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SEPARATE PAGING IS GIVEN TO THIS PART IN ORDER THAT IT MAY BE
FILED AS ASEPERATE COMPILATION
MINISTRY OF DEFENCE
Notification

New Delhi, the 4th may, 1989

S.R.O. 13 – (E) - In exercise of the powers conferred by the proviso of 309 of the Constitution, and in supersession of the Indian Ordnance Factories (Recruitment and Conditions of Service of Class III Personnel) Rules 1965 notified as SRO 4 of 4-1-1956 as amended from time to time, except as respect things done or omitted to be done before such supersession, the President hereby makes the following Rules fregulating the method of recruitment to the posts belonging to the Supervisory and Non-Gazetted cadre covering supervisors to Foreman in Ordnance and Ordnance Equipment Factories and other offices and establishments under the Ordnance Factory Organisation.

1. Short title commencement

(1) These Rules may be called " INDIAN ORDNANCE FACTORIES GROUP C SUPERVISORY AND NON-GAZATTED CADRE (RECRUITMENT AND CONDITIONS OF SERVICE) RULES, 1989.'

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

2. Application: These Rules shall apply to the posts specified in Column 1 of the Schedule Annexed to these rules.

3. Number, classification and scale of pay

The number of the said posts, their classification and the scales of pay attached thereto are indicated in columns 2, 3 and 4 respectively of the said schedule.

II. Officers belonging to the Supervisory and Non-Gazetted cadre in the Ordnance Equipment Factories belong to the following categories :-

1. Technical :

- a) Mechanical
- b) Electrical
- c) Civil
- d) Design
- e) Matallurgical
- f) Chemical
- g) Clothing
- h) Leather

2. Non-Technical and Stores (Including Personnel Management, Security, Fire Brigade, material management and Costing).

4. Method of appointment, age limit, qualification etc. – The method of appointment to the said posts, age limit, qualifications and other matters connected therewith shall be as specified in columns 5 to 14 of the aforesaid schedule.

5. 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 a person, shall be eligible for appointment to any of the said posts:

Provided that the Central Government may, if satisfied that the 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 any person from the operation of these Rules.

6. 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 writing relax any of the provisions of these rules with respect to any class or category of persons or posts.

7. Saving:

Nothing in these Rules shall affect reservations relaxation of age limit and other concessions required to be provided for the Schedule Caste, 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.

[M o D I.D. NO. 43(1)/88/III/D(FY – II)]

**SRO FOR SUPERVISORY & NON-GAZETTED CADRE IN ORDNANCE
 FACTORIES, MINISTRY OF DEFENCE
 DEPARTMENT OF DEFENCE PRODUCTION**

SUPERVISOR (NON-TECHNICAL AND STORES)

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1.	Name of Post.	Supervisor (NT & Stores)
2.	Number of posts.	1333 (Provisional)
3.	Classification.	Civilian in Defence Service (Non- Industrial Gr.'C' Supervisor)
4.	Scale of pay.	Rs.1200-30-1500-EB-40-2040
5.	Whether Selection-cum seniority or selection by merit.	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable
7.	Age limit for Direct Recruits.	Between 18 and 25 years.
8.	Educational and other qualification required for Direct Recruits.	A degree from recognised University. Experience in the relevant field desirable.
9.	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable
10.	Period of probation if any.	2 years for direct recruitment.
11.	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion from panel prepared by relevant DPC after adjustment of surplus and transfer. In any category of Supervisor-cum- operator (such as a new category of CNC Machine or computer operator) on failure of recruitment by promotion, by transfer failing which by direct recruitment.

12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By promotion from grades of Security Asst. "B"/ Store Keeper / LDC / or equivalent with 3 years regular service in the grade and leading Hand Fire/Driver Fire Brigade with 3 years of regular service in grade having passed the:- Senior Fire Supervisor Course from Defence Institute of Fire Research, Ministry of Defence, New Delhi; or Sub Officer's National Fire Service College, Nagpur; or Station Officer's Course/Asstt. Divisional Officer's/ divisional Officer's Course from national Fire Service College, Nagpur; or BE Fire Engineer from Nagpur University; or Graduateship from Institute of Fire Engineers UK or Graduateship from Institute of Fire Engineers India. By Passing : On passing trade test..
13.	If a Departmental Promotion Committee exists, its composition.	DPC Gr.'C' (Fys) consisting of DDG/Estt), or GM/Jt.GM/DGM and two Other officers nominated by ASO or Member/OFB/Addl. DGOF and one of the officer should belong to SC/ST Community.
14.	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

Note 1: The number of posts indicated in Col. 2 in above schedule are all subject to variation dependent on workload.

Note 2: The age limits indicated under Col. 7 are all relaxable for Government Servants, up to 35 years in accordance with the instructions or orders issued by Government of India.

Note 3: Wherever the words "adjustment of surplus" occur in Col. 11 of this schedule it shall mean appointment in public interest by the management, of persons already holding posts in the same or identical or nearly equivalent scale of pay in any factory or office or anywhere in the Ordnance factories Organisation whom it is necessary to adjust in the posts in the exigencies of service consequent on the persons or the posts held by them being found surplus by the management.

Note 4: Wherever the word "transfer" occurs in Col. 11 or Col. 12 of this schedule it shall include transfer in public interest by the Management, of persons (already holding posts in the same or identical or nearly equivalent scale of pay) to posts in the same factory or office in the Ordnance Factories Organisation and also transfer within the same factory or office at the request of the person concerned where agreed to by the management. The transfers in public interest will include transfers from one grade, interse promotions from another grade, where posts in Col. 1 are to be filled in by transfer and by promotion from two different grades. The transfer in public interest will also include filling of posts by transfer of persons holding posts from which there is no-promotion to any other post or grade whether or not such posts are declared equivalent posts and such appointments by transfer may be made prior to filling of posts by promotion from other grades or by direct recruitment.

Note 5: The term "deputation" shall mean deputation for specified period in accordance with orders of the Government inforce from time to time and in he exigencies of service, the Ordnance Factories Board or the General Manager of the factory may, in the public interest, take suitable persons from outside the Ordnance Factories Organisation on deputation in any of the posts specified in the schedule.

Note 6: Wherever " trade test" is laid down in Col. 2 of this Schedule such trade test shall be prescribed by the General Manager of the factory or the ordnance Factories Board. The tem "Trade test" will include written, oral and practical examination and aptitude test and interview.

Note 7: Wherever the words "panel prepared by relevant Department Promotion Committee" occur in Col 11 and recruitment is to be made by selection, the words shall mean preparation of panel purely on the basis of merit by reference of confidential reports and by reference to results of a trade test wherever such trade test is considered by the General manager of the factory or ordnance factories Board to be desirable, in the interest of selection.

Note 8: Promotion indicated in Col. 12 of this schedule will normally be from feeder(s) grade indicated in Col. 12. But where two or more feeder grades are declared to be "allied grades" by the General manager of the factory or Ordnance Factories Board, selection or promotion will be made from common seniority list of eligible persons in the allied grades.

Note 9: The words in " equivalent posts" and its variants in these rules will mean any post in same or identical scale of pay as another post in the same or another category and which posts the Ordnance Factories Board or General Manager of factory may declare as equivalent posts and they will be considered to be interchangeable or stroke (/) appointments.

Note 10: In relation to prescribed qualifications under Column 8 of this Schedule the question whether a qualification is equivalent to the prescribed qualification for any post shall be decided by the Ordnance Factories Board.

Note 11 : For the purpose of these rules, the Ordnance Factories Board may authorise any Member of the Board or an Additional Director General Ordnance Factories to exercise any or all of its powers on its behalf and it shall be deemed to have been exercised by the said Board.

Note 12 : In these rules the term "General Manager of the Factory" and its variations shall include Senior General Manager, Additional General Manager and Director of Staff College and Heads of other establishments declared by Ordnance Factories Board to be equivalent to General Manager of factory.

Note 13 : Wherever any age limit is laid down in Col.7 of this schedule the crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than from Andaman & Nicobar Islands and Lakshadweep). In respect of posts, the appointment to which are made through the Employment Exchanges the crucial date for determining the age limit, in each case, will be the last date upto which the Employment Exchanges are asked to submit the names.

Note 14 : Wherever any condition of a minimum service is laid down in Col.12 of this schedule and a junior employee is considered for selection by virtue of his satisfying the said minimum service condition, all persons senior to him who have completed probation period shall also become eligible for consideration for selection notwithstanding that they may not satisfy the said minimum service condition.

Note 15 : In the exigencies of the service within the total no. of posts in the same scale of pay. The Ordnance Factories Board may add to the categories or sub-divide or merge any category mentioned in Rule 3(II) or may add to and reduce no. of posts in different categories on same scale of pay, from time to time, on the basis of changes in functional requirement.

Note 16 : Selection for promotion from the grade of Chargeman Grade – I and equivalent and from higher grades will be made under basis of common All India seniority list of eligible persons in the relevant feeder grade(s). The incumbents of posts in grades above Chargeman Grade – I and equivalent shall be liable for service in any place in India. The incumbents and other posts are normally liable for service in the same factory or office in the Ordnance Factories Organisation but without prejudice in the right of the management, in the public interest, to transfer them to equivalent posts to any other factory or office in the Ordnance Factories Organisation.

S.R.O. 14(E) :- In exercise of the powers conferred by the proviso to Article 309 of the Constitution, in suppression of the Ordnance Factories and Ordnance Equipment Factories (Group 'C' Non-Industrial posts) Rules 1976, notified as S.R.O. 199, dated 25.06.1976, the Ordnance Factories and Ordnance Equipment Factories (Group 'C' posts) Recruitment Rules, 1980 notified as S.R.O. 30 dated 08.01.1980, the Indian Ordnance Factories Recruitment and conditions of service of Class IV Non-Industrial (Personnel) Revised Rules, 1963 the Ordnance Factories and Ordnance Equipment Factories (Group 'C' and Group 'D' Non-Industrial Medical posts) Rules, 1979 notified as S.R.O. 104 dated 12.04.1979, the Ordnance Factories Staff Nurse (Group 'C' posts) Recruitment Rules, 1985 notified as S.R.O. dated 07.06.1985, the Ordnance Factories Operation Room Assistant (Group 'C' posts) Recruitment Rules 1985 notified as S.R.O. 137 dated 07.06.1985 and the Ordnance Factories Operation Room Technician and Blood Transfusion Assistant (Group 'C' posts) Recruitment Rules, 1987 notified as S.R.O. 65 dated 10.02.1987, except in respect things done or omitted to be done before such suppression, the President hereby makes the following rules regulating the method of recruitment to certain Group 'C' and Group 'D' Non-Industrial posts in the Ordnance and Ordnance Equipment Factories and other offices and establishments under the Ordnance Factory Organisation.

1. Short title and Commencement :

(1) These rules may be called the Ordnance and Ordnance Equipment Factories Group 'C' and Group 'D' Non-Industrial posts (Recruitment and Conditions of Service) Rules, 1989.

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

2. Application – These rules shall apply to the posts specified in Column 1 of the Scheduled annexed to the rules.

3. Number of posts, classification and scale of pay :- The number of the said posts, their classification and the scale of pay attached thereto are indicated in Column 2, 3, and 4 respectively of the said Schedule.

4. Method of appointment, age limit, qualification etc. :- The method of appointment to the said posts, age limit, qualifications and other matters so connected herewith shall as a specified in Column 5 to 14 of the aforesaid Schedule.

5. Disqualifications : No persons : --

(a) Who has entered into or contracted a marriage with a person having a spouse living ; or

(b) who having spouse living, has entered into or contracted a marriage with a person, shall be eligible for appointment to any of the said posts :-

Provided that the Central Government may, if satisfied that the 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 and person from the operations of these Rules.

6. Powers to relax :- Where the Central Government if of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these Rules with respect to any class or category of persons or posts.

7. Saving:- Nothing in these Rules, shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Caste, Scheduled Tribes, Ex-Service Men and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this year.

M of D I.D. No. 41(4)/88-III/D(Fy – II)

N. SIVASSUBRAMANIAN, Jt. Secy. – (OF)

PART – A
Non – Industrial Posts Group ‘C’ & ‘D’ – other than Ministerial & Personal Staff in
Ordnance and Ordnance Equipment Factories.

JUNIOR HINDI TRANSLATOR

SL.NO	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Junior Hindi Translator
2	Number of posts.	69
3	Classification.	Civilian in Defence Services, Non- Industrial Gr.'C' Non- Ministerial
4	Scale of pay.	Rs.1400-40-1800-EB-50-2300
5	Whether Selection-cum-seniority or selection by merit.	Selection
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable
7	Age limit for Direct Recruits.	Not exceeding 28 years
8	Educational & other qualification required for Direct Recruits.	<p>Masters degree of a recognised university in Hindi/English with English/ Hindi as compulsory/elective subject or as medium of exam. at degree level or Master's degree of a recognised university in any subject other than Hindi/English with Hindi/ English as compulsory/elective subject or either of the two as medium of exam. and the other as a compulsory/ elective subject at degree level, or Master's degree of a recognised university in any subject other than Hindi/English with Hindi/English medium and English/Hindi as compulsory/ elective subject or as medium of examination at degree level. Bachelor's degree of a recognised university with Hindi & English as compulsory/elective subjects or either of the two as medium of exam. and the other as a compulsory/elective subjects plus recognised diploma/ certificates course in translation from Hindi to English and vice versa.</p> <p>OR</p> <p>Two years experience of translation work from Hindi to English & vice versa in Central/State Govt. Offices including Govt. of India undertakings.</p>

9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable
10	Period of probation if any.	2 years for direct recruits.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By transfer failing which by direct recruitment and adjustment/surplus.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By transfer on passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	DPC consisting of DDG/Estt), or /Addl GM/Jt.GM/ DGM and two other equivalent officers nominated by Member/ OFB/ Addl. DGO/ GM and one of the officer should belong to SC/ST Community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

TELEPHONE OPERATOR GRADE - I

SL.NO	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Telephone Operator Grade – I
2	Number of posts.	41
3	Classification.	Civilian in Defence Services, Non- Industrial Gr.'C' Non-Ministerial.
4	Scale of pay.	Rs.1200-30-1560-EB-40-2040
5	Whether Selection-cum-seniority or selection by merit.	Selection

6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable
7	Age limit for Direct Recruits.	30 years
8	Educational & other qualification required for Direct Recruits.	Matriculation and 5 years experience and trade test prescribed.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	No
10	Period of probation if any.	2 years for direct recruitment.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion after adjustment of surplus and transfer failing which by Direct Recruitment .
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By promotion from telephone Operator Grade – II in the scale of Rs. 950-1500 and allied grade with 5 years continuous regular service in the grade. By transfer on passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	DPC consisting of DDG/Estt., or Addl. GM/Jt.GM, DGM and other two Officers nominated by Member/OFB/Addl. DGOF/GM and one of the Officers should belong in SC/ST Community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

TELEPHONE OPERATOR GRADE - II

SL.NO	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Telephone Operator Grade - II
2	Number of posts.	104
3	Classification.	Civilian in Defence Services, Non- Industrial Gr.'C' Non-Ministerial.
4	Scale of pay.	Rs.950-20-1150-EB-25-1500
5	Whether Selection-cum-seniority or selection by merit.	Selection
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable
7	Age limit for Direct Recruits.	Not exceeding 25 years
8	Educational & other qualification required for Direct Recruits.	Essential: Matriculation or equivalent with English as compulsory subject. Proficiency in handling of PBX Board. Desirable: Fluency in spoken English.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable
10	Period of probation if any.	2 years for direct recruitment.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By transfer failing which by Direct Recruitment after adjustment of surplus.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By transfer on passing trade test.

13	If a Departmental Promotion Committee exists, its composition.	DPC consist of DDG/Estt., or Addl. GM/Jt.GM, DGM and other two Officers nominated by Member/OFB/Addl. DGOF/GM and one of the Officers should belong in SC/ST Community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

TRACER

SL.NO	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Tracer
2	Number of posts.	218
3	Classification.	Civilian in Defence Services, Non- Industrial Gr.'C' Non-Ministerial.
4	Scale of pay.	Rs.975-25-1150-EB-30-1540
5	Whether Selection-cum-seniority or selection by merit.	Selection
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable
7	Age limit for Direct Recruits.	Not exceeding 25 years
8	Educational & other qualification required for Direct Recruits.	Matriculation with 3 years experience in the relevant field.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	No.
10	Period of probation if any.	2 years for direct recruitment.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By transfer failing which by promotion after adjustment of surplus failing which by direct recruitment..

12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By promotion from Blue Printer and allied grades with 3 years regular service in the grade.
13	If a Departmental Promotion Committee exists, its composition.	Group 'C' DPC consisting of Addl. GM/Jt.GM, DGM and other two Officers nominated by GM and one of the Officers should belong in SC/ST Community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

DRAUGHTSMAN

SL.NO	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Draughtsman
2	Number of posts.	459
3	Classification.	Civilian in Defence Services, Non- Industrial Gr.'C' Non-Ministerial.
4	Scale of pay.	Rs.1200-30-1560-EB-40-2040
5	Whether Selection-cum-seniority or selection by merit.	Selection
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable
7	Age limit for Direct Recruits.	Not exceeding 25 years
8	Educational & other qualification required for Direct Recruits.	Matriculation with 2 years diploma/Certificate – in D'manship from recognized Institution. In case diploma/certificate is of a shorter duration experience as draughtsman to cover the balance period will be necessary.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	No.

10	Period of probation if any.	2 years for direct recruitment.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By direct recruitment: 95% of the vacancies to be filled by directly recruited matriculate Draughtsman stipendary trainees who will come into the grade after successful completion of 2 years D'manship course in Ordnance Factories Training Institutions failing which by transfer after adjustment of surplus failing which by direct recruitment of persons with qualifications of matriculation with 2 years diploma/certificate in D'manship from recognized diploma/certificate is of a shorter duration experience as draughtsman to cover the balance period will be necessary. By promotion: 5% of vacancies to be filled from Tracer and allied grades with 3 years regular service.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	Promotion: Promotion from Tracer and allied grades with 3 years regular service. By transfer on passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	Group 'C' DPC consisting of Addl. GM/Jt.GM, DGM and other two Officers nominated by GM and one of the Officers should belong in SC/ST Community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

DRIVER FIRE BRIGADE GRADE – I/ FIRE ENGINE DRIVER GRADE – I

SL.NO	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Driver Fire Brigade Grade – I/ Fire Engine Driver Grade – I
2	Number of posts.	124
3	Classification.	Civilian in Defence Services, Non- Industrial Gr.'C' Non-Ministerial.
4	Scale of pay.	Rs.1150-25-1500
5	Whether Selection-cum-seniority	Selection

	or selection by merit.	
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable
7	Age limit for Direct Recruits.	Not exceeding 25 years
8	Educational & other qualification required for Direct Recruits.	Same as for Driver Fire Brigade Grade – II Desirable: Matriculation.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	No.
10	Period of probation if any.	2 years for direct recruitment.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion after adjustment of surplus and by transfer failing which by direct recruitment.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By Promotion: Promotion from Driver Fire Brigade Grade – II and allied grades with minimum 3 years regular service in the grade. By transfer on passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	Group 'C' DPC consisting of Addl. GM/Jt.GM, DGM and other two Officers nominated by GM and one of the Officers should belong in SC/ST Community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

SR. GASTORNER OPERATOR

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Sr. Gestetner Operator
2	Number of posts.	20
3	Classification.	Civilian in Defence Service, Non-Industrial Gr.'C' Non-Ministerial.
4	Scale of pay.	Rs.950-20-1150-EB-25-1400
5	Whether Selection-cum-seniority or selection by merit.	Selection.
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not Applicable.
7	Age limit for Direct Recruits.	Not exceeding 25 years.
8	Educational & other qualification required for Direct Recruits.	Matriculation with one-year experience in Operating and maintaining Gestetner machine.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	No
10	Period of probation if any.	2 years for Direct recruits.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion after adjustment of surplus transfer failing which by direct recruitment.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By promotion from Jr. Gestetner Operator and allied grades with 3 years regular service in the grade failing which from Jr. Gestetner Operators with combined 6 years regular service as Jr. Gestetner Operator and as Daftry or in allied grades. By transfer on passing trade test.

13	If a Departmental Promotion Committee exists, its composition.	DPC consisting of DDG/Estt. or Addl.GM/Jt.GM/DGM, and two other equivalent officers nominated by Member/OFB/ Addl DGOF/ GM, one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

DATA ENTRY OPERATOR

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Data Entry Operator
2	Number of posts.	136 (subject to variation depending on work load)
3	Classification.	Civilian in Defence Services, Gr.C Non-Industrial, Non-Ministerial.
4	Scale of pay.	Rs.1150-25-EB-1500
5	Whether Selection-cum-seniority or selection by merit.	Selection.
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable.
7	Age limit for Direct Recruits.	Not exceeding 30 years.
8	Educational & other qualification required for Direct Recruits.	<p>12th Standard pass or equivalent. Should possess a speed of not less than 8000 key depressions per hour for data Entry Operator.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Qualifications are relaxable at the discretion of the SSC/Competent Authority in case of candidates, otherwise well qualified. 2. The qualification regarding experience is/are relaxable at a discretion of SSC/ Competent Authority in case of candidates belonging to the SC/ST, if at any stage of selection the SSC /Competent Authority is of the opinion that sufficient no. of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill-up the vacancies reserved for them.

		The speed of 8000 key depressions per hour for data entry work is to be judged by conducting a speed test on the Electronic Data Processing Machine by the Competent Authority.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	No.
10	Period of probation if any.	No.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	50% by Direct Recruitment and 50% by transfer on deputation/transfer of departmental LDC with 3 years regular service, possessing the qualifications prescribed for direct recruits, and who pass the departmental examination prescribed for this purpose. Provided that the method of recruitment shall be 100% by Direct recruitment after expiry of the period of 2 years from the date of publication of these rules.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By transfer on deputation/transfer from LDC cadre (Departmental) with 3 years regular service and possessing the qualifications prescribed for direct recruitment.
13	If a Departmental Promotion Committee exists, its composition.	DPC consisting of DDG/Estt. or Addl.GM/Jt.GM/DGM & two others equivalent officers nominated by member/OFB/Addl. DGOF/GM, one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

SENIOR DATA ENTRY OPERATOR

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Senior Data Entry Operator
2	Number of posts.	146
3	Classification.	Civilian in Defence Services, Gr.C Non-Industrial, Non-Ministerial.
4	Scale of pay.	Rs.1350-30-1440-40-1800-EB-50-2200
5	Whether Selection-cum-seniority or selection by merit.	Selection.
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable.
7	Age limit for Direct Recruits.	Not applicable.
8	Educational & other qualification required for Direct Recruits.	Not applicable.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	No.
10	Period of probation if any.	No.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By promotion from Data Entry Operator with minimum 6 years regular service in the grade.

13	If a Departmental Promotion Committee exists, its composition.	DPC consisting of DDG/Estt. or Addl.GM/Jt.GM/DGM & two others equivalent officers nominated by member/OFB/Addl. DGOF/GM, one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

CIVILIAN MOTOR DRIVER GRADE – I (SPECIAL)

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Civilian Motor Driver Grade – I (Special)
2	Number of posts.	92
3	Classification.	Civilian in Defence Service, Non-Industrial Gr.'C' Non-Ministerial.
4	Scale of pay.	Rs.1320-30-1560-EB-40-2040
5	Whether Selection-cum-seniority or selection by merit.	Selection.
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not Applicable.
7	Age limit for Direct Recruits.	Not exceeding 30 years.
8	Educational & other qualification required for Direct Recruits.	Same as for Civilian Motor Driver Grade - I
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	No
10	Period of probation if any.	2 years for Direct recruits.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion after adjustment of surplus transfer failing which by direct recruitment.

12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By promotion from grade of Civilian Motor Driver Grade – I and allied grades with 5 years regular service in the grade.
13	If a Departmental Promotion Committee exists, its composition.	DPC consisting of DDG/Estt. or Addl.GM/Jt.GM/DGM, and two other equivalent officers nominated by Member/OFB/Addl DGOF/ GM, one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

**CIVILIAN MOTOR DRIVER GR.I/STAFF CAR DRIVER GRADE – I/
AMBULANCE DRIVER GRADE - I**

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Civilian Motor Driver Gr.I/ Staff Car Driver Grade – I/ Ambulance Driver Grade - I
2	Number of posts.	517.
3	Classification.	Civilian in Defence Service, Non-Industrial Gr. C Non-Ministerial.
4	Scale of pay.	Rs.1150-25-1500
5	Whether Selection-cum-seniority or selection by merit.	Selection.
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable.
7	Age limit for Direct Recruits.	Not exceeding 30 years.
8	Educational & other qualification required for Direct Recruits.	Essential: (i) Middle School (8 th Class pass) (ii) Must possess Driving Licence (iii) Knowledge of maintenance and minor repairs. Desirable: Five years Driving experience of Light /Heavy Vehicles. Matriculation.

9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable.
10	Period of probation if any.	2 years for direct recruitments.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion after adjustment of surplus and transfer failing which by direct recruitment.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By promotion from grade of Civilian Motor Driver Gr. II and allied grades with 5 years of regular service in the grade. By transfer on passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	DPC consisting of DDG/Estt., or Addl. GM/Jt.GM, DGM and other two Officers nominated by Member/OFB/Addl. DGOF/GM and one of the Officers should belong in SC/ST Community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

DRIVER FIRE BRIGADE GRADE – II / FIRE ENGINE DRIVER GRADE II

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Fire Engine Driver Gr.II
2	Number of posts.	282
3	Classification.	Civilian in Defence Service, Non-Industrial Gr. C Non-Ministerial.
4	Scale of pay.	Rs.950-20-1150-EB-25-1500
5	Whether Selection-cum-seniority or selection by merit.	Selection.
6	Whether benefit of added years of service admissible under Rule 30 of	Not applicable.

	CCS Pension Rules.	
7	Age limit for Direct Recruits.	Not exceeding 30 years
8	Educational & other qualification required for Direct Recruits.	<p>Must have passed Middle School Standard Exam. Must possess license for driving heavy vehicles and have 2 years driving experience. Must be physically fit and capable of performing of strenuous duties. This recruitment will be tested as under :-</p> <ol style="list-style-type: none"> 1.Height without shoes 165 cms. 2.Cheat (on expansion) 85 cms. 3.Chest (Unexpanded) 81.5 cms. 4.Weight 50 Kgs.(Minimum) 5. Endurance test :- <p>(a)carrying a man fireman lift of 63.5 Kgs. to distance of 183 meters within 96 seconds. (b)Clearing 2.7 meters wide ditch landing on both feet (long jump) (c)Climbing 3 meters verticals rope using hand & feet.</p> <p>Note: A concession of 2.5 cms in higher or chest may be allowed for member of SC/ST Candidates from hilly areas. Desirable: Matriculation.</p>
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	No
10	Period of probation if any.	2 years for direct recruits.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion after adjustment of surplus and transfer failing which by direct recruitment.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By promotion from Fireman Gr.I and allied grades with 5 years regular service in the grade and on passing trade test. By transfer on passing trade test.

13	If a Departmental Promotion Committee exists, its composition.	Group 'C' DPC consisting of Addl. GM/Jt.GM, DGM and other two Officers nominated by GM and one of the Officers should belong in SC/ST Community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

LEADING HAND FIRE

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Leading Hand Fire
2	Number of posts.	326
3	Classification.	Civilian in Defence Service, Non-Industrial Gr.'C' Non-Ministerial.
4	Scale of pay.	Rs.950-20-1150-EB-25-1500
5	Whether Selection-cum-seniority or selection by merit.	Selection.
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not Applicable.
7	Age limit for Direct Recruits.	Not exceeding 30 years.
8	Educational & other qualification required for Direct Recruits.	Essential: 8 th Class Pass. Desirable: Matriculation + Pass in general course in Fire Research and Sub-officer Course from NFSC.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	No
10	Period of probation if any.	2 years for Direct recruits.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the	By promotion after adjustment of surplus transfer failing which by direct recruitment.

	posts to be filled by various methods.	
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By promotion from Fireman Gr.I and allied grades with 5 years regular service in the grade. By transfer on passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	Gr.C DPC(Fys) consist of Addl.GM/Jt.GM/DGM, and two other equivalent officers nominated by Member/OFB/ Addl DGOF/ GM, one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

FIREMAN GR.I

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Fireman Gr.I
2	Number of posts.	701
3	Classification.	Civilian in Defence Service, Non-Industrial Gr.'C' Non-Ministerial.
4	Scale of pay.	Rs.825-15-900-EB-20-1200
5	Whether Selection-cum-seniority or selection by merit.	Selection.
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not Applicable.
7	Age limit for Direct Recruits.	Not exceeding 30 years.
8	Educational & other qualification required for Direct Recruits.	Same as for Fireman Grade – II. Desirable: Matriculation.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of	No

	Promotees.	
10	Period of probation if any.	2 years for Direct recruits.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion after adjustment of surplus transfer failing which by direct recruitment.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By promotion from Fireman Grade II and allied grades with 3 years regular service in the grade. By transfer on passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	Gr.C DPC(Fys) consisting of Addl.GM/Jt.GM/DGM, and two other equivalent officers nominated by GM, one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

**CIVILIAN MOTOR DRIVER GR.II/STAFF CAR DRIVER GRADE – II/
AMBULANCE DRIVER GRADE - II**

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Civilian Motor Driver Gr.II/Staff Car Driver Grade – II/ Ambulance Driver Grade - II
2	Number of posts.	796
3	Classification.	Civilian in Defence Service, Non-Industrial Gr. C Non-Ministerial.
4	Scale of pay.	Rs.950-20-1150-EB-25-1500
5	Whether Selection-cum-seniority or selection by merit.	Selection.
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable.

7	Age limit for Direct Recruits.	Not exceeding 30 years.
8	Educational & other qualification required for Direct Recruits.	Essential: Middle school 8 th class pass Must possess licence. Desirable : for driving heavy vehicles and have 2 years driving experience. Matriculation. Knowledge of maintenance and minor repairs.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	No
10	Period of probation if any.	2 years for direct recruits.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By transfer failing which by direct recruitment after adjustment of surplus.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By transfer on passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	DPC consist of DDG/Estt., or Addl. GM/Jt.GM, DGM and other two Officers nominated by Member/OFB/Addl. DGOE/GM and one of the Officers should belong in SC/ST Community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

PHOTOGRAPHER

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Photographer
2	Number of posts.	37

3	Classification.	Civilian in Defence Services, Gr.C Non-Industrial, Non-Ministerial.
4	Scale of pay.	Rs.950-20-1150-EB-25-1500
5	Whether Selection-cum-seniority or selection by merit.	Selection.
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable.
7	Age limit for Direct Recruits.	Not exceeding 30 years.
8	Educational & other qualification required for Direct Recruits.	Essential: (i) Must have 3 years' experience in Photography including Dark Room Laboratory work. (ii) Middle School (8 th Class) pass. Desirable: Matriculation.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	No.
10	Period of probation if any.	2 years for Direct Recruits.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By transfer failing which by Direct Recruitment after adjustment of surplus.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By transfer on passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	Gr.'C' DPC (Fys.) consisting of Addl.GM/Jt.GM/DGM & two officers nominated by GM, one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

STORE KEEPER

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1.	Name of Post.	Store Keeper
2.	Number of posts.	1598
3.	Classification.	Civilian in Defence Services, Non- Industrial Gr.'C' Ministerial
4.	Scale of pay.	Rs.950-20-1150-EB-25-1500 (Pre-revised)
5.	Whether Selection-cum seniority or selection by merit.	Selection
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable
7.	Age limit for Direct Recruits.	Not exceeding 25 years
8.	Educational and other qualification required for Direct Recruits.	Matriculation with one years' experience in the line.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Yes, but not age or experience in the line.
10	Period of probation if any.	2 years for direct recruitment.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	90% by transfer failing which by Direct recruitment after adjustment of surplus, 10% of the vacancies shall be filled by promotion of educationally qualified Gr.'D' Employees having 5 years regular service in the grade on the basis of competitive rank in trade test.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By transfer on passing trade test.

13.	If a Departmental Promotion Committee exists, its composition.	Gr.'C' DPC (Fys) consisting of Addl. GM/ Jt.GM DGM and two Other officers nominated by the GM. One out of the two officers should belong to SC/ST Community.
14.	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

DRIVER ELECTRIC LIFT

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1.	Name of Post.	Driver Electric Lift
2.	Number of posts.	3
3.	Classification.	Civilian in Defence Services, Non- Industrial Gr.'C' Ministerial
4.	Scale of pay.	Rs.775-12-955-EB-14-1025
5.	Whether Selection-cum seniority or selection by merit.	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable
7.	Age limit for Direct Recruits.	Not exceeding 30 years
8.	Educational and other qualification required for Direct Recruits.	Essential: Primary Pass. Knowledge of operating Electrical Lift. Desirable: Matriculation.
9.	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	No.
10.	Period of probation if any.	2 years for direct recruitment.

11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By transfer failing which by direct recruitment after adjustment of surplus.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By transfer on passing trade test.
13.	If a Departmental Promotion Committee exists, its composition.	Gr. 'D' DPC (Fys) consisting of Addl. GM/ Jt.GM DGM and two Other officers nominated by the GM. One out of the two officers should belong to SC/ST Community.
14.	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

PEON/ORDERLY

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Peon /Orderly
2	Number of posts.	Peon 904;
3	Classification.	Civilian in Defence Service, Non-Industrial Gr. D Non-Ministerial.
4	Scale of pay.	Rs.750-12-870-EB-14-940
5	Whether Selection-cum-seniority or selection by merit.	Selection.
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable.
7	Age limit for Direct Recruits.	Not exceeding 30 years.

8	Educational & other qualification required for Direct Recruits.	Essential : Middle School standard with knowledge of office delivery system and office discipline. Desirable: Matriculation. 3 years service as Home Guard /Civil Defence Volunteers & Training in at least basic and refresher course in home guards and civil Defence.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable.
10	Period of probation if any.	2 years.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By transfer failing which by direct recruitment after adjustment of surplus.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By transfer on passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	Gr.'D' DPC(Fys.) consisting of Addl.GM / Jt.GM / DGM and two other officers nominated by GM, one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

LABORATORY ATTENDANT GRADE 'A'

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Laboratory Attendant Grade 'A'
2	Number of posts.	71
3	Classification.	Civilian in Defence Service, Non-Industrial Gr. D Non-Ministerial.
4	Scale of pay.	Rs.800-15-1010-EB-20-1150

5	Whether Selection-cum-seniority or selection by merit.	Selection.
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable.
7	Age limit for Direct Recruits.	Not exceeding 30 years.
8	Educational & other qualification required for Direct Recruits.	Matriculation with science subjects with knowledge of routine type of laboratory investigation. Desirable: experience in laboratory work. 12 th class pass in science group.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	No.
10	Period of probation if any.	2 years for direct recruitment.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion after adjustment of surplus and transfer failing which by direct recruitment.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By promotion from Lab. Attendant Grade B and allied grades with three years minimum service in the grade. By transfer on passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	Gr.'D' DPC(Fys.) consisting of Addl.GM / Jt.GM / DGM and two other officers nominated by GM, one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

Jr. GASTORNER OPERATOR

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Jr. Gestetner Operator
2	Number of posts.	42
3	Classification.	Civilian in Defence Service, Non-Industrial Gr.'C' Non- Ministerial.
4	Scale of pay.	Rs.800-15-1010-EB-20-1150
5	Whether Selection-cum-seniority or selection by merit.	Selection.
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not Applicable.
7	Age limit for Direct Recruits.	Not exceeding 25 years.
8	Educational & other qualification required for Direct Recruits.	Middle School (8 th Class) pass and proficiency in operating and maintaining Gestetner machine. Desirable: Matriculation.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	No
10	Period of probation if any.	2 years for Direct recruits.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion after adjustment of surplus transfer failing which by direct recruitment.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By promotion from duftry with 3 years regular service in the grade and having proficiency in operating and maintaining Gestetner machines. By transfer on passing trade test.

13	If a Departmental Promotion Committee exists, its composition.	Group 'D' DPC consisting of Addl.GM/Jt.GM/DGM, and two other equivalent officers nominated by GM, one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

FIREMAN GR.II

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Fireman Gr.II
2	Number of posts.	760
3	Classification.	Civilian in Defence Service, Non-Industrial Gr.'D' Non-Ministerial.
4	Scale of pay.	Rs.800-15-1010-EB-20-1150
5	Whether Selection-cum-seniority or selection by merit.	Selection.
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not Applicable.
7	Age limit for Direct Recruits.	Not exceeding 35 years.
8	Educational & other qualification required for Direct Recruits.	<p>Must possess School (8th class) pass certificate from a recognized school.</p> <p>Must have adequate knowledge of operational use of Fire-fighting equipment.</p> <p>Must be physically fit and capable of performing strenuous duties. This requirement will be tested as under.</p> <p>Height without shoes 165 cms. Chest (unexpanded) 81.5 cms. Weight 50 kgs minimum.</p> <p>Endurance test: Carrying a man (Fireman lift of 63.5 kgs to a distant of 183 mtrs. Within 96 seconds). Clearing 2.7 mtrs. Wide ditch landing on both feet (long jumps)</p>

		Climbing 3 metres. Vertical rope using hands and feet.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	No
10	Period of probation if any.	2 years for direct recruitments.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By transfer failing which by direct recruitment after adjustment of surplus.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By transfer on passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	Gr.D DPC(Fys) consist of Addl.GM/Jt.GM, Dy.GM and other two officers nominated by GM, one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

LABORATORY ATTENDANT GRADE - B

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Laboratory Attendant Grade – B
2	Number of posts.	68
3	Classification.	Civilian in Defence Service, Non-Industrial Gr.'D' Non-Ministerial.
4	Scale of pay.	Rs.775-12-955-EB-14-1025
5	Whether Selection-cum-seniority or selection by merit.	Selection.
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not Applicable.
7	Age limit for Direct Recruits.	Not exceeding 35 years.
8	Educational & other qualification required for Direct Recruits.	Matriculation with science subjects with knowledge of routine type of laboratory investigation. Desirable: (a)12 th class pass in science group.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	No
10	Period of probation if any.	2 years.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By transfer failing which by direct recruitment after adjustment of surplus.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By promotion from lower grades.

13	If a Departmental Promotion Committee exists, its composition.	Gr.D DPC(Fys) consist of Addl.GM/Jt.GM, Dy.GM and other two officers nominated by GM, one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

DHOBI

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Dhobi
2	Number of posts.	119
3	Classification.	Civilian in Defence Services, Non-Industrial Gr.'D', Non-Ministerial.
4	Scale of pay.	Rs.775-12-955-EB-14-1025
5	Whether Selection-cum-seniority or selection by merit.	Selection
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable
7	Age limit for Direct Recruits.	Not exceeding 30 years
8	Educational & other qualification required for Direct Recruits.	Essential: One year experience in the line. Desirable: Matriculation.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable
10	Period of probation if any.	2 years for direct recruitment.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion from lower grade on passing trade test failing which by transfer/ Direct Recruitment after adjustment of surplus.

12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By promotion from lower grades. By transfer on passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	Gr.'D' DPC (Fys) consist of Addl.GM/Jt.GM, Dy.GM, GM and other two Officers nominated by GM. One of whom should belong to SC/ST Community.
14	Circumstances in which UPSC is to be consulted in making Recruitment.	Not applicable.

DUFTRY

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Duftry
2	Number of posts.	118
3	Classification.	Civilian in Defence Service, Non-Industrial Gr. D Non-Ministerial.
4	Scale of pay.	Rs.775-12-955-EB-14-1025
5	Whether Selection-cum-seniority or selection by merit.	Selection.
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable.
7	Age limit for Direct Recruits.	Not exceeding 30 years.
8	Educational & other qualification required for Direct Recruits.	Matriculation or equivalent.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable.
10	Period of probation if any.	2 years for direct recruits.

11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion after adjustment of surplus and transfer failing which by direct recruitment.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By promotion from grade of peon/orderly and allied grades with 3 years service in the grade. By transfer on passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	Gr.'D' DPC (Fys.) consisting of Addl. GM/ Jt. GM/ DGM and two other officers nominated by GM, one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

BARCO OPERATOR/ZEROGRAPH OPERATOR

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Barco Operator/Zerograph Operator
2	Number of posts.	3
3	Classification.	Civilian in Defence Service, Non-Industrial Gr. D Non-Ministerial.
4	Scale of pay.	Rs.800-15-1010-EB-20-1150
5	Whether Selection-cum-seniority or selection by merit.	Selection.
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable.
7	Age limit for Direct Recruits.	Not exceeding 30 years.
8	Educational & other qualification required for Direct Recruits.	Matriculation or equivalent.
9	Whether age and educational	Not applicable.

	qualification prescribed for Direct Recruits will apply in the case of Promotees.	
10	Period of probation if any.	2 years for direct recruits.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion after adjustment of surplus and transfer failing which by direct recruitment.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By promotion from grades of duffries and poddars and allied grades with 3 years service in the grade. By transfer on passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	Gr.'D' DPC (Fys.) consisting of Addl. GM/ Jt. GM/ DGM and two other officers nominated by GM, one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

BLUE PRINTER

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Blue Printer
2	Number of posts.	83
3	Classification.	Civilian in Defence Service, Non-Industrial Gr. D Non-Ministerial.
4	Scale of pay.	Rs.800-15-1010-EB-20-1150
5	Whether Selection-cum-seniority or selection by merit.	Selection.
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable.

7	Age limit for Direct Recruits.	Not exceeding 30 years.
8	Educational & other qualification required for Direct Recruits.	Matriculation or equivalent.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable.
10	Period of probation if any.	2 years for direct recruits.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion after adjustment of surplus and transfer failing which by direct recruitment.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By promotion from grades of duffries and poddars and allied grades with 3 years service in the grade. By transfer on passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	Gr.'D' DPC (Fys.) consisting of Addl. GM/ Jt. GM/ DGM and two other officers nominated by GM, one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

RECORD SUPPLIER

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Record Supplier
2	Number of posts.	360
3	Classification.	Civilian in Defence Service, Non-Industrial Gr. D Non-Ministerial.
4	Scale of pay.	Rs.800-15-1010-EB-20-1150
5	Whether Selection-cum-seniority or	Selection.

	selection by merit.	
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable.
7	Age limit for Direct Recruits.	Not exceeding 30 years.
8	Educational & other qualification required for Direct Recruits.	Matriculation or equivalent.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable.
10	Period of probation if any.	2 years for direct recruits.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion after adjustment of surplus and transfer failing which by direct recruitment.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By promotion from grades of duffries and poddars and allied grades with 3 years service in the grade. By transfer on passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	DPC (Fys.) consisting of DDG/Estt or Addl. GM/ Jt. GM/ DGM and two other officers nominated by Member/OFB, Addl. DGOF/GM, one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

SUBEDAR DURWAN

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Subedar Durwan
2	Number of posts.	63
3	Classification.	Civilian in Defence Service, Non-Industrial Gr. D Non-Ministerial.
4	Scale of pay.	Rs.800-15-1010-EB-20-1150
5	Whether Selection-cum-seniority or selection by merit.	Selection.
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable.
7	Age limit for Direct Recruits.	Not exceeding 30 years.
8	Educational & other qualification required for Direct Recruits.	Matriculation or equivalent.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable.
10	Period of probation if any.	2 years for direct recruits.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion after adjustment of surplus and transfer failing which by direct recruitment.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By promotion from Jamadar Durwan and allied grades with 3 years regular service in the grade. By transfer on passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	Gr.'D' DPC (Fys.) consisting of Addl. GM/ Jt. GM/ DGM and two other officers nominated by GM, one of

		whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

JAMADAR

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Jamadar
2	Number of posts.	245
3	Classification.	Civilian in Defence Service, Non-Industrial Gr. D Non-Ministerial.
4	Scale of pay.	Rs.775-12-955-EB-14-1025
5	Whether Selection-cum-seniority or selection by merit.	Selection.
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable.
7	Age limit for Direct Recruits.	Not exceeding 30 years.
8	Educational & other qualification required for Direct Recruits.	Matriculation or equivalent.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable.
10	Period of probation if any.	2 years for direct recruits.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion after adjustment of surplus and transfer failing which by direct recruitment.

12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By promotion from Safaiwala (Sweeper) and allied grades with 3 years service in the grade. By transfer on passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	Gr.'D' DPC (Fys.) consisting of Addl. GM/ Jt. GM/ DGM and two other officers nominated by GM, one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

JAMADAR DURWAN

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Jamadar Durwan
2	Number of posts.	251
3	Classification.	Civilian in Defence Service, Non-Industrial Gr. D Non-Ministerial.
4	Scale of pay.	Rs.800-15-1010-EB-20-1150
5	Whether Selection-cum-seniority or selection by merit.	Selection.
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable.
7	Age limit for Direct Recruits.	Not exceeding 30 years.
8	Educational & other qualification required for Direct Recruits.	Matriculation or equivalent.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable.
10	Period of probation if any.	2 years for direct recruits.

11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion after adjustment of surplus and transfer failing which by direct recruitment.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By promotion from Durwan and female searcher and allied grades with 3 years service in the grade. By transfer on passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	Gr.'D' DPC (Fys.) consisting of Addl. GM/ Jt. GM/ DGM and two other officers nominated by GM, one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

DURWAN

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Durwan
2	Number of posts.	3492;
3	Classification.	Civilian in Defence Service, Non-Industrial Gr. D Non-Ministerial
4	Scale of pay.	Rs.750-12-870-EB-14-940
5	Whether Selection-cum-seniority or selection by merit.	Selection
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable.
7	Age limit for Direct Recruits.	Not more than 25 years and not less than 20 years.

8	Educational & other qualification required for Direct Recruits.	<p>Essential :</p> <p>Middle school (8th class passed).</p> <p>Must be physically fit for the duties of Durwan as per specified standard indicated below</p> <p>Height without shoe 165 cms.</p> <p>Chest unexpanded 77 cms. Expanded 82 cms.</p> <p>Weight 45 kgs.</p> <p>Desirable :</p> <p>Ex-servicemen.</p> <p>Matriculation.</p> <p>Three years service as Home Guard /Civil Defence Volunteers and training in at least basic and refresher courses in Home Guard and Civil Defence.</p>
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable
10	Period of probation if any.	2 years for direct recruits.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By transfer failing which by Direct Recruitment after adjustment of surplus.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By transfer on passing trade test
13	If a Departmental Promotion Committee exists, its composition.	Gr.'D' DPC (Fys.) consisting of Addl. GM/ Jt. GM/ DGM and two other officers nominated by GM, one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

FEMALE SEARCHER

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Durwan
2	Number of posts.	42
3	Classification.	Civilian in Defence Service, Non-Industrial Gr. D Non-Ministerial
4	Scale of pay.	Rs.750-12-870-EB-14-940
5	Whether Selection-cum-seniority or selection by merit.	Selection
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable.
7	Age limit for Direct Recruits.	Not exceeding 30 years.
8	Educational & other qualification required for Direct Recruits.	Essential : (i)Middle school standard Desirable: . Matriculation.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable
10	Period of probation if any.	2 years for direct recruits.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By transfer failing which by Direct Recruitment after adjustment of surplus.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By transfer on passing trade test

13	If a Departmental Promotion Committee exists, its composition.	Gr.'D' DPC (Fys.) consisting of Addl. GM/ Jt. GM/ DGM and two other officers nominated by GM, one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

SAFAIWALA (SWEEPER)

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Sweeper
2	Number of posts.	3184
3	Classification.	Civilian in Defence Service, Non-Industrial Gr. D Non-Ministerial.
4	Scale of pay.	Rs.750-12-870-EB-14-940
5	Whether Selection-cum-seniority or selection by merit.	Selection
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable.
7	Age limit for Direct Recruits.	Not exceeding 30 years.
8	Educational & other qualification required for Direct Recruits.	Essential: 1 year experience in sweeping of latrines, drains, roads and offices. Desirable: Matriculation.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable.
10	Period of probation if any.	2 years for direct recruits.

11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By transfer failing which by Direct Recruitment after adjustment of surplus.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By transfer on passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	Gr.'D' DPC (Fys.) consisting of DGM and two other officers nominated by GM, one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

BHISTY

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Bhistry
2	Number of posts.	47
3	Classification.	Civilian in Defence Service, Non-Industrial Gr. D Non-Ministerial.
4	Scale of pay.	Rs.750-12-870-EB-14-940
5	Whether Selection-cum-seniority or selection by merit.	Selection
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable.
7	Age limit for Direct Recruits.	Not exceeding 30 years.
8	Educational & other qualification required for Direct Recruits.	Essential: 1 year experience in the line. Desirable : Matriculation.

9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable.
10	Period of probation if any.	2 years for direct recruits.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By transfer failing which by Direct Recruitment after adjustment of surplus.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By transfer on passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	Gr.'D' DPC (Fys.) consisting of DGM and two other officers nominated by GM, one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

MALI

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Mali
2	Number of posts.	204
3	Classification.	Civilian in Defence Service, Non-Industrial Gr. D Non-Ministerial.
4	Scale of pay.	Rs.750-12-870-EB-14-940
5	Whether Selection-cum-seniority or selection by merit.	Selection
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable.

7	Age limit for Direct Recruits.	Not exceeding 30 years.
8	Educational & other qualification required for Direct Recruits.	Essential: 1 year experience in the line. Desirable : (i) Matriculation. (ii) Gardening
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable.
10	Period of probation if any.	2 years for direct recruits.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By transfer failing which by Direct Recruitment after adjustment of surplus.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By transfer on passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	Gr.'D' DPC (Fys.) consisting of DGM and two other officers nominated by GM, one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

BARBER

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Barber
2	Number of posts.	72
3	Classification.	Civilian in Defence Service, Non-Industrial Gr. D Non-Ministerial.
4	Scale of pay.	Rs.775-12-955-EB-14-1125

5	Whether Selection-cum-seniority or selection by merit.	Selection
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable.
7	Age limit for Direct Recruits.	Not exceeding 30 years.
8	Educational & other qualification required for Direct Recruits.	Essential : 3 year experience in the line. Desirable : Matriculation.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable.
10	Period of probation if any.	2 years for direct recruits.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion from lower grades on passing trade test failing which by transfer & Direct Recruitment after adjustment of surplus.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By transfer on passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	Gr.'D' DPC (Fys.) consisting of DGM and two other officers nominated by GM, one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

COOK

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Cook
2	Number of posts.	194
3	Classification.	Civilian in Defence Services, Non-Industrial Gr.'D' Non-Ministerial.
4	Scale of pay.	Rs.775-12-955-EB-14-1025
5	Whether Selection-cum- seniority or selection by merit.	Selection
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable
7	Age limit for Direct Recruits.	Not exceeding 30 years
8	Educational & other qualification required for Direct Recruits.	Essential : (i) Must be literate in local language and be capable of taking simple notes in that language. (ii) Must possess knowledge of cooking. (iii) Must possess knowledge of Hospital diets approved by a testing board (for cooks attached to Hospitals).
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable
10	Period of probation if any.	2 years for direct recruitment.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion failing which by transfer failing which by Direct Recruitment after adjustment of surplus.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption	By transfer on passing trade test.

	to be made.	
13	If a Departmental Promotion Committee exists, its composition.	Gr.'D' DPC (Fys) consist of Addl.GM/Jt.GM, Dy.GM, GM and other two Officers nominated by GM. One of whom should belong to SC/ST Community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

MESSANGER BOY

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Messenger Boy
2	Number of posts.	672
3	Classification.	Civilian in Defence Services, Non-Industrial Gr.'D' Non-Ministerial.
4	Scale of pay.	Rs.750 (Fixed) until the employee is transferred to or internally directly recruited for any regular post in the pay scale of Rs. 750-12-870-EB-14-940 after attaining the prescribed age and qualification for recruitment.
5	Whether Selection-cum- seniority or selection by merit.	Selection
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable
7	Age limit for Direct Recruits.	Not less than 18 years.
8	Educational & other qualification required for Direct Recruits.	Essential : (i) Middle school standard with knowledge of office delivery system and office discipline.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable

10	Period of probation if any.	2 years for direct recruitment.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion failing which by transfer failing which by Direct Recruitment after adjustment of surplus.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By transfer on passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	Gr.'D' DPC (Fys) consist of Addl.GM/Jt.GM, Dy.GM, GM and other two Officers nominated by GM. One of whom should belong to SC/ST Community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

PODDAR

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Poddar
2	Number of posts.	41
3	Classification.	Civilian in Defence Service, Non-Industrial Gr. D Non-Ministerial.
4	Scale of pay.	Rs.775-12-955-EB-14-1025
5	Whether Selection-cum-seniority or selection by merit.	Selection.
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable.
7	Age limit for Direct Recruits.	Not exceeding 30 years.
8	Educational & other qualification required for Direct Recruits.	Matriculation with one year experience in the line.

9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable.
10	Period of probation if any.	2 years for direct recruits.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion after adjustment of surplus and transfer failing which by direct recruitment.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By promotion from peon/orderly and allied grades with 3 years regular service in the grade. By transfer on passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	Gr.'D' DPC (Fys.) consisting of Addl. GM/ Jt. GM/ DGM and two other officers nominated by GM, one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

STENOGRAPHER GRADE I (SENIOR SCALE) (SENIOR PERSONAL ASSISTANT)

SL. NO.	HEADINGS	EXISTING SRO
1	Name of Post.	Stenographer Grade I
2	Number of posts.	23
3	Classification.	Civilian in Defence Services Non-Industrial Gr.'C' Ministerial.
4	Scale of pay.	Rs.2000-60-2300-EB-75-3200
5	Whether Selection-cum-seniority or selection by merit.	Selection.
6	Whether benefit of added years of service admissible under Rule 30 of	Not applicable

	CCS Pension Rules.	
7	Age limit for Direct Recruits.	Not applicable
8	Educational & other qualification required for Direct Recruits.	Not applicable
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable.
10	Period of probation if any.	Not applicable.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion after adjustment of surplus and transfer.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By promotion from Stenographer grade – I .In the scale of pay Rs. 1640-29 & allied grade with two years regular service in the grade failing which combined regular service of 7 years in Stenographer Grade – I & II together or in allied grade together. By transfer on passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	DPC consisting of DDG/Estt. or Addl. GM and two other Group A officers, nominated by Member OFB/ Addl. DGOFF/GM and one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted.	Not applicable.

STENOGRAPHER GRADE I (JUNIOR SCALE) (SENIOR PERSONAL ASSISTANT)

SL. NO.	HEADINGS	EXISTING SRO
1	Name of Post.	Stenographer Grade – I
2	Number of posts.	22
3	Classification.	Civilian in Defence Services Non-Industrial Gr.'C' Ministerial.
4	Scale of pay.	Rs.1640-60-2200-EB-75-2900
5	Whether Selection-cum-seniority or selection by merit.	Selection.
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable
7	Age limit for Direct Recruits.	Not applicable
8	Educational & other qualification required for Direct Recruits.	Not applicable
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable.
10	Period of probation if any.	Not applicable.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion after adjustment of surplus and transfer.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By promotion from grade of PA (Stenographer Grade – II) and allied grade with 5 years regular service in the grade. By transfer on passing trade test.

13	If a Departmental Promotion Committee exists, its composition.	DPC consisting of DDG/Estt. or Addl. GM and two other Group A officers, nominated by Member OFB/ Addl. DGOF/GM and one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted.	Not applicable.

STENOGRAPHER GRADE II (PERSONAL ASSISTANT)

SL. NO.	HEADINGS	EXISTING SRO
1	Name of Post.	Stenographer Grade – II
2	Number of posts.	172
3	Classification.	Civilian in Defence Services Non-Industrial Gr.'C' Ministerial.
4	Scale of pay.	Rs.1400-40-1800-EB-50-2300
5	Whether Selection-cum-seniority or selection by merit.	Selection.
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable
7	Age limit for Direct Recruits.	Not applicable
8	Educational & other qualification required for Direct Recruits.	Not applicable
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable.
10	Period of probation if any.	Not applicable.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion after adjustment of surplus and transfer.

12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By promotion from Stenographer Grade – III and allied grade with 5 years regular service in the grade. By transfer on passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	DPC Gr- C (Fys) consisting of DDG/Estt. or Addl. GM and two other officers, nominated by Member OFB/ Addl. DGOE/GM and one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted.	Not applicable.

STENOGRAPHER GRADE – III (STENOGRAPGER)

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1	Name of Post.	Stenographer Grade – III
2	Number of posts.	176
3	Classification.	Civilian in Defence Services, Non- Industrial Gr.C Ministerial.
4	Scale of pay.	Rs.1200-30-1560-EB-40-2040
5	Whether Selection-cum-seniority or selection by merit.	Selection
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable
7	Age limit for Direct Recruits.	Not exceeding 25 years.
8	Educational & other qualification required for Direct Recruits.	(i) Matriculation or equivalent with English/Hindi as one of the subjects. (ii) Knowledge of stenography. (iii) Speed of 100 wpm in stenography and 40 wpm in typewriting provided that to the extent persons possessing a speed of 100 wpm in stenography are not available persons possessing speed of 80 wpm shall be eligible.

9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable.
10	Period of probation if any.	2 years for direct recruits.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By transfer failing which by direct recruitment after adjustment of surplus.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By transfer of passing trade test.
13	If a Departmental Promotion Committee exists, its composition.	DPC Gr- C (Fys) consisting of DDG/Estt. or Addl. GM and two other officers, nominated by Member OFB/ Addl. DGOE/GM and one of whom should belong to SC/ST community.
14	Circumstances in which UPSC is to be consulted.	Not applicable.

OFFICE SUPERINTENDENT Gr. I

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1.	Name of Post.	Office Superintendent Gr. I
2.	Number of posts.	117
3.	Classification.	Civilian in Defence Services, Non- Industrial Gr.'C' Ministerial
4.	Scale of pay.	Rs.1600-50-2300-60-2660
5.	Whether Selection-cum seniority or selection by merit.	Selection
6	Whether benefit of added years of service admissible under Rule 30 of	Not applicable

	CCS Pension Rules.	
7.	Age limit for Direct Recruits.	Not applicable
8.	Educational and other qualification required for Direct Recruits.	Not applicable
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable
10	Period of probation if any.	Not applicable
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion after adjustment of surplus and transfer.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By promotion from Office Superintendent, O.S. Gr.II and allied grades with 3 years services in the grade. By transfer on passing trade test.
13.	If a Departmental Promotion Committee exists, its composition.	DPC Gr.'C' (Fys) consisting of DDG/Estt), or GM/Jt.GM/DGM and two Other officers nominated by GM or Member/OFB/Addl. DGOF and one of the officers should belong to SC/ST Community.
14.	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

OFFICE SUPERINTENDENT Gr. II (NOW ASSISTANT)

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1.	Name of Post.	Office Superintendent Gr II (Now Assistant)
2.	Number of posts.	468

3.	Classification.	Civilian in Defence Services, Non- Industrial Gr.'C' Ministerial
4.	Scale of pay.	Rs.1400-40-1800-EB-50-2300
5.	Whether Selection-cum seniority or selection by merit.	Selection
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable
7.	Age limit for Direct Recruits.	Not applicable
8.	Educational and other qualification required for Direct Recruits.	Not applicable
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable
10	Period of probation if any.	Not applicable
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion after adjustment of surplus and transfer.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By promotion from Cashier , Assistant Cashier and UDC and allied grades with 5 years services in the grade.
13.	If a Departmental Promotion Committee exists, its composition.	DPC Gr.'C' (Fys) consisting of DDG/Estt), or GM/Jt.GM/DGM and two Other officers nominated by GM or Member/OFB/Addl. DGOF and one of the officers should belong to SC/ST Community.
14.	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

UPPER DIVISION CLERK

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1.	Name of Post.	Upper Division Clerk
2.	Number of posts.	3351
3.	Classification.	Civilian in Defence Services, Non- Industrial Gr.'C' Ministerial
4.	Scale of pay.	Rs.1200-30-1560-EB-40-2040
5.	Whether Selection-cum seniority or selection by merit.	Selection
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable
7.	Age limit for Direct Recruits.	Not applicable
8.	Educational and other qualification required for Direct Recruits.	Not applicable
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable
10	Period of probation if any.	Not applicable
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By promotion after adjustment of surplus and transfer.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By promotion from LDC and allied grades with 8 years regular service in the grade. By transfer on passing trade test.

13.	If a Departmental Promotion Committee exists, its composition.	DPC Gr.'C' (Fys) consisting of DDG/Estt), or GM/Jt.GM/DGM and two Other officers nominated by GM or Member/OFB/Addl. DGOF and one of the officers should belong to SC/ST Community.
14.	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

LOWER DIVISION CLERK

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1.	Name of Post.	Lower Division Clerk
2.	Number of posts.	5122
3.	Classification.	Civilian in Defence Services, Non- Industrial Gr.'C' Ministerial
4.	Scale of pay.	Rs.950-20-1150-EB-25-1500
5.	Whether Selection-cum seniority or selection by merit.	Selection
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable
7.	Age limit for Direct Recruits.	Not exceeding 25 years
8.	Educational and other qualification required for Direct Recruits.	a) Matriculation or equivalent, b) Minimum speed 30 wpm in English type writing or 25 wpm in Hindi typing provided that persons not possessing the same qualification in typing may be appointed subject to the condition that he will not be eligible for increment in the scale or quasi-permanency or confirmation till he acquires 30 wpm in English typing or 25 wpm in Hindi typist.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable

10	Period of probation if any.	2 years for direct recruitment.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	85% by transfer failing which by Direct recruitment after adjustment of surplus, 15% of the vacancies is to be filled by appointment of educationally qualified Gr.'D' Employees having at least 5 years service in the grade on the basis of competitive rank in the trade test.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By transfer on passing trade test.
13.	If a Departmental Promotion Committee exists, its composition.	DPC Gr.'C' (Fys) consisting of DDG/Estt), or GM/Jt.GM/DGM and two Other officers nominated by GM or Member/OFB/Addl. DGOF and one of the officers should belong to SC/ST Community.
14.	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

MASALCHI

SL. NO.	HEADINGS	EXISTING SRO 14(E)
1.	Name of Post.	Masalchi
2.	Number of posts.	35
3.	Classification.	Civilian in Defence Services, Non- Industrial Gr.'C' Ministerial
4.	Scale of pay.	Rs.750-8-790-eb-10-940
5.	Whether Selection-cum seniority or selection by merit.	Non-Selection
6	Whether benefit of added years of service admissible under Rule 30 of CCS Pension Rules.	Not applicable
7.	Age limit for Direct Recruits.	Not exceeding 30 years (Relaxable for Government servants)

		upto 40 years)
8.	Educational and other qualification required for Direct Recruits.	i) Must be literate in his own language; ii) Must possess fair knowledge of cooking and hospital diets and possess experience in assisting in cooking. Desirable : Matriculation.
9	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees.	Not applicable
10	Period of probation if any.	2 years for direct recruitment.
11	Method of recruitment whether by direct recruitment or by deputation, absorption and percentage of the posts to be filled by various methods.	By transfer failing which by Direct recruitment after adjustment of surplus.
12	In case of recruitment by promotion, deputation or absorption, grades from which promotion, deputation or absorption to be made.	By transfer of persons with qualification in Col. 8 on passing trade test.
13.	If a Departmental Promotion Committee exists, its composition.	DPC Gr.'D' (Fys) composed of Principal Medical Officer/Senior Medical Officer ; Deputy Manager (Admin) Assistant Medical Officer/Assistant Manager (Admin).
14.	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

NOTES BELOW SRO

Note 1 : The number of posts indicated in Col.2 in above schedule are all subject to variation dependent on workload.

Note 2 : Save where otherwise indicated the age limits indicated under Col.7 are all relaxable for Government Servants, upto 35 years in accordance with the instructions or order issued by Government of India.

Note 3 : Wherever the words "adjustment of surplus" occur in Col.11 of this schedule it shall mean appointment in public interest by the Management, of persons already holding posts in the same or identic. I or nearly equivalent scale of pay in any factory or office or anywhere in the Ordnance Factories Organisation whom it is necessary to adjust in the posts in the exigencies of service consequent on the persons or the posts held by them being found surplus by the management.

Note 4 : Wherever the word "transfer" occurs in Col.11 or Col.12 of this schedule it shall include transfer in public interest by the Management, of persons (already holding the posts in the same or identical or nearly equivalent scale of pay) to post in factories or offices in the same Station in the Ordnance Factories Organisation or also transfer within the same factory or office at the request of the persons concerned where agreed to by the Management. The transfer in public interest will also include filling up of posts by transfer of persons holding posts from which there is no promotion to any other post or grade whether or not such posts are declared equivalent posts and such appointments by transfer may be made prior to filling up of posts by promotion from other grades or by direct recruitment.

Note 5 : The term "depreciation" shall mean deputation for specified period in accordance with orders of the Government inforce from time to time and in the exigencies of service, the Ordnance Factories Board or the General Manager of the Factory may in the public interest, take suitable persons from outside the Ordnance Factories Organisation on deputation in any of the posts specified in the aforesaid schedule.

Note 6 : Wherever "Trade Test" is laid down in Col.12 of this schedule or any where else in these rules such trade test shall be prescribed by the General Manager of the factory or the Ordnance Factories Board. The term "Trade Test" will include written, oral and practical examination and aptitude test and interview and any other qualification test including physical standards test and statutory qualification test.

Note 7 : Wherever the word "Panel prepared by relevant Departmental Promotion Committee" occur in Co.11 and recruitment is to be made by selection in the words shall mean preparation of panel purely on the basis of merit by reference to confidential reports and by reference to results of a trade test wherever such trade test is considered by the General Manager of the factory or Ordnance Factories Board to be desirable in the interest of selection.

Note 8 : Promotion indicated in Col.12 of this schedule will normally be from feeders grade indicated in Col.12. But where two or more feeder grades are declared to be "allied grades" by the General Manager of the factory or Ordnance Factories Board, selection or

promotion will be made from common seniority list of eligible persons in the feeder grades.

Note 9 : The words 'equivalent posts' and its variants in these rules will mean any post in same or identical scale of pay as another post in the same or another name or designation and which posts the Ordnance Factories Board or General Manager of the factory may declare as equivalent posts and they will be considered to be interchangeable or stroke (/) appointments.

Note 10 : In relation to prescribed qualifications under Column 8 of this Schedule the question whether a qualification is equivalent to the prescribed qualification for any post shall be decided by the Ordnance Factories Board.

Note 11 : For the purpose of these rules, the Ordnance Factories Board may authorise any Member of the Board or an Additional Director General Ordnance Factories to exercise any or all of its powers on its behalf and it shall be deemed to have been exercised by the said Board.

Note 12 : In these rules the term "General Manager of the Factory" and its variations shall include Senior General Manager, Additional General Manager and Director of Staff College and Heads of other establishments declared by Ordnance Factories Board to be equivalent to General Manager of factory.

Note 13 : Wherever any age limit is laid down in Col.7 of this schedule the crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than from Andaman & Nicobar Islands and Lakshadweep). In respect of posts, the appointment to which are made through the Employment Exchanges the crucial date for determining the age limit, in each case will be the last date upto which the Employment Exchanges are asked to submit the names.

Note 14 : Wherever any condition of a minimum service is laid down in Col.12 of this schedule and a junior employee is considered for selection by virtue of his satisfying the said minimum service condition, all persons senior to him who have completed probation period shall also become eligible for consideration for selection notwithstanding that they may not satisfy the said minimum service condition.

Note 15 : within the total number of posts in the same scale of pay, addition to and reduction of posts under different designation and names on any scale of pay may be made by Ordnance Factories Board from time to time on the basis of changes in work load functional requirements.

Note 16 : The incumbents of posts in this schedule are normally liable for service in the same factory or office in the Ordnance Factories Organisation. But this will be without prejudice to the right of the management, in the public interest, to transfer them to equivalent posts in any other factory or office in the Ordnance Factories Organisation.

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