



दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

स्थापना शाखा-II (I)
ESTABLISHMENT BRANCH-II (I)

कमरा न. २०३

Room No. 203

प्रशासनिक खण्ड

Administrative Block

दिल्ली - ११० ००९

Delhi - 110 007

Tel. No. 27667725 Extn. 1168

Ref. No. Estab.II(i)2012/

27th March, 2012

CIRCULAR

The Dean of the Faculties/
The Head of the Departments/
The Principals of all Colleges/
Officers/Branch In-Charges of
University of Delhi,
Delhi.

Dear Sir/Madam,

I am forwarding herewith copies of the office memorandum of the Government of India and UGC letter on the subject mentioned below for your information and necessary action :-

S. No.	O. M./letter No.	Subject
1.	No. AB-14017/6/2009-Estt (RR) dated 30 th April, 2010 of the Government of India, Ministry fo Personnel, Public Grievances & Pensions, Department of Personnel & Training	Model Recruitment Rules for Group 'C' posts in Pay Band-1, with Grade Pay of ₹ 1800/- (pre-revised Group 'D' posts) (page 1 to 6)
2.	No. F.31-8/97(JCRC) dated 21 st April, 2011 of University Grants Commission	Regarding grant of relaxation of 5% of marks to internal candidates for promotion to the post of Assistant Registrar. (page-7)

The above letters have been reported in the Executive Council at its meeting held on 21.03.2012.

Yours faithfully,

Assistant Registrar - Estab.(NT)

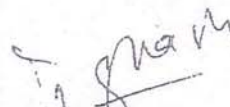
Encl. : As above.

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. Kumar
(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

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.



विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली - 110 002

No.F.31-8/97(JCRC)

21st April, 2011

The Registrar
University of Delhi
Delhi - 110 007

27 APR 2011

Sir,

I am directed to inform you that the Commission in its meeting held on 28th March, 2011 considered the demand of Delhi University College Karanichari Union to give relaxation of 5% of marks from 55% to 50% at the Master's level to internal candidates working as Section Officers and in equivalent positions and having Master's Degree prior to 19th September, 1991, for being considered for promotion to the post of Assistant Registrar and equivalent positions (like Assistant Finance Officers, Assistant Controller of examination, Administrative Officer in case of Delhi Colleges etc.) and approved the same.

This may be brought to the notice of the colleges affiliated to your University.

Yours faithfully,

(Shakeel Ahmad)
Deputy Secretary