

File No. A-12018/2/2024-O/o DEPT.SECY (Estt. I) (E-66212)

Government of India
Directorate General of Training
Ministry of Skill Development and Entrepreneurship

Directorate General of Training,
Kaushal Bhawan, New Moti Bagh.
New Delhi- 110023
Dated: 03.10.2024

OFFICE MEMORANDUM

Subject: Draft Recruitment Rules of Office Superintendent/Hostel Warden and Assistant (except Women Training) for inviting comments of Stake Holders-Reg.:

The undersigned is directed to refer to Draft Recruitment rules of Office Superintendent/Hostel Warden and Assistant (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 by 04.11.2024

Encls: As Above


(Sonu Bhatia)

Under Secretary to the Govt. of India

To.

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

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 'B' and 'C' Non-Technical posts Recruitment Rules, 2003 and 2005 notified vide GSR 386 dated 23.10.2003 and GSR No. 405 dated 05.10.2005, 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 Office Superintendent/ Hostel Warden/Assistant (except Women Training) Group 'B' Non-Technical, Non-Gazetted , in the Directorate General of Training under Ministry of Skill Development and Entrepreneurship, namely:-

1. **Short title and Commencement.** -(1) These rules may be called the Ministry of Skill Development and Entrepreneurship, Directorate General of Training Office Superintendent/ Hostel Warden/Assistant (except Women Training), Group 'B' Non-Technical post , Non-Gazetted Recruitment Rules, 2024.

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

3. **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.
4. **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.
5. **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 doing so, exempt any person from the operation of this rule.

6. **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.
7. **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 Post	Classification	Pay Level	Whether selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
3. Office Superintendent/ Hostel Warden/Assistant. (These posts are inter-changeable)	40*(2024) *(Subject to variation depending on workload).	General Central Service Group 'B' Non-Gazetted, Ministerial	Level 6, Rs.35,400- Rs.1,12,400.	Non-Selection.

Age limit for direct recruits	Educational and other qualifications required for direct recruits	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.
(6)	(7)	(8)	(9)	(10)
Age between 21 to 30 Years' (relaxation as per Government of India rules issued from time to time.) Note:- The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission (SSC).	Essential: (i) Degree of a recognized University and (ii) 2 years experience in administration, cash/accounts work.	No	Two years.	20% by Direct Recruitment (DR) through Staff Selection Commission (SSC) 80% by promotion failing which by Direct Recruitment (DR).

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>Promotion:</p> <p>Accountant in the pay matrix level-5 with six years' regular service rendered in the grade</p> <p style="text-align: center;">OR</p> <p>Promotion shall be made upon completion of combined 10 years regular service in both level-4 (UDC or Cashier or Assistant Hostel Superintendent grade) and level-5 (Accountant) having 5 years' experience in the field of establishment/account/hostel/purchase/training section work.</p> <p>failing which</p> <p>10 years regular service in level-4 (UDC or Cashier or Assistant Hostel Superintendent grade) and having 5 years' experience in the field of establishment/account/hostel/purchase/training section work.</p>	<p>Group – 'B' Non-Technical ,Non-Gazetted Posts</p> <p>Departmental Promotion Committee consisting of :-</p> <ol style="list-style-type: none"> 1. Deputy Director General of training, MSDE : Chairmen 2. Director of Apprenticeship Training, DGT, MSDE: Member 3. Deputy Secretary or Director (Administration), DGT: Member 	<p>Consultation with the union public Service Commission (UPSC) is not necessary .</p>