

**PROPOSED RECRUITMENT RULES - MANAGER**

1 Name of post	2 Number of posts	3 Classification	4 Pay Band and Grade Pay/ Pay Scale	5 Whether selection post or non selection post	6 Age for direct recruits	7 Educational and other qualifications required for direct recruits	8 Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees
Manager Grade-1 / Section Officer	46* (2025) *Subject to variation dependent on workload.  Out of 46 authorized posts, 42 posts are live & 04 posts under deemed abolitions are under process for revival with MoD latest correspondence vide letter No. 3/AGM(P)/A-7/Revival/2593 dtd. 26 <sup>th</sup> Sept' 2025 (Appendix-A).	General Central Service Group 'A' Gazetted	Pay Level-10 (56100 - 177500)	Selection	Not exceeding 35 years (relaxable for Govt. Servants)  Note : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (Other than these in Andaman and Nicobar Islands and Lakshadweep)	<b>Essential :</b> a) Degree of recognized University or equivalent. b) Diploma/Degree in Business Management or Material Management from a recognised Institution. c) 3 years experience of administration, accounts and establishment work in a Govt. office or a Public Body or a commercial organization of repute <b>Desirable :</b> i) Experience of storage, distribution & accounting or stores. ii) Knowledge of Government rules and regulations <b>Note 1 :</b> Qualification are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified ; <b>Note 2 :</b> The qualification regarding experience are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to the Scheduled Caste and the Scheduled Tribes if at any stage of selection, the Union Public Service 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.	Not applicable

9 Period of probation	10 Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods	11 In case of recruitment by promotion/ deputation/absorption, grade from which promotion/deputation/absorption to be made	12 If a Departmental Promotion Committee exists, what is its composition	13 Circumstance in which UPSC is to be consulted in making recruitment
2 yrs	By Direct Recruitment – 66 <sup>23</sup> %  By Promotion - 33 <sup>13</sup> %	<b>By Promotion:</b> Asst Managers in Pay Level-07 (44900-142400) with 05 years' service in the Grade and having successfully completed mandatory training of 02 Weeks training in the field of Administration, Establishment and Accounts from the institute or organization as specified by the department.  <b>Note:</b>  <i>"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 probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service."</i>	<b>Group 'A' Departmental Promotion Committee for Promotion &amp; Confirmation consist of :-</b>  1 Chairman / Member, UPSC - Chairman 2 Joint Secretary, Ministry of Defence - Member 3 Addl. Financial Advisor, Ministry of Defence - Member 4 General Manager and Chairman/Joint General Manager and Vice Chairman, Board of Administration - Member 5 Deputy Director General Canteen Services and Secretary Board of Control Canteen Services/Service Officer nominated by DBGCS, QMG Branch, IHQ of MoD (Army).	Consultation with the Union Public Service Commission is necessary while making promotion and direct recruitment.