

No. AB-14017/11/2014-Estt.(RR)
Government of India
Ministry of Personnel, PG and Pensions
Department of Personnel & Training
New Delhi

Dated the 16th January, 2015

OFFICE MEMORANDUM

Subject:-Review of Model RRs for the Storekeeping staff category of posts.

The Model RRs for the Storekeeping staff category of posts issued in this Department OM No. AB-14017/41/87-Estt. (RR) dated 23.3.1987 have been reviewed in the light of 6th CPC recommendations on revision of pay scales, instructions issued by this Department, etc. Accordingly, the revised Model Recruitment Rules for the same are enclosed as Annexure to this Office Memorandum.

2. Ministries / Departments may review the existing recruitment rules and notify the revised rules conforming to the Model Recruitment Rules. These may also be forwarded to all autonomous/ statutory bodies for adoption. The Ministry of Home Affairs is also requested to forward these Model RRs to the UT Administrations for appropriate action.

3. Hindi version will follow,


(Mukta Goel)
Director (E-I)
Tel: 2309 2479

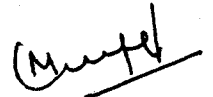
To

1. All Ministries/ Departments of Government of India.
2. The President's Secretariat. New Delhi.
3. The Vice-President's Secretariat, New Delhi
4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.
8. The Staff Selection Commission, New Delhi

Contd.../-

Copy to:

1. The Rajya Sabha Secretariat, New Delhi.
2. The Lok Sabha Secretariat, New Delhi.
3. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
4. Establishment Officer and Secretary, ACC (10 copies).
5. All Officers and Sections in the Department of Personnel & Training.
6. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
7. All Staff Members of National Council (JCM).
8. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions.
9. Establishment (RR Branch) (20 copies)
10. NIC, DOPT (for uploading in DoP&T website at OM & Orders → Establishment → Recruitment policies)



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Tel: 2309 2479

MODEL RECRUITMENT RULES FOR THE POST OF STORE KEEPER 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 recruits
1.	2.	3.	4.	5.	6.
Store Keeper Grade-II	Number* of (year framing) of *Subject to variation dependent on workload	General Central Service (Group 'C' Non-Gazetted Non-Ministerial)	Pay Band 1 Rs.5200-20200 Grade Pay Rs. 1900	Not Applicable	<p>Between 18 and 25 years (Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government).</p> <p>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 J&K State, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).</p> <p align="center">OR</p> <p>The crucial date for determining the age-limit shall be as advertised by the Staff Selection Commission.</p> <p>(Not applicable – in case direct recruitment is not a method of recruitments)</p> <p>(The age limit shall be 'Between 18 and 27 years' if the direct recruitment is by the method of Direct Open Competitive Examination)</p>

Contd ...2/-

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	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.
7.	8.	9.	10.
<p><u>Essential</u></p> <p>(i) 12th Pass from a recognized Board/ University.</p> <p>(ii) One year experience in handling Stores and keeping Accounts in a Store or a concern of Central or State Government, autonomous/ statutory organization, PSUs or University or in any Private Organization listed on the stock exchange(s) of India.</p> <p>Note 1: Qualification is relaxable at the discretion of the Competent Authority/ Staff Selection Commission, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualification(s) regarding experience is/are relaxable at the discretion of the Competent Authority/ Staff Selection Commission, for reasons to be recorded in writing, in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority/ Staff Selection Commission is of the opinion that sufficient number of candidate from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>	<p>Not Applicable</p>	<p>2 years for direct recruits.</p>	<p>Direct recruitment.</p> <p>(In case promotional avenue is not available, the method of recruitment may be modified as Deputation/ Absorption failing which by direct recruitment, Col. 11 will have to be modified to that extent).</p> <p>In case only Direct Recruitment is prescribed, the following note may be inserted.</p> <p>NOTE:- Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government:</p> <p>(a) Holding analogous posts on regular basis in the parent cadre/department; and</p> <p>(b) Possessing educational qualifications and experience prescribed for direct recruits under Col. 7.</p> <p>(The maximum age limit for appointment by Deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)</p>

Contd ...3/-

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.
11.	12.	13.
<p>Not Applicable (in case of direct recruitment)</p> <p>Deputation / Absorption</p> <p>Officers under the Central Government:</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre/ department, and (b) Possessing the qualifications and experience prescribed for direct recruits in Col. 7.</p> <p>Note 1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Govt. shall ordinarily not exceed 3 years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p> <p>Note 2: For the purpose of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 1.1.2006 (the date from which the revised pay structure based on the 6th CPC recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay/ pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/ pay scale, and where this benefit will extend only for the post(s) for which that grade pay/ pay scale is the normal replacement grade without any upgradation.</p>	<p>Group 'C' Departmental Confirmation Committee (for considering confirmation):</p> <p>1..... - Chairman 2 - Member 3..... - Member</p> <p>(Full composition with specific designation may be given).</p>	<p>Not applicable</p>

Contd ...4/-

MODEL RECRUITMENT RULES FOR THE POST OF STORE KEEPER 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 recruits
1.	2.	3.	4.	5.	6.
Store Keeper Grade-I	Number* (year framing) of to on *Subject variation dependent workload	General Central Service (Group 'C' Non-Gazetted Non-Ministerial)	Pay Band 1 Rs.5200-20200 Grade Pay Rs. 2400	Non-Selection (if promotion is one of the methods of recruitment)	Between 18 and 25 years (Relaxable for Government servants upto 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 J&K State, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands of Lakshadweep). OR The crucial date for determining the age-limit shall be as advertised by the Staff Selection Commission. (Not applicable – in case direct recruitment is not a method of recruitments) (The age limit shall be 'Between 18 and 27 years' if the direct recruitment is by the method of Direct Open Competitive Examination)

Contd ...5/-

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	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.
7.	8.	9.	10.
<p>(A) (i) 12th Pass from a recognized Board/ University. (ii) Two year experience in handling Stores and keeping Accounts in a Store or a concern of Central or State Government, autonomous/ statutory organization, PSUs or University/Banks or in a Private Sector Organization listed on the stock exchange(s) of India.</p> <p style="text-align: center;">OR</p> <p>(B) Bachelor's Degree with Commerce/ Economics/ Statistics/ Business Studies/ Public Administration as a subject from a recognized University/ Institute.</p> <p>Note 1: Qualifications are relaxable at the discretion of the Competent Authority/ Staff Selection Commission for reasons to be recorded in writing in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualification(s) regarding experience is / are relaxable at the discretion of the Competent Authority/ Staff Selection Commission for the reasons to be recorded in writing, in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority/ Staff Selection Commission 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 vacancies reserved for them.</p>	<p>Not Applicable</p> <p>(in case, direct recruitment is not a method of recruitment)</p> <p><i>ment</i></p> <p>No (in case direct recruitment is also prescribed)</p>	<p>2 years for direct recruits,</p> <p>Nil for Promotees.</p>	<p>Promotion failing which by deputation</p> <p>(Deputation/ Absorption failing which by Direct Recruitment may be prescribed only when enough posts are not there in the feeder grade or when there is no post in the feeder grade. If direct recruitment method is not prescribed, col. 6 and 7 may be filled as 'Not applicable' Col. 9 also may be modified accordingly).</p>

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.
11.	12.	13.
<p>Promotions:</p> <p>Store Keeper Grade - II in Pay Band 1 Rs.5200-20200 Grade Pay Rs. 1900 with 8 years' regular service in the grade.</p> <p><u>Note 1:</u> 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, or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying/ eligibility service.</p> <p><u>Note 2:</u> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2006/ the date from which the revised pay structure based on the 6th CPC 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>Group 'C' Departmental Promotion Committee (for considering promotion):</p> <p>1..... - Chairman 2 - Member 3..... - Member</p> <p>Group 'C' Departmental Confirmation Committee (for considering confirmation):</p> <p>1..... - Chairman 2 - Member 3..... - Member</p> <p>(Full composition with specific designation may be given).</p>	<p>Not applicable</p>

MODEL RECRUITMENT RULES FOR THE POST OF STORE SUPERVISOR 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 recruits
1.	2.	3.	4.	5.	6.
Store Supervisor Grade-II	Number* (year of framing) * subject to variation dependent on workload	General Central Service (Group 'C' Non-Gazetted Non-Ministerial).	Pay Band 1 Rs.5200-20200 Grade Pay Rs. 2800	Non-Selection (If promotion is one of the methods of recruitment).	Between 18 and 25 years (Relaxable for Government servants upto 40 years in accordance with 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 J&K State, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep). OR The crucial date for determining the age-limit shall be as advertised by the Staff Selection Commission. (Not applicable – in case direct recruitment is not a method of recruitments) (The age limit shall be 'Between 18 and 27 years' if the direct recruitment is by the method of Direct Open Competitive Examination)

Contd ...8/-

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	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.
7.	8.	9.	10.
<p>(i) Bachelor's Degree with Economics/ Commerce/ Statistics/ Business Studies/ Public Administration as a subject from a recognized University/ Institute.</p> <p>(ii) Two year's experience in handling Stores and keeping Accounts in a Store or a concern of Central and State Government, autonomous/ statutory organization, PSUs or University/ Bank or in a Private Sector Organization listed on the Stock Exchange(s).</p> <p>Note 1: Qualifications are relaxable at the discretion of the Competent Authority/ Staff Selection Commission for reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualification(s) regarding experience is / are relaxable at the discretion of the Competent Authority/ Staff Selection Commission, for reasons to be recorded in writing in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority/ Staff Selection Commission 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 vacancies reserved for them.</p>	<p>Not Applicable (in case, direct recruit is not a method of recruitment)</p> <p>No (in case direct recruitment is also prescribed)</p>	<p>2 years for direct recruits</p> <p>Nil for Promotees.</p>	<p>Promotion failing which by deputation</p> <p>(Deputation/ Absorption failing which Direct Recruitment may be prescribed only when sufficient number of posts are not there in the feeder grade or when there is no post in the feeder grade. If direct recruitment is not prescribed as a method of recruitment, col. 6 and 7 may be filled as 'Not applicable' Col. 9 also may be modified).</p>

Contd ...9/-

In case of recruitment / deputation / absorption, grades from which promotion / deputation / absorption to be made

11.

Promotion: Store Keeper Grade I in Pay Band 1 Rs.5200-20200 Grade Pay Rs. 2400 with 5 years' regular service in the grade.

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 their probation period for promotion to the next higher grade alongwith 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 1.1.2006/ the date from which the revised pay structure based on the 6th CPC 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.

Deputation/ Absorption:

Officers under the Central Government:

- (a) (i) holding analogous posts on regular basis in the parent cadre/ department, or
- (ii) with 5 years service in posts in the grade rendered after appointment thereto on a regular basis in Pay Band 1 Rs.5200-20200 with Grade Pay of Rs. 2400 or equivalent in the parent cadre/ Department; and
- (b) possessing the educational qualifications and experience laid down for direct recruits under column 7.

Note 1: The departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Government shall ordinarily not exceed 3 years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years as on the closing of receipt of applications.)

Note 2: for the purpose of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 1.1.2006 (the date from which the revised pay structure based on the 6th CPC recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay/ pay scale extended based on the recommendations of the pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/ pay scale, and where this benefit will extend only for the post(s) for which that grade pay/ pay scale is the normal replacement grade without any upgradation.

Contd ...10/-

If a departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
12.	13.
<p>Group 'C' Departmental Promotion Committee (for considering promotion):</p> <p>1..... - Chairman 2 - Member 3..... - Member</p> <p>Group 'C' Departmental Confirmation Committee (for considering confirmation):</p> <p>1..... - Chairman 2 - Member 3..... - Member</p> <p>(Full composition with specific designation may be given).</p>	<p>Not applicable.</p>

MODEL RECRUITMENT RULES FOR THE POST OF STORE SUPERVISOR 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 recruits
1.	2.	3.	4.	5.	6.
Store Supervisor, Grade-I	Number* (year of framing) * subject to variation dependent on workload	General Central Service Group 'B' Non-Gazetted Non-Ministerial	Pay Band 2 Rs.9300-34800 Grade Pay Rs.4200	Selection (If promotion is one of the methods of recruitment)	Not exceeding 30 years (Relaxable for Government servants upto 5 years in accordance with 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 J&K State, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands of Lakshadweep). OR The crucial date for determining the age-limit shall be as advertised by the Staff Selection Commission. (Not applicable – in case direct recruitment is not a method of recruitments)

Contd ...12/-

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	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.
7.	8.	9.	10.
<p>(i) Master's Degree with Economics/ Commerce/ Statistics/Business Studies/Public Administration from a recognized University/Institute.</p> <p>(ii) One year experience in handling Stores and keeping Accounts in a Store or in a concern of Central or State Government/ Statutory or autonomous organization/ PSU/ University/ any recognized Institution/Banks or in a Private Sector organization listed on the stock exchange(s) of India.</p> <p style="text-align: center;">OR</p> <p>(i) Bachelor's Degree in Economics/ Commerce/ Statistics/Business Studies/ Public Administration as a subject from a recognized University/ Institute.</p> <p>(ii) Diploma in Materials Management/ Warehousing Management/ Purchasing/ Logistics/ Public Procurement from recognized University/Institute;</p> <p>(iii) Two years experience in handling Stores and keeping Accounts in a store or a concern of Central or State Government/autonomous or statutory organization/ PSUs/ University/ Banks or in a Private Sector Organization listed on the Stock exchange(s) of India.</p> <p>Note 1: Qualifications are relaxable at the discretion of the Competent Authority/ Staff Selection Commission for reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualification(s) regarding experience is / are relaxable at the discretion of the Competent Authority/ Staff Selection Commission for reasons to be recorded in writing, in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority/ Staff Selection Commission 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 vacancies reserved for them.</p>	<p>Not Applicable (in case, direct recruit is not a method of recruitment)</p> <p>No (in case direct recruitment is also prescribed)</p>	<p>2 years for direct recruits & Promotees (as the case may be).</p>	<p>Promotion failing which by deputation</p> <p>(Deputation/ Absorption failing which Direct Recruitment may be prescribed only when sufficient number of posts are not there in the feeder grade or when there is no post in the feeder grade. If direct recruitment is not prescribed as a method of recruitment, col. 6 and 7 may be filled as 'Not applicable' Col. 9 also may be modified).</p>

Contd ...13/-

In case of recruitment / deputation / absorption, grades from which promotion / deputation / absorption to be made

11.

Promotions:

Store Supervisor Grade II in Pay Band 1 Rs.5200-20200 with Grade Pay of Rs. 2800 with 6 years' regular service in the grade.

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, or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith 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 1.1.2006/ the date from which the revised pay structure based on the 6th CPC 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.

Deputation/ Absorption

Officers under the Central Government:

- (a) (i) holding analogous posts on regular basis in the parent cadre/ Department, or
- (ii) with 6 years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band 2 Rs.5200-20200 with Grade Pay of Rs. 2800 or equivalent in the parent cadre/department, and
- (b) possessing the educational qualifications and experience prescribed for direct recruits under column 7.

Note 1: The departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed 3 years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years as on the closing date of receipt of applications.)

Note 2: For the purpose of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 1.1.2006 (the date from which the revised pay structure based on the 6th CPC recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay/ pay scale extended based on the recommendations of the pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/ pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.

If a departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
12.	13.
<p>Group 'B' Departmental Promotion Committee (for considering promotion):</p> <p>1..... - Chairman 2 - Member 3..... - Member</p> <p>Group 'B' Departmental Confirmation Committee (for considering confirmation of direct recruits and officials appointed through promotion):</p> <p>1.....- Chairman 2 - Member 3..... - Member</p> <p>(Full composition with specific designation may be given).</p>	<p>UPSC consultation is not necessary.</p> <p>(Consultation with the Commission is necessary in case absorption is prescribed as a method of recruitment.)</p>
