

DEPARTMENT OF URBAN DEVELOPMENT
9TH LEVEL, 'C' WING, DELHI SECRETARIAT
NEW DELHI-110002

F.No.7(1183)/UD/Misc./Admn/2022/ 1463-67
C.No. 021716599

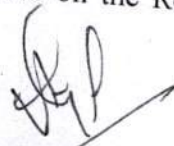
Date: 28/2/23

Subject: Invitation of the comments of the stakeholders on draft Recruitment Rules (RRs) for the post of Multi Tasking Staff (MTS).

The undersigned is directed to upload the draft recruitment rules to the post of Multi Tasking Staff in Urban Development Department.

Further, all stakeholders are requested to submit their comments (if any), on draft RRs. The comments may kindly be sent on e-mail Id : 'psud@nic.in' within 30 days of issue of this letter/uploading so that the Recruitment Rules may be notified at the earliest.

The email/comments must mention the subject "Comments on the Recruitment Rules for the post of MTS" for necessary action.



DY. SECRETARY (ADMN.)

To
All Stakeholders

Copy to following for information:

1. PS to Secretary (UD)
2. PA to Spl. Secy. (UD)-I
3. PA to Spl. Secy. (UD)-II
4. PA to Spl. Secy. (UD)-III
5. Dy. Secretary (Services-IV), Delhi Sectt.
6. Asstt. Programmer, UD Department- with the request to upload this letter along with draft RRs for the post of Multi Tasking Staff (MTS).
7. Guard file.
8. Notice board (UD Department)




DY. SECRETARY (ADMN.)


DRAFT RECRUITMENT RULES FOR THE POST OF MULTI TASKING STAFF

ANNEXURE - I


COL. NO.	SUBJECT	PROVISION OF THE PROPOSED RECRUITMENT RULES												
1.	Name of the post	Multi Tasking Staff (MTS)												
2.	Number of Post	16* (2023) *subject to variation dependent on workload												
3.	Classification	General Central Service, Group 'C', Non Gazetted, Non Ministerial												
4.	Level in the Pay Matrix	Level - 1 (Rs.18000-56900) of the Pay Matrix												
5.	Whether Selection Post or non selection post	Not applicable												
6.	Age limit for Direct Recruits	Between 18-25* Years. (Relaxable for departmental candidate upto 40 years in accordance with the instructions or orders issued by the Central Government) Note : The crucial date for determining the age limit shall be as advertised by DSSSB/Competent Authority. *In case of post being filled by All India Open Competition, the age limit would be between 18 years and 27 years												
7.	Educational & other qualification required for Direct Recruits	Matriculation or equivalent pass.												
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 Confirmation Committee (for considering confirmation) : <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">1.</td> <td style="width: 60%;">Principal Secretary/Secretary (Power)</td> <td style="width: 5%;">:</td> <td style="width: 30%;">Chairperson</td> </tr> <tr> <td>2.</td> <td>Head of the Department(UD)</td> <td>:</td> <td>Member</td> </tr> <tr> <td>3.</td> <td>Dy. Secretary (Finance)</td> <td>:</td> <td>Member</td> </tr> </table> <p>Note: Senior most member of the DPC for considering confirmation shall act as Chairperson in case notified Chairperson of Committee happens to be junior to another member of the Committee.</p>	1.	Principal Secretary/Secretary (Power)	:	Chairperson	2.	Head of the Department(UD)	:	Member	3.	Dy. Secretary (Finance)	:	Member
1.	Principal Secretary/Secretary (Power)	:	Chairperson											
2.	Head of the Department(UD)	:	Member											
3.	Dy. Secretary (Finance)	:	Member											
13.	Circumstances in which UPSC to be consulted in making recruitment	Not Applicable												


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COL. NO.	SUBJECT		PROVISION OF THE PROPOSED RECRUITMENT RULES		
1.	(a)	Name of the post	Multi Tasking Staff (MTS)		
	(b)	Name of the Ministry/ Department	Urban Development Department		
	(c)	Number of posts	16* (2023) *subject to variation dependent on workload		
	(d)	Scale of Pay	Level - 1 (Rs.18000-56900) of the Pay Matrix		
	(e)	Class and service to which the posts belongs	Group-'C', Non Gazetted, Non Ministerial		
	(f)	Ministerial or non-Ministerial of F.R. 9 (17)	Non Ministerial		
2.	Appointing Authority		Head of Department		
3.	Duties of the post in detail		As per Annexure - III		
4.	Describe briefly the method(s) adopted for filling the posts hitherto		By Direct Recruitment		
5.	Methods of recruitment proposed		By Direct Recruitment		
6.	If promotion is proposed as a method of recruitment				
	(a)	Designation and number of the posts proposed to be included in the field promotion	Not Applicable		
	(b)	Number of years of qualifying service proposed to be fixed before persons to the field become eligible for promotion (as per extant GOI instructions)	Not Applicable		
	(c)	Percentage of vacancies to the grade proposed to be filled by promotion	Not Applicable		
	(d)	Have Recruitment Rules been framed for the post of proposed in the field of promotion? If Framed in consultation with the Commission, please quote Commission's reference No 11 consultation with the Commission was not required please attach a copy of rules framed A copy of the rules should be sent DOPT along with the proposal	Not Applicable		
	(e)	If Recruitment Rules were not framed for the posts in the field of promotion		Not Applicable	
		(i)	Please indicate briefly the method of recruitment actually adopted for filling the posts Please also state the percentage of vacancies filled by each of the methods	Not Applicable	
		(ii)	Please state briefly the educational qualifications possessed by the persons in the field of promotion	Not Applicable	
		(iii)	In case the feeder posts are filled by promotion, the Recruitment Rules for the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may be furnished	Not Applicable	
	(f)	(i)	Is the promotion to be made on selection or non-selection basis?	Not Applicable	
		(ii)	Reasons for the proposal (i) above.	Not Applicable	
	(g)	If a DPC exists, what is its composition.		Not Applicable	
	(h)	Indicate if the feeder posts are having promotion channels other than the one under consideration.		Not Applicable	
7.	If promotion is not proposed as a method. Please state why it is not considered desirable/possible/ necessary.		Not possible as post is lowest in hierarchy		
8.	If direct recruitment is proposed as a method of recruitment please state				
	(a)	The percentage of vacancies proposed to be filled by direct recruitment	100% (percentage)		
	(b)	Indicate if there are any promotional avenues for the direct recruits?		i)	Grade-IV (GNCTDSS)/Jr. Asstt.
				ii)	Lab Assistant
				iii)	Staff Car Driver - Ordinary Grade
		iv)	Despatch Rider		


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	(c)	(i)	Age for direct recruits (As per extant GOI instructions)	As prescribed in Column (6) of Annexure-I
		(ii)	Is age relaxation for Government servants?	Yes
	(d)		Educational and other qualifications required for direct recruits. (it may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified)	Matriculation or equivalent pass.
	(e)		Whether essential qualifications to be prescribed are in accordance with any Act(s)? If so please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s)	Yes.
	(f)		Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	No, fresh RRs are to be notified.
9.			If direct recruitment is not proposed as a method, please state why it is not considered desirable/ possible/necessary	Not Applicable
10.	(i)		If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotion?	Not Applicable
	(ii)		If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions	Not Applicable
11.	(a)		Is deputation/absorption proposed a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	Not Applicable
	(b)		The percentage of vacancies proposed to be filled by this method	Not Applicable
	(c)		The period to which deputation will be limited.	Not Applicable
	(d)		The name of the posts of grades or services etc. from which deputation/absorption is proposed	Not Applicable
12.	(a)		If any of the methods proposed fails, by what methods are such vacancies proposed to be filled	Not Applicable
	(b)		Whether the Recruitment Rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the group? If so, whether the necessary provisions for initial constitution has been proposed.	Not Applicable
	(c)		Whether the Recruitment Rules relate to a post is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	Not Applicable
13.	(a)		Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted.	Not Applicable
	(b)		Whether the Department of Personnel and Training have concurred in the proposal?	Not Applicable
14.			If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	Not Applicable
15.			Name, address and telephone number of the Ministry's representatives with whom whose proposals may be for discussed if necessary clarification/early decision.	Sh. Vikas Goyal Deputy Secretary (Admn.) Tel : 011- 23392218


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DESIGNATION AND INDICATIVE LIST OF DUTIES

(Erstwhile Group 'D' posts of Peon, Daftary, Jamadar, Junior Gestetner Operator, Farash, Chowkidar, Safaiwala, Mali, etc.)

New suggested designation : **MULTI-TASKING STAFF (MTS)**

The duties would broadly include :

- a. Physical Maintenance of records of the Section.
- b. General cleanliness & upkeep of the Section/Unit
- c. Carrying of files & other papers within the building.
- d. Photocopying, sending of FAX etc.
- e. Other non-clerical work in the Section/Unit.
- f. Assisting in routine office work like diary, despatch etc. including on computer.
- g. Delivering of dak (outside the building).
- h. Watch & ward duties.
- i. Opening & closing of rooms.
- j. Cleaning of rooms.
- k. Dusting of furniture etc.
- l. Cleaning of building, fixtures etc.
- m. Work related to his ITI qualifications, if it exists.
- n. Driving of vehicles, if in possession of valid driving license.
- o. Upkeep of parks, lawns, potted plants etc.
- p. Any other work assigned by the superior authority.

NOTE: The above list of duties is only illustrative and not exhaustive.


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