

MUNICIPAL CORPORATION OF DELHI
CENTRAL ESTABLISHMENT DEPARTMENT,
22nd FLOOR, E-1 BLOCK, DR. S.P.M. CIVIC CENTRE
JAWAHARLAL NEHRU MARG, NEW DELHI-110002

No. AO-III/CED/MCD /RR/2024/ 1664

Dated: 11.06.2024

Circular

Subject: Framing/Amendment of Recruitment Rules of Category 'C' Posts in Engineering Department in MCD.

The drafts of Recruitment Rules (Framing/Amendment) of the following posts of "Engineering Department" have been prepared.

- (i) Assistant Foreman
- (ii) Mechanic (Auto)
- (iii) Fitter

As per extant instructions issued by the DoP&T vide OM No. AB-14017/61/2008. Estt. (RR) dated 13.10.2015 the draft/proposed Amendment/Revision in the RRs for the above said posts are uploaded on the MCD Website <https://mcdonline.nic.in> for 30 days for obtaining comments from the stake-holders/concerned officers/officials (if any).

This issues with the approval of Competent Authority.

RA
11-6-24

Administrative Officer (Estt.)-III

Copy to:-

1. Addl. Commissioner (Engg.), MCD
- ✓ 2. DA (CED) to upload on MCD Website.
3. E-in-C/Admn. to disseminate these drafts to all stakeholders.
4. Guard File/Office Copy.

Copy for information to:-

1. Secretary to Commissioner for kind information of Commissioner, MCD.

SCHEDULE

Column No. in the Schedule	Revised provision proposed
1 Name of the Post	Assistant Foreman (Auto)
2 No of Posts	15* (2024)* Subject to variation dependent on workload
3 Classification	Category 'C'
4 Scale of Pay/Level in Pay Matrix	Level 5 (Rs.29200-92300) in the pay matrix of 7 th CPC
5 Whether selection post or non selection post.	Not Applicable
6 Age Limit for Direct Recruits.	Between 18 to 25 Years* *In case of post being filled up by all-India Open Competition, It would be between 18 years and 27 years. (The upper age-limit is relaxable for departmental candidate up to 40 years in accordance with the instructions or orders by the Central Government) Note: The crucial date for determining the age limit shall be as advertised by DSSSB/Competent Authority.
7 Education and other qualifications required for direct recruits.	Essential: (i) Intermediate/12 th passed from a recognized Board or University; and (ii) Three years Diploma/Certificate in Automobile Engineering from a recognized University/Institute with 5 years experience in the trade in a reputed Automobile Workshop; Or (i) Bachelor's Degree in Automobile Engineering from a recognized University/Institute. (ii) Two years' experience in the trade in trade in a reputed Automobile Workshop. Note1: Qualifications are relaxable in the discretion of the DSSSB/Competent Authority in the case of candidates otherwise well qualified. Note2: The Qualification(s) regarding experience is relaxable at the discretion of the DSSSB/Competent Authority in the case of candidates belonging to SC/ST if at any stage of selection the DSSSB/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 vacancies reserved for them.
8 Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Age: No Educational Qualification: Yes
9 Period of probation, if any.	2 Years for direct recruits.
10 Method of recruitment whether by direct recruitment or by promotion or by deputation /Limited Departmental Competitive Examination/ absorption and % or the vacancies to be filled by various method.	(1) 50% by promotion failing which by direct recruitment. (2) 50% by Direct Recruitment Note 1: "Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more may be filled on deputation basis from officers Central Government/State Govt./UTs";

		<p>(A) (i) holding analogous posts on regular basis Or; (ii) with 5 years regular service in posts in Level 4 (Rs. 25500-81100) of the pay matrix of 7th CPC (B) (b) Possessing the qualification and experience prescribed for direct recruits under Col. 7. Note 2 : The period 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 to exceed three years.</p>
11	In case of recruitment by promotion/ deputation/ Limited Departmental Competitive Examination/ absorption grades from which promotion/deputation/ absorption to be made.	<p>Promotion:- Mechanic (Auto) in level 4 (Rs. 25500-81100) in the pay matrix of 7th CPC with 5 years regular service in the grade having educational qualification and experience prescribed in column 7. Note: 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 services for 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>
12	If a DPC exists, what is its composition?	<p>Category 'C' DPC (for considering Promotion) 1 Additional Commissioner (Engg.) -Chairman 2 E-in-C (Engg.) -Member 3 Director (Personnel) -Member Category 'C' DCC (for considering Confirmation) 1 Additional Commissioner (Engg.) -Chairman 2 E-in-C (Engg.) -Member 3 Director (Personnel) -Member</p>
13	Circumstances in which UPSC is to be consulted in making Recruitment.	Consultation with the Union Public Service Commission is not necessary.


 Sanjay
 AO


ANNEXURE – II

Form to be filled by the Ministry /Department while forwarding proposals to the Department of Personnel & Training and the Union Public Service Commission for framing Recruitment Rules for posts.

1.	(a) Name of the posts	Assistant Foreman (Auto)
	(b) Name of the Ministry / Department	Municipal Corporation of Delhi
	(c) Number of posts	15* (2024) *Subject to variation dependent on workload.
	(d) Scale of pay	Level 5 (Rs.29200-92300) in the pay matrix of 7 th CPC
	(e) Class and service to which the posts belong	Category 'C'
	(f) Ministerial or non – Ministerial of F.R. 9 (17)	Non-Gazetted, Non-Ministerial
2.	Appointing Authority	Commissioner, MCD
3.	Duties of the post in detail	Attached as Annexure 'J'
4.	Describe briefly the method (s) adopted for filling the posts hitherto.	(1) 50% by promotion failing which by direct recruitment. (2) 50% by Direct Recruitment
5.	Methods of recruitment proposed -	(1) 50% by promotion failing which by direct recruitment. (2) 50% by Direct Recruitment
6.	If promotion is proposed as a method of recruitment -	Not Applicable
	(a) Designation and number of the posts proposed to be included in the field of promotion.	Mechanic (Auto) in level 4 (Rs. 25500-81100) in the pay matrix of 7 th CPC
	(b) Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotions (As per extant GOI instructions)	5 years regular service in the grade
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	50%
	(d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required please attach a copy of rules framed. A copy of the rules should be sent DOPT along with the proposal.	Not Applicable
	(e) If Recruitment Rules were not framed for the posts in the field of promotion;	Not Applicable
	(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.	(1) 50% by promotion failing which by direct recruitment. (2) 50% by Direct Recruitment
	(ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion.	Having educational qualification and experience prescribed for direct recruitment.
	(iii) In case the feeder posts are filled by promotions, the Recruitment Rules for the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may be furnished.	
	(f) (i) Is the promotion to be made on selection or non-selection basis?	Non-Selection
	(ii) Reasons for the proposal (i) above.	Not Applicable
	(g) If a DPC exists, what is its composition?	DCC/DPC for Category 'C' (Departmental Confirmation/Promotion Committee):

		(i) Addl. Commr (Engg.) - Chairman (ii) E-in-C (Engg.) - Member (iii) Director (Personnel) - Member
	(h) Indicate if the feeder posts are having promotion channels other than the one under consideration.	No
7.	If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary.	Not Applicable
8.	If direct recruitment is proposed as a method of recruitment please state	(1) 50% by promotion failing which by direct recruitment. (2) 50% by Direct Recruitment
	(a) The percentage of vacancies proposed to be filled by direct recruitment.	50%
	(b) Indicate if there are any promotional avenues for the direct recruits?	No
	(c) (i) Age for direct recruits (As per extant GOI instructions). (ii) Is age relaxation for Government servants?	Between 18 to 25 Years* *In case of post being filled up by all-India Open Competition, It would be between 18 years and 27 years. (The upper age-limit is relaxable for departmental candidate up to 40 years in accordance with the instructions or orders by the Central Government) Note: The crucial date for determining the age limit shall be as advertised by DSSSB/Competent Authority.
	(d) Educational and other qualification required for direct recruits .(it may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well – qualified Essential Desirable	Essential: (i) Intermediate/12 th passed from a recognized Board or University; and (ii) Three years Diploma/Certificate in Automobile Engineering from a recognized University/Institute with 5 years experience in the trade in a reputed Automobile Workshop; Or
	(e) Whether essential qualifications to be prescribed are in accordance with any Act(s)? If so please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s)	(i) Bachelor's Degree in Automobile Engineering from a recognized University/Institute. (ii) Two years' experience in the trade in trade in a reputed Automobile Workshop.
	(f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	Note1: Qualifications are relaxable in the discretion of the DSSSB/Competent Authority in the case of candidates otherwise well qualified. Note2: The Qualification(s) regarding experience is relaxable at the discretion of the DSSSB/Competent Authority in the case of candidates belonging to SC/ST if at any stage of selection the DSSSB/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 vacancies reserved for them.
9.	If direct recruitment is not proposed as method, please state why it is not considered desirable /possible /necessary.	Not Applicable


10.	(i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotion?	Yes
	(ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.	Not Applicable
11.	(a) Is deputation /absorption proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	Not Applicable
	(b) The percentage of vacancies proposed to be filled by this method.	Not Applicable
	(c) The period to which deputation will be limited.	Not Applicable
	(d) The names of the posts of grades or services etc. from which deputation /absorption is proposed.	Not Applicable
12.	(a) If any of the methods proposed fails by what methods are such vacancies proposed to be filled.	Not Applicable
	(b) Whether the Recruitment Rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same group? If so, whether the necessary provisions for initial constitution has been proposed.	(b) Within the same group. Yes
	(c) Whether the Recruitment Rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	
13.	(a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted.	Consultation with UPSC is not necessary.
	(b) Whether the Department of Personnel and Training have concurred in the proposal?	Yes
14.	If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	Not Applicable
15.	Name, address and telephone number of the Ministry's representatives with whom whose proposals may be discussed if necessary, for clarification/ early decision.	Administrative Officer (Engg. Deptt.) 19 th Floor, E-1 Block, Dr. S.P.M. Civic Centre, New Delhi-02


Sanjeev Kumar
 AO (Engg.) HQ

SCHEDULE

Column No. in the Schedule	Revised provision proposed
1	Name of the Post Mechanic (Auto)
2	No of Posts 18* (2024)* Subject to variation dependent on workload
3	Classification Category 'C'
4	Scale of Pay/Level in Pay Matrix Level 4 (Rs.25500-81100) in the pay matrix of 7 th CPC
5	Whether selection post or non selection post. Not Applicable
6	Age Limit for Direct Recruits. Between 18 to 25 Years* *In case of post being filled up by all-India Open Competition, It would be between 18 years and 27 years. (The upper age-limit is relaxable for departmental candidate up to 40 years in accordance with the instructions or orders by the Central Government) Note: The crucial date for determining the age limit shall be as advertised by DSSSB/Competent Authority.
7	Education and other qualifications required for direct recruits. Essential: (i) Intermediate/12 th passed from a recognized Board or University. (ii) Diploma/ Certificate in Auto Mechanic trade issued from Industrial Training Institute with 2 years experience as Auto Mechanic in Government/Public Sector/Reputed Private Sector Organization. (iii) Having Valid Driving Licence to drive light and heavy vehicles. Note1: Qualifications are relaxable in the discretion of the DSSSB/Competent Authority in the case of candidates otherwise well qualified. Note2: The Qualification(s) regarding experience is relaxable at the discretion of the DSSSB/Competent Authority in the case of candidates belonging to SC/ST if at any stage of selection the DSSSB/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 vacancies reserved for them.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. Age: No Educational Qualification: Yes
9	Period of probation, if any. 2 Years for direct recruits.
10	Method of recruitment whether by direct recruitment or by promotion or by deputation /Limited Departmental Competitive Examination/ absorption and % or the vacancies to be filled by various method. 100 % by promotion failing which by direct recruitment. Note 1: "Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more may be filled on deputation basis from officers Central Government/State Govt./UTs"; (A) (i) holding analogous posts on regular basis Or; (ii) with 8 years regular service in posts in Level 2 (Rs. 19900-63200) of the pay matrix (B) (b) Possessing the qualification and experience prescribed for direct recruits under Col. 7.

		Note 2 : The period 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 to exceed three years.
11	In case of recruitment by promotion/ deputation/ Limited Departmental Competitive Examination/ absorption grades from which promotion/deputation/ absorption to be made.	Promotion:- Fitter in level 2 (Rs. 19900-63200) in the pay matrix of 7 th CPC with 8 years regular service in the grade having educational qualification and experience prescribed in column 7. Note: 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 services for 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.
12	If a DPC exists, what is its composition?	Category 'C' DPC (for considering Promotion) 1 Additional Commissioner (Engg.) -Chairman 2 E-in-C (Engg.) -Member 3 Director (Personnel) -Member Category 'C' DCC (for considering Confirmation) 1 Additional Commissioner (Engg.) -Chairman 2 E-in-C (Engg.) -Member 3 Director (Personnel) -Member
13	Circumstances in which UPSC is to be consulted in making Recruitment.	Consultation with the Union Public Service Commission is not necessary.


 Sanjeev Kumar
 AO (Engg.) HQ

Form to be filled by the Ministry /Department while forwarding proposals to the Department of Personnel & Training and the Union Public Service Commission for framing Recruitment Rules for posts.

1.	(a) Name of the posts	Mechanic (Auto)
	(b) Name of the Ministry / Department	Municipal Corporation of Delhi
	(c) Number of posts	18* (2024) *Subject to variation dependent on workload.
	(d) Scale of pay	Level 4 (Rs.25500-81100) in the pay matrix of 7 th CPC
	(e) Class and service to which the posts belong	Category 'C'
	(f) Ministerial or non – Ministerial of F.R. 9 (17)	Non-Gazetted, Non-Ministerial
2.	Appointing Authority	Commissioner, MCD
3.	Duties of the post in detail	Attached as Annexure 'J'
4.	Describe briefly the method (s) adopted for filling the posts hitherto.	By Promotion failing which by direct recruitment
5.	Methods of recruitment proposed -	By Promotion failing which by direct recruitment
6.	If promotion is proposed as a method of recruitment -	Not Applicable
	(a) Designation and number of the posts proposed to be included in the field of promotion.	Fitter in level 2 (Rs. 19900-63200) in the pay matrix of 7 th CPC
	(b) Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotions (As per extant GOI instructions)	8 years regular service in the grade
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	100 %
	(d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required please attach a copy of rules framed. A copy of the rules should be sent DOPT along with the proposal.	Not Applicable
	(e) If Recruitment Rules were not framed for the posts in the field of promotion;	Not Applicable
	(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.	100 % By Promotion failing which by direct recruitment
	(ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion.	Having educational qualification and experience prescribed for direct recruitment.
	(iii) In case the feeder posts are filled by promotions, the Recruitment Rules for the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may be furnished.	
	(f) (i) Is the promotion to be made on selection or non-selection basis?	Non-Selection
	(ii) Reasons for the proposal (i) above.	Not Applicable
	(g) If a DPC exists, what is its composition?	DCC/DPC for Category 'C' (Departmental Confirmation/ Promotion Committee): (i) Addl. Commr (Engg.) - Chairman (ii) E-in-C (Engg.) - Member

	(iii) Director (Personnel) - Member
(h) Indicate if the feeder posts are having promotion channels other than the one under consideration.	No
7. If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary.	Not Applicable
8. If direct recruitment is proposed as a method of recruitment please state	100 % By Promotion failing which by direct recruitment
(a) The percentage of vacancies proposed to be filled by direct recruitment.	100%
(b) Indicate if there are any promotional avenues for the direct recruits?	No
(c) (i) Age for direct recruits (As per extant GOI instructions). (ii) Is age relaxation for Government servants?	Between 18 to 25 Years* *In case of post being filled up by all-India Open Competition, It would be between 18 years and 27 years. (The upper age-limit is relaxable for departmental candidate up to 40 years in accordance with the instructions or orders by the Central Government) Note: The crucial date for determining the age limit shall be as advertised by DSSSB/Competent Authority.
(d) Educational and other qualification required for direct recruits .(it may please be noted that the essential qualifications prescribed are relaxableat Commission's discretion in case of candidates otherwise well – qualified Essential Desirable (e) Whether essential qualifications to be prescribed are in accordance with any Act(s)? If so please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s) (f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	Essential: (i) Intermediate/12 th passed from a recognized Board or University. (ii) Diploma/ Certificate in Auto Mechanic trade issued from Industrial Training Institute with 2 years experience as Auto Mechanic in Government/Public Sector/Reputed Private Sector Organization. (iii) Having Valid Driving Licence to drive light and heavy vehicles. Note1: Qualifications are relaxable in the discretion of the DSSSB/Competent Authority in the case of candidates otherwise well qualified. Note2: The Qualification(s) regarding experience is relaxable at the discretion of the DSSSB/Competent Authority in the case of candidates belonging to SC/ST if at any stage of selection the DSSSB/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 vacancies reserved for them.
9. If direct recruitment is not proposed as method, please state why it is not considered desirable /possible /necessary.	Not Applicable
10. (i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotion?	Yes
(ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.	Not Applicable
11. (a) Is deputation /absorption proposed as a	Not Applicable

	method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	
	(b) The percentage of vacancies proposed to be filled by this method.	Not Applicable
	(c) The period to which deputation will be limited.	Not Applicable
	(d) The names of the posts of grades or services etc. from which deputation /absorption is proposed.	Not Applicable
12.	(a) If any of the methods proposed fails by what methods are such vacancies proposed to be filled.	Not Applicable
	(b) Whether the Recruitment Rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same group? If so, whether the necessary provisions for initial constitution has been proposed. (c) Whether the Recruitment Rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	(b) Within the same group. Yes
13.	(a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted.	Consultation with UPSC is not necessary.
	(b) Whether the Department of Personnel and Training have concurred in the proposal?	Yes
14	If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	Not Applicable
15.	Name, address and telephone number of the Ministry's representatives with whom whose proposals may be discussed if necessary, for clarification/ early decision.	Administrative Officer (Engg. Deptt.) 19 th Floor, E-1 Block, Dr. S.P.M. Civic Centre, New Delhi-02



Sanjeev Kumar
 AO (Engg.) HQ

SCHEDULE

Column No. in the Schedule	Revised provision proposed
1	Name of the Post Fitter
2	No of Posts 125* (2024)* Subject to variation dependent on workload
3	Classification Category 'C'
4	Scale of Pay/Level in Pay Matrix Level 2 (Rs.19900-63200) in the pay matrix of 7 th CPC
5	Whether selection post or non selection post. Not Applicable
6	Age Limit for Direct Recruits. Between 18 to 25 Years* *In case of post being filled up by all-India Open Competition, It would be between 18 years and 27 years. (The upper age-limit is relaxable for departmental candidate up to 40 years in accordance with the instructions or orders by the Central Government) Note: The crucial date for determining the age limit shall be as advertised by DSSSB/Competent Authority.
7	Education and other qualifications required for direct recruits. Essential: (i) Matriculation/10 th passed from a recognised Board. (ii) Certificate in the trade of Fitter from Industrial Training Institute or any other recognised Institute. Note:- The selection shall be made on the basis of a trade test. Note1: Qualifications are relaxable in the discretion of the DSSSB/Competent Authority in the case of candidates otherwise well qualified. Note2: The Qualification(s) regarding experience is relaxable at the discretion of the DSSSB/Competent Authority in the case of candidates belonging to SC/ST if at any stage of selection the DSSSB/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 vacancies reserved for them.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. Age: No Educational Qualification: Yes
9	Period of probation, if any. 2 Years for direct recruits.
10	Method of recruitment whether by direct recruitment or by promotion or by deputation /Limited Departmental Competitive Examination/ absorption and % or the vacancies to be filled by various method. 100 % by promotion failing which by direct recruitment. Note 1: "Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more may be filled on deputation basis from officers Central Government/State Govt./UTs"; (A) (i) holding analogous posts on regular basis Or; (ii) with 3 years regular service in posts in Level 1 (Rs. 18000-56900) of the pay matrix (B) (b) Possessing the qualification and experience prescribed for direct recruits under Col. 7. Note 2 : The period deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the

27/c

		same or Some other organization department of the central Government shall ordinarily not to exceed three years.
11	In case of recruitment by promotion/ deputation/ Limited Departmental Competitive Examination/ absorption grades from which promotion/deputation/ absorption to be made.	Promotion:- Multi Tasking Staff (Engineering) in level 1 (Rs. 18000-56900) in the pay matrix of 7 th CPC with 3 years regular service having educational qualification prescribed in column 7 and should be qualified in the prescribed trade test. Note: 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 services for 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.
12	If a DPC exists, what is its composition?	Category 'C' DPC (for considering Promotion) 1 Additional Commissioner (Engg.) -Chairman 2 E-in-C (Engg.) -Member 3 Director (Personnel) -Member Category 'C' DCC (for considering Confirmation) 1 Additional Commissioner (Engg.) -Chairman 2 E-in-C (Engg.) -Member 3 Director (Personnel) -Member
13	Circumstances in which UPSC is to be consulted in making Recruitment.	Consultation with the Union Public Service Commission is not necessary.


Sanjeev Kumar
AO (Engg.) HQ

26/c

ANNEXURE - II


Form to be filled by the Ministry /Department while forwarding proposals to the Department of Personnel & Training and the Union Public Service Commission for framing Recruitment Rules for posts.

1.	(a) Name of the posts	Fitter
	(b) Name of the Ministry / Department	Municipal Corporation of Delhi
	(c) Number of posts	125* (2024) *Subject to variation dependent on workload.
	(d) Scale of pay	Level 2 (Rs.19900-63200) in the pay matrix of 7 th CPC
	(e) Class and service to which the posts belong	Category 'C'
	(f) Ministerial or non - Ministerial of F.R. 9 (17)	Non-Gazetted, Non-Ministerial
2.	Appointing Authority	Commissioner, MCD
3.	Duties of the post in detail	Attached as Annexure 'J'
4.	Describe briefly the method (s) adopted for filling the posts hitherto.	By Promotion failing which by direct recruitment
5.	Methods of recruitment proposed -	By Promotion failing which by direct recruitment
6.	If promotion is proposed as a method of recruitment -	Not Applicable
	(a) Designation and number of the posts proposed to be included in the field of promotion.	Multi Tasking Staff (Engineering) in level 1 (Rs. 18000-56900) in the pay matrix of 7 th CPC
	(b) Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotions (As per extant GOI instructions)	3 years regular service in the grade
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	100 %
	(d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required please attach a copy of rules framed. A copy of the rules should be sent DOPT along with the proposal.	Not Applicable
	(e) If Recruitment Rules were not framed for the posts in the field of promotion;	Not Applicable
	(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.	100 % By Promotion failing which by direct recruitment
	(ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion.	Having educational qualification prescribed for direct recruitment and should be qualified in the prescribed trade test.
	(iii) In case the feeder posts are filled by promotions, the Recruitment Rules for the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may be furnished.	
	(f) (i) Is the promotion to be made on selection or non-selection basis?	Non-Selection
	(ii) Reasons for the proposal (i) above.	Not Applicable
	(g) If a DPC exists, what is its composition?	DCC/DPC for Category 'C' (Departmental Confirmation/Promotion Committee): (i) Addl. Commr (Engg.) - Chairman

25/c

		(ii) E-in-C (Engg.) - Member (iii) Director (Personnel) - Member
	(h) Indicate if the feeder posts are having promotion channels other than the one under consideration.	Painter, Mason, Carpenter, Electric Motor Driver, Wireman Gr.-I, Asstt. Pump Opnr., Buldozar Opnr., Tel. Opnr., Driver
7.	If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary.	Not Applicable
8.	If direct recruitment is proposed as a method of recruitment please state	100 % By Promotion failing which by direct recruitment
	(a) The percentage of vacancies proposed to be filled by direct recruitment.	100%
	(b) Indicate if there are any promotional avenues for the direct recruits?	No
	(c) (i) Age for direct recruits (As per extant GOI instructions). (ii) Is age relaxation for Government servants?	Between 18 to 25 Years* *In case of post being filled up by all-India Open Competition, It would be between 18 years and 27 years. (The upper age-limit is relaxable for departmental candidate up to 40 years in accordance with the instructions or orders by the Central Government) Note: The crucial date for determining the age limit shall be as advertised by DSSSB/Competent Authority.
	(d) Educational and other qualification required for direct recruits .(it may please be noted that the essential qualifications prescribed are relaxableat Commission's discretion in case of candidates otherwise well - qualified Essential Desirable (e) Whether essential qualifications to be prescribed are in accordance with any Act(s)? If so please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s) (f) Has the post been advertised by the Commission in the past? If so, please quota Commission's reference No.	Essential: (i) 10 th /Matriculation passed from a recognized Board. (ii) Certificate in the trade of Fitter from Industrial Training Institute or any other recognised Institute. Note1: Qualifications are relaxable in the discretion of the DSSSB/Competent Authority in the case of candidates otherwise well qualified. Note2: The Qualification(s) regarding experience is relaxable at the discretion of the DSSSB/Competent Authority in the case of candidates belonging to SC/ST if at any stage of selection the DSSSB/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 vacancies reserved for them.
9.	If direct recruitment is not proposed as method, please state why it is not considered desirable /possible /necessary.	Not Applicable
10.	(i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotion?	Yes
	(ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.	Not Applicable
11.	(a) Is deputation /absorption proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	Not Applicable
	(b) The percentage of vacancies proposed	Not Applicable

	to be filled by this method.	
	(c) The period to which deputation will be limited.	Not Applicable
	(d) The names of the posts of grades or services etc. from which deputation /absorption is proposed.	Not Applicable
12.	(a) If any of the methods proposed fails by what methods are such vacancies proposed to be filled.	Not Applicable
	(b) Whether the Recruitment Rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same group? If so, whether the necessary provisions for initial constitution has been proposed.	(b) Within the same group. Yes
	(c) Whether the Recruitment Rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	
13.	(a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted.	Consultation with UPSC is not necessary.
	(b) Whether the Department of Personnel and Training have concurred in the proposal?	Yes
14.	If these proposals are being sent in response to any reference from the Commission , please quote Commission's reference No.	Not Applicable
15.	Name, address and telephone number of the Ministry's representatives with whom whose proposals may be discussed if necessary, for clarification/ early decision.	Administrative Officer (Engg. Deptt.) 19 th Floor, E-1 Block, Dr. S.P.M . Civic Centre, New Delhi-02


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