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इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह पुस्तक संकलन के रूप में रखा जा सके
Separate Paging is given to this Part in order that it may be filed as a separate compilation

भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)

भारत सरकार के मंत्रालयों (रक्षा मंत्रालय को छोड़कर) और केन्द्रीय अधिकारियों (संघ राज्य क्षेत्र प्रशासनों को छोड़कर) द्वारा विधि के अंतर्गत बनाए और जारी किए गए साधारण साविधिक नियम (जिनमें साधारण प्रकार के आदेश, उप-नियम आदि सम्मिलित हैं)

General Statutory Rules (Including Orders, Bye-laws etc. of a general character) issued by the Ministries of the Government of India (other than the Ministry of Defence) and by the Central Authorities (other than the Administrations of Union Territories)

MINISTRY OF CONSUMER AFFAIRS, FOOD AND PUBLIC DISTRIBUTION

(Department of Consumer Affairs)

New Delhi, the 22nd June, 2011

G.S.R. 203.—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Consumer Affairs, Food and Public Distribution, Department of Consumer Affairs Group 'C' and 'D' in the Indian Institute of Legal Metrology, Ranchi, Recruitment Rules, 2007, except as respects things done or omitted to have been done before such supersession, the President hereby makes the following rules regulating the method of recruitment to Group 'C' posts in the Indian Institute of Legal Metrology, Ranchi, in the Ministry of Consumer Affairs, Food and Public Distribution, Department of Consumer Affairs, namely :—

1. Short title and commencement.—(1) These rules may be called the Ministry of Consumer Affairs, Food and Public Distribution, Department of Consumer Affairs, Group 'C' posts in the Indian Institute of Legal Metrology, Ranchi, Recruitment Rules, 2011.

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

2. Application.—These rules shall apply to the posts specified in column (1) of the Schedule annexed to these rules.

3. Number of posts, classification and pay band, grade pay or scale of pay.—The number of said posts, their classification and pay band, grade pay or scale of pay attached thereto shall be as specified in columns (2) to (4) of the said Schedule.

4. Method of recruitment, age limit, qualifications, etc.—The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (14) of the said 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 any other person,

shall be eligible for appointment to the said posts :

Provided that the Central Government may, if satisfied that such 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 this rule.

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 and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

7. **Saving.**—Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, 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.

SCHEDULE

Name of post	Number of posts	Classification	Pay Band and Grade Pay or Pay Scale	Whether selection or non-selection post	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1. Head Clerk-cum-Accountant	1* (2011) *Subject to variation dependent on workload	General Central Services, Group 'C', Non-Gazetted, Ministerial	Pay Band-2: ₹ 9300— 34800+ Grade Pay ₹ 4200.	Selection	Not applicable	Between 18 to 27 years of age. (Relaxable for Government servants up to 40 years in the case of general candidates and 45 years in the case of Scheduled Castes and Scheduled Tribes candidates in accordance with the instructions or orders issued by the Central Government from time to time). Note : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep). In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date up to which the Employment Exchange is asked to submit the names.

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(8)	(9)	(10)
Essential : Bachelor's Degree or equivalent from a recognised University. Desirable : Knowledge of Accounts and General Financial Rules.	Not applicable	Two years for direct recruits.
Method of recruitment : Whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods	In case recruitment by promotion or deputation or absorption grades from which promotion or deputation or absorption to be made	(12)
(11)	By promotion failing which by direct recruitment	Promotion : Upper Division Clerk in the Pay Band-1: ₹ 5200-20200 plus Grade Pay of ₹ 2400 working in the Indian Institute of Legal Metrology, Ranchi with five years regular service in the grade. Note 1 : Where Juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service, or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service. Note 2 : For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006, the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission.
If a Departmental Promotion Committee exists, what is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment	(14)
(13)	Departmental Promotion Committee for Group 'C' posts (for considering confirmation or promotion) consisting of :— 1. Director, IILM, Ranchi —Chairman 2. Professor, IILM, Ranchi —Member 3. An officer of the rank of Administrative Officer from any Central Government office located at Ranchi —Member	Not applicable.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
2 Upper Division Clerk	3* (2011) *Subject to variation dependent on workload.	General Central Service, Group 'C', Non-Gazetted, Ministerial	Pay Band-1; ₹ 5200—20200+ Grade Pay ₹ 2400.	Selection	Not applicable	Between 18 and 27 years (Relaxable for Government servants up to 40 years in the case of general candidates and 45 years in the case of Scheduled Castes or Scheduled Tribes candidates in accordance with the instructions or orders issued by the Central Government from time to time). Note : The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep). In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date up to which the Employment Exchange is asked to submit the names.
		(8)		(9)		(10)
		Bachelor's Degree or its equivalent from a recognised University.		Not applicable		Two years for direct recruits.
		(11)		(12)		
		By promotion failing which by deputation and failing both by direct recruitment.		Promotion : Lower Division Clerk or Store-keeper in the Pay Band-1; ₹ 5200-20200 plus Grade Pay ₹ 1900 with eight years regular service in the grade. Note 1 : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service, or two years, whichever is		

(12)

less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

Note 2 : For the purpose of computing minimum qualifying service for the promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006, the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission.

Deputation :

Officials of the Central Government :

- (i) holding analogous post on regular basis in the parent cadre or organisation; or
- (ii) having eight years' regular service as Lower Division Clerk in the Pay Band-1: ₹ 5200-20200 plus Grade Pay ₹ 1900 or in its equivalent grade; or
- (iii) having five years regular service as Lower Division Clerk or in its equivalent grade with educational qualifications prescribed for direct recruits under column (8).

Note I : Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.

Note II : The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

Note III : For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006, the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post or posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.

(13)

(14)

Departmental Promotion Committee for Group 'C' posts: (for considering promotion or confirmation) consisting of:—

1. Director, IILM, Ranchi —Chariman
2. Professor, IILM, Ranchi —Member
3. An officer of the rank of Administrative Officer from any Central Government office located at Ranchi —Member

Not applicable.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
3. Stenographer Grade-I	1* (2011) *Subject to variation dependent on workload.	General Central Services, Group 'C', Non-Gazetted, Ministerial	Pay Band-2, ₹ 9300—34800+ Grade Pay ₹ 4200.	Selection	Not applicable	Not applicable
	(8)	(9)	(10)			
	Not applicable	Not applicable	Not applicable			
	(11)	(12)				
By promotion failing which by deputation		<p>Promotion : Stenographer Grade II in the Pay Band-1: ₹ 5200-20200 plus Grade Pay ₹ 2400 with eight years regular service in the grade. Note 1 : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service. Note 2 : For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006, the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission.</p> <p>Deputation : (a) Officials of the Central Government :— (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with eight years regular service in the Pay Band-1: ₹ 5200-20200 plus Grade Pay ₹ 2400 or equivalent; and (b) possessing the following skill test norms on computer : Dictation : 10 mts. @ 100 w.p.m. Transcription : 40 mts. (English) 55 mts. (Hindi)</p> <p>Note I : Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.</p>				

(12)

Note II : The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of receipt of application.

Note III : For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006, the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding Grade Pay or Pay Scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay or Pay Scale and where this benefit will extend only for the post or posts for which that Grade Pay or Pay Scale is the normal replacement Grade without any upgradation.

(13)

Departmental Promotion Committee for Group 'C' post: (for considering confirmation or promotion) consisting of:—

1. Director, IILM, Ranchi —Chariman
2. Professor, IILM, Ranchi —Member
3. An officer of the rank of Administrative Officer from any Central Government office located at Ranchi —Member

(14)

Not applicable.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
4. Stenographer Grade II	1* (2011) *Subject to variation dependent on workload.	General Central Services, Group 'C', Non-Gazetted, Ministerial	Pay Band-1, ₹ 5200—20200+ Grade Pay ₹ 2400.	Not applicable	Not applicable	Between 18 to 27 years of age. (Relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government). Note : The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.

(8)	(9)	(10)
(i) 12th Class Pass or equivalent from a recognized Board or University; and (ii) Skill Test Norms on Computer. — Dictation : 10 minutes @ 80 w.p.m. Transcription : 50 minutes (English) 65 minutes (Hindi)	Not applicable	Two years

(11)	(12)
By direct recruitment through Staff Selection Commission.	Not applicable
<p>Note : Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on transfer on deputation from the officials of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits under column (8).</p>	

(13)	(14)
Departmental Promotion Committee for Group 'C' posts (for considering confirmation) consisting of :—	Not applicable.
1. Director, IILM, Ranchi —Chariman	
2. Professor, IILM, Ranchi —Member	
3. An officer of the rank of Administrative Officer from any Central Government office located at Ranchi —Member	

(1)	(2)	(3)	(4)	(5)	(6)	(7)
5. Lower Division Clerk	1* (2011) *Subject to variation dependent on workload.	General Central Services, Group 'C', Non-Gazetted, Ministerial	Pay Band-1 : ₹ 5200—20200+ Grade Pay ₹ 1900	Not applicable	Not applicable	Between 18 to 27 years of age. (Relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government). Note : The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission (where recruitment is not through Staff Selection Commission, crucial date for determining the age limit shall be the last date for receipt of applications).

(8)	(9)	(10)
(i) 12th Class Pass or equivalent from a recognized Board or University; and	Not applicable	Two years
(ii) Skill Test Norms on Computer :— English Typing @ 35 w.p.m. Hindi Typing @ 30 w.p.m. (Time allowed— 10 mts.) (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)		

		(11)	(12)			
		By direct recruitment	Not applicable			
		(13)	(14)			
		Departmental Promotion Committee for Group 'C' posts (for considering confirmation) consisting of :—	Not applicable.			
		1. Director, IILM, Ranchi —Chariman				
		2. Professor, IILM, Ranchi —Member				
		3. An officer of the rank of Administrative Officer from any Central Government office located at Ranchi —Member				
(1)	(2)	(3)	(4)	(5)	(6)	(7)
6. Storekeeper	1* (2011) *Subject to variation dependent on workload.	General Central Services, Group 'C', Non-Gazetted, Non-Ministerial	Pay Band-1 : ₹ 5200— 20200 plus Grade Pay ₹ 1900	Not applicable	Not applicable	Between 18 to 27 years of age. (Relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government). Note : The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep). In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date up to which the Employment Exchange is asked to submit the names.
		(8)	(9)	(10)		
Essential :		12th Class Pass or equivalent from a recognized Board;	Not applicable	Two years		

(8)

Desirable :

Experience in handling Stores and Keeping Accounts in a Store or a concern of repute in Public or Private Sector.

(11)

By direct recruitment

(12)

Not applicable

(13)

Departmental Promotion Committee for Group 'C' posts (for considering confirmation) consisting of :—

1. Director, IILM, Ranchi —Chairman
2. Professor, IILM, Ranchi —Member
3. An officer of the rank of Administrative Officer from any Central Government office located at Ranchi —Member

(14)

Not applicable.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
7. Staff Car Driver (Ordinary Grade)	1* (2011) *Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Pay Band-1 : ₹ 5200—20200 plus Grade Pay ₹ 1900	Not applicable	Not applicable	Not exceeding 25 years of age. (Relaxable for Government servants up to 40 years in accordance with the orders or instructions issued by the Central Government from time to time). Note : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar

(8)	(9)	Islands or Lakshadweep). (10)
Essential : (i) 10th Standard Pass or equivalent from a recognized Board; (ii) Possessing a valid driving licence for motor car with knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle); (iii) having experience in driving of motor car for at least three years; (iv) passing a driving test conducted by the local State Government Transport Authority.	Not applicable	Two years
Desirable : Three years' service as Home Guard or Civil Volunteers.		
Note : The qualification regarding experience is relaxable at the discretion of the Competent Authority in case of candidates belonging to the Scheduled Castes or Scheduled Tribes or Other Backward Classes, if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.		
(11)	(12)	
By deputation or absorption failing which by direct recruitment. For Ex-servicemen : Deputation or re-employment	Deputation/Absorption : From Officials of the Central Government : (a) (i) holding analogous post on regular basis; or (ii) with three years regular service in the Pay Band-1: ₹ 5200-20200 plus Grade Pay ₹ 1900 or equivalent; and (b) possessing educational qualifications and experience prescribed for direct recruits under column (8). Note I : The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceeding three years. Note II : The maximum age limit for appointment by deputation shall not be exceeding 36 years as on the closing date of receipt of applications. Absorption : From amongst the regular Multi Tasking Staff in the Indian Institute of Legal Metrology who possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars failing which from officials holding analogous post on regular basis in other Ministries of the Central Government who fulfill the necessary qualifications as mentioned in column (8). For Ex-servicemen : Deputation or re-employment : The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter, they may be continued on re-employment. (The period	

(12)

of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceeding three years).

Note : For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006, the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scales of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post or posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.

(13)

(14)

Departmental Promotion Committee for Group 'C' posts (for considering promotion or confirmation) consisting of:—

1. Director, IILM, Ranchi —Chairman
2. Assistant Professor, IILM, Ranchi —Member
3. Technical Officer from Directorate General Employment and Training or any State Government Deptt. or an officer of equivalent status —Member

Not applicable.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
8. Multi Tasking Staff (Ertwhile Group 'D' posts of Plumber, Pumpman, Daftry, Duplicating Machine Operator, Laboratory Attendant, Cook, Hostel Servant, Mali Safaiwala, Watchman and Peon)	16* (2011) *Subject to variation dependent on workload.	General Central Services, Group 'C', Non-Ministerial	Pay Band-1 : ₹ 5200—20200 plus Grade Pay ₹ 1800	Not applicable	Not applicable	Between 18 to 25 years of age. (Relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government). Note : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar

(7)		
Islands or Lakshadweep).		
In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date up to which the Employment Exchange is asked to submit the names.		
(8)	(9)	(10)
Matriculation or equivalent pass from a recognized Board.	Not applicable	Two years
(11)	(12)	
By direct recruitment	Not applicable	
(13)	(14)	
Group 'C' Departmental Promotion Committee (for considering confirmation and promotion) consisting of :—	Not applicable.	
1. Professor, IILM, Ranchi	—Chairman	
2. Assistant Professor, IILM, Ranchi	—Member	
3. An officer of the rank of Administrative Officer from any Central Government Office located at Ranchi	—Member	

[F.No. A-12011/11/2006-Est.]

OM PRAKASH, Dy. Secy.