

A-12011/18/2011-Ad.II
Government of India
Ministry of Corporate Affairs

New Delhi, dated 27th September, 2011

Office Memorandum

Subject : Circulation of Notification dated 28-7-2011 regarding revised RRs of Multi Tasking Staff (MTS) 'Group C post' in Pay Band - 1 + Grade Pay of 1800 (earlier Group D) along with related instructions.

In continuation of restructuring instructions issued vide OM No. A-12011/26/2011-Ad.II dated 11-5-2011, OM No. A-42011/66/2010-Ad.II dated 10-6-2011, OM No. A-12011/26/2011-Ad.II dated 25-7-2011 and OM No. A-42011/66/2010-Ad.II dated 14-9-2011 (**Annexure G**), the undersigned is directed to convey the following decisions of competent authority :

- (a) That all service conditions of MTS shall be regulated as per revised RRs contained in Notification dated 28-7-2011 (copy enclosed as **Annexure A**).
- (b) That all relevant instructions of the nodal agency, the DOPT, related to MTS are also enclosed as **Annexure B, Annexure C, Annexure D and Annexure E** for guidance of field offices.
- (c) That the duties and responsibilities of MTS, shall include all the duties and responsibilities which were performed by incumbents of erstwhile Group D posts and which are now coming under the re-classified Group C post of MTS. It is reiterated in **Annexure F**.
- (d) That in view of notification containing their re-classification, they will be also be required to submit their APARs from 2011-2012 onwards.
- (e) That respective RDs shall organize trainings for skill development of all incumbents of this re-designated post of MTS, for efficient discharge of duties by MTS staff and for smooth functioning of their offices.
- (f) That in the revised RRs of MTS, as per DOPT guidelines, the method of recruitment has been fixed at 100% by direct recruitment by SSC from open market.

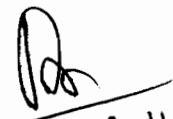
● (g) That out of this 100% direct recruitment, in view of this Ministry's existing scheme for regularisation of company paid staff (CPS), 50% of DR vacancies, is earmarked for absorption of company paid staff (CPS) till the time all CPS (engaged till 27-8-1999) get regularised, after following the procedure. The Memo dated 14-9-2011 (Annexure G), under which CPS can only be regularised in Group C post of MTS has to be strictly followed by all RD offices. This Memo dated 14-9-2011 supercedes all previous instructions related to types of posts in which CPS can be regularised.

(h) That the remaining 50% of DR vacancies, which are earmarked/left for filling by direct recruitment by SSC, stands abolished, subject to approval of M/O Finance for matching creation at higher levels. The exact number of abolished posts, office and region wise will be intimated, after receipt of information from all RD offices as per Ministry's letter of even number dated 28-7-2011. **RD offices are requested to send the information in respect of their region urgently.**

(i) That MTS cadre shall be a 'dying cadre', which means that this cadre will be maintained only till the time, existing incumbents get promotion to higher grades and/or till the time CPS (engaged upto 27-8-1999) are left for absorption in this grade.

(j) That, except for filling up of 50% of the DR vacancies by CPS, no further regular recruitment will be done in MTS grade. The work/duties/services related to such unfilled MTS vacancies has to be outsourced by field offices, as per guidelines of competent authority on outsourcing of services.

(k) That all the RDs are instructed to amend their 'post based rosters for direct recruitment in MTS (earlier Group D)', deleting all the points/posts earmarked for filling by direct recruitment from open market through SSC.


27-9-11

(R K Pandey)

Under Secretary to the Government of India

1. All RDs
2. E.Gov.Cell --- for placing in Employees Corner (under both recruitment rules and reorganization of offices/posts)

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भारत का राजपत्र

The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)

PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं. 423]

नई दिल्ली, बुधस्वतिवार, जुलाई 28, 2011/श्रावण 6, 1933

No. 423]

NEW DELHI, THURSDAY, JULY 28, 2011/SRAVANA 6, 1933

कॉर्पोरेट कार्य मंत्रालय

अधिसूचना

नई दिल्ली, 28 जुलाई, 2011

सा.क्र.नि. 578(अ).—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और कम्पनी कार्य विभाग, क्षेत्रीय निदेशक, कार्यालय, कम्पनी रजिस्ट्रार और शासकीय समापक (समूह 'घ') भर्ती नियम, 2000 का उन बातों के सिवाय अधिक्रमण करते हुए, जिन्हें ऐसे अधिक्रमण से पहले किया गया है या करने से लोप किया गया है, कॉर्पोरेट कार्य मंत्रालय में क्षेत्रीय निदेशक कार्यालय, कम्पनी रजिस्ट्रार और शासकीय समापक कार्यालयों में समूह 'ग' विविध कार्य स्टाफ पदों पर भर्ती की पद्धति का विनियमन करने के लिए निम्नलिखित नियम बनाते हैं :—

1. संक्षिप्त नाम और प्रारंभ.—(1) इन नियमों का संक्षिप्त नाम कॉर्पोरेट कार्य मंत्रालय, अधीनस्थ कार्यालय, समूह 'ग' "विविध कार्य स्टाफ" भर्ती नियम, 2011 होगा।

(2) ये नियम राजपत्र में अपने प्रकाशन की तारीख से प्रवृत्त होंगे।

2. पद संख्या, वर्गीकरण और वेतनमान.—पदों की संख्या, उनका वर्गीकरण और वेतनमान अनुसूची के कॉलम (2) से (4) के अनुसार होगा।

3. भर्ती की पद्धति, आयु-सीमा, अर्हताएं आदि.—उक्त पद पर भर्ती की पद्धति, आयु-सीमा, अर्हताएं और उससे संबंधित अन्य बातें उक्त अनुसूची के कॉलम (5) से (14) में दी गई हैं।

4. निरर्हता.—कोई व्यक्ति,—

(क) जिसने ऐसे व्यक्ति से विवाह किया है, जिसका पति/पत्नी जीवित है, अथवा

(ख) जिसने अपने पति/पत्नी के जीवित रहते हुए किसी व्यक्ति से विवाह किया है,

उक्त पद पर नियुक्ति के लिए पात्र नहीं होगा :

परन्तु यदि केन्द्रीय सरकार का यह समाधान हो जाता है कि ऐसा विवाह ऐसे व्यक्ति और विवाह के अन्य पक्षकार को लागू स्वीय विधि के अधीन अनुज्ञेय है और ऐसा करने के लिए अन्य आधार हैं तो वह किसी व्यक्ति को इस नियम के प्रवर्तन से छूट दे सकती है।

5. शिथिल करने की शक्ति.—जहां केन्द्रीय सरकार की यह राय है कि ऐसा करना आवश्यक या समीचीन है, वहां वह उसके लिए जो कारण हैं उन्हें लेखबद्ध करके, इन नियमों के किसी उपबंध में किसी वर्ग अथवा श्रेणी के व्यक्तियों के संबंध में आदेश द्वारा शिथिल कर सकेगी।

6. व्यावृत्ति.—इन नियमों की कोई बात, ऐसे आरक्षण, आयु-सीमा में छूट और अन्य रियायतों पर प्रभाव नहीं डालेगी, जिनका केन्द्रीय सरकार द्वारा इस संबंध में समय-समय पर निकाले गए आदेशों के अनुसार अनुसूचित जातियों, अनुसूचित जनजातियों, भूतपूर्व सैनिकों और अन्य विशेष प्रवर्ग के व्यक्तियों के लिए उपबंध करना अपेक्षित है।

अनुसूची

पद का नाम	पदों की संख्या	वर्गीकरण	वेतनमान	चयन अथवा अचयन पद	सेवा में जोड़े गए वर्षों का फायदा का सिविल सेवा (पेंशन) नियमावली, 1972 के नियम 30 के अधीन अनुज्ञेय है या नहीं	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए आयु सीमा
(1)	(2)	(3)	(4)	(5)	(6)	(7)
विविध कार्य स्टाफ	205 (2011) कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण केन्द्रीय सेवा समूह 'ग' अराजपत्रित गैर-अनुसचिवीय	पीबी-1 बैंड पे (5200-20200 रु.), 1800 रु. ग्रेड पे	लागू नहीं होता	लागू नहीं होता	18 से 25 वर्ष टिप्पणी: आयु सीमा निर्धारित करने की निर्णायक तारीख भारत में उम्मीदवारों से आवेदन प्राप्ति की अंतिम तारीख होगी (जोकि असम, मेघालय, अरुणाचल प्रदेश, मिजोरम, मणिपुर, नागालैंड, त्रिपुरा, सिक्किम, जम्मू व कश्मीर राज्य का लद्दाख मंडल, हिमाचल प्रदेश के चमोंग जिले के लाहुअल तथा स्पिती जिला व पांगी उप-मंडल, अण्डमान व निकोबार द्वीप समूह तथा लक्षद्वीप के लिए निर्धारित अंतिम तारीख नहीं होगी।)

सीधे भर्ती किए जाने वाले व्यक्तियों के लिए अपेक्षित शैक्षिक और अन्य	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए विहित आयु और शैक्षिक अर्हताएं	परिवीक्षा की अवधि यदि कोई हो	भर्ती की पद्धति: भर्ती सीधे होगी या प्रोन्नति द्वारा या प्रतिनियुक्ति/विलयन द्वारा तथा
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	में लागू होंगी या नहीं		वाली रिक्तियों की प्रतिशतता।
(8)	(9)	(10)	(11)
अनिवार्य : मैट्रिक अथवा समकक्ष परीक्षा उत्तीर्ण अथवा सम्बद्ध विषय में आईटीआई उत्तीर्ण	लागू नहीं होता	दो वर्ष	सीधी भर्ती (कर्मचारी चयन आयोग द्वारा)

प्रोन्नति/प्रतिनियुक्ति/विलयन द्वारा भर्ती की दशा में वे श्रेणियां जिनसे प्रोन्नति/प्रतिनियुक्ति/विलयन किया जाएगा।	यदि विभागीय प्रोन्नति समिति है तो उसकी संरचना	भर्ती करने में किन् प्रस्थितियों में संघ लोक सेवा आयोग से परामर्श किया जाएगा।
(12)	(13)	(14)
लागू नहीं होता	समूह 'ग' विभागीय प्रोन्नति समिति (प्रोन्नति के संबंध में विचार करने के लिए) जिसमें निम्नलिखित होंगे:- 1. क्षेत्र का क्षेत्रीय निदेशक - अध्यक्ष 2. कंपनी रजिस्ट्रार/शासकीय समापक (जेएजी) स्तर- सदस्य 3. अवर सचिव, कारपोरेट कार्य मंत्रालय - सदस्य 4. अनुसूचित जाति/अनुसूचित जनजाति श्रेणी का कोई अधिकारी जो भारत सरकार में अवर सचिव के स्तर से नीचे न हो - सदस्य	लागू नहीं

[फा सं ए-12011/18/2011-प्रशा-II]

अविनाश कुमार श्रीवास्तव, संयुक्त सचिव

MINISTRY OF CORPORATE AFFAIRS**NOTIFICATION**

New Delhi, the 28th July, 2011

G.S.R. 578(E).— In exercise of the powers conferred by the proviso to article 309 of the constitution and in supersession of the Department of Company Affairs, Offices of Regional Directors, Registrar of Companies and Official Liquidator (Group 'D') Recruitment Rules, 2000 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" Multi Tasking Staff posts in the Offices of Regional Directors, Registrar of Companies and Official Liquidators in the Ministry of Corporate Affairs, namely:-

1. Short Title and commencement: - (1) These Rules may be called the Ministry of Corporate affairs, field offices Group 'C' "Multi Tasking Staff" Recruitment Rules, 2011.
2. They shall come into force on the date of their publication in the Official Gazette.
2. **Number of Posts, classification and scale of Pay:-** The number of posts , its classification and scale of pay attached thereto shall be specified in columns 2 to 4 of the Schedule annexed to these rules.
3. **Method of recruitment, age limit and other qualification, etc:-** The method of recruitment to the said post, age limit, qualification and other matters relating thereto shall be as specified in columns 5 to 14 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 contracted 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 personnel law applicable to such person and the other party to the marriage and that there are other grounds for so doing exempts any person from the operation of these rules.
5. **Power to relax:-** Where the Central Government is of the opinion that it is necessary expedient so to do, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect of any class or category of persons.
6. **Saving:-** Nothing in these rules shall affect reservations, relaxation of age limit and other concession required to be provided for the Scheduled Casts, Scheduled Tribes, Ex-servicemen or any other special category of persons in according with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of post	No. of posts	Classification	Scale of pay	Whether selection by merit or selection-cum seniority or non-selection-post	Whether benefit of added years of admissible under the Rule 30 of the Central Services (Pension) Rules, 1972.	Age limit for direct recruits
1	2	3	4	5	6	7
Multi Tasking Staff	205* (2011) *subject to variation depending on workload	General Central Service Group 'C', Non Gazetted, Non Ministerial	PB-1, (Rs.5200-20200), + GP Rs.1800	Not applicable	Not applicable	18 to 25 years Note 1 : The Crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunchal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangi sub-Division of Chamong district of Himachal Pradesh Andaman and Nicobar Island and Lakshadweep).

2845 GI/11-2

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/ absorption and percentage of the post to be filled by various methods
8	9	10	11
ESSENTIAL : Matriculation or equivalent pass; OR ITI pass in relevant subject	Not applicable	Two years	By Direct Recruitment. (Through SSC in view of DOPT OM No. AB-14017/6/2009-Estt.(RR) dated 12.5.2010)

In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/ absorption 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
12	13	14
Not Applicable	Group 'C' Departmental promotion Committee for considering confirmation 1. Regional Director of the Region – Chairman ✓ 2. Registrar of Companies/ Official Liquidator (JAG) level – Member ✓ 3. Under Secretary, Ministry of Corporate Affairs – Member ✓ 4. An Officer belonging to SC/ST category not below the level of Under Secretary to the Govt. of India - Member ✓	Not applicable

[F.No.A-12011/18/2011-Ad-II]

A. K. SRIVASTAVA, Jt. Secy.

(1)	(2)	(3)
4.	निम्नलिखित ग्रेड वेतनों वाला कोई केन्द्रीय सिविल पद :— 4440-7440/-रुपए के वेतनमान में 1 एस. वेतनमान में 1300/-रुपए, 1400/-रुपए, 1600/-रुपए और 1650/-रुपए	समूह घ (पदों के अपग्रेड कर दिए जाने तक)

स्पष्टीकरण : इस आदेश के आशय से किसी पद के संबंध में वेतन बैंड का अभिप्राय, केन्द्रीय सिविल सेवाएं (संशोधित वेतन) नियमावली, 2008 की प्रथम अनुसूची के कॉलम 5 के खण्ड-1 के भाग 'क' में विनिर्दिष्ट चल रहे वेतन बैंडों (रनिंग पे बैंड्स) से है।

[फा. सं. 11012/7/2008-स्था (क)]

सी. बी. पालीवाल, संयुक्त सचिव

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

(Department of Personnel and Training)

ORDER

New Delhi, the 9th April, 2009

S.O. 946(E).—In exercise of the powers conferred by the proviso to article 309 and clause 5 of article 148 of the Constitution read with rule 6 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965 and in supersession of the notification of the Government of India in the Department of Personnel and Training number S.O. 332(E) dated the 20th day of April, 1998, and after consultation with the Comptroller and Auditor General of India in relation to persons serving in the Indian Audit and Accounts Department, except as respects things done or omitted to be done before such supersession, the President hereby directs that with effect from the date of publication of this order in the Official Gazette, all civil posts under the Union, shall be classified as follows :—

Sl. No.	Description of Posts	Classification of posts
(1)	(2)	(3)
1. (a)	A Central Civil post in Cabinet Secretary's scale (Rs. 90000- fixed), Apex Scale (Rs. 80000-fixed) and Higher Administrative Grade plus scale (Rs. 75500-80000); and	
(b)	A Central Civil post carrying the following grade pays :— Rs. 12000, Rs. 10000, Rs. 8900 and Rs. 8700 in the scale of pay of Rs. 37400-67000 in Pay Band-4, and Rs. 7600, Rs. 6600 and Rs. 5400 in the scale of pay of Rs. 15600-39100 in Pay Band-3	Group A
2.	A Central Civil post carrying the following grade pays :— Rs. 5400, Rs. 4800, Rs. 4600 and Rs. 4200 in the scale of pay of Rs. 9300-34800 in Pay Band-2.	Group B
3.	A Central Civil post carrying the following grade pays :— Rs. 2800, Rs. 2400, Rs. 2000, Rs. 1900 and Rs. 1800 in the scale of pay of Rs. 5200-20200 in Pay Band-1.	Group C
4.	A Central Civil post carrying the following grade pays :— Rs. 1300, Rs. 1400, Rs. 1600, Rs. 1650 in the scale of pay of Rs. 4440-7440 in IS Scale	Group D (till the posts are upgraded)

Explanation : For the purpose of this order Pay Band, in relation to a post, means the running Pay Bands specified in Part-A, Section 1 of column 5 of the First Schedule to the Central Civil Services (Revised Pay) Rules, 2008.

[F.No. 11012/7/2008-Estt. (A)]

C. B. PALIWAL, Jt. Secy.

Annex - C

No.AB-14017/6/2009-Estt (RR)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, dated the 30th April 2010

OFFICE MEMORANDUM

Subject:- Model Recruitment Rules for Group 'C' posts in Pay Band-1, with Grade Pay of Rs.1800/- (pre-revised Group 'D' posts)

The 6th CPC recommended that all Group 'D' posts in the Government will stand upgraded to Group 'C', Pay Band-1 with Grade Pay of Rs.1800, along with the incumbents (after suitable training, wherever required). The other recommendations of the Commission, in this regard include:

- (i) There will be no further recruitment in Group 'D'.
- (ii) The existing Group 'D' posts will be placed in Group 'C' Pay Band-1 with Grade Pay of Rs.1800.
- (iii) The minimum qualification for appointment to this level will be either 10th pass or ITI equivalent
- (iv) Multi- skilling, with one employee performing jobs hitherto performed by different Group 'D' employees.
- (v) Common Designation for these posts.

2. Model Recruitment Rules (Annex-I) have been framed keeping in view the recommendations of the Pay Commission. All the Ministries/ Departments are requested to amend the Recruitment Rules for the erstwhile Group 'D' posts as per the Model RRs and the recommendations of the Pay Commission.

3. Powers for framing/ amendment of RRs for Group 'C' posts have already been delegated to Ministries/ Departments. Therefore the RRs may be framed accordingly, in consultation with Ministry of Law without further reference to this Department. This Department needs to be consulted only if any deviations from the model RRs are proposed.

(.....2/-)

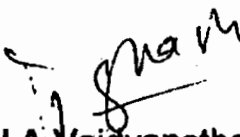
Page 10 of 23

4. Ministries/ Departments may adopt the designation of **MULTI-TASKING STAFF** for some common categories of posts in the secretariat offices. Annex-II indicates the categories of erstwhile Group 'D' posts which may be given this designation and illustrative list of duties attached to these posts. For other categories of posts, Ministries/ Departments may adopt single designation for posts whose duties are similar in nature and where the officials can easily be switched from one task to another. In all cases it may be ensured that:

- a) The posts are classified as Group 'C'
- b) The posts are placed in Pay Band-1 with Grade Pay of Rs.1800.
- c) The minimum qualification for appointment is prescribed as 10th pass. Where technical qualifications are considered necessary, ITI in the relevant subject may be prescribed as the minimum qualification.

5. Ministry of Home affairs etc. are requested to bring the contents of this O.M to the notice of all their Attached/ Subordinate Offices. The autonomous/ statutory bodies may adopt the same with the approval of the competent authority as per their rules/ statutes.

6. Hindi version follows.


(J.A. Vaidyanathan)

Deputy Secretary to the Government of India
Tel. 2309 2112

To

1. All Ministries/Departments of Government of India
2. The President's Secretariat, New Delhi.
3. The Vice-President's Secretariat, New Delhi
4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.
8. The Staff Selection Commission, New Delhi

No.AB-14017/6/2009-Estt (RR) dated 30th April, 2010

Copy to :-

1. The Rajya Sabha Secretariat, New Delhi.
2. The Lok Sabha Secretariat, New Delhi.
3. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
4. Establishment Officer and Secretary, ACC (10 copies).
5. All Officers and Sections in the Department of Personnel & Training.
6. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
7. All Staff Members of National Council (JCM)
8. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
9. Establishment (RR Division) (200 copies)

C. J. Ram
(J.A.Vaidyanathan)

Deputy Secretary to the Government of India

Tel. 23092112

ANNEX-I

Model Recruitment Rules for the posts which were in Group 'D' Scales prior to Sixth Pay Commission and which have been placed in Group 'C'- Pay Band – 1 (Rs. 5200-20200)+ Grade Pay Rs. 1800/-

- | | |
|---|---|
| 1. Name of Post | ¶¶¶
(To be indicated by the
Ministry/Department/Organization concerned) |
| 2. Number of Post | (number) * (year of framing) |
| 3. Classification | *Subject to variation dependent on workload
General Central Service Group 'C'
Non-Gazetted, Non-Ministerial |
| 4. Pay Band and Grade Pay | Pay Band – 1 (Rs. 5200-20200)
+ Grade Pay Rs. 1800/- |
| 5. Whether selection post or non selection post | Not applicable |
| 6. Whether benefit of added years of service admissible under Rule 30 of the CCS(Pension) Rules, 1972 | Not applicable |
| 7. Age limit for direct recruitment | Between 18 and 25 years of age |

Note: The crucial date for determining the age limit shall be 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 and 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.

¶¶¶ (Designation of **MULTI-TASKING STAFF** may be adopted for some of the more common categories as indicated in Annex II).

8	Educational and other qualifications required for direct recruits	Matriculation or equivalent pass OR ITI pass* *May be adopted as per special requirements of the post, if any
9	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
10	Period of probation, if any	Two years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of the vacancies to be filled by various methods	By direct recruitment.
12	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable
13	If DPC exists, what is its composition	Group 'C' Departmental Promotion Committee for considering confirmation (specific composition to be indicated)
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

Page 14 of 23

8	Educational and other qualifications required for direct recruits	Matriculation or equivalent pass OR ITI pass* *May be adopted as per special requirements of the post, if any
9	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
10	Period of probation, if any	Two years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of the vacancies to be filled by various methods	By direct recruitment.
12	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable
13	If DPC exists, what is its composition	Group 'C' Departmental Promotion Committee for considering confirmation (specific composition to be indicated)
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

ANNEX-II

DESIGNATION AND INDICATIVE LIST OF DUTIES

(Erstwhile Group 'D' posts of Peon, Daftary, Jamadar, Junior Gestetner Operator, Farash, Chowkidar, Safaiwala, Mali etc)

New suggested designation: MULTI-TASKING STAFF

The duties would broadly include:

- a) Physical Maintenance of records of the Section.
- b) General cleanliness & upkeep of the Section/ Unit.
- c) Carrying of files & other papers within the building.
- d) Photocopying, sending of FAX etc.
- e) Other non-clerical work in the Section/ Unit.
- f) Assisting in routine office work like diary, despatch etc., including on computer
- g) Delivering of dak (outside the building).
- h) Watch & ward duties.
- i) Opening & closing of rooms.
- j) Cleaning of rooms.
- k) Dusting of furniture etc.
- l) Cleaning of building, fixtures etc.
- m) Work related to his ITI qualifications, if it exists.
- n) Driving of vehicles, if in possession of valid driving licence.
- o) Upkeep of parks, lawns, potted plants etc.
- p) Any other work assigned by the superior authority.

NOTE: The above list of duties is only illustrative and not exhaustive. Ministries/ Departments may add to the list, duties of similar nature ordinarily performed by officials at this level.

No.AB-14017/6/2009-Estt (RR)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, dated the 12th May 2010

OFFICE MEMORANDUM

Sub: Recruitment to Group 'C' posts in Pay Band-1, with Grade Pay of Rs.1800/- (pre-revised Group 'D' posts)


Reference is invited to this Ministry's O.M. of even number dated 30th April 2010 circulating Model Recruitment Rules for Group 'C' posts in PB-1 with Grade Pay Rs.1800. In this connection all Ministries/ Departments are informed that the Staff Selection Commission is mandated to make recruitment to **all non-technical Group 'C' posts** in the various Ministries/ Departments of the Government of India and their Attached and Subordinate Offices, except for those posts which are specifically exempt from the purview of the Staff Selection Commission.

2. All Ministries/ Departments are therefore requested to kindly intimate their requirements for Non-Technical Group 'C' posts in PB-1 Grade Pay Rs.1800/- to the SSC immediately in order that the Commission could initiate action for recruitment.

1. Action may simultaneously be taken for framing Recruitment Rules for these posts in accordance with the Model RRs already circulated.

4. Ministry of Home Affairs etc. are requested to bring the contents of this O.M to the notice of all their Attached/ Subordinate Offices.

5. Hindi version follows.


(J.A. Vaidyanathan)


Deputy Secretary to the Government of India
Tel:23092112

To

1. All Ministries/Departments of Government of India
2. The President's Secretariat, New Delhi.
3. The Vice-President's Secretariat, New Delhi
4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.
8. The Staff Selection Commission, New Delhi

Copy to :-

1. The Rajya Sabha Secretariat, New Delhi.
2. The Lok Sabha Secretariat, New Delhi.
3. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
4. Establishment Officer and Secretary, ACC (10 copies).
5. All Officers and Sections in the Department of Personnel & Training.
6. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
7. All Staff Members of National Council (JCM)
8. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
9. Establishment (RR Division) (20 copies)


(J.A. Vaidyanathan)

Deputy Secretary to the Government of India
Tel. 23092112

ADN - E

AB14017/6/2009-Estt(RR)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

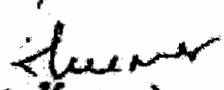
New Delhi, the 17th February, 2011

OFFICE MEMORANDUM

Subject: Recruitment Rules Group 'C' posts in Pay Band 1 with Grade Pay of Rs.1800 (pre-revised Group D posts).

Reference is invited to OM of even number dated 30th April, 2010 circulating Model Recruitment Rules for Group C posts in Pb-1 with Grade Pay of Rs.1800. In this Department's OM dated 12th May, 2010, Ministries/Departments were requested to intimate their requirements for non-technical Group 'C' posts PB-1 Grade Pay of Rs.1800 to SSC immediately so that Commission could initiate action for recruitment. However, several Ministries/Departments are yet to notify the revised Recruitment Rules as per the Model Recruitment Rules circulated by DOPT even though the vacancies in Group C, PB-1 Grade Pay Rs.1800 have been communicated by them to the concerned Regional Office of Staff Selection Commission. In view of the ensuing examination to be conducted by Staff Selection Commission for the Multi-Tasking Staff, DOPT has issued Umbrella Notification No.AB14017/6/2009-Estt(RR) dated 8th February, 2011 for regulating the educational and other qualifications for direct recruits for the posts which were in Group D scale prior to the implementation of Sixth Central Pay Commission and have been placed in Group C in PB-1, GP Rs.1800. The Umbrella Notification has been circulated to all the Ministries/Departments of Government of India also.

2. It is, however, reiterated that all the Ministries/Departments will initiate action on priority basis for revising the Recruitment Rules circulated by this Department.


(Smita Kumar)
Director (E.1)
Tel.23092479


To

All Ministries/Departments of Govt. of India

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Copy to:-

1. The Presidents Secretariat, New Delhi
2. The Vice President's Secretariat, New Delhi
3. The Prime Minister's Office, New Delhi
4. The Cabinet Secretariat, New Delhi
5. The Comptroller and Auditor General. Of India, New Delhi
6. The Union Public Service Commission, New Delhi
7. The Staff Selection Commission, New Delhi.
8. The Rajya Sabha Secretariat, New Delhi
9. The Lok Sabha Secretariat. New Delhi
10. All attached offices under the M/o Personnel, Public Grievances and Pensions.
11. Establishment Officer & Secretary, ACC (10 copies)
12. All Officers and sections in DOPT.
13. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
14. All Staff Members of National Council (JCM)
15. All Staff Members of Departmental Council (JCM)
16. NIC, North Block for posting of the website.
17. Estt(RR Division) (100 copies).


(Smita Kumar)
Director (E-I)
Tel. 23092479.

Annexure F


Duties and Responsibilities of Multi Tasking Staff (MTS) in field offices Ministry of Corporate Affairs after issue of Notification dated 28-7-2011

As per the DOPT OM dated 30-4-2010, the duties and responsibilities of MTS in this Ministry shall also include the following :

- (a) Physical Maintenance of records of the Section.
- (b) General cleanliness and upkeep of the Section/Unit.
- (c) Carrying of files & other papers with the building.
- (d) Photocopying, sending of FAX etc.
- (e) Other non-clerical work in the Section/Unit.
- (f) Assisting in routine office work like dairy, dispatch etc., including on computer.
- (g) Delivering of dak (outside the building).
- (h) Watch & ward duties.
- (i) Opening & closing of rooms.
- (j) Cleaning of rooms.
- (k) Dusting of furniture etc.
- (l) Cleaning of building, fixtures etc
- (m) Work related to his ITT qualifications, if it exists.
- (n) Driving of vehicles, if in possession of valid driving licence.
- (o) Upkeep of parks, lawns, potted plants etc.
- (p) Any other work assigned by the superior authority.
- (q) Duties performed by erstwhile Group D staff including peon, daftary, night watchman, safaiwala, farash, darwan, hamal, chowkidar, gardener, maali, peon cum chowkidar, gestetner operator, process server and other similar staff.

2. Depending upon the pre-recruitment qualifications and those acquired after recruitment, the controlling officers shall also organize trainings for MTS staff from time to time for the varied nature of work which they have to perform.

3. Under no circumstances, any re-designated/re-classified MTS shall refuse to discharge any duty assigned to him by his controlling officers, on the grounds that the nature of work given to him is not as per his initial recruitment qualifications or as per the nomenclature of his post under previous RRs.


27-9-11

(RK Pandey)

Under Secretary to the Government of India

F.No. A-42011/66/2010-Ad.II
Government of India
Ministry of Corporate Affairs

New Delhi, dated 14th September 2011

Memorandum

Subject : Instructions regarding absorption of company paid staff (engaged upto 27-8-1999) as regular government staff and also regarding implementation of MCA's OM No.A-42011/66/2010-Ad.II dated 10-6-2011

The question of regularisation of company paid staff, had been re-considered in view of Hon'ble Supreme Court judgments dated 27-8-1999 and dated 4-11-2008, existing MCA instructions, the re-classification of post issued by DOPT's OM dated 9-4-2009 and various instructions of DOPT for recruitment of Central Government staff only through UPSC/SSC at all levels. After consideration of all relevant laws, rules, judgments, instructions, clarifications on the subject, the competent authority in the Ministry, has approved the following **for compliance with immediate effect:**


(a) **Absorption of company paid staff (engaged upto 27-8-1999) shall be done only in the 'Group C' post of 'Multi Tasking Staff' (MTS) (Pay Band 1 plus Grade Pay of 1800).**

(b) **On their regularisation they shall be posted out of the region.** After screening, in RD office, strictly as per laid down procedure, the names of finally selected candidates will be sent to the Ministry. The Ministry will decide about their postings keeping in view the vacancies in field offices. After a decision regarding 'place of posting on regularisation' is communicated by the Ministry, the appointment-cum-posting orders shall be issued by Regional Director.

Contd →

2. **As an interim measure, all Regional Directors and Official Liquidators are instructed to submit alternate plan for hiring/outsourcing of staff (to discharge the work presently done by company paid staff) and therefore, the time limit of 3 months given in Ministry's OM dated 10-6-2011, for phasing out of all company paid staff (engaged after 27-8-1999), stands extended for another 3 months, that is till 10-12-2011.**

3. The concerned Regional Directors and Official Liquidators, shall be held personally responsible, if any instance of non-compliance of above instructions comes to the notice of Ministry.


14/09/11
(R K Pandey)

Under Secretary to the Government of India
Telefax : 23383507

To,

1. All 6 Regional Directors
2. All Official Liquidators (through respective RDs)
3. MCA website (for placing in Employees Corner/New appointments)