

Q/CAD/798/01/2016
Government of India
Ministry of External Affairs
Cadre Cell

4th Floor, JN Bhavan,
Janpath, New Delhi
Dated 08th April 2016

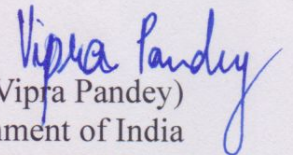
Circular

Subject: Comments on the Draft Recruitment Rules

The Ministry of External Affairs proposes to frame following Recruitment Rules (RR) as per details given below. The Draft Recruitment Rules (RR) have accordingly been prepared and attached herewith.

- a) Recruitment Rules for post of Section Officers and Assistants on Deputation cum Absorption basis.
- b) Recruitment Rules for the post of Attache (Cyber Security) in the Ministry of External Affairs.
- c) Re-notification of Recruitment Rules for the post of Staff Car Drivers based on the Model RRs notified by DoPT

2. Accordingly, all stakeholders, viz. Ministries/Departments, Service Associations and individual officers may submit their comments on the RRs latest by 11th May, 2015. The comments may also be furnished via e-mail at uscadre@mea.gov.in


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Government of India
Ministry of External Affairs

NOTIFICATION

New Delhi, 2015

G.S.R._____ In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules, regulating the methods of recruitment for the post of (1) Staff Car Driver (Ordinary Grade) (2) Staff Car Driver Grade-II (3) Staff Car Driver Grade-I (4) Staff Car Driver (Special Grade) in the Ministry of External Affairs namely:-

1. (1) **Short title and commencement:-** These rules may be called the Ministry of External Affairs, (1) Staff Car Driver (Ordinary Grade) (2) Staff Car Driver Grade-II (3) Staff Car Driver Grade-I (4) Staff Car Driver (Special Grade) Recruitment Rules, 2015.

(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 mentioned in column (1) of the Schedule, annexed to these rules.

3. **Number of posts, classification, pay band and grade pay or pay scale:-**

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

4. **Method of recruitment, age limit, qualifications, etc.-** The method of recruitment to the said posts, age limit, qualifications and other matters relating there to, shall be as specified in columns (6) to (11) of the said Schedule.

5. **Disqualifications:-** 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 person, 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. shall be eligible for appointment to the said posts:

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 expecting provisions governing upper age limit or qualifications for direct recruitment.

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. ex-Servicemen and other categories of persons, in accordance with the orders issued by the Central Government from time to time, in this regard.

RECRUITMENT RULES FOR THE POST OF STAFF CAR DRIVER ORDINARY GRADE

Name of post	Number of post	Classification	Pay Band and Grade Pay or Pay Scale	Whether selection post or non-selection post	Age limit for direct recruitment	Educational and other qualifications required for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1. Staff Car Driver (Ordinary Grade)	Twenty Nine (29) *(2015) *Subject to variation depending on workload	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Pay Band I , Rs. 5200-20200, plus Grade Pay of Rs. 1900	Not applicable	Between 18 and 25* years (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 (Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur,	Essential: i) Possession of a valid driving licence for motor cars; ii) Knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle); iii) Experience of driving a motor car for at least three years; and iv) Pass in 10 th standard from a recognized Board Desirable: Three year's service as Home Guard Civil

				<p>Nagaland, Tripura, Sikkim, Ladakh Division of Jasmmu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Anadaman and Nicobar Islands and Lakshadweep).</p> <p>*If the 'direct recruitment is to be made by direct open competitive Examination, the age limit would be 18-27 years</p>	<p>Volunteers.</p> <p>Note: The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if at any stage of selection, the competent authority is of the opinion that the sufficient number of candidates with requisite experience is not likely to be available to fill up the vacancy reserved for them.</p>
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	In case of recruitment through promotion or deputation / absorption, grades from which promotion or deputation / absorption to be made	If a departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(8)	(9)	(10)	(11)	(12)	(13)
Not applicable	Two years for direct recruits or re-employed	Deputation/ absorption failing which by direct recruitment.	Deputation/Absorption: From amongst the regular Dispatch Rider and Group C employees in	Group 'C' Department Confirmation Committee (for considering confirmation) consists of;	Not applicable

		<p>For Armed Forces Personnel: Deputation/ re-employment</p>	<p>pay band 1 Rs. 5200-20200 Grade Pay Rs. 1800/- in the Ministry of External Affairs who possess valid driving licence for Motor Cars on the basis of a Driving test to assess the competence to drive Motor Cars failing which from officials holding the post of Dispatch Rider on regular basis or regular Group C employees in Pay band 1 Rs.5200-20200 Grade Pay Rs. 1800 in other Ministries of the Central Government who possess the qualifications and experience provided for direct recruitment in column (7)</p> <p>Deputation/re-employment for Armed Forces Personnel: 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 qualification prescribed shall also be considered. Such persons</p>	<p>(1) Director(Administration) Chairman</p> <p>(2) Under Secretary (Cadre) Member</p> <p>(3) Another Under Secretary to be nominated by the Chairman Member</p>	
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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.

Note 2 : For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 01.01.2006, 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.

Name of post	Number of post	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection post or non-selection post	Age limit for direct recruitment	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees
1.	2.	3.	4	5.	6.	7.	8.
Staff Car		General Central	Pay Band I Rs. 5200-	Not applicable	Not applicable	Not applicable	Not applicable

Driver (Ordinary Grade)		Service Group 'C' Non-Gazetted, Non-Ministerial	20200, plus Grade Pay of Rs. 1900			
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9.	10.	11.	12.	13.
Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment / deputation / absorption, grades from which promotion / deputation / absorption to be made	If a departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
Not applicable	Promotion	<p>Promotion:</p> <p>Staff Car Driver Grade – II in Pay Band I Rs.5200-20200 and Grade Pay Rs. 2400 with six years of regular service in the grade or with a combined service of fifteen years in Staff Car Driver Grade – II and Staff Car Driver(Ordinary Grade); and have passed the requisite trade test, specified by the central Government</p>	<p>Group 'C' Departmental Promotion Committee for considering promotion: -</p> <p>(1) Director(Adm.) Chairman (2) Under secretary Member (Cadre) (3) Another Under Secretary to be Nominated by the Chairman Member</p>	Not applicable.

1.	Name of post	
2.	Number of post	
3.	Classification	General Central Service Group 'C' Non-Gazetted, Non- Ministerial
4.	Pay Band and Grade Pay/ Pay Scale	Pay Band I Rs. 5200-20200 Grade Pay Rs. 2800
5.	Whether selection post or non – selection post	Non-Selection
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualification required for direct recruits	Not Applicable
8.	Whether age and educational	Not Applicable

	qualifications prescribed for direct recruits will apply in the case of promotees	
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	Promotion
11.	In case of recruitment/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Staff Car Driver Grade – II in Pay Band I Rs.5200-20200 Grade Pay Rs. 2400 with 6 years of regular service in the grade or with a combined service of 15 years in Staff Car Driver Grade – II and Staff Car Driver(Ordinary Grade); and have passed the trade test, specified by the Government
12.	If a Departmental Promotion Committee exists, what is its composition	Group ‘C’ Departmental Promotional Committee for considering promotion: - 1 Director(Adm.) Chairman 2 Under secretary Member (Cadre) 3 Another Under Secretary be Member Nominated by the Chairman
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.

RECRUITMENT RULES FOR THE POST OF STAFF CAR DRIVER GRADE – I

Name of post	Number of post	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection post or non-selection post	Age limit for direct recruitment	Educational and other qualification required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
3. Staff Car Driver-Grade I	Thirty four (34)	General Central Service, Group 'C' Non-Gazetted, Non-Ministerial	Pay Band I Rs. 5200-20200 plus Grade Pay of Rs. 2800	Non-selection	Not applicable	Not applicable	Not applicable

Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment / deputation / absorption, grades from which promotion / deputation / absorption to be made	If a departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(9)	(10)	(11)	(12)	(13)
Not applicable	Promotion	Promotion: Staff Car Driver Grade – II in Pay Band I Rs.5200-20200 and Grade Pay of Rs. 2400 with six years of regular	Group 'C' Departmental Promotional Committee (for considering promotion) consisting of : - (1) Director(Administration)	Not applicable.

		<p>service in the grade or with a combined service of fifteen years in Staff Car Driver Grade – II and Staff Car Driver (Ordinary Grade); and have passed the requisite trade test, specified by the central Government.</p> <p>Note 1: "Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/ eligibility service by more than half of such Qualifying/ eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their</p>	<p style="text-align: right;">Chairman</p> <p>(2) Under secretary (Cadre) Member</p> <p>(3) Another Under Secretary to be Nominated by the Chairman Member</p>	
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juniors who have already completed such qualifying / 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 01.01.2006, 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 Pay Commission.

RECRUITMENT RULES FOR THE POST OF STAFF CAR DRIVER GRADE – I

1.	Name of post	Staff Car Driver Grade I
2.	Number of post	
3.	Classification	General Central Service Group 'C' Non-Gazetted, Non- Ministerial
4.	Pay Band and Grade Pay/ Pay Scale	Pay Band I Rs. 5200-20200 Grade Pay Rs. 2800
5.	Whether selection post or non – selection post	Non-Selection
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualification required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	Promotion
11.	In case of recruitment/ deputation/ absorption, grades from which	Promotion: Staff Car Driver Grade – II in

	promotion/ deputation/ absorption to be made	Pay Band I Rs.5200-20200 Grade Pay Rs. 2400 with 6 years of regular service in the grade or with a combined service of 15 years in Staff Car Driver Grade – II and Staff Car Driver(Ordinary Grade); and have passed the trade test, specified by the Government
12.	If a Departmental Promotion Committee exists, what is its composition	Group ‘C’ Departmental Promotional Committee for considering promotion: 1..... - Chairman 2..... - Member 3..... - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.

RECRUITMENT RULES FOR THE POST OF STAFF CAR DRIVER GRADE – II

Name of post	Number of post	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection post or non-selection post	Age limit for direct recruitment	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
2. Staff Car Driver-Grade II	Twenty Nine (29)	General Central Service Group 'C' Non-Gazetted, Non-Ministerial	Pay Band I Rs. 5200-20200 plus Grade Pay of Rs. 2400	Non-selection	Not applicable	Not applicable	Not applicable

Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment / deputation / absorption, grades from which promotion / deputation / absorption to be made	If a departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(9)	(10)	(11)	(12)	(13)
Not applicable	Promotion	<p>Promotion: Staff Car Driver (Ordinary Grade) in Pay Band I Rs. 5200-20200 and Grade Pay Rs. 1900 with nine years of regular service in the grade and have passed the requisite trade test, specified by the Central Government.</p> <p>Note 1:“Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/ eligibility service by more than half of such Qualifying / eligibility service or two years, whichever is less, and have</p>	<p>Group ‘C’ Departmental Promotion Committee (for considering promotion) consisting of :</p> <p>(1) Director(Administration.) Chairman</p> <p>(2) Under secretary (Cadre) Member</p> <p>(3) Another Under Secretary to be nominated by the Chairman Member</p>	Not applicable.

successfully
completed probation period
for promotion to the next
higher grade along with their
juniors who have already
completed such qualifying /
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
01.01.2006, 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

RECRUITMENT RULES FOR THE POST OF STAFF CAR DRIVER GRADE – II

1.	Name of post	Staff Car Driver Grade II
2.	Number of post	
3.	Classification	General Central Service Group 'C' Non-Gazetted, Non- Ministerial
4.	Pay Band and Grade Pay/ Pay Scale	Pay Band I Rs. 5200-20200 Grade Pay Rs. 2400
5.	Whether selection post or non – selection post	Non-Selection
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualification	Not Applicable

	required for direct recruits	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	Promotion
11.	In case of recruitment/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Staff Car Driver (Ordinary Grade) in Pay Band I Rs. 5200-20200 Grade Pay Rs. 1900 With 9 years of regular service in the grade and have passed the trade test, specified by the Government
12.	If a Departmental Promotion Committee exists, what is its composition	Group 'C' Departmental Promotional Committee for considering promotion: - 1 Director(Adm.) Chairman 2 Under secretary Member (Cadre) 3 Another Under Secretary be Nominated by the Chairman
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.

RECRUITMENT RULES FOR THE POST OF STAFF CAR DRIVER (SPECIAL GRADE)

Name of post	Number of post	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection post or non-selection post	Age limit for direct recruitment	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
4. Staff Car Driver (Special Grade)	Five (5)	General Central Service, Group 'B' Non-Gazetted, Non-Ministerial	Pay Band 2, Rs. 9300-34800 plus Grade Pay of Rs. 4200	Non-selection	Not applicable	Not applicable	Not applicable

Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment / deputation / absorption, grades from which promotion / deputation / absorption to be made	If a departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(9)	(10)	(11)	(12)	(13)
Two years	Promotion	<p>Promotion:</p> <p>Staff Car Driver Grade II in Pay Band I, Rs.5200-20200 and Grade Pay Rs. 2800 with three years of regular service in the grade.</p>	<p>Group 'B' Departmental Promotion Committee (for considering promotion) consisting of : -</p> <p>(1) Director(Administration) Chairman</p>	Not necessary.

		<p>Note 1:“Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/ eligibility service by more than half of such Qualifying/ eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying / eligibility service.”</p> <p>Note 2 : For the purpose of computing minimum qualifying service for promotion, the service</p>	<p>(2) Under secretary (Cadre) Member</p> <p>(3) Another Under Secretary to be nominated by the Chairman Member</p>	
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		rendered on a regular basis by an officer prior to 01.01.2006, 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 .	
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RECRUITMENT RULES FOR THE POST OF STAFF CAR DRIVER (SPECIAL GRADE)

1.	Name of post	Staff Car Driver (Special Grade)
2.	Number of post	
3.	Classification	General Central Service Group 'B' Non-Gazetted, Non- Ministerial
4.	Pay Band and Grade Pay/ Pay Scale	Pay Band 2 Rs. 9300-34800 Grade Pay Rs. 4200
5.	Whether selection post or non – selection post	Non-Selection
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualification required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable

9.	Period of probation, if any	2 years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	Promotion
11.	In case of recruitment/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Staff Car Driver Grade – II in Pay Band I Rs. 5200-20200 Grade Pay Rs. 2800 with 3 years of regular service in the grade.
12.	If a Departmental Promotion Committee exists, what is its composition	Group 'B' Departmental Promotional Committee for considering promotion: - 1 Director(Adm.) Chairman 2 Under secretary Member (Cadre) 3 Another Under Secretary be Nominated by the Chairman Group 'B' Departmental Promotional Committee for considering promotion: - As Above
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not Necessary.