(06)	Not applicable	Not applicable	No change
(07)	<b>1. Peon:</b> Between 18 and 25 years <b>2. Watchman</b> Between 18 and 25 years (relaxable in the case of Ex-Serviceman) <b>3. Safaiwala/li</b> Between 18 and 25 years (relaxable in the case of Ex-Serviceman) <b>4. Mali</b> Between 18 and 25 years. <b>5. Mazdoor</b> Between 18 to 45 years.	Between 18 to 25 years of age.  Note: The crucial date for determining the age limit be as advertised by Staff Selection Commission or 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, Ladakh Division of J&K State, Lahual & Spiti district of Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).  In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.	As per Model RR of MTS vide OM No. AB-14017/6/2009-Estt(RR) dtd 30 <sup>th</sup> Apr' 2010.
(08)	<b>1. Peon:</b> i) Must be able to read and write Hindi or English ii) Must have passed Middle standard with or without English. iii) Preference will be given to those persons knowing the local language. iv) Preferably raised in Home Guard.	Matriculation or equivalent pass	As per Model RR of MTS vide OM No. AB-14017/6/2009-Estt(RR) dtd 30 <sup>th</sup> Apr' 2010.

	<b>2. Watchman</b> i) Must be able to read and write English or Hindi. ii) Able to bodied adult iii) Preference will be given to Ex- servicemen / Police. <b>3. Safaiwala/li</b> i) Able bodied professional Safaiwala. ii) Educational qualification : Those who are able to read and write any Indian language will be given preference. <b>4. Mali</b> i) Practical experience of gardening is essential. ii) Knowledge of seasonal flowers and vegetables. iii) Preference will be given to candidates having certificates in nursery from any recognised agricultural school / Institute. iv) Educational qualification : Must be able to read and write any Indian language. <b>5. Mazdoor</b> i) Must be able bodied adult capable of lifting heavy packages of stores. ii) Must be able to read and write any Indian language.		
(09)	Not applicable	Not applicable	No change
(10)	2 years	2 years	No change
(11)	<b>1. Peon:</b> 75% by direct recruitment, 25% transfer  <b>2. Watchman, Safaiwala/li, Mali &amp; Mazdoor</b> by direct recruitment	By Direct Recruitment	As per Model RR of MTS vide OM No. AB-14017/6/2009-Estt(RR) dtd 30 <sup>th</sup> Apr' 2010.
(12)	<b>1. Peon:</b> By transfer :From amongst Safaiwala or Farashers or Chowkidars and other Group 'D' employees provided the pay scale of the posts held by them is the same that of Safaiwalas. Farashers and Chowkidar, who have completed 5 years regular service and who possess elementary literacy and are able to read and write Hindi which will be determined by a simple written test in Hindi. <b>2. Watchman, Safaiwala/li, Mali &amp; Mazdoor</b> by direct recruitment	Not applicable	As per Model RR of MTS vide OM No. AB-14017/6/2009-Estt(RR) dtd 30 <sup>th</sup> Apr' 2010.
(13)	Group 'C' Departmental Promotion Committee consisting of :- 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 (CSD Cadre) - Member	<b><u>Group 'C' Departmental Confirmation Committee for considering confirmation:-</u></b>  1 Joint General Manager and Vice Chairman, Board of Administration/JGM-II - Chairman  2 Deputy General Manager (CSD Cadre) - Member  3 Asst. General Manager (CSD Cadre) - Member	As per Para No. 3.13.2 of OM No. 14017/48/2010-Estt-(RR) dt. 31.12.2010.
(14)	Not applicable	Not applicable	No change

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 Raj Kumari Singh, Under Secretary (D/CSD), MoD, Sena Bhavan, New Delhi

Signature of the officer sending the proposals.

Date : 2023  
Place : Mumbai

Checked by

Prepared by