PROPOSED RECRUITMENT RULES – MULTI-TASKING STAFF (Mazdoor, W/man, Peon, Mali & Safaiwala)

Name of Post.	Number of posts.	Classification.	Level in pay matrix.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972.	Age limit for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)
Multi-Tasking Staff (Non-Technical) Multi-Tasking Staff (Medical Orderly) Multi-Tasking Staff (Pump Attendant) Multi-Tasking Staff (Cook)	1574* (2025) * Subject to variation dependent on workload i) Multi-Tasking Staff (Non-Technical) – 1558* (2025) * Subject to variation dependent on workload ii) Multi-Tasking Staff (Medical Orderly) - 01* (2025) * Subject to variation dependent on workload iii) Multi-Tasking Staff (Pump Attendant) - 01* (2025) * Subject to variation dependent on workload iv) Multi-Tasking Staff (Cook) - 14* (2025) * Subject to variation dependent on workload	General Central Service Group 'C', Non-Gazetted, Non-Ministerial.	Level-01 (18000-56900) in the pay matrix.	Not applicable.	Between 18 to 25 years of age. Note: The crucial date for determining the age limit be as advertised by Staff Selection Commission or the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahual & Spiti district of Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep). In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.

Educational and other qualifications required for direct recruits.	Whether age and educational qualification 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/ transfer and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/deputati on/transfer, grades from which promotion deputation/transfer to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(7)	(8)	(9)	(10)	(11)	(12)	(13)
i) Multi-Tasking Staff (Non-Technical): Matriculation or equivalent pass ii) Multi-Tasking Staff (Medical Orderly) a) Matriculation or equivalent pass b) 3 years experience as a Health worker or Medical Attendant or health Attendant etc, or Ex-Servicemen from AMC, Navy and Air Force. c) Knowledge and experience of sterlisation of instruments and dressing. d) Must know dressing and should be able to collect and issue the medicines recording to prescription given by staff surgeon. e) Certificate/Diploma in pharmacist. iii) Multi-Tasking Staff (Pump Attendant) a) Matriculation or equivalent pass b) Must know how to use and maintain in good order, the authorized and concerned tools. c) Must be able to take charge and run small motors and pumps (other than steam or oil driven prime movers).	Not applicable.	two years	By Direct Recruitment.	Not applicable.	Group 'C' Departmental Promotion Committee for considering confirmation: consisting of- 1 Joint General Manager and Vice - Chairman Chairman, Board of Administration 2 Deputy Director General Canteen - Member Services and Secretary Board of Control Canteen Services, Integrated Headquarter of Ministry of Defence 3 Deputy Secretary/Director (dealing - Member with CSD matter), Department of Defence. 4 Deputy General Manager (Canteen - Member Stores Department, Cadre)	Not applicable

iv) Multi-Tasking Staff (Cook)			
Essential:-			
(a) 10th 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.			
Desirable:- Experience of two years in a Government Department or			
Undertaking in catering.			
Note 1: Qualifications are relaxable at the discretion of the Competent			
Authority, for reasons to be recorded in writing, in the case of			
candidates otherwise well qualified.			
Note 2: The qualification (s) re2arding experience is/are relaxable at the			
discretion of the Competent Authority, for reasons to be recorded in			
writing, in case of candidates belonging to 'Schedule Castes' or			
'Schedules Tribes', if at any stage of selection the Competent Authority			
is of the opinion that sufficient number of candidates from these			
communities possessing the requisite experience are not likely to be the			
vacant reserved for them.			