

MOST URGENT
TIME BOUND

DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NATIONAL CAPITAL TERRITORY
G.L.N.S. COMPLEX, DELHI GATE, NEW DELHI-02
[ADMINISTRATION-II BRANCH]

Subject: Model Recruitment Rules for the post of Multi Tasking Staff (MTS).

I am directed to enclose herewith a letter received from the Services Department-Branch-IV, GNCT of Delhi vide letter No. F. 2/6/RR/2011/S-IV/1612 dated 17/10/2017 regarding preparation of Recruitment Rules for the posts of Multi Tasking Staff (MTS) Group-'C' in PB-1 (Rs. 5200-20200 + Grade Pay Rs. 1800/-).

As required in 2nd point of the Model RRs enclosed herewith, filling of exact number of posts is mandatory and the matter is very urgent.

All the DSWO/ Principal/Vice Principal/HOO/DDO/Supdt. are requested to bring the exact number of regular Group-'D' employees working under their control with copy of Post Creation Order or Post Sanction Details from their Accounts Branch Record by **12/12/2017 positively** in Annexure-I & II.

All the DSWO/ Principal/Vice Principal/HOO/DDO/Supdt. are hereby directed to submit the details as per Annexure-I&II personally to the undersigned.

Kindly make it clear that the number of regular Group-'D' employees once provided will be treated as final and the concerned DSWO/ Principal/Vice Principal/HOO/DDO/Supdt. will be held responsible and answerable if any discrepancies found at any stage in future.

In case of delay and non-supply of required information will be viewed seriously and the matter will be brought to the higher authorities.

This issues with the prior approval of the Competent Authority.

Encl: As above.

To


Section Officer (Admn.-II)

1. All DSWO/ Principal/Vice Principal/HOO/DDO/Supdt.,
Department of Social Welfare.
2. Sr. System Analyst, DSW with the request to upload on the website of this
department.

F. 44 (292)/2017/DSW/Estt./RRs(MTS)/ 25723-762

08 DEC 2017
Dated:

ANNEXURE-I

Details of all Class-IV/Group-D Regular Employees working in DSW

Name & Address of the Office/Institute/Home etc.....

Name of the H.O.O.....

Name of the D.D.O.....

Name of the Superintendent.....

Sl. No	Name of the Post	Sanction order No. & Date (copy is to be enclosed)	No. of Sanctioned Post	No. of Filled Post	No. of Vacant Post

Signature with Seal of HOO/DDO/Supdt.

Office Tel. No:-

Official E-Mail Address:-

7
~~27/10~~

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
(SERVICES DEPARTMENT- BRANCH -IV)
7TH LEVEL, B-WING, DELHI SECRETARIAT,
I.P.ESTATE, NEW DELHI-110002
{http://services.delhigovt.nic.in}

F.No.2/6/RR/2011/S-IV/1612

Dated: 17/10/2011

To

All Head of Departments
Govt. of NCT of Delhi,
New Delhi/Delhi.

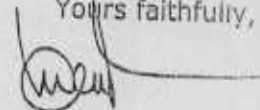
Sub: Model Recruitment Rules for the posts of Multi Tasking Staff (MTS) Group-'C' in PB-1 (Rs.5200-20200 + Grade Pay Rs.1800).

Madam/Sir,

Please find enclosed herewith a copy of Model Recruitment Rules for the posts of Multi Tasking Staff (MTS) Group-'C' in PB-1 (Rs.5200-20200 + Grade Pay Rs.1800) approved by Hon'ble LG., Delhi.

It is advised to prepare the recruitment rules for the respective posts under the category of **Multi Tasking Staff (MTS)** on the basis of model recruitment rules and notify the same after obtaining approval of Competent Authority at your own level.

Yours faithfully,



(MUKESH KUMAR SHARMA)
DEPUTY SECRETARY (SERVICES)

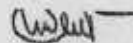
Encl: As above.

A Meeting was attended by me in the Chamber of Secretary (Services) today at 12.00 pm. It was decided in the meeting that the above model RR's may pl. be notified immediately.

Sh. (Green) / Sh. Rajan pl. put up urgently accordingly.

Recd
9/11

SO(AID)



Model Recruitment Rules for the posts which were in Group 'D' Scales prior to Sixth Pay Commission and which have been placed in Group 'C' - Pay Band - 1 (Rs.5200-20200) + Grade Pay Rs.1800/-

1	Name of the Post	Multi Tasking Staff
2	Number of Post	_____ *Subject to variation dependent on workload.
3	Classification	Group - 'C', Non-Gazetted, Non Ministerial
4	Pay Band and Grade Pay	Pay Band-I (Rs.5200-20200) + Grade Pay of Rs.1800/-
5	Whether Selection Post or non selection post.	Not Applicable
6	Age limit for Direct Recruits	Between 18-25 Years. Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates except for the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti district and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands & 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.
7	Educational & other qualification required for Direct Recruits.	Matriculation or equivalent pass OR ITI Pass* *May be adopted as per special requirements of the post, if any.
8	Whether age & educational qualification prescribed for direct recruits will apply in the case of Promotees.	Not Applicable
9	Period of Probation, if any	Two Years
10	Method of Recruitment whether by Direct Recruitment or by Promotion or by Deputation / Absorption & % of the posts to be filled by various methods	By Direct Recruitment
11	In case of recruitment by Promotion / Deputation / Absorption, grades from which Promotion / Deputation / Absorption to be made	Not Applicable
12	If a DPC exists, what is its composition	Group 'C' Departmental Promotion Committee for considering confirmation (specific composition to be indicated).
13	Circum-stances in which UPSC to be consulted in making recruitment	Not Applicable

