

No. 12-18/2/2023-Admn.IV/125
Government of India
Ministry of Information & Broadcasting
Admn.IV Section

5th Floor, Shastri Bhawan
New Delhi, Date :- 03.03.2025

OFFICE MEMORANDUM

Subject: Amendment of Recruitment Rules for Group 'C' Employees of Departmental Canteen in the Ministry of Information and Broadcasting -reg.

The undersigned is directed to say that as per DoPT's O.M. No. AB14017/61/2008-Estt, (RR) dated 13.10.2015, the proposals for framing/amendment of Recruitment Rules are to be uploaded on the website of respective Ministries/Departments for 30 days for inviting comments from the stakeholders.

2. Therefore, the draft Recruitment Rules for 05 posts of Group 'C' Employees of Departmental Canteen have been amended and uploaded on the MIB's website for information of stakeholders. All stakeholders are requested to go through the draft Recruitment Rules and furnish their comments, if any, to the undersigned within a period of one month i.e. 30 days from the date of its uploading in the website. In case, no comments are received by that date, further process would be undertaken for taking necessary action to amend the aforementioned Recruitment Rules.


(Anuj Dixit)

Under Secretary to the Govt. of India
Tel:- 2338 4990

Encl : As above.

To,
All Stakeholders.

Copy To: PC Cell for uploading the draft RR on MIB's Website.

Government of India
Ministry of Information and Broadcasting

Notification

New Delhi, the _____, 2025.

GSR...(E).— In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Information and Broadcasting, Departmental Canteen Employees Recruitment Rules, 2012, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the Group 'C' posts of Departmental Canteen in the Main Secretariat under the Ministry of Information and Broadcasting, namely:-

1. Short title and commencement.—(1) These rules may be called the Ministry of Information and Broadcasting, Departmental Canteen, Group 'C' Employees Recruitment Rules, 2025.

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

2. Number of post, classification and level in pay matrix.— The number of the said post, its classification and the level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.
3. Method of recruitment, age-limit, qualifications etc.—The method of recruitment, age-limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the said Schedule.
4. Disqualification.— No person,-

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

shall be eligible for appointment to the said post:

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

5. Power to relax.— Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order for reasons to be recorded in writings and in consultation with the Union Public Service Commission relax any of the provisions of these rules with respect to any class or category of persons.
6. Saving.— Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-Servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

| Name of post. | Number of posts. | Classification. | Level in pay matrix. | Whether selection post or non-selection post. | Age — limit for direct recruits. |
|---|--|--|--|---|--|
| (1) | (2) | (3) | (4) | (5) | (6) |
| (1) Assistant Manager-cum-Store Keeper. | 1(2025)* *Subject to variation dependent on workload. | General Central Service, Group 'C', Non-Gazetted, Non-Ministerial. | Level-4 in the pay matrix (Rs. 25500-81100). | Not applicable. | 18-25 years (Relaxable for Govt. Servants upto the age of 40 years in accordance with the orders issued by the Central Government). Note : The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. In case post is advertised in Employment News/Newspaper the crucial date for determining the age limit shall be last date upto which applications have been called for. |

| Educational and other qualifications required for direct recruits. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | Period of probation, if any. |
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| (7) | (8) | (9) |
| a. Bachelors degree in Commerce from a recognised university. or, Graduate in any discipline from a recognised university with one year Diploma in Book Keeping/Store Keeping. b. Experience – Three years in a Government Department/ Undertaking in handling Stores/ Accounts. | No | Two years for direct recruits. Nil for promotees. |

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| <p>Note 1: Qualification(s) are relaxable at the discretion of the Competent Authority for reasons to be recorded in writing in case of candidates otherwise well qualified.</p> <p>Note 2: The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority for reasons to be recorded in writing in case of candidates belonging to 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 is not likely to be available to fill up the vacancies reserved for them.</p> | | |
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| <p>Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.</p> | <p>In case of recruitment by promotion or deputation/ absorption, grades from which promotion or deputation/ absorption to be made.</p> |
| <p>(10)</p> | <p>(11)</p> |
| <p>Promotion failing which by deputation and failing both by direct recruitment.</p> | <p>Promotion :</p> <p>(i) Clerks with atleast eight years regular service in the level 2 (Rs 19900 - 63200) of the pay matrix.</p> <p>(ii) Halwai-cum-Cook with five years regular service in the level 3 (Rs. 21700 – 69100) of the pay matrix with two years experience in handling Stores/ Accounts and possessing educational qualification as prescribed for direct recruited Clerk i.e. 12th Class Pass with Commerce.</p> <p>Note : Where juniors who have completed their qualifying/ eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Deputation: Officers of the Central Government— a)(i) Holding analogous posts on regular basis, or (ii) with at least eight years regular service in the level 2 (Rs 19900 - 63200) of the pay matrix.</p> |

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| | <p>(iii) Possessing educational qualification as prescribed for Direct Recruit under column 7 and b) Three years experience in a Government Department/Undertaking in handling Stores/ Accounts.</p> <p>Note:1 The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years. The maximum age-limit for deputation is fifty-six years as on the closing date of receipt of applications.</p> <p>Note 2: The departmental officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> |
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| If a Departmental Promotion Committee exists, what is its composition. | Circumstances in which Union Public Service Commission is to be consulted in making recruitment. |
| (12) | (13) |
| <p>Departmental Confirmation Committee (for considering confirmation) consisting of —</p> <p>Deputy Secretary or Director (Administration), Main Secretariat, Ministry of Information and Broadcasting —Chairperson;</p> <p>Under Secretary (Administration), Main Secretariat, Ministry of Information and Broadcasting — Member;</p> <p>Under Secretary (Finance), Main Secretariat, Ministry of Information and Broadcasting —Member; and</p> <p>Deputy Director (Administration), Press Information Bureau, Main Secretariat, Ministry of Information and Broadcasting — Member.</p> | <p>Consultation with Union Public Service Commission is not necessary.</p> |
| <p>Departmental Promotion Committee (for considering promotion) consisting of —</p> <p>Deputy Secretary or Director (Administration), Main Secretariat, Ministry of Information and Broadcasting —Chairperson;</p> <p>Under Secretary (Administration), Main Secretariat, Ministry of Information and Broadcasting — Member;</p> <p>Under Secretary (Finance), Main Secretariat, Ministry of Information and Broadcasting —Member; and</p> <p>Deputy Director (Administration), Press — Member.</p> | |

| Name of post. | Number of posts. | Classification. | Level in pay matrix. | Whether selection post or non-selection post. | Age — limit for direct recruits. |
|---------------------|--|--|--|---|--|
| (1) | (2) | (3) | (4) | (5) | (6) |
| (2) Halwai-cum-Cook | 1(2025)* *Subject to variation dependent on workload. | General Central Service, Group 'C', Non-Gazetted, Non-Ministerial. | Level-3 in the pay matrix (Rs. 21700-69100). | Non-Selection | 18-25 years (Relaxable for Govt. Servants upto the age of 40 years in accordance with the orders issued by the Central Government). Note : The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. In case post is advertised in Employment News/Newspaper the crucial date for determining the age limit shall be last date upto which applications have been called for. |

| Educational and other qualifications required for direct recruits. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | Period of probation, if any. |
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| (7) | (8) | (9) |
| Essential. a. Tenth class pass from a recognised Board or Institute with certificate or diploma in catering from a recognised diploma. b. A Trade Skill Test for cooking shall be conducted to assess suitability. | No | Two years for direct recruits. Nil for promotees. |

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| Desirable. | | |
| Experience of two years in a Government Department or Undertaking in catering. | | |

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| Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods. | In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made. |
| (10) | (11) |
| Promotion failing which by deputation and failing both by direct recruitment. | <p>Promotion :</p> <p>Assistant Halwai-cum-Cook with at least three years regular service in the level 2 (Rs. 19900-63200) of the pay matrix.</p> <p>Note : Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Deputation :</p> <p>Officers of the Central Government —</p> <p>a) (i) holding analogous posts on regular basis, or (ii) Assistant Halwai-cum-Cook with at least three years regular service in the level 1 of the Pay Matrix, and</p> <p>b) possessing the qualifications & experience: (a) 10th Class Pass with a certificate/diploma in catering (b) Experience - Two years in a Government Department/ Undertaking preferred.</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years. The maximum age-limit for deputation is fifty-six years as on the closing date of receipt of applications.</p> <p>Note 2: The departmental officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> |

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| If a Departmental Promotion Committee exists, what is its composition. | Circumstances in which Union Public Service Commission is to be consulted in making recruitment. |
| (12) | (13) |
| <p>Departmental Confirmation Committee (for considering confirmation) consisting of —</p> <p>Deputy Secretary or Director (Administration), Main Secretariat, Ministry of Information and Broadcasting —Chairperson;</p> <p>Under Secretary (Administration), Main Secretariat, Ministry of Information and Broadcasting — Member;</p> <p>Under Secretary (Finance), Main Secretariat, Ministry of Information and Broadcasting —Member; and</p> <p>Deputy Director (Administration), Press Information Bureau, Main Secretariat, Ministry of Information and Broadcasting — Member.</p> | <p>Consultation with Union Public Service Commission is not necessary.</p> |
| <p>Departmental Promotion Committee (for considering promotion) consisting of —</p> <p>Deputy Secretary or Director (Administration), Main Secretariat, Ministry of Information and Broadcasting —Chairperson;</p> <p>Under Secretary (Administration), Main Secretariat, Ministry of Information and Broadcasting — Member;</p> <p>Under Secretary (Finance), Main Secretariat, Ministry of Information and Broadcasting —Member; and</p> <p>Deputy Director (Administration), Press Information Bureau, Main Secretariat, Ministry of Information and Broadcasting — Member.</p> | |

| Name of post. | Number of posts. | Classification. | Level in pay matrix. | Whether selection post or non-selection post. | Age — limit for direct recruits. |
|---------------|--|--|--|---|--|
| (1) | (2) | (3) | (4) | (5) | (6) |
| (3) Clerk | 2(2025)* *Subject to variation dependent on workload. | General Central Service, Group 'C', Non-Gazetted, Non-Ministerial. | Level-2 in the pay matrix (Rs. 19900-63200). | Non-Selection | 18-25 years (Relaxable for Govt. Servants upto the age of 40 years in accordance with the orders issued by the Central Government). Note : The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. In case post is advertised in Employment News/Newspaper the crucial date for determining the age limit shall be last date upto which applications have been called for. |

| Educational and other qualifications required for direct recruits. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | Period of probation, if any. |
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| (7) | (8) | (9) |
| <p>Essential.</p> <p>a. 12th Class pass or equivalent with commerce from a recognised Board or equivalent.</p> <p>b. A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 key depressions per hour/ 9000 key depressions per hour on an average of 5 key depressions for each word.)</p> <p>Note 1: Qualification(s) are relaxable at the discretion of the Competent Authority for reasons to be recorded in writing in case of candidates otherwise well qualified.</p> <p>Note 2: The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority for reasons to be recorded in writing in case of candidates belonging to 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> | <p>No</p> | <p>Two years for direct recruits. Nil for promotees.</p> |

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| Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods. | In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made. |
| (10) | (11) |
| Promotion failing which by direct recruitment. | <p>Promotion: Canteen Attendant with atleast three years regular service in the level 1 (Rs. 18000 – 56900) of the pay matrix.</p> <p>A two week training on Organisational Behaviour, Communication Skill and Accounting Practices shall be desirable for the Canteen Attendants for promotion to the post of Clerk from ISTM or any other institute recognized by Government of India or State Government.</p> <p>Note : Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> |

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| If a Departmental Promotion Committee exists, what is its composition. | Circumstances in which Union Public Service Commission is to be consulted in making recruitment. |
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| <p>Departmental Confirmation Committee (for considering confirmation) consisting of —</p> <p>Deputy Secretary or Director (Administration), Main Secretariat, Ministry of Information and Broadcasting —Chairperson;</p> <p>Under Secretary (Administration), Main Secretariat, Ministry of Information and Broadcasting — Member;</p> <p>Under Secretary (Finance), Main Secretariat, Ministry of Information and Broadcasting —Member; and</p> <p>Deputy Director (Administration), Press Information Bureau, Main Secretariat, Ministry of Information and Broadcasting — Member.</p> | <p>Consultation with Union Public Service Commission is not necessary.</p> |
| Departmental Promotion Committee (for considering promotion) consisting of — | |

| | | |
|--|---------------|--|
| Deputy Secretary or Director (Administration), Main Secretariat, Ministry of Information and Broadcasting | —Chairperson; | |
| Under Secretary (Administration), Main Secretariat, Ministry of Information and Broadcasting | — Member; | |
| Under Secretary (Finance), Main Secretariat, Ministry of Information and Broadcasting | —Member; and | |
| Deputy Director (Administration), Press Information Bureau, Main Secretariat, Ministry of Information and Broadcasting | — Member. | |

| Name of post. | Number of posts. | Classification. | Level in pay matrix. | Whether selection post or non-selection post. | Age — limit for direct recruits. |
|-------------------------------|--|--|--|---|--|
| (1) | (2) | (3) | (4) | (5) | (6) |
| (4) Assistant Halwai-cum-Cook | 1(2025)* *Subject to variation dependent on workload. | General Central Service, Group 'C', Non-Gazetted, Non-Ministerial. | Level-2 in the pay matrix (Rs. 19900-63200). | Non-Selection | 18-25 years (Relaxable for Govt. Servants upto the age of 40 years in accordance with the orders issued by the Central Government). Note : The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. In case post is advertised in Employment News/Newspaper the crucial date for determining the age limit shall be last date upto which applications have been called for. |

| Educational and other qualifications required for direct recruits. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | Period of probation, if any. |
|---|--|--|
| (7) | (8) | (9) |
| <p>Essential.</p> <p>a. 10th class pass from a recognised Board or Institute with certificate or diploma in catering from a recognised diploma.</p> <p>b. relevant experience of one year.</p> <p>c. A Trade Skill Test for cooking shall be conducted to assess suitability.</p> <p>Note : The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority for reasons to be recorded in writing in case of candidates belonging to 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> | No | Two years for direct recruits. Nil for promotees. |

| Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods. | In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made. |
|---|--|
| (10) | (11) |
| Promotion failing which by deputation and failing both by direct recruitment. | <p>Promotion :</p> <p>Canteen Attendant in the level 1 (Rs. 18000 – 56900) of the pay matrix with at least three years regular service.</p> <p>A trade test shall be conducted by the Departmental Promotion Committee with reference to the cooking including maintenance of hygiene etc.</p> <p>Note : Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> |

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| | <p>Deputation :</p> <p>Officers of the Central Government :</p> <p>(i) Holding analogous posts on regular basis, or</p> <p>(ii) Canteen Attendant in the Level 1 of the pay matrix with at least three years regular service having one year experience as helper to Halwai-cum-Cook.</p> <p>(iii) possessing certificate/diploma in catering.</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years. The maximum age-limit for deputation is fifty six years as on the closing date of receipt of applications.</p> <p>Note 2: The departmental officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> |
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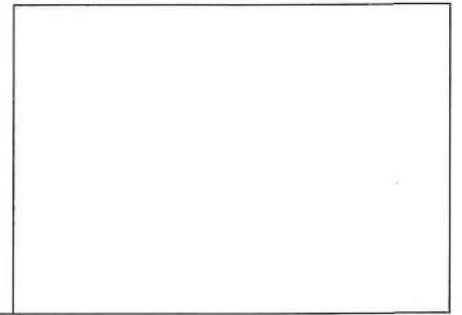
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| If a Departmental Promotion Committee exists, what is its composition. | Circumstances in which Union Public Service Commission is to be consulted in making recruitment. |
| (12) | (13) |
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| <p>Departmental Promotion Committee (for considering promotion) consisting of —</p> <p>Deputy Secretary or Director (Administration), Main Secretariat, Ministry of Information and Broadcasting —Chairperson;</p> | |

Under Secretary (Administration), Main Secretariat, Ministry of Information and Broadcasting
Under Secretary (Finance), Main Secretariat, Ministry of Information and Broadcasting
Deputy Director (Administration), Press Information Bureau, Main Secretariat, Ministry of Information and Broadcasting

— Member;

—Member; and

— Member.



(F. No. 12-18/2/2023-Admn. IV)

C Senthil Rajan,
Joint Secretary to the Government of India
Tel:- 2338 2597