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 Estt.(RR), DOPT and it has been decided to amend the provision of Model RRs as under:


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<th>Schedule No.</th>
<th>Sl. No.</th>
<th>Existing Provision</th>
<th>Amended Provision</th>
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<tbody>
<tr>
<td>6 (Manager cum Accountant)</td>
<td>7</td>
<td>Qualification is relaxable at the discretion of the Staff Selection Commission/Competent Authority in case of candidates otherwise well qualified.</td>
<td>Note - Qualification is relaxable at the discretion of the Staff Selection Commission/Competent Authority for reasons to be recorded in writing in case of candidates otherwise well qualified.</td>
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<tr>
<td>7 (Manager Grade- II)</td>
<td>7</td>
<td>Qualifications are relaxable at the discretion of the Staff Selection Commission/Competent Authority in case of candidates otherwise well qualified.</td>
<td>Note 1- Qualifications are relaxable at the discretion of the Staff Selection Commission/Competent Authority for reasons to be recorded in writing in case of candidates otherwise well qualified.</td>
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<td></td>
<td></td>
<td>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</td>
<td>Note 2- Qualifications regarding experience is/are 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</td>
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<td>2 (Assistant Halwai-cum-Cook)</td>
<td>7 (Educational and other qualifications required for direct recruits)</td>
<td><strong>Note</strong> - 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.</td>
<td><strong>Note</strong> - 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 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.</td>
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II. **O.M. No.03/02/2009-Dir(C) dated 22.05.2013**

- 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.
| 3 | Halwai-cum-Cook | Note - 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. |
| 4 | Clerk | Note 1 - Qualification(s) are relaxable at the discretion of the Competent Authority in case of candidates otherwise well qualified.  
Note 2 - 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. |
| 5 | Assistant Manager-cum-Store Keeper | Note 1 - Qualification(s) are relaxable at the discretion of the Competent Authority in case of candidates otherwise well qualified.  
Note 2 - 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. |
| 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. |

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

4. Hindi version will follow.

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).
3. The Registrar Supreme Court, Tilak Marg, New Delhi.
7. Director (Admin.), 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).