

**File No. DGT-Estb/11/2023-O/o DEPT.SECY (Estt. I) (E-61462)**  
**Government of India**  
**Directorate General of Training**  
**Ministry of Skill Development and Entrepreneurship**

Kaushal Bhawan, New Moti Bagh.  
New Delhi- 110023  
Dated: 23.10.2024

**OFFICE MEMORANDUM**

**Subject: Draft Recruitment Rules of Gr 'C' Non-Technical Ministerial (except Women Training) for inviting comments of Stake Holders-Reg.:**

The undersigned is directed to refer to Draft Recruitment rules of Gr 'C' Non-Technical Ministerial post(except Women Training) 2024. All the stake holders are requested to go through the Draft RR and provide their comments to e-mail id [sonu.bhatia@gov.in](mailto:sonu.bhatia@gov.in) by 23.11.2024

Encls: As Above

**सोनू भट्टिया**  
(Sonu Bhatia)

Under Secretary to the Govt. of India

To,

1. All Regional Directors of RDSDE under DGT.
2. All Directors, DGT (Hq).

Copy to:

IT Cell, DGT for uploading on DGT website.

[To be published in the Gazette of India, Extraordinary, Part II, Section 3, sub-section(i)]

**Government of India**  
**MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP**  
**Directorate General of Training**

**NOTIFICATION**

**New Delhi, the ..... ,2024**

G.S.R.....(E).-In exercise of the powers conferred by the proviso to article 309 of the Constitution, and supersession of the Ministry of Labour, Directorate General of Employment and Training, (Group 'C' Non-Technical posts) Recruitment Rules, 2012 except as respect things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Group 'C' Ministerial Post (except Women Training) Group 'C', Non-Technical, Ministerial Post (Non-Gazetted), in the Directorate General of Training under the Ministry of Skill Development and Entrepreneurship, namely:-

Short title and Commencement. -(1) These rules may be called the Ministry of Skill Development and Entrepreneurship, Directorate General of Training (Except Women Training) Group 'C', Non-Technical, Ministerial Post (Non-Gazetted), Recruitment Rules, 2024.

(2) They shall come into force on the date of their publication in the official Gazette.

2. Number of posts, classification, and Level in the pay of Matrix- The number of posts, their classification and Level in the pay of Matrix attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.
3. Method of recruitment, age limit and other qualification, etc.- The method of recruitment, age limit, qualifications and other matters relating to the said posts, shall be as specified in columns (5) to (13) of the aforesaid Schedule.
4. Disqualification-No person shall be eligible for appointment to the said post,

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person,

provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt such person from the operation of this rules.

5. Power to relax- Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.
6. Saving- Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the other backward classes, economically weaker sections, ex-servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time, in this regard.

**SCHEDULE**

Name of the post	Number of posts	Classification	Level in the pay matrix	Whether selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
<b>Multi Tasking Staff (MTS).</b>	200**(Subject to variation depending on workload).	General Central Service, Group 'C' Non-Technical Ministerial.	Pay Level-1 in the 7 <sup>th</sup> pay matrix (Rs.18000-56900).	Not Applicable.

Age limit for direct recruits	Essential Qualification
(6)	7
Between 18 and 25 year.  Note: The official date for determining the age-limit shall be as advertised by the Staff Selection Commission.	Matriculation or equivalent pass from any recognized board.  OR  ITI Pass (NCVT Certificate in any trade).

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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.
(8)	(9)	(10)
Not Applicable.	Two years.	Direct recruitment through Staff Selection Commission (SSC).

In case of recruitment by promotion/ 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 to beconsulted in making recruitment.
(11)	(12)	(13)
Not Applicable.	<p>Category 'C' Non-Technical (Ministerial):</p> <p>Departmental Promotion Committee (for considering promotion or confirmation) consisting of:</p> <ol style="list-style-type: none"> <li>1. Regional Director in-charge of RDSDE. - chairman;</li> <li>2. A Group 'A' officer from any office Of Directorate General of Training Dealing with the establishment Matter. - Member</li> <li>3. A Group 'A' officer of another Central Government office. - Member</li> </ol>	Not Applicable.

**SCHEDULE**

Name of the post	Number of posts	Classification	Level in the pay matrix	Whether selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
<b>Lower Division Clerk/Typist.</b>	126**(Subject to variation depending on workload).	General Central Service, Group 'C' Non-Technical, Ministerial.	Pay Level-2 in the 7 <sup>th</sup> pay matrix (Rs. 19,900-63,200).	Non-Selection.

Age limit for direct recruits	Essential Qualification
(6)	7
<p>Between 18 and 27 years. (relaxation for government servant upto 40 years in accordance with the instructions issued by the Central government).</p> <p><b>Note:</b> The official date for determining the age-limit shall be as advertised by the Staff Selection Commission (SSC).</p>	<p>12<sup>th</sup> Pass from a recognized Board or University and</p> <p>A typing speed of 35 w.p.m in English or 30 w.p.m in Hindi on computer. (35 w.p.m and 30 w.p.m correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).</p> <p>The Skill Test norms only on computer.</p>

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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.
(8)	(9)	(10)
<p>Age: No.</p> <p>Educational qualifications: No.</p>	Two years for direct recruits.	<p>(i) 85% by direct recruitment through SSC.</p> <p>(ii) 10% of the vacancies shall be filled from Multi Tasking Staff (MTS) in the Pay Level -1 and possess 12th Class pass or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years. (50 years of age for the SC/ST).</p> <p>Note:- If more of such employees than the number of vacancies available under Clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</p> <p>(iii) 5% of the vacancies shall be filled on seniority-cum fitness basis from Multi Tasking Staff (MTS) who have rendered 3 years regular service in the grade with the Pay level-1.</p>



In case of recruitment by promotion/ 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 to be consulted in making recruitment.
(11)	(12)	(13)
<p><b>Promotion: -</b>            (i) 10% of the vacancies shall be filled from Multi Tasking Staff (MTS) in the Pay Level -1 and possess 12th Class pass or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years. (50 years of age for the SC/ST).</p> <p>Note:- If more of such employees than the number of vacancies available under Clause (i) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</p> <p>(ii) 5% of the vacancies shall be filled on seniority-cum fitness basis from Multi Tasking Staff (MTS) who have rendered 3 years regular service in the grade with the Pay level-1.</p>	<p>Category 'C' Non-Technical (Ministerial):</p> <p>Departmental Promotion Committee (for considering promotion or confirmation) consisting of:</p> <ol style="list-style-type: none"> <li>1. Regional Director in-charge of RDSDE - chairman;</li> <li>2. A Group 'A' officer from any office Of Directorate General of Training Dealing with the establishment Matter - Member</li> <li>3. A Group 'A' officer of another Central Government office - Member</li> </ol>	<p>Not Applicable.</p>

**SCHEDULE**

<b>Name of the post</b>	<b>Number of posts</b>	<b>Classification</b>	<b>Level in the pay matrix</b>	<b>Whether selection post or non-selection post</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>
<b>Upper Division Clerk/Cashier/Assistant Hostel Superintendent (these posts are interchangeable).</b>	99** (Subject to variation depending on workload).	General Central Service, Group 'C' Ministerial.	Pay Level-4 in the 7 <sup>th</sup> pay matrix (Rs. 25,500 – 81,100 ).	Non-Selection.

<b>Age limit for direct recruits</b>	<b>Essential Qualification</b>
<b>(6)</b>	<b>7</b>
Not applicable.	Not Applicable.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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.
(8)	(9)	(10)
Not Applicable.	Not applicable.	100% by promotion failing which by deputation.

In case of recruitment by promotion/ 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 to be consulted in making recruitment.
(11)	(12)	(13)
<p><b>Promotion:</b> - Lower Division Clerk/Typist with eight years regular service in the grade.</p> <p><b>Deputation:</b> Offices of the Central Government. (i) Holding analogous post on regular basis; <b>OR</b> (ii) holding the post of Lower Division Clerk with eight years of regular service in the grade.</p> <p><b>Note 1:</b></p> <ol style="list-style-type: none"> <li>1. The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</li> <li>2. 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.</li> <li>3. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</li> </ol>	<p>Category 'C' Non-Technical (Ministerial):</p> <p>Departmental Promotion Committee (for considering promotion or confirmation) consisting of:</p> <ol style="list-style-type: none"> <li>1. Regional Director in-charge of RDSDE. - chairman;</li> <li>2. A Group 'A' officer from any office Of Directorate General of Training Dealing with the establishment Matter. - Member</li> <li>3. A Group 'A' officer of another Central Government office. - Member</li> </ol>	<p>Not Applicable.</p>

**SCHEDULE**

Name of the post	Number of posts	Classification	Level in the pay matrix	Whether selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
<b>4. Accountant/Internal Auditor/Care Taker/Hostel Superintendent/Purchase Assistant (these posts are interchangeable).</b>	62**(Subject to variation depending on workload).	General Central Service, Group 'C' Non-Technical Ministerial.	Pay Level-5 in the 7 <sup>th</sup> pay matrix (Rs. 29,200-92,300).	Non-Selection.

Age limit for direct recruits	Essential Qualification
(6)	7
Not applicable	Not Applicable

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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.
(8)	(9)	(10)
Not Applicable.	Not applicable.	100% by promotion failing which by deputation.

In case of recruitment by promotion/ 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 to be consulted in making recruitment.
(11)	(12)	(13)
<p><b>Promotion: -</b> Upper Division Clerk/Cashier/Assistant Hostel Superintendent with five years regular service in any one or more of the above mentioned posts:</p> <p><b>Deputation:</b> Offices of the Central Government. (i) Holding analogous post on regular basis; <b>OR</b> (ii) holding the post of Upper Division Clerk or equivalent with five years regular service in the grade and possessing experience in Accounts/Audit/Caretaker/Hostel/Purchase, relevant to the post.</p> <p><b>Note 1:</b></p> <ol style="list-style-type: none"> <li>1. The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.</li> <li>2. 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.</li> <li>3. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</li> </ol>	<p>Category 'C' Non-Technical (Ministerial):</p> <p>Departmental Promotion Committee (for considering promotion or confirmation) consisting of:</p> <ol style="list-style-type: none"> <li>1. Regional Director in-charge of RDSDE - chairman;</li> <li>2. A Group 'A' officer from any office Of Directorate General of Training Dealing with the establishment Matter - Member</li> <li>3. A Group 'A' officer of another Central Government office - Member</li> </ol>	<p>Not Applicable.</p>

**SCHEDULE**

Name of the post	Number of posts	Classification	Level in the pay matrix	Whether selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
<b>Stenographer Grade II</b>	25**(Subject to variation depending on workload)	General Central Service, Group 'C' Non-Technical Ministerial	Pay Level-4 in the 7 <sup>th</sup> pay matrix (Rs.25,500-81,100/-)	Not Applicable

Age limit for direct recruits	Essential Qualification
(6)	7
<b>Between 18 and 27 years</b> (relaxation for Government servants up to 40 years in accordance with the instructions issued by the Central Government)  <b>Note:-</b> The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission (SSC).	(i) 12 <sup>th</sup> Pass from a recognized board or University; (ii) Skill Test:-  (a) Dictation 10 minutes @ 80 words per minute; (b) Transcription 50 minutes (English), 65 minutes (Hindi) on computer.



Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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.
(8)	(9)	(10)
Not Applicable	Two years for Direct Recruits.	Direct recruitment through Staff Selection Commission (SSC).

In case of recruitment by promotion/ 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 to beconsulted in making recruitment.
(11)	(12)	(13)
Not applicable.	<p>Category 'C' Non-Technical (Ministerial) Post:</p> <p>Departmental Promotion Committee (for considering promotion orconfirmation) consisting of:</p> <ol style="list-style-type: none"> <li>1. Regional Director in-charge of RDSDE. - chairman;</li> <li>2. A Group 'A' officer from any office Of Directorate General of Training Dealing with the establishment Matter. - Member</li> <li>3. A Group 'A' officer of another Central Government office. - Member</li> </ol>	Not Applicable.

**SCHEDULE**

Name of the post	Number of posts	Classification	Level in the pay matrix	Whether selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Hindi Typist.	01**(Subject to variation depending on workload).	General Central Service, Group 'C' Non-Technical Ministerial.	Pay Level-2 in the 7 <sup>th</sup> pay matrix (Rs. 19,900-63,200).	Not Applicable.

Age limit for direct recruits	Essential Qualification
(6)	7
Between 18 and 27 years. (relaxation for government servant up to 40 years in accordance with the instructions issued by the Central government).  <b>Note:</b> The official date for determining the age-limit shall be as advertised by the Staff Selection Commission (SSC).	12 <sup>th</sup> Pass from a recognized Board or University and  A typing speed of 30 w.p.m in Hindi and typing speed of 30 w.p.m in English on computer. (30 w.p.m correspond to 9000 KDPH on an average of 5 key depressions for each word).  The Skill Test norms only on computer.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	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.
(8)	(9)	(10)
Not Applicable.	Two years for direct recruits.	Direct recruitment through Staff Selection Commission (SSC).

In case of recruitment by promotion/ 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 to be consulted in making recruitment.
(11)	(12)	(13)
Not Applicable.	<p>Category 'C' Non-Technical (Ministerial):</p> <p>Departmental Promotion Committee (for considering promotion or confirmation) consisting of:</p> <ol style="list-style-type: none"> <li>1. Regional Director in-charge of RDSDE. - chairman;</li> <li>2. A Group 'A' officer from any office Of Directorate General of Training Dealing with the establishment Matter. - Member</li> <li>3. A Group 'A' officer of another Central Government office. - Member</li> </ol>	Not Applicable.