



प्रधान आयुक्त सीमा शुल्क का कार्यालय चेन्नै (सामान्य)
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS, CHENNAI (GENERAL)
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फा.सं./F.No. II/(31)/64/2022-ESTT-O/o-Comm-Cus-Gen-Chennai दिनांक/DATE: 27.10.2022

परिपत्र सं /CIRCULAR NO. 59 / 2022

Sub: Filling up the post Canteen Manager (Group "B" Non-Gazetted, Non-Ministerial) in Pay Matrix of Rs.35400-112400 in Level 6 of 7th CPC on Deputation basis in Chennai Customs Zone – reg.

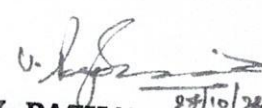
Chennai Customs Zone invites applications from eligible Government Servant to fill up One (01) post in UR Category in the cadre of Canteen Manager (erst-while Manager Grade-II) (Group "B" Non-Gazetted, Non-Ministerial) in Pay Matrix of Rs.35400-112400 in Level 6 of 7th CPC on Deputation basis.

2. The name of the post, Level of Pay in the Pay Matrix, eligibility conditions and experience desired for the post as per DOPT O.M. No. 3/2/2009-Dir.(C) dated 04.06.2014 wherein Review of Model Recruitment Rules for various posts in Non-Statutory Departmental Canteen / Tiffin Rooms located in Central Government Officers was issued and Amendment on the same vide DOPT O.M. No. 3/2/2009-Dir.(C) dated 09.02.2015, O.M. No. 3/1/2021-Dir.(C) dated 19.07.2021 and O.M. No. 11/2/2020-Dir.(C) dated 26.04.2022 were issued from time to time are given in Annexure-I. The copies of the referred DOPT O.M.s are attached herewith. The officials, who are eligible and willing to be considered for the post of Canteen Manager and who can be spared, may apply in prescribed application in Proforma as per Annexure-II through their respective offices. Applications along with up-to-date APAR/Performance Reports for the last 5 years, Vigilance Clearance of the recommended official should be forwarded by their respective office.

3. The application with up-to-date APAR/Performance Report and Vigilance Clearance should reach this office of Chennai Customs Zone latest by **10.11.2022**. Applications received after expiry of the stipulated date and without up-to-date APAR/Performance Reports, Vigilance Clearance etc., will not be entertained.

4. Officials who volunteer for the post will not be permitted to withdraw their names later and also will not be relieved till the expiry of **Five (05) Years Tenure**.

5. This issues with the approval of Principal Commissioner of Customs (General), Custom House, Chennai – 1.


(वी. पझनियांडी / V. PAZHANIYANDI)
अपर सीमा शुल्क आयुक्त/ **ADDITIONAL COMMISSIONER OF CUSTOMS**
स्थापना / **ESTABLISHMENT**
सामान्य आयुक्तालय / **GENERAL COMMISSIONERATE**

Encls.: as above

To

1) All Pr. Chief / Chief Commissioner of GST & Central Excise

- 2) All Pr. Chief / Chief Commissioner of Customs
- 3) All Directorate General / Directorates under CBIC
- 4) Ministry of Finance (MoF)
- 5) Ministry of Defence
- 6) Ministry of Agriculture and Farmers Welfare
- 7) Ministry of AYUSH
- 8) Ministry of Chemical and Fertilizers
- 9) Ministry of Civil Aviation
- 10) Ministry of Coal
- 11) Ministry of Commerce and Industry
- 12) Ministry of Consumer Affairs, Food and Public Distribution
- 13) Ministry of Communication
- 14) Ministry of Corporate Affairs
- 15) Ministry of Culture
- 16) Ministry of Development of North Eastern Region
- 17) Ministry of Fisheries, Animal Husbandry and Dairying
- 18) Ministry of Steel
- 19) Ministry of Social Justice and Empowerment
- 20) Ministry of Rural Development
- 21) Ministry of Tribunal Affairs
- 22) Ministry of Environment, Forest and Climate Change (MoEFCC)
- 23) Ministry of Information and Broadcasting (MoI&B)
- 24) Ministry of Power
- 25) Ministry of Railways
- 26) Ministry of Youth Affairs and Sports
- 27) Ministry of Personnel & Public Grievances & Pensions
- 28) Department of Empowerment of Persons with Disabilities
- 29) Ministry of Labour & Employment
- 30) The Web Master (CBIC), Department of Systems, C.R. Building, I.P. Estate, New Delhi, with the request to publish the same in CBIC's Website
- 31) The Deputy Commissioner of Customs (EDI), Custom House, Chennai (for uploading in Chennai Customs Website)
- 32) Chennai Customs Notice Board

ANNEXURE - I

1.	Designation of Post	Canteen Manager (erst-while Manager Grade-II) Group "B" Non-Gazetted, Non-Ministerial
2.	DOPT O.M.s	(i) No. 3/2/2009-Dir.(C) dated 04.06.2014, (ii) No. 3/2/2009-Dir.(C) dated 09.02.2015, (iii) No. 3/1/2021-Dir.(C) dated 19.07.2021 & (iv) No. 11/2/2020-Dir.(C) dated 26.04.2022
3.	Level in Pay Matrix	Rs.35400-112400 in Level 6 of 7 th CPC
4.	Category of vacancy	01 (01 UR)
5.	Method of Recruitment	<p>Promotion failing which by deputation failing both by Direct Recruitment</p> <p>Deputation: Officers under the Central Government: (a) (i) Holding analogous posts on regular basis in the parent Cadre / Department; or (ii) With 6 years service in the grade rendered after appointment thereto on a regular basis in posts in PB-1, Rs.5200-20200 with Grade Pay of Rs.2800/- (Level 5 Pay Matrix of Rs.29200-92300 of 7th CPC) or equivalent in the parent cadre / department; or (iii) With 10 years service in the grade rendered after appointment thereto on a regular basis in posts in PB-1 Rs.5200-20200/- with Grade Pay of Rs.2400/- (Level 4 Pay Matrix of Rs.25500-81100 of 7th CPC) or equivalent in the parent Cadre/department; and (b) Possessing the educational qualifications and experience prescribed for Direct Recruitment.</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.</p> <p>Note 2: Period of deputation including the period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 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 the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1.1.2006 (the date from which the revised pay structure based on the 6th CPC 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 Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post (s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.</p>
6.	Essential Qualification	Bachelor's Degree in Commerce / Business Studies / Economics / Public Administration from a recognized University / Institute
7.	Desirable Qualification	Two years experience in Accounts work in any Government Office or Public Sector Under-taking or Autonomous Statutory Organization.

ANNEXURE - II

**APPLICATION FOR THE POST OF CANTEEN MANAGER (ERST-WHILE MANAGER
GRADE - II - GROUP "B" NON-GAZETTED, NON-MINISTERIAL IN
CUSTOM HOUSE, CHENNAI**

1. Name in full (Block Letters) :
2. Date of Birth (DD/MM/YYYY) :
3. Whether belongs to UR/OBC/EWS/SC/ST:
4. Educational Qualifications :
5. Department in which employed :
6. Date of Appointment in Central Govt. :
7. Present post held, Basic Pay and Level
In Pay Matrix :
8. Date from which working as Canteen
Manager (erst-while Manager Grade-II) :
9. Details about Bachelor's Degree in
Commerce / Business Studies /
Economics / Public Administration
From a recognized University /
Institute :
10. Details about 2 years experience in
Accounts work in any Government
Office or Public Sector Under-taking or
Autonomous / Statutory Organization :
11. Additional information, if any :

**SIGNATURE OF THE CANDIDATE WITH DATE
ADDRESS WITH TELEPHONE NO. / MOBILE NO.**

It is certified that information furnished in Column No. 1 to 11 above is correct as per records.

**SIGNATURE WITH DATE
ADMINISTRATIVE HEAD (US/DD/EQUIVALENT)
NAME AND DESIGNATION WITH OFFICE SEAL**

ANNEXURE - XVI

No. 3/2/2009-Dir ©
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

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Lok Nayak Bhawan, Khan Market
New Delhi, dated the 04.06.2014

OFFICE MEMORANDUM

Subject:- Review of Model Recruitment Rules for various posts in Non-Statutory
Departmental Canteen/Tiffin Rooms located in Central Government Offices.

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The undersigned is directed to refer to this Department's OM If even number dated 22.5.2013 forwarding copy of the Model Recruitment Rules (RRS) for various Group 'C' posts in Non-Statutory Departmental Canteens Tiffin Rooms located in Central Government Offices. The Model RRS in respect of Group "B" posts (Schedule 6 to 9) have since been reviewed in consultation with UPSC and Estt. (RR) Division of DOP&T. Revised Model Recruitment Rules are enclosed.

2. Ministries/Departments are requested to adopt these Revised Model Recruitment Rules for Group "B" posts in Non-Statutory Departmental Canteens. The administrative Ministries/Departments themselves are required to get Recruitment Rules for Group "B" posts in Non-statutory Departmental Canteens approved from DOP&T, UPSC and Ministry of Law before notifying them in the Gazette of India.

3. Hindi version will follow.

Sd/-
(Pratima Tyagi)
Director (Canteens)

Copy to:-

1. All the Ministries/Departments/Offices of the Government of India (As per standard list).
(For kind attention of Director/Deputy Secretaries incharge of Administration/
Establishment Divisions.
2. Comptroller & Auditor General of India, 10 Bhadur Shah Zafar Marg, New Delhi.
3. The Registrar Supreme Court, Tilak Marg, New Delhi.
4. Ministry of Finance, Department of Expenditure, E-III, Desk North Block, New Delhi.
5. Controller General of Accounts, Ministry of Finance, Department of Expenditure, Lok
Nayak Bhavan, Khan Market, New Delhi. CGDC, West Block V, R.K. Puram, New
Delhhi - 110 066
6. Estt. RR Division, DOP&T, North Block, New Delhi.
7. Office of the Joint Secretary (Trg.) and CAO, Ministry of Defence, C-II, Hutements,
Dalhousi Road, New Delhi - 110 011
8. Section Officer (Canteens), DOPT, Lok Nayak Bhavan, New Delhi (with 60 spare
copies).

Copy also to:-

1. PS to Joint Secretary (AT & A), DOP&T, North Block, New Delhi
2. PS to Director (Admn.), DOP&T, North Block, New Delhi

SCHEDULE -6

1.	Name of Post	Manager-cum-Accountant.
2.	No. of Post	*
3.	Classification	General Central Service (Group 'B') Non-Gazetted, Non-Ministerial.
4.	Pay Band and Grade Pay	PB-2, (Rs.9300- 34,800), Grade Pay of Rs. 4200/-. **
5.	Whether Selection Post or Non-selection Post	Selection.
6.	Age limit for direct recruits	30 years (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshdweep).
7.	Educational and other qualifications required for direct recruits	Essential i) Bachelor's Degree in Commerce/Business Studies/Economic/Public Administration of a recognized University/Institute ii) 2 years experience in accounts work in any office or PSU or Autonomous/ Statutory Organisation. Note 1: Qualification is relaxable at the discretion of the Staff Selection Commission/Competent Authority in case of candidates otherwise well qualified. Note 2: Qualification regarding experience is relaxable at the discretion of the Staff Selection Commission/Competent Authority, for reasons to be recorded in writing, in the 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.

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of probation, if any	Two years for direct recruits and promotees
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and the percentage of vacancies to be filled by various methods	Promotion failing which by deputation failing both by direct recruitment.
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	<p>Promotion :</p> <p>Assistant Manager-cum-Store Keeper in Pay Band -1, Rs. 5200 – 20,200 with Grade Pay of Rs. 2400/- with ten (10) years 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-Storekeeper, the following note may be inserted)</p> <p>Note : The eligibility service for promotion to the post of Manager-cum-Accountant shall be 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 for qualifying or eligibility service are being considered 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 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 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 1.1.2006 or the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p>

Deputation :

Officers under the Central Government –

- (a) (i) Holding analogous posts on regular basis in the parent cadre/department; or
(ii) With 6 year service in the grade rendered after appointment thereto on a regular basis in posts in PB-1, Rs.5200-20200/- with Grade Pay of Rs.2800/- or equivalent in the parent cadre/department; or
(iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in PB-1, Rs. 5200-20200/- with Grade Pay of Rs.2400/- or equivalent in the parent cadre/department; and
(b) Possessing the educational qualifications and experience prescribed for direct recruitment under column 7.

Note: 1 The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.

Note 2: Period of deputation including period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 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 basis, the service rendered on a regular basis by an officer prior to 1.1.2006 (the date from which the revised pay structure based on the 6th CPC 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 Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend

		only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.
12.	If a departmental Promotion Committee exists, what is its composition?	<p><u>Group 'B' Departmental Promotion Committee (for promotion/confirmation)</u></p> <p>(The composition may be given if promotion is one of the modes of recruitment).</p> <p>Group 'B' Departmental Confirmation Committee (for confirmation).</p> <p>Composition of DPC may be given as per the orders issued by the DOPT in the matter.</p>
13.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Consultation with Union Public Service Commission not necessary.

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

** The incumbents 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 - 7

1.	Name of Post	Manager Grade- II.
2.	No. of Post	*
3.	Classification	General Central Service (Group 'B') Non-Gazetted, Non-Ministerial.
4.	Pay Band and Grade Pay	PB-2, Rs. 9300- 34,800 + Grade Pay Rs. 4200/- **
5.	Whether Selection Post or Non-selection Post	Selection.
6.	Age limit for direct recruits	30 years (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshdweep).
7.	Educational and other qualifications required for direct recruits	Essential i) Degree in Commerce of a recognized University/Institute ii) 2 years experience in accounts work in any Office or PSU or Autonomous/ Statutory Organisation. Note 1: Qualification is relaxable at the discretion of the Staff Selection Commission/Competent Authority in case of candidates otherwise well qualified. Note 2: Qualification regarding experience is relaxable at the discretion of the SSC/Competent Authority, for reasons to be recorded in writing, in the case of candidates belonging to the Scheduled Castes or 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.

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of probation, if any	Two years for direct recruits and promotees
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and the percentage of vacancies to be filled by various methods	Promotion failing which by deputation failing both by Direct Recruitment.
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	<p>Promotion :</p> <p>Assistant Manager-cum-Store Keeper in Pay Band -1, Rs. 5200 – 20,200 with Grade Pay of Rs. 2400/- with ten (10) years 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-Storekeeper, the following note may be inserted)</p> <p>Note : The eligibility service for promotion to the post of Manager-cum-Accountant shall be 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 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 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 1.1.2006 or the date from which the revised pay structure based on the</p>

6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.

Deputation :

Officers under the Central Government –

- (a) (i) Holding analogous posts on regular basis in the parent cadre/department; or
 - (ii) With 6 year service in the grade rendered after appointment thereto on a regular basis in posts in PB-1, Rs.5200-20200/- with Grade Pay of Rs. 2800/- or equivalent in the parent cadre/department; or
 - (iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in PB-1, Rs. 5200-20200/- with Grade Pay of Rs.2400/- or equivalent in the parent cadre/department; and
- b) Possessing the educational qualifications and experience prescribed for direct recruitment under column 7

Note: 1 The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.

Note:2 Period of deputation including the period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 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 basis, the service rendered on a regular basis by an officer prior to 1.1.2006 (the date from which the revised pay structure based on the 6th CPC 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 Pay Commission except

		where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post (s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.
12.	If a departmental Promotion Committee exists, what is its composition?	<p>Group 'B' Departmental Promotion Committee (for promotion/confirmation)</p> <p>Composition of DPC may be given as per the orders issued by the DOPT in the matter.</p> <p>Group 'B' Departmental Confirmation Committee (for confirmation).</p> <p>Composition may be given as per the orders issued by the DOPT in the matter.</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Consultation with Union Public Service Commission not necessary.

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

** The incumbents 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 – 8

1.	Name of Post	Deputy General Manager.
2.	No. of Post	*
3.	Classification	General Central Service (Group 'B') Non-Gazetted, Non-Ministerial.
4.	Pay Band & Grade Pay	PB-2, Rs. 9300 – 34,800/- + Grade Pay Rs. 4200/- **
5.	Whether Selection Post or Non-selection Post	Selection.
6.	Age limit for direct recruits	30 years (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshdweep).
7.	Educational and other qualifications required for direct recruits	Essential i) Bachelor's Degree in Commerce/Business Studies/Economics/Public Administration of a recognized University/Institute ii) 2 years experience in accounts work in any Government Office or PSU or Autonomous/Statutory Organisation. Note 1: Qualification is relaxable at the discretion of the Staff Selection Commission/Competent Authority in case of candidates otherwise well qualified. Note 2: Qualification regarding experience is relaxable at the discretion of the SSC/Competent Authority, for reasons to be recorded in writing, in the case of candidates belonging to the Scheduled Castes or 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.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No

9.	Period of probation, if any	Two years for direct recruits and promotees
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	Promotion failing which by deputation failing both by Direct Recruitment
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	<p>Promotion :</p> <p>Assistant Manager-cum-Store Keeper in Pay Band -1 of Rs. 5200 – 20,200 with Grade Pay of Rs. 2400/- with ten (10) years 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-Storekeeper, the following note may be inserted)</p> <p>Note : The eligibility service for promotion to the post of Deputy General Manager shall be 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 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 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 1.1.2006 or the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p> <p>Deputation :</p> <p>Officers under the Central Government –</p>

	<p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department; or</p> <p>(ii) With 6 year service in the grade rendered after appointment thereto on a regular basis in posts in PB-1, Rs.5200-20200/- with Grade Pay of Rs. 2800/- or equivalent in the parent cadre/department; or</p> <p>(iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in PB-1, Rs. 5200-20200/- with Grade Pay of Rs.2400/- 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 the 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 any other ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 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 the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1.1.2006 (the date from which the revised pay structure based on the 6th CPC 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 Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post (s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
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12	If a departmental Promotion Committee exists, what is its composition?	<p>Group 'B' Departmental Promotion Committee (for promotion)</p> <p>(The composition may be given as per the orders issued by DOP&T in the matter</p> <p>Group 'B' Departmental Confirmation Committee (for confirmation).</p> <p>The composition may be given as per the orders issued by the DOP&T in the matter.</p>
13.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Consultation with Union Public Service Commission not necessary.

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

** The incumbents 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 - 9

1.	Name of Post	General Manager:
2.	No. of Post	*
3.	Classification	General Central Service (Group 'B') Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay	PB-2 Rs. 9300 – 34,800/- + Grade Pay of Rs. 4200/- **
5.	Whether Selection Post or Non-selection Post	Selection.
6.	Age limit for direct recruits	Not Applicable.
7.	Educational and other qualifications required for direct recruits	Not Applicable.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable.
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods	Promotion failing which by deputation
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	<p>Promotion :</p> <p>(in case of Type 2 A Canteen)</p> <p>Manager-cum-Accountant in PB-2 of Rs. 9300 – 34800/- with Grade Pay of Rs. 4200/ with three years of regular service in the grade</p> <p>(in the case of Type 3 A to 10 A Canteen)</p> <p>Manager-cum-Accountant and Deputy General Manager in PB-2 of Rs. 9300-34800/- with Grade Pay of Rs. 4200/- with three years of regular service in the grade.</p> <p>*Note : The eligibility list for promotion shall be prepared with reference to the date of completion of the prescribed qualifying service by the officers in their respect grade/post.</p>

(*This Note to be inserted in case of Type 3 A to 10 A Canteen)

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 or eligibility service by more than half of such qualifying or 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.

Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2006 or the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.

Deputation:

Officers under the Central Government:

(a) (i) Holding analogous posts on regular basis in the parent cadre/department; or

(b) Possessing the following educational qualifications and experience :

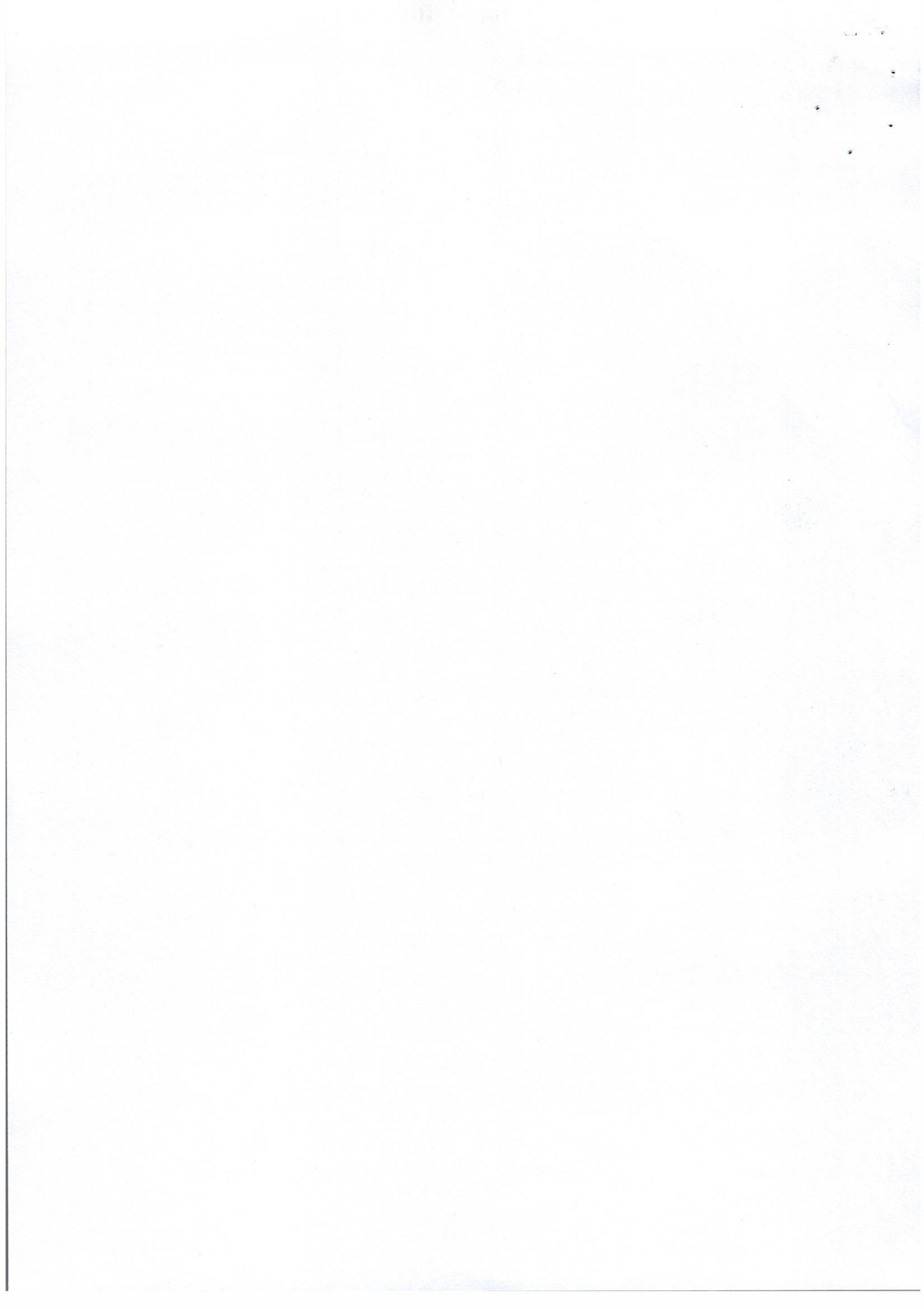
- (i) Bachelor's Degree in Commerce/Business Studies/Economics/Public Administration of a recognized University/ Institute
- (ii) Three(3) years experience in Administration and Management of Departmental Canteens

Note1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for appointment by promotion.

		<p><u>Note: 2.</u> The period of deputation including the period of deputation in any other 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 3 years. The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications..</p> <p><u>Note 3:</u> For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1.1.2006 (the date from which the revised pay structure based on the 6th CPC 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 except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation</p>
12.	If a departmental Promotion Committee exists, what is its composition?	<p><u>Group 'B' Departmental Promotion Committee (for promotion)</u></p> <p>Detailed composition of DPC to be given as per orders of DOP&T in the matter</p>
13.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Consultation with UPSC not necessary.

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

** The incumbents of the post shall be entitled to draw Special Allowance at such rates as may be decided by the Government from time to time.



No. 3/2/2009-Dir.(C)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

...

Lok Nayak Bhawan, Khan Market,
New Delhi, dated the 09/11/2015

OFFICE MEMORANDUM

Subject- Amendment of Model Recruitment Rules for various posts in Non Statutory Departmental Canteens/Tiffin Rooms located in Central Government Offices.

...

The undersigned is directed to refer to this Department's OM of even number dated 4/6/2014 and 22/5/2013 wherein Model Recruitment Rules (RRs) for various Group 'B' & Group 'C' posts in Non-Statutory Departmental Canteens/Tiffin Rooms located in Central Government Offices were circulated.

2. It has been decided to amend the Model RRs for Canteen employees. The matter regarding amendment to Model RRs for Canteen employees has been examined in consultation with Est.(RR), DOPT and it has been decided to amend the provision of Model RRs as under:-

I. OM No. 3/2/2009-Dir (C), dated 4/6/2014.

Schedule No.	Sl. No.	Existing Provision	Amended Provision
6 (Manager cum Accountant)	7 (Educational and other qualifications required for direct recruits)	<u>Note</u> - Qualification is relaxable at the discretion of the Staff Selection Commission/Competent Authority in case of candidates otherwise well qualified.	<u>Note</u> - Qualification is 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.
7 (Manager Grade- II)	7 (Educational and other qualifications required for direct recruits)	<u>Note 1</u> - Qualifications are relaxable at the discretion of the Staff Selection Commission/Competent Authority 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, in the 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	<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 the 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

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		from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.	of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.
8 (Deputy General Manager)	7 (Educational and other qualifications required for direct recruits)	<p><u>Note 1-</u> Qualifications are relaxable at the discretion of the Staff Selection Commission/ Competent Authority in case of candidates otherwise well qualified.</p> <p><u>Note 2-</u> Qualification regarding experience is/are relaxable at the discretion of the SSC/Competent Authority, in the 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.</p>	<p><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.</p> <p><u>Note 2-</u> Qualification regarding experience is/are relaxable at the discretion of the SSC/Competent Authority, <u>for reasons to be recorded in writing</u> in the 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.</p>

II. O.M. No.03/02/2009-Dir(C) dated 22.05.2013

Schedule No.	Sl. No.	Existing Provision	Amended Provision
2 (Assistant Halwai-cum-Cook)	7 (Educational and other qualifications required for direct recruits)	<p><u>Note -</u> The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority in case of candidates belonging to Scheduled Castes/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>	<p><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 Schedules Castes/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>

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3 Halwai- cum-Cook	7 (Educational and other qualification s required for direct recruits)	<u>Note -</u> The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority in case of candidates belonging to Scheduled Castes/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.	<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 Schedules Castes/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.
4 Clerk	7 (Educational and other qualification s required for direct recruits)	<u>Note 1-</u> Qualification(s) are relaxable at the discretion of the Competent Authority in case of candidates otherwise well qualified. <u>Note 2-</u> The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority in case of candidates belonging to Scheduled Castes/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.	<u>Note 1-</u> Qualification(s) are relaxable at the discretion of the Competent Authority <u>for reasons to be recorded in writing</u> in case of candidates otherwise well qualified. <u>Note 2-</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 Schedules Castes/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.
5 Assistant Manager -cum- Store Keeper	7 (Educational and other qualification s required for direct recruits)	<u>Note 1-</u> Qualification(s) are relaxable at the discretion of the Competent Authority in case of candidates otherwise well qualified. <u>Note 2-</u> The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority in case of candidates belonging to Scheduled Castes/Scheduled Tribes if, at any stage of selection, the competent authority	<u>Note 1-</u> Qualification(s) are relaxable at the discretion of the Competent Authority <u>for reasons to be recorded in writing</u> in case of candidates otherwise well qualified. <u>Note 2-</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 Schedules Castes/Scheduled Tribes if, at any stage of selection, the competent

P. 12/27

	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.	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.
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3. Ministries/Departments are requested to adopt the above amendments while framing the Recruitment Rules for Departmental Canteen Employees.

4. Hindi version will follow.

P. Tyagi
(Pratima Tyagi)
Director (Canteens)
Tel:24624722

To

1. All the Ministries/Departments/Offices of the Government of India (As per standard list).
(For kind attention of Director/Deputy Secretaries incharge of Administration/Establishment Divisions).
2. Comptroller & Auditor General of India, 10 Bhadur Shah Zafar Marg, New Delhi.
3. The Registrar Supreme Court, Tilak Marg, New Delhi.
4. Ministry of Finance, Department of Expenditure, E-III, Desk North Block, New Delhi.
5. Controller General of Accounts, Ministry of Finance, Department of Expenditure, Lok Nayak Bhavan, Khan Market, New Delhi.
6. CGDA, West Block V, R.K. Puram, New Delhi-110066.
7. Director (Admn.), DOP&T, North Block, New Delhi.
8. Office of the Joint Secretary (Trg.) and CAO, Ministry of Defence, C-II, Hutements, Dalhousi Road, New Delhi - 110011.
9. Section Officer (Canteens), DOPT, Lok Nayak Bhawan, New Delhi (with 60 spare copies).

No. 3/1/2021-Dir (C)
Government of India
Ministry of Personnel & Public Grievances & Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhavan
Khan Market, New Delhi. the 19/07/2021

OFFICE MEMORANDUM

Subject:- Change in Nomenclature to the post Manager Grade- II in Non-statutory departmental canteens located in Central Government Offices-reg.

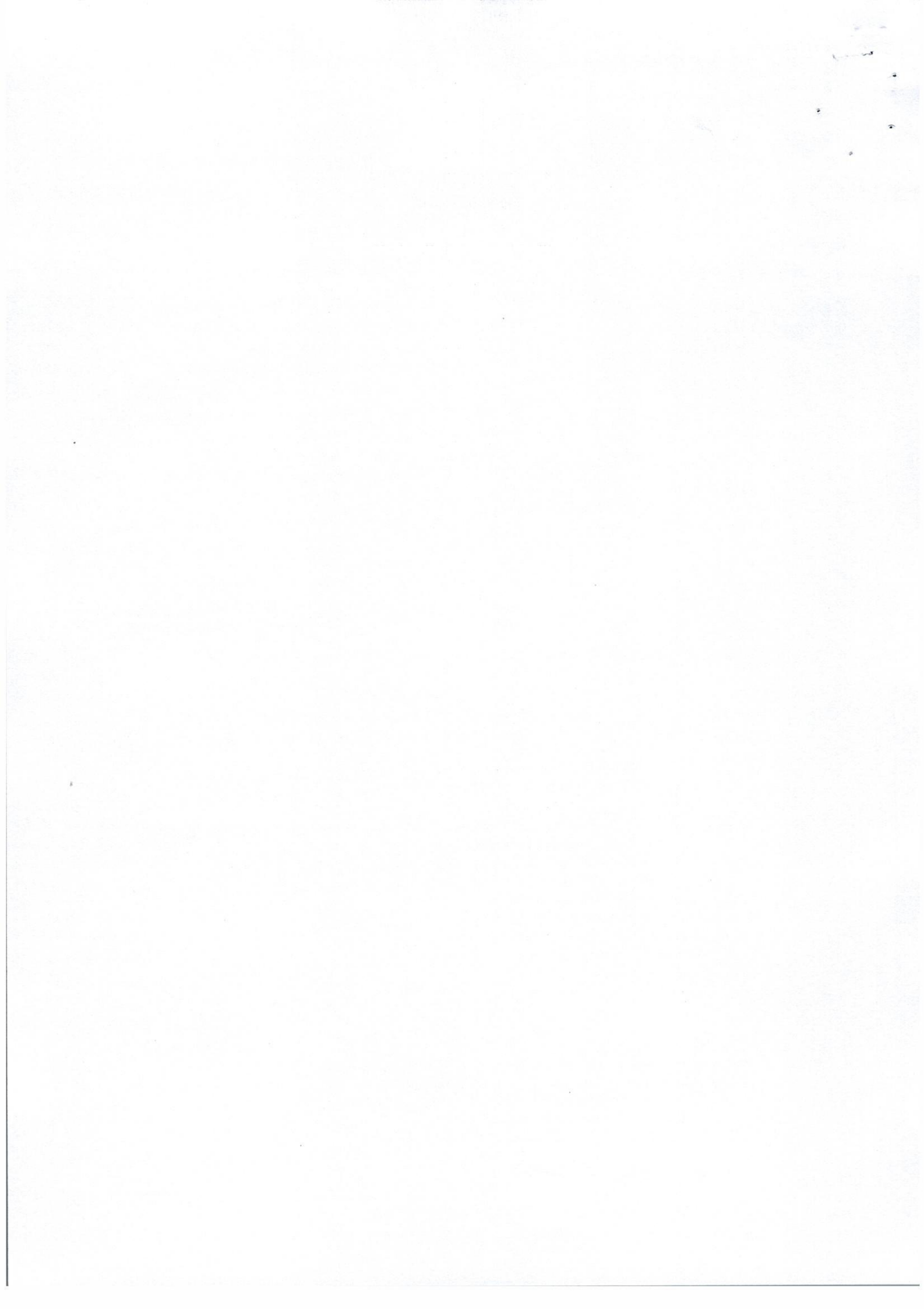
The undersigned is directed to refer to the subject mentioned above and to say that this Department has decided to redesignate the post 'Manager Grade -II' existing in Type 'A', 'B' and 'C' Non- statutory departmental canteens of Central Government Offices from 'Manager Grade-II' to 'Manager'.

2. This issues with the approval of Competent Authority.
2. All the Ministries/ Departments are requested to take necessary steps to make changes in recruitment rules of the above post.

(Kulbhushan Malhotra)
Under Secretary to the Government of India
Tel No. :- 011-24646961

To,

1. All Ministries/ Departments to the Government of India (as per standard list).
(For kind attention of Director/ Deputy Secretaries in-charge of Administration/ Establishment Divisions).
2. Comptroller & Auditor General of India, 10 Bahadar Shah Zafar Marg, New Delhi.
3. Ministry of Finance/ Department of Expenditure (E- III), Desk, North Block, New Delhi.
4. Controller General of Accounts, Department of Expenditure, Ministry of Finance, Lok Nayak Bhawan, Khan Market, New Delhi.
5. Controller General of Defence Accounts, Ulan Batar Road, Palam, New Delhi.
6. Office of the JS & CAO, Ministry of Defence, E- Block, Dara Sukoh Road, New Delhi- 110011.
7. Administrators, all Union Territories as per standard list.



No. 11/2/2020-Dir (C)
Government of India
Ministry of Personnel & Public Grievances & Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi
Dated - 26/04/2022

OFFICE MEMORANDUM


Subject: - Amendment in Model Recruitment Rules for the post of Manager in Non-Statutory Departmental Canteens located in Central Government Offices.

The undersigned is directed to refer to this Department's O.M. No.-3/2/2009-Dir.(C) dated 04.06.2014 (read with O.M. No- 3/2/2009- Dir.(C) dated 9.2.2015 and O.M. No.-3/1/2021- Dir.(C) dated 19.07.2022) whereby Model RRs for various Group 'B' posts in Non-statutory departmental canteens in Central Government Offices were circulated.

2. This Department has received some references regarding amendment in Model RRs to the post of Manager. Accordingly, the provisions of Model RRs for the post of Manager were examined in consultation with Estt. (RR) Division, DoPT and UPSC. It has been decided to amend the RRs to the post of Manager in Non-statutory departmental canteens as under :-

Sl. No.	Existing Provision	Amended Provision
7. Educational and other qualifications required for direct recruits.	Essential :- i) Bachelor's degree in Commerce/ Business Studies/ Economics/ Public Administration from a recognized University/ Institute; ii) Two years experience in Accounts work in any Government Office or Public Sector Undertaking or Autonomous/ Statutory Organisation.	Essential :- Bachelor's degree in Commerce/ Business Studies/ Economics/ Public Administration from a recognized University/ Institute; Desirable :- Two years experience in Accounts work in any Government Office or Public Sector Undertaking or Autonomous/ Statutory Organisation.

3. Ministries/ Departments are requested to take suitable necessary action for amending Recruitment Rules for the post of Manager accordingly.


(Kulbhushan Malhotra)
Under Secretary to the Government of India
Tel No. :- 011-24646961

P.T.O.

To,

1. All Ministries/ Departments to the Government of India (as per standard list).
(For kind attention of Director/ Deputy Secretaries in-charge of Administration/
Establishment Divisions).
2. Comptroller & Auditor General of India, 10 Bahadar Shah Zafar Marg, New Delhi.
3. Ministry of Finance/ Department of Expenditure (E- III), Desk, North Block, New
Delhi.
4. Controller General of Accounts, Department of Expenditure, Ministry of Finance,
Lok Nayak Bhawan, Khan Market, New Delhi.
5. Controller General of Defence Accounts, Ulan Batar Road, Palam, New Delhi.
6. Office of the JS & CAO, Ministry of Defence, E- Block, Dara Sukoh Road, New
Delhi- 110011.
7. Administrators, all Union Territories as per standard list.