

SCHEDULE

Name of post	Number of posts	Classification	Level in pay matrix	Whether Selection post or Non Selection post	Age limit for direct Recruits	Educational and other qualification required for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1. General Manager	1 *(2016) * Subject to variation dependant on workload	General Central Service Group 'B' Non-Gazetted, Non Ministerial	Level – 6 in the pay matrix (Rs. 35,400-1,12,400) Note: Special allowance as per rates decided by the Government from time to time.	Selection	Not Applicable	Not Applicable

Whether age and educational qualification prescribed for directed recruits will apply in case of promotes	Period of probation, if any	Method of recruitment, whether by direct recruitment or by promotion deputation/ absorption and percentage of posts to be filled by various methods	In case of direct recruitment by promotion /deputation / absorption, grade from which promotion/ deputation /absorption on be made.
(8)	(9)	(10)	(11)
Not Applicable	Not Applicable	Promotion failing which by deputation.	<p>Promotion :- (in the case of Canteen Type 2A)</p> <p>Manager-cum-Accountant in level – 6 in the pay matrix (Rs. 35,400-1,12,400) with three years of regular service in the grade.</p> <p>(in the case of Canteen Type 3A to 10A)</p> <p>Manager-cum-Accountant and Deputy General Manager in level – 6 in the pay matrix (Rs. 35,400-1,12,400) with three years of regular service in the grade.</p>

			<p>*Note: The eligibility list for promotion shall be prepared with reference to the date of completion of the prescribed qualifying service by the officers in their respective grade/post. (* This note to be inserted in case of Canteen Type 3A to 10A)</p> <p>Note1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 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 or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the 6th Central Pay commission recommendation has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay commission.</p> <p>Deputation :</p> <p>Officers under the Central Government</p> <p>a) Holding analogous post on regular basis in the parent Cadre /department or</p> <p>b) Possessing the following educational qualifications and experience:</p> <p>i) Bachelor's Degree in Commerce/Business Studies/Economics/Public Administration of a recognized</p>
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			<p>University/Institute</p> <p>ii) Three(3) years experience in Administration and Management of Departmental Canteen.</p> <p><u>Note:1</u></p> <p>The departmental official in the feeder category who is in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.</p> <p><u>Note:2</u></p> <p>Period of deputation including period of deputation in any other 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 not exceed 56 years as on the closing date of receipt of applications.</p> <p><u>Note :3</u></p> <p>For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the 6th Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
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If Departmental Promotion Committee Exist, What is its composition	Circumstances in which UPSC is to be Consulted in making recruitment
(12)	(13)
<p>Group 'B' Departmental Promotion Committee (for promotion):</p> <ol style="list-style-type: none"> 1. Cadre Controlling Commissioner - Chairman 2. Addl. / Joint Commissioner (P & V) - Member 3. Deputy/ Assistant Commissioner of Cadre Control Authority - Member <p>Note: DPC shall be held based on zonal cadre of Customs And Central Excise Commissionerate/Directorates.</p>	<p>Consultation with UPSC not necessary.</p>

(1)	(2)	(3)	(4)	(5)	(6)	(7)
2. Manager-cum-Accountant	08*(2016) *Subject to variation dependent on workload	General Central Service Group 'B' Non-Gazetted, Non Ministerial	Level - 6 in the pay matrix (35,400-1,12,400) Note: Special allowance as per rates decided by the Government from time to time.	Selection.	30 Years (Relaxable for Govt. Servants upto 5 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,	Essential i) Bachelor's Degree in Commerce/ Business Studies/Economics/Public Administration of a recognized University/Institute. ii) Two(2) years experience in Accounts work in any Govt. Office or PSU or Autonomous/Statutory Organization. Note1: Qualification is relaxable at the discretion of the Staff Selection Commission/Competent authority in case of candidates otherwise well qualified. Note2: Qualification regarding experience is relaxable at the

					Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim Ladhakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep).	discretion of the SSC/Competent Authority for reasons to be recorded in writing, in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes, if at any stage of selection, the SSC/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 posts reserved for them.
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(8)	(9)	(10)	(11)
No	Two years for direct recruits and promotees.	Promotion failing which by Deputation failing both by Direct Recruitment.	<p>Promotion :- Assistant Manager-cum-Store Keeper in level – 4 in the pay matrix (Rs. 25,500-81,100) with at least ten (10) years of regular service in the grade.</p> <p>(in case the existing RRs provide for 8 years qualifying service for promotion from the feeder post of Assistant Manager-cum-Store keeper, the following note may be inserted)</p> <p>Note: The eligibility service for promotion to the post of Manager-cum-Accountant shall be eight years for persons holding the feeder posts of Assistant Manager-cum-Store-Keeper on regular basis on the date of notification of these rules.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their junior who have already completed such qualifying or eligibility service.</p>

		<p>Note 2:</p> <p>For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January,2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p> <p>Deputation:</p> <p>Officers under Central Government-</p> <p>a)(i) holding analogous posts on regular basis in the parent cadre/department; or</p> <p>(ii) with 6 years service in the grade rendered after appointment thereto on a regular basis in posts in level – 5 in the pay matrix (Rs. 29,200-92,300) or equivalent in the parent cadre/department.</p> <p>(iii) with 10 years service in the grade rendered after appointment thereto on a regular basis posts in level – 4 in the pay matrix (Rs. 25,500-81,100) or equivalent in the parent cadre/department; and</p> <p>b) possessing the educational qualifications and experience prescribed for Direct Recruitment under Column 7.</p> <p>Note:1</p> <p>The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.</p> <p>Note:2</p> <p>Period of deputation including period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years.</p> <p>The maximum age-limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p>
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			<p>Note:3</p> <p>For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where the benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
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<p>Group 'B' Departmental Promotion Committee (for promotion):</p> <ol style="list-style-type: none"> 1. Cadre Controlling Commissioner - Chairman 2. Addl. / Joint Commissioner (P & V) - Member 3. Deputy/ Assistant Commissioner of Cadre Control Authority - Member <p>Note: DPC shall be held on the basis of zonal cadre of Customs And Central Excise Commissionerate/Directorates.</p> <p>Group 'B' Departmental Confirmation Committee (for confirmation):</p> <ol style="list-style-type: none"> 1. Cadre Controlling Commissioner - Chairman 2. Addl. / Joint Commissioner (P & V) - Member 3. Deputy/ Assistant Commissioner of Cadre Control Authority- Member <p>Note: DPC & DCC shall be held on the basis of zonal cadre of Customs And Central Excise Commissionerate/ Directorates.</p>	<p>Consultation with UPSC not necessary.</p>

(1)	(2)	(3)	(4)	(5)	(6)	(7)
<p>3. Manager Grade-II</p>	<p>14*(2016) *Subject to variation dependent on workload</p>	<p>General Central Service Group 'B' Non Gazetted, Non Ministerial</p>	<p>Level – 6 in the pay matrix (35,400-1,12,400)</p>	<p>Selection</p>	<p>30 Years (Relaxable for Govt. Servants upto 5 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 Ladhakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshdweep).</p>	<p>Essential</p> <p>i) Bachelor's Degree in Commerce/ Business Studies/Economics/Public Administration of a recognized University/Institute</p> <p>ii) 2 years experience in Accounts work in any Govt. Office or PSU or Autonomous / Statutory organization</p> <p>Note1: Qualifications are relaxable at the discretion of the staff Selection Commission/Competent Authority in case of candidates otherwise well qualified.</p> <p>Note2: Qualifications regarding experience is/are relaxable at the discretion of the SSC/Competent Authority, in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes. If, at</p>

						any stage of selection, the SSC/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 posts reserved for them.
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			<p>have already completed such qualifying or eligibility service.</p> <p><u>Note2:</u></p> <p>For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p> <p><u>Deputation:</u></p> <p>Officers under the Central Government</p> <p>(a) (i) Holding analogous post on regular basis in the parent Cadre /department or</p> <p>(ii) with 6 years service in the grade rendered after appointment thereto on a regular basis in posts in level – 5 in the pay matrix (Rs.29,200-92,300) or equivalent in the parent cadre/department.</p> <p>(iii) with 10 years service in the grade rendered after appointment thereto on a regular basis in posts in level – 5 in the pay matrix (Rs. 29,200-92,300) or equivalent in the parent cadre/department; and</p> <p>b) Possessing the educational qualifications and experience prescribed for Direct Recruitment under column 7.</p> <p><u>Note:1</u></p> <p>The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputatonsists shall not be eligible for appointment by promotion.</p>
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<p>Group 'B' Departmental Promotion Committee (for promotion):</p> <ol style="list-style-type: none"> 1. Cadre Controlling Commissioner - Chairman 2. Addl. / Joint Commissioner (P & V) - Member 3. Deputy/ Assistant Commissioner of Cadre Control Authority - Member <p>Note: DPC shall be held on the basis of zonal cadre of Customs And Central Excise Commissionerate/Directorates.</p>	<p>Consultation with UPSC not necessary.</p>

Group 'B' Departmental Confirmation Committee (for confirmation):

1. Cadre Controlling Commissioner - Chairman
2. Addl. / Joint Commissioner (P & V) - Member
3. Deputy/ Assistant Commissioner of Cadre Control Authority- Member

Note: DPC shall be held on the basis of zonal cadre of Customs And Central Excise Commissionerate/Directorates.

F.No.A.12018/08/2016-Ad.III.B

(Rajpal Singh)
Under Secretary to the Govt of India.