

No. 11/2/2020-Dir (C)  
Government of India  
Ministry of Personnel & Public Grievances & Pensions  
Department of Personnel & Training

3<sup>rd</sup> Floor, Lok Nayak Bhavan  
Khan Market, New Delhi, the 13/07/2021

**OFFICE MEMORANDUM**

**Subject: - Amendment in Model Recruitment Rules for the post of Halwai-cum- Cook in Non- Statutory Departmental Canteens located in Central Government Offices.**

The undersigned is directed to refer to this Department's O.M. No.-3/2/2009-Dir.(C) dated 22.05.2013 (read with O.M. No- 3/2/2009- Dir.(C) dated 9.2.2015) and O.M. No.-3/3/2018- Dir.(C) dated 13.04.2018 regarding Model RRs for various posts in Non-statutory departmental canteens in Central Government Offices and to say that the matter specifically, has been examined and it has been decided with approval of Competent Authority to amend the provision of Model RR for the post of Halwai-cum- Cook as under:-

Sl. No.	Existing Provision	Amended Provision
7. Educational and other qualifications required for direct recruits.	(a) 10 <sup>th</sup> class pass from a recognized Board or institute with certificate of diploma in catering from a recognized institute. (b) Experience of two years in a Government Department or undertaking in catering. (c) A Trade Skill Test for cooking shall be conducted to assess suitability.	<b><u>Essential:-</u></b> (a) 10 <sup>th</sup> class pass from a recognized Board or institute with certificate of diploma in catering from a recognized institute. (b) A Trade Skill Test for cooking shall be conducted to assess suitability. <b><u>Desirable:-</u></b> Experience of two years in a Government Department or Undertaking in catering.

2. Ministries/ Departments are requested to take suitable necessary action for amendment in Recruitment Rules for the post of Halwai-cum- Cook in Non- Statutory Departmental Canteens.

  
(Kulbhushan Malhotra)

Under Secretary to the Government of India  
Tel No. :- 011-24646961

P.T.O.

To,

1. All Ministries/ Departments to the Government of India (as per standard list).  
(For kind attention of Director/ Deputy Secretaries in-charge of Administration/  
Establishment Divisions).
2. Comptroller & Auditor General of India, 10 Bahadar Shah Zafar Marg, New Delhi.
3. Ministry of Finance/ Department of Expenditure (E- III), Desk, North Block, New  
Delhi.
4. Controller General of Accounts, Department of Expenditure, Ministry of Finance,  
Lok Nayak Bhawan, Khan Market, New Delhi.
5. Controller General of Defence Accounts, Ulan Batar Road, Palam, New Delhi.
6. Office of the JS & CAO, Ministry of Defence, E- Block, Dara Sukoh Road, New  
Delhi- 110011.
7. Administrators, all Union Territories as per standard list.