

**RECRUITMENT RULES OF CANTEEN STAFF
(GCS GROUP 'C' -NON GAZETTED, NON MINISTERIAL) POSTS
IN SURVEY OF INDIA, DEPARTMENT OF SCIENCE AND TECHNOLOGY,
MINISTRY OF SCIENCE AND TECHNOLOGY. NEW DELHI.**

SCHEDULE-I

Name of post	No. of posts	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection or non-selection post	Age limit for direct recruits
1	2	3	4	5	6
Manager	5* (2013) * (subject to variation dependent on workload)	General Services, Group -C Non-Gazetted, Central Ministerial	Pay Band-2 (Rs.5,200-20,200) + Grade Pay Rs.2,400	Selection	Not Applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in 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 post to be filled by various methods.
7	8	9	10
Not Applicable	Not Applicable	Not Applicable	100% of vacancies by promotion through DPC.

In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.	If Departmental Promotion Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13
<p><u>Promotion :-</u></p> <p><u>100% of vacancies by promotion through DPC.-</u></p> <p>100% of vacancies shall be filled up by promotion through DPC from Assistant Manager/Halwai, who have completed at least 6 years regular service in the grade / in the PB-1 (Rs.5200-20200)+Grade Pay Rs.2000.</p> <p><u>Note</u></p> <p>i) 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 their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service.</p> <p>ii) For the purpose of computing minimum qualifying service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based in the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay / pay scale extended based on the recommendations of the Pay Commission.</p>	<p><u>Group 'C' Departmental Promotion Committee (Departmental level) consisting of:-</u></p> <ol style="list-style-type: none"> 1. Deputy Surveyor General (Administration) ó Chairman. 2. One Group 'A' Officer from the office other than Survey of India ó Member. 3. Senior most Group 'A' Officer belonging to SC/ ST (failing which Senior most Group -Bø Officer belonging to SC/ST) ó Member. 4. Assistant Surveyor General ó Member. 	<p>Consultation with the Union Public Service Commission not necessary.</p>

SCHEDULE-II

Name of post	No. of posts	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection or non-selection post	Age limit for direct recruits
1	2	3	4	5	6
Assistant Manager	4* (2013) * (subject to variation dependent on workload)	General Services, Group -C Central Non-Gazetted, Ministerial	Pay Band-2 (Rs.5,200-20,200) + Grade Pay Rs.2,000	Selection	Not Applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in 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 post to be filled by various methods.
7	8	9	10
Not Applicable	Not Applicable	Not Applicable	100% of vacancies by promotion through DPC.

In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.	If Departmental Promotion Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13
<p><u>Promotion :-</u></p> <p>100% of vacancies by promotion through DPC.-</p> <p>100% of vacancies shall be filled up by promotion through DPC from Counter Clerk/Coupon Clerk/Salesman/Cook/Assistant Halwai, who have completed at least 5 years regular service in the grade / in the PB-1 (Rs.5200-20200)+Grade Pay Rs.1900.</p> <p><u>Note</u></p> <p>i) 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 their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service.</p> <p>ii) For the purpose of computing minimum qualifying service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based in the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay / pay scale extended based on the recommendations of the Pay Commission.</p>	<p><u>Group 'C' Departmental Promotion Committee (Departmental level) consisting of:-</u></p> <ol style="list-style-type: none"> 1. Deputy Surveyor General (Administration) ó Chairman. 2. One Group 'A' Officer from the office other than Survey of India ó Member. 3. Senior most Group 'A' Officer belonging to SC/ ST (failing which Senior most Group -Bø Officer belonging to SC/ST) ó Member. 4. Assistant Surveyor General ó Member. 	<p>Consultation with the Union Public Service Commission not necessary.</p>

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SCHEDULE-III

Name of post	No. of posts	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection or non-selection post	Age limit for direct recruits
1	2	3	4	5	6
Halwai	8* (2013) * (subject to variation dependent on workload)	General Services, Group -C Non-Gazetted, Central Ministerial	Pay Band-2 (Rs.5,200-20,200) + Grade Pay Rs.2,000	Selection	Not Applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in 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 post to be filled by various methods.
7	8	9	10
Not Applicable	Not Applicable	Not Applicable	100% of vacancies by promotion through DPC.

In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.	If Departmental Promotion Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13
<p><u>Promotion :-</u></p> <p>100% of vacancies by promotion through DPC.-</p> <p>100% of vacancies shall be filled up by promotion through DPC from Cook/Assistant Halwai, who have completed at least 5 years of regular service in the grade / in the PB-1 (Rs.5200-20200)+Grade Pay Rs.1900.</p> <p><u>Note</u></p> <p>i) 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 their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service.</p> <p>ii) For the purpose of computing minimum qualifying service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based in the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay / pay scale extended based on the recommendations of the Pay Commission.</p>	<p><u>Group 'C' Departmental Promotion Committee (Departmental level) consisting of:-</u></p> <ol style="list-style-type: none"> 1. Deputy Surveyor General (Administration) ó Chairman. 2. One Group 'A' Officer from the office other than Survey of India ó Member. 3. Senior most Group 'A' Officer belonging to SC/ ST (failing which Senior most Group -B Officer belonging to SC/ST) ó Member. 4. Assistant Surveyor General ó Member. 	<p>Consultation with the Union Public Service Commission not necessary.</p>

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SCHEDULE-IV

Name of post	No. of posts	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection or non-selection post	Age limit for direct recruits
1	2	3	4	5	6
i) Counter Clerk ii) Coupon Clerk iii) Salesman	i) 8* ii) 8* iii) 3* (2013) * (subject to variation dependent on workload)	General Central Services, Group -C Non-Gazetted, Ministerial	Pay Band-2 (Rs.5,200-20,200) + Grade Pay Rs.1,900	Not Applicable	Between 18 and 27 years. (i) Upper age limit relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government from time to time in this regard. (ii) Upper age limit relaxable by 5 years in case of SC/ST and 3 years in case of OBC candidates.

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in 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 post to be filled by various methods.
7	8	9	10
Essential: 12th Class Pass or equivalent qualification from a recognized Board or University	Not Applicable	Two years	100% of vacancies by Direct Recruitment.

In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.	If Departmental Promotion Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13
<u>Promotion :-</u> 100% of vacancies by Direct Recruitment-	<u>Group 'C' DPC for confirmation consisting of:</u> 1. Deputy Surveyor General (Administration) - Chairman. 2. One Group 'A' Officer from the office other than Survey of India - Member. 3. Senior most Group -A Officer belonging to SC/ST (failing which Senior most Group -B Officer belonging to SC/ST) of concerned GDC/Zone - Member. 4. Assistant Surveyor General - Member.	Consultation with the Union Public Service Commission not necessary.

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SCHEDULE-V

Name of post	No. of posts	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection or non-selection post	Age limit for direct recruits
1	2	3	4	5	6
i) Cook ii) Assistant Halwai	i) 4* ii) 15* (2013) * (subject to variation dependent on workload)	General Central Services, Group -C Non-Gazetted, Ministerial	Pay Band-2 (Rs.5,200-20,200) + Grade Pay Rs.1,900	Not Applicable	Between 18 and 27 years. (i) Upper age limit relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government from time to time in this regard. (ii) Upper age limit relaxable by 5 years in case of SC/ST and 3 years in case of OBC candidates.

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in 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 post to be filled by various methods.
7	8	9	10
i) 12th Class Pass or equivalent qualification from a recognized Board or University ii) The candidate should have at least 1 year experience in preparation of sweets and salty eatables.	Not Applicable	Two years	100% of vacancies by Direct Recruitment.

In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.	If Departmental Promotion Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13
<u>Promotion :-</u> 100% of vacancies by Direct Recruitment-	<u>Group 'C' DPC for confirmation consisting of:</u> 1. Deputy Surveyor General (Administration) - Chairman. 2. One Group 'A' Officer from the office other than Survey of India - Member. 3. Senior most Group -A Officer belonging to SC/ST (failing which Senior most Group -B Officer belonging to SC/ST) of concerned GDC/Zone - Member. 4. Assistant Surveyor General - Member.	Consultation with the Union Public Service Commission not necessary.

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SCHEDULE-VI

Name of post	No. of posts	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection or non-selection post	Age limit for direct recruits
1	2	3	4	5	6
i) Tea /Coffee Maker ii) Washboy iii) Bearer	i) 12* ii) 11* iii) 9* (2013) * (subject to variation dependent on workload)	General Central Services, Group -C Non-Gazetted, Ministerial	Pay Band-2 (Rs.5,200-20,200) + Grade Pay Rs.1,800	Not Applicable	Between 18 and 25 years.* (i)* Upper age limit relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government from time to time in this regard. (ii)* Upper age limit relaxable by 5 years in case of SC/ST and 3 years in case of OBC candidates and in respect of other categories, the age relaxation is admissible as stipulated in DoP&T's OM No.15012 / 2 / 2010-Estt. (D) dated 27-3-2012.. <u>Note:-</u> i) 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, Ladhak Division of J&K State, Lahual & Spiti district and Pangri Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands of Lakshadweep). ii) In case of recruitment made through the Employment Exchange or calling of applications by the Directors / DSG of Survey of India, the crucial date for determining the age limit shall be the last date up to which the Employment Exchange / Directorate of Survey of India has asked to submit the names. iii) The candidate seeking employment in the Central Services, must be a Citizen of India or a subject of Nepal or a subject of Bhutan etc. i.e. the standard rules in respect of domicile shall be applicable in this case of direct recruitment.

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in 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 post to be filled by various methods.
7	8	9	10
Essential: i) 10th Class Pass or equivalent qualification from a recognized Board or University	Not Applicable	Two years	100% of vacancies by Direct Recruitment.

In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.	If Departmental Promotion Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13
<p><u>Promotion :-</u></p> <p><u>100% of vacancies by Direct Recruitment-</u></p>	<p><u>Group 'C' DPC for confirmation consisting of:</u></p> <ol style="list-style-type: none"> 1. Deputy Surveyor General (Administration) - Chairman. 2. One Group 'A' Officer from the office other than Survey of India - Member. 3. Senior most Group 'A' Officer belonging to SC/ST (failing which Senior most Group 'B' Officer belonging to SC/ST) of concerned GDC/Zone - Member. 4. Assistant Surveyor General - Member. 	<p>Consultation with the Union Public Service Commission not necessary.</p>

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**RECRUITMENT RULES OF GUEST HOUSE STAFF
(GCS GROUP 'C' -NON GAZETTED, NON MINISTERIAL) POSTS
IN SURVEY OF INDIA, DEPARTMENT OF SCIENCE AND TECHNOLOGY,
MINISTRY OF SCIENCE AND TECHNOLOGY. NEW DELHI.**

SCHEDULE-I

Name of post	No. of posts	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection or non-selection post	Age limit for direct recruits
1	2	3	4	5	6
Caretaker	7* (2013) * (subject to variation dependent on workload)	General Services, Group -C Non-Gazetted, Central Ministerial	Pay Band-2 (Rs.5,200-20,200) + Grade Pay Rs.2,800	Selection	Between 18 and 27 years. (i) Upper age limit relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government from time to time in this regard. (ii) Upper age limit relaxable by 5 years in case of SC/ST and 3 years in case of OBC candidates.

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in 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 post to be filled by various methods.
7	8	9	10
i) 12th Class Pass or equivalent qualification from a recognized Board or University	Not Applicable	Two Years	100% of vacancies by Direct Recruitment.

In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.	If Departmental Promotion Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13
Promotion :- <u>100% of vacancies by Direct Recruitment</u>	<u>Group 'C' Departmental Promotion Committee for Confirmation</u> 1. Deputy Surveyor General (Administration) ó Chairman. 2. One Group 'A' Officer from the office other than Survey of India ó Member. 3. Senior most Group 'A' Officer belonging to SC/ ST (failing which Senior most Group -B Officer belonging to SC/ST) ó Member. 4. Assistant Surveyor General ó Member.	Consultation with the Union Public Service Commission not necessary.

SCHEDULE-II

Name of post	No. of posts	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection or non-selection post	Age limit for direct recruits
1	2	3	4	5	6
Cook (GH)	10* (2013) * (subject to variation dependent on workload)	General Services, Group -C Non-Gazetted, Ministerial	Pay Band-2 (Rs.5,200-20,200) + Grade Pay Rs.1,900	Not Applicable	Between 18 and 27 years. (i) Upper age limit relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government from time to time in this regard. (ii) Upper age limit relaxable by 5 years in case of SC/ST and 3 years in case of OBC candidates.

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in 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 post to be filled by various methods.
7	8	9	10
i) 12th Class Pass or equivalent qualification from a recognized Board or University ii) The candidate should have at least 1 year experience in preparation of sweets and salty eatables.	Not Applicable	Two years	100% of vacancies by Direct Recruitment.

In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.	If Departmental Promotion Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13
<u>Promotion :-</u> <u>100% of vacancies by Direct Recruitment-</u>	<u>Group 'C' DPC for confirmation consisting of:</u> 1. Deputy Surveyor General (Administration) - Chairman. 2. One Group 'A' Officer from the office other than Survey of India - Member. 3. Senior most Group -A Officer belonging to SC/ST (failing which Senior most Group -B Officer belonging to SC/ST) of concerned GDC/Zone - Member. 4. Assistant Surveyor General - Member.	Consultation with the Union Public Service Commission not necessary.

SCHEDULE-III

Name of post	No. of posts	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection or non-selection post	Age limit for direct recruits
1	2	3	4	5	6
i) Washboy (GH) ii) Bearer (GH)	i) 10* ii) 7* (2013) * (subject to variation dependent on workload)	General Central Services, Group -C Non-Gazetted, Ministerial	Pay Band-2 (Rs.5,200-20,200) + Grade Pay Rs.1,800	Not Applicable	<p>Between 18 and 25 years.*</p> <p>(i)* Upper age limit relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government from time to time in this regard.</p> <p>(ii)* Upper age limit relaxable by 5 years in case of SC/ST and 3 years in case of OBC candidates and in respect of other categories, the age relaxation is admissible as stipulated in DoP&T's OM No.15012 / 2 / 2010-Estt. (D) dated 27-3-2012..</p> <p>Note:- i) 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, Ladhak Division of J&K State, Lahual & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands of Lakshadweep).</p> <p>ii) In case of recruitment made through the Employment Exchange or calling of applications by the Directors / DSG of Survey of India, the crucial date for determining the age limit shall be the last date up to which the Employment Exchange / Directorate of Survey of India has asked to submit the names.</p> <p>iii) The candidate seeking employment in the Central Services, must be a Citizen of India or a subject of Nepal or a subject of Bhutan etc. i.e. the standard rules in respect of domicile shall be applicable in this case of direct recruitment.</p>

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in 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 post to be filled by various methods.
7	8	9	10
Essential: i) 10th Class Pass or equivalent qualification from a recognized Board or University	Not Applicable	Two years	100% of vacancies by Direct Recruitment.

In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.	If Departmental Promotion Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13
<p><u>Promotion :-</u></p> <p><u>100% of vacancies by Direct Recruitment-</u></p>	<p><u>Group 'C' DPC for confirmation consisting of:</u></p> <ol style="list-style-type: none"> 1. Deputy Surveyor General (Administration) - Chairman. 2. One Group 'A' Officer from the office other than Survey of India - Member. 3. Senior most Group 'A' Officer belonging to SC/ST (failing which Senior most Group 'B' Officer belonging to SC/ST) of concerned GDC/Zone - Member. 4. Assistant Surveyor General - Member. 	<p>Consultation with the Union Public Service Commission not necessary.</p>

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**RECRUITMENT RULES OF RECEPTIONIST
(GCS GROUP 'C' -NON GAZETTED, NON MINISTERIAL) POSTS
IN SURVEY OF INDIA, DEPARTMENT OF SCIENCE AND TECHNOLOGY,
MINISTRY OF SCIENCE AND TECHNOLOGY. NEW DELHI.**

SCHEDULE-I

Name of post	No. of posts	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection or non-selection post	Age limit for direct recruits
1	2	3	4	5	6
Receptionist	1* (2013) * (subject to variation dependent on workload)	General Central Services, Group -Cø Non-Gazetted, Non-Ministerial	Pay Band-2 (Rs.5,200-20,200) + Grade Pay Rs.2,800	Not Applicable	Between 21 and 28 years. (Upper age limit relaxable for various categories in accordance with the instructions or orders issued by the Central Government from time to time in this regard)

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in 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 post to be filled by various methods.
7	8	9	10
Graduate or equivalent qualification from a recognized Board or University	Not Applicable	Two Years	100% of vacancies by Direct Recruitment.

In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.	If Departmental Promotion Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13
<u>Promotion :-</u> 100% of vacancies by Direct Recruitment	<u>Group 'C' Departmental Promotion Committee for Confirmation</u> 1. Deputy Surveyor General (Administration) ó Chairman. 2. One Group 'A' Officer from the office other than Survey of India ó Member. 3. Senior most Group 'A' Officer belonging to SC/ ST (failing which Senior most Group -Bø Officer belonging to SC/ST) ó Member. 4. Assistant Surveyor General ó Member.	Consultation with the Union Public Service Commission not necessary.

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