

# HANDBOOK ON RECRUITMENT RULES, 2010

## 1. GUIDELINES

## 2. IMPORTANT ORDERS

S.No.	Circular No. & Date	Subject
1.	MHA OM No. 1/4/55-RPS dated 16.5.57	Selection Posts – Principles for promotion to.
2.	DP&AR O.M. No. 2/24/74-Estt. (D) dated 17-10-74	Report on Recruitment Rules for Services and Posts – Quarterly Return
3.	DOPT OM No. AB-14017/1/75-Estt. (D) dated 27.11.75	Mentioning of the actual constitution of Departmental Promotion Committee on recommendation at para 104 and 107 in the 14 <sup>th</sup> Report of the Committee on Subordinate Legislation (5 <sup>th</sup> Lok Sabha)
4.	DOP&AR OM No. CSL.14017/1/82-Estt.(RR) dated 3.9.82	Implementation of recommendations contained in paragraphs 54-57 of the Twelfth Report of the Committee on Subordinate Legislation (Seventh Lok Sabha) re: the Air Headquarters (Senior Design Engineer) Recruitment Rule, 1972 (SRO 229 of 1972) – Paragraph 55 of the Twelfth Report Fifth Lok Sabha.
5.	DOPT OM No. 14017/18/82-Estt. (RR) dated 15.12.82	Transfer of Central Govt. employees on deputation – Counting of period of deputation in more than one ex-cadre post – Amendment to Recruitment Rules
6.	DOPT OM No. P-14017/3/83-Estt. (RR) dated 13.4.83	Period of deputation to be specified in Recruitment Rules – Recommendation of Committee on Subordinate Legislation
7.	DOPT OM No. P-14017/3/83-Estt. (RR) dated 15.4.83	Crucial date for determining the age limit for rectt – Inclusion of 'note' in the rectt. Rules – Recommendation of the Committee on Subordinate Legislation
8.	DOPT OM No. 21011/2/80-Estt (C) dated 19.5.83	Probation in various Central Services.
9.	DOPT OM No. CSL-14017/1/82-Estt. (RR) dated 4.6.83	Implementation of recommendation contained in paragraphs 54-57 of the Twelfth Report of Committee on Subordinate Legislation (Seventh Lok Sabha) re: the Air Headquarters (Senior Design Engineer) Rectt. Rules 1972 (S.R.O. 229 of 1972) (Paragraph 55 of the Twelfth Report – Fifth Lok Sabha).
10.	DOPT OM No. ABN-14017/31/81-Estt. (RR) dated 7.6.83	Eligibility of Departmental officers for appointment by deputation.
11.	DOPT OM No. 14017/12/83-Estt. (RR) dated 3.10.83	Column 13 (Circumstances in which UPSC is to be consulted in making the recruitment) of the Rectt. Rules for isolated posts – Amendment to.
12.	DP&AR OM No. 14034/5/82-Estt.(D) dated 5.11.83	Appointment of Home Guards and Civil Defence volunteers having 3 years training to posts/ services under Group 'C' and 'D'.
13.	DP&AR OM No. AB.14017/5/83-Estt.(RR) dated 7.5.84	Recruitment Rules for organised Services – Provisions regarding Probation.

14. MHA OM No. No. 28/15/Pension Unit/84 dated 25/27.8.84 Benefit of added years of Service under Rule 30 of the CCS (Pension) Rules, 1972 – incorporation/ amendment to the Recruitment Rules.
15. DOPT OM No. 36013/4/82-Estt. (SCT) dated 29.8.84 Providing Saving Clause in the Recruitment Rules – Recommendation No. 73 of the 26<sup>th</sup> Report of the Commissioner for SC/ST
16. DOPT OM No. CD.14017/10/85-Estt.(RR) dated 2.3.85 Framing of Recruitment Rules for Group ‘C’ and ‘D’ posts- Delegation of powers.
17. DOPT OM No. AB.14017/13/85-Estt.(RR) dated 31.5.85 Amendment of recruitment rules for lateral induction of the Armed Forces Personnel in civilian posts – reiteration of instructions thereon.
18. DOPT OM No. CD.14017/10/85-Estt.(RR) dated 5.6.85 Framing of Recruitment Rules for Group ‘C’ and ‘D’ posts- Delegation of powers.
19. DOP&T OM No. CD.14017/26/85-Estt.(RR) dated 1.7.85 Typing knowledge for the post of LDC and other clerical posts.
20. DOPT OM No. 39021/5/83-Estt. (B) dated 9.7.1985 Circumstances in which UPSC to be consulted in making recruitment
21. DOPT OM No. 14017//17/85-Estt. (RR) dated 2.9.85 Introduction of a revised Saving Clause in the Principal Notification to the Rectt. Rules – Recommendation of the High Level Committee on problems of Ex-Servicemen regarding modification of Rectt. Rules for incorporation of age and education relaxations.
22. DOPT OM No. 14017//40/85-Estt. (RR) dated 23.9.85 Procedure to enable expeditious communication of their recommendation by UPSC on Draft Rectt. Rules for G.P. A & B posts.
23. DOPT OM No. AB.14017/21/85-Estt. (RR) dated 28.2.86 Modification of the provision in deputation column.
24. DOPT OM No. AB.14017/13/85-Estt.(RR) dated 1.5.1986 Amendment of Recruitment Rules for lateral induction of Armed Forces Personnel in Civilian Posts – incorporation of necessary provisions therein.
25. DOPT OM No. 14017/8/84-Estt.(RR) dated 19.6.86 Filling up short-term vacancies in posts where Direct Recruitment is prescribed.
26. DOPT OM No. AB-14017/70/ 87-Estt. (RR) dated 14.7.88 Crucial date for determining age limits for competitive examinations conducted in parts by the UPSC/ SSC.
27. DOPT OM No. AB-14017/ 71/89-Estt. (RR) dated 3.10.89 Guidelines for prescribing transfer on deputation/ transfer as a method of recruitment and the procedure to be followed in cases where appointment is to be made by Transfer on deputation (including short-term contract) or transfer basis.
28. DOPT OM No. AB-14017/82/ 88-Estt. (RR) dated 23.10.89 Consideration of seniors who have not completed the qualifying service for promotion in cases where the juniors who have completed the requisite service are being considered.
29. DOPT OM No. AB-14017/38/ 90-Estt.(RR) dated 23.5.90 Guidelines relating to isolated posts in G.P. A in various M/Deptt. of Govt. of India. Rectt. To Junior GP C posts in Central Sectt.
30. DOPT OM No. AB-14017/30/ 89-Filling up of vacancies reserved for SC/ ST

31. Estt. (RR) dated 10.7.90 DOPT OM No. 22011/10/84-Estt. (D) dated 4.2.1992 falling in the promotion quota. Revision of pay scale/ upgradation of the posts – Date of regular appointment of the incumbents to the upgraded post.
32. DOPT OM No. AB-14017/43/ 93- Estt.(RR) dated 16.8.93 Recruitment Rules for newly created posts avoidance of any delay in framing the same.
33. DOPT O.M. No. AB-14017/12/88- Estt. (RR) dated 25.3.1996 Revision of guidelines for framing/ amendment/ relaxation of recruitment rules – consideration of seniors in cases where juniors are considered.
34. DOPT O.M. No. AB-14017/ 12/97 – Estt (RR) dated 24.9.1997 Consideration of seniors in cases where juniors are considered – Revision of guidelines for framing/ amendment/ relaxation of Recruitment/Service rules
35. DOPT Notification No GSR 758(E) dated 21.12.1998 Civil Posts (Upper Age limit for Direct Recruitment) Rules, 1998.
36. DOPT OM No. 35034/7/97-Estt. (D) dated 8.2.2002 Procedure to be observed by Departmental Promotion Committees (DPCs) – No supersession in 'selection' Promotion – Revised Guidelines
37. No.AB.14017/11/2004-Estt.(RR) 30/07/2007 Setting up of Search Committees/Search-cum-Selection Committees
38. No.AB.14017/79/2006-Estt.(RR) 06/09/2007 Suggestion of one-time method of recruitment in special circumstances by the Union Public Service Commission - Clarification on.
39. No.AB-14017/2/2007-Estt (RR) 29/02/2008 Consolidated guidelines on deputation / foreign service for members of the organised Group A and the Group B Services of the Central Government
40. DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 Implementation of Government's decision on the recommendation of the Sixth CPC - Revision of provisions regulating gratuity
41. DOPT OM No. AB 14017/66/2008- Estt (RR) dated 9.3.2009 Criteria for assessing suitability of officers where there is revision/ upgradation/ merger of pay scales.
42. DOPT OM No.AB.14017/61/2008- Estt. (RR) dated 24.3.2009 Sixth Central Pay Commission's recommendations revision of pay scales- amendment of Service Rules/ Recruitment Rules
43. DOPT OM No. AB.14017/64/2008- Estt.(RR) dated 24/04/2009 Non-Functional upgradation for Officers of Organised Group 'A' Services in PB-3 and PB
44. No. AB 14017/64/2008-Estt. (RR) dated 25/09/2009 Non-Functional upgradation for Officers of Organised Group 'A' Services in PB-3 and PB-4- Clarifications
45. DOPT S.O. 946(E) dated 9.4.2009 (File No. 11012/7/2008-Estt. A) Classification of posts/ Service
46. DOPT OM No. AB. 14017/ 61/ 2008- Estt.(RR) dt. 12/03/2010 Sixth Central Pay Commission's recommendations - revision of pay scales - amendment of Service Rules/Recruitment
47. DOPT Notification No. AB -14017/ 32/2009 Estt.(RR) dt. 04/08/2010 CCS and Civil Posts, Lower Division Clerk (Educational and other Qualifications for Direct Recruitment) Rules, 2010.
48. No.AB-14017/37/2008-Estt(RR) 10/09/2010 Modified Flexible Complementing Scheme for Scientists based on the recommendations of

the 6th Central Pay Commission.

**3.(I) RECRUITMENT RULES UPDATED AFTER 6TH CPC**

- (1) Lower Division Clerk
- (2) Stenographer Grade II post in non-Secretariat Organizations
- (3) Multi-Tasking Staff i.e. Group C posts in Pay Band-1, with Grade Pay of Rs. 1800/- (pre-revised Group D posts)
- (4) Upper Division Clerk

**3.(II) EXISTING RECRUITMENT RULES**

- (1) Accounts Officer, Assistant Accounts Officer and Junior Accounts Officer/Accountant
- (2) Computer Programming & Information System
  - (a) Director
  - (b) Joint Director/System Supervisor/Principal System Analyst
  - (c) Sr. Programmer / Sr. System Analyst / Data Processing Manager
  - (d) Programmer / System Analyst
  - (e) Jr. Programmer / Assistant Programmer System Security Officer
  - (f) Programme Assistant-cum-Console Operator/Programming Assistant
- (3) Data Entry Operator
  - (a) Grade-A
  - (b) Grade-B
  - (c) Grade-C
  - (d) Grade-D
  - (e) Data Processing Assistant Grade A
- (4) Library Discipline
  - (a) Junior Library Attendant
  - (b) Library Attendant
  - (c) Senior Library Attendant
  - (d) Library Clerk
  - (e) Library & Information Assistant
- (5) Hindi Officer
- (6) Junior & Senior Hindi Translator
- (7) Senior Personal Assistant
- (8) Store Supervisors
  - (a) Grade-I,
  - (b) Grade-II
  - (c) Store Keeper Grade-I
  - (d) Store Keeper Grade-II
- (9) Draftsmen
  - (a) Grade-I
  - (b) Grade-II
  - (c) Grade-III
- (10) Administrative Officer
- (11) (a) Senior Analyst Works Study
  - (b) Junior Analyst Works Study
- (12) (a) Welfare Officer
  - (b) Lab our Officer/Lab our Welfare Officer