To,
The Principal Director
Defence Estates, Ministry of Defence
Central/Eastern/Northern/Western/Southern/South-Western Commands
Lucknow/Kolkata/Jammu/Chandigarh/Pune/Jaipur

The Director, NIDEM, Delhi Cantt.

Subject: FRAMING OF RECRUITMENT RULES (RRs) FOR GROUP ‘C’ POSTS IN DEFENCE ESTATES ORGANIZATION

Defence Estates Organization is under process of framing Recruitment Rules (RRs) for Group ‘C’ posts in Defence Estates Organization.

2. In accordance with DoP&T O.M. No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015, the draft Defence Estates Service (Group ‘C’ posts), Recruitment Rules, 2019 is being uploaded on official website of DGDE.

3. It is requested to communicate the same to all Dte./DEOs/ADEOs under your jurisdiction so that comments of all stakeholders on the “Defence Estates Service (Group ‘C’ posts), Recruitment Rules, 2019” (if any), may be obtained within 30 days from the date of issuance of this letter.

4. The comments may be forwarded to the undersigned on expiry of 30 days for further necessary action.

(Sharmistha Maitra)
Deputy Director General (A&C)
for Director General, Defence Estates

Encl. As above
S.R.O...........In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in the supersession of the Defence Estates Service Upper Division Clerks, Group 'C', Recruitment Rules, 2012, Defence Estates Service Stenographer Grade-II and Stenographer Grade-III (Group 'C' posts) Recruitment Rules, 2007, Defence Estates Service Data Entry Operators, (Group 'C') Recruitment Rules, 2012, Defence Estates Service Civilian Motor Driver Ordinary Grade, Civilian Motor Driver Grade-II, Civilian Motor Driver Grade-I and Civilian Motor Driver Special Grade (Group 'C' posts) Recruitment Rules, 2009 to the extent it is applicable to Civilian Motor Driver Ordinary Grade, Civilian Motor Driver Grade-II and Civilian Motor Driver Grade-I and Defence Estates Service Group 'C' Multi Tasking Staff, Recruitment Rules, 2013 except in respect of things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the posts of Group 'C', in Defence Estates Organisation, under the Ministry of Defence, namely:-

1. Short title and commencement. –

(1) These rules may be called the Defence Estates Service (Group 'C' posts) Recruitment Rules, 2019.

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

2. Number of Post, Classification and Level in the Pay Matrix. – The number of posts, their classification and Level in the Pay Matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Method of Recruitment, age limit, qualifications, etc. – The method of recruitment to the said posts, age limit, qualifications and other matters related thereto shall be as specified in column (5) to (13) of the said Schedule.

4. Disqualifications. – No person,-

(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, shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under personal law applicable to such person and the other party to the marriage and that there are other
grounds for so doing, exempt any person from the operation of this rules.

5. **Power to relax.** – Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. **Saving** – Nothing in these rules shall affect reservations, relaxation of age limit and other Concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, 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.

7. **Repeal.** – Defence Estates Service Upper Division Clerks, Group ‘C’, Recruitment Rules, 2012, Defence Estates Service Stenographer Grade-II and Stenographer Grade-III (Group ‘C’ posts) Recruitment Rules, 2007, Defence Estates Service Data Entry Operators, (Group ‘C’) Recruitment Rules, 2012, Defence Estates Service Civilian Motor Driver Ordinary Grade, Civilian Motor Driver Grade-II, Civilian Motor Driver Grade-I and Civilian Motor Driver Special Grade (Group ‘C’ posts) Recruitment Rules, 2009 to the extent it is applicable to Civilian Motor Driver Ordinary Grade, Civilian Motor Driver Grade-II and Civilian Motor Driver Grade-I and Defence Estates Service Group ‘C’ Multi Tasking Staff, Recruitment Rules, 2013 as amended from time to time, are hereby repealed:

Provided that such repeal shall not affect anything done or action taken or omitted to be done or taken under the said rules, before such repeal.

**SCHEDULE**

<table>
<thead>
<tr>
<th>Name of post</th>
<th>Number of post</th>
<th>Classification</th>
<th>Level in the Pay Matrix</th>
<th>Whether selection post or Non-selection post</th>
<th>Age limit for direct recruit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Administrative Assistant (SAA) [Erstwhile Upper Division Clerk (UDC)]</td>
<td>212* (2019)</td>
<td>General</td>
<td>Level 4</td>
<td>Not applicable</td>
<td>Between 18 to 27 years of age.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Central Service, Group ‘C’,</td>
<td>₹ 25,500 - ₹ 81,100</td>
<td></td>
<td>relaxable for Government servants up to 40 years in the case of General candidates and 45 years in case of Scheduled Caste and Scheduled Tribe candidates who have rendered at least three years regular service under the Central Government.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>dependent Gazetted, Ministerial</td>
<td></td>
<td></td>
<td>Note: The crucial date for determining the age limit shall be the closing date for receipt of applications</td>
</tr>
</tbody>
</table>

* Subject to variation dependent on workload.
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, Lahaul & Spiti District and Pang Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep, which will be as indicated in the advertisement for recruitment for the post)

<table>
<thead>
<tr>
<th>Educational and other qualifications required for direct recruits</th>
<th>Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees</th>
<th>Period of probation, if any case of promotees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential:</td>
<td>Yes, relaxation in educational qualification is provided only to the dying cadre of LDCs and Hindi Typists existing as on the date of publication of the notification</td>
<td>Two years for direct recruits</td>
</tr>
<tr>
<td>Desirable:</td>
<td>Should have independent working skills of MS Word/MS Office/Excel in Computer</td>
<td></td>
</tr>
</tbody>
</table>

**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

1. 90% by direct recruitment
2. 8% by promotion failing which by direct recruitment
3. 2% through Limited Departmental Competitive Examination (LDCE) of such Hindi Typist/ Data Entry Operator, who have rendered at least three years regular continuous service or Multi Tasking Staff/ Drivers (All grades) with at least eight years regular continuous service failing which by direct recruitment

**Promotion:** Lower Division Clerk in Level-2 with 8 years regular service in the grade. Once the dying LDC Cadre is exhausted, from Hindi Typist in Level-2 with 8 years regular service in the grade

**Departmental Promotion Committee consisting of:**
(i) Additional Director General, Defence Estates (Admin) –Chairman
(ii) Director, Defence Estates of the concerned Directorate, Defence Estates –Member
(iii) Deputy Director General, Defence Estates (Admin) –Member

**Circumstances in which Union Public Service Commission to be consulted in making recruitment:** Not applicable
<table>
<thead>
<tr>
<th>Name of post</th>
<th>Number of post</th>
<th>Classification</th>
<th>Level in Pay Matrix</th>
<th>Whether selection post or Non-selection post</th>
<th>Age limit for direct recruit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stenographer</td>
<td>39* (2019)</td>
<td>General</td>
<td>Level 4</td>
<td>Not applicable</td>
<td>Between 18 to 27 years</td>
</tr>
<tr>
<td>Grade-II</td>
<td></td>
<td>Central</td>
<td>₹ 25,500 - ₹ 81,100</td>
<td></td>
<td>(relaxable for departmental candidates)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Service, Group 'C',</td>
<td></td>
<td></td>
<td>upto 40 years in the case of general candidates)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-dependent</td>
<td></td>
<td></td>
<td>and 45 years in case of Scheduled Caste and Scheduled Tribe candidates who have rendered at least three years continuous service under the Central Government.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gazetted,</td>
<td></td>
<td></td>
<td>Note: The crucial date for determining the age limit shall be the closing date for receipt of applications 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&amp;K State, Lahaul &amp; Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman &amp; Nicobar Islands and Lakshadweep, which will be as indicated in the advertisement for recruitment for the post)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ministerial</td>
<td></td>
<td></td>
<td>Educational and other qualifications required for direct recruits Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees Period of probation, if any</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Two years</td>
</tr>
<tr>
<td>(i) 12th pass or equivalent from a recognised Board or University</td>
<td>Not applicable</td>
<td>(7)</td>
<td>(8)</td>
<td>(9)</td>
<td></td>
</tr>
<tr>
<td>(ii) Skill Test Norms:- Dictation: 10 minutes @80 words per minutes</td>
<td>Transcription: 50 minutes in English, 65 minutes in Hindi (On Computer)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**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

<table>
<thead>
<tr>
<th>(10)</th>
<th>In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made</th>
</tr>
</thead>
<tbody>
<tr>
<td>By Direct recruitment</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

**Note:** Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on transfer on deputation from the officials of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits at Column 7.

If a Departmental Promotion Committee exists what is its composition

<table>
<thead>
<tr>
<th>(12)</th>
<th>Circumstances in which Union Public Service Commission to be consulted in making recruitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not applicable</td>
<td></td>
</tr>
</tbody>
</table>

**Departmental Promotion Committee consisting of:-**

- (i) Additional Director General, (Administration) Defence Estates —Chairman
- (ii) Deputy Director General, (Administration) Defence Estates —Member
- (iii) Under Secretary to Government of India —Member

**Name of post**

<table>
<thead>
<tr>
<th>(1)</th>
<th>Number of post</th>
<th>Classification</th>
<th>Level in the Pay Matrix</th>
<th>Whether selection post or Non-selection post</th>
<th>Age limit for direct recruit</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. <strong>Data Entry Operator</strong></td>
<td>16* (2019)</td>
<td>General</td>
<td>Level 5</td>
<td>Not applicable</td>
<td>Between 18 to 27 years of age (relaxable for Government servant up to 40 years in case of general candidates and 45 years in case of Scheduled Caste or Scheduled Tribe Candidates)</td>
</tr>
<tr>
<td></td>
<td>Subject to Central variation on dependent workload</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>dependent on Non-workload</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gazetted, Ministerial</td>
<td></td>
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<td></td>
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**Note:** The crucial date for determining the age limit shall be the closing date for receipt of applications 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, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep, which will be as indicated in the advertisement for recruitment for the post).
Educational and other qualifications required for direct recruits | Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees | Period of probation, if any
--- | --- | ---
(a) 12th Class pass or equivalent from recognized Board | Not applicable | Two years
(b) should possess a speed of not less than 8000 Key Depressions per hour for Data Entry Work

**Note:** The speed of 8000 Key Depressions per hour for Data Entry Work is to be judged by conducting a speed test on the Electronic Data Processing Machine(s) by the Competent Authority.

**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 | In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made
--- | ---
By Direct recruitment | Not applicable

If a Departmental Promotion Committee exists what is its composition | Circumstances in which Union Public Service Commission to be consulted in making recruitment
--- | ---
Departmental Promotion Committee (for confirmation) consisting of:-

(i) Additional Director General, Defence Estates —Chairman

(ii) Director, Defence Estates of the concerned Directorate, Defence Estates —Member

(iii) Under Secretary, Ministry Defence —Member

<table>
<thead>
<tr>
<th>Name of post</th>
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<th>Classification</th>
<th>Level in the Pay Matrix</th>
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<th>Age limit for direct recruit</th>
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</thead>
</table>
### Educational and other qualifications required for direct recruits

Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees

<table>
<thead>
<tr>
<th>(7)</th>
<th>(8)</th>
<th>(9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Not applicable</td>
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</table>

**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

<table>
<thead>
<tr>
<th>(10)</th>
</tr>
</thead>
<tbody>
<tr>
<td>By promotion</td>
</tr>
</tbody>
</table>

Promotion: Five years regular service in Civilian Motor Driver Grade-II OR 15 years regular service in the Civilian Motor Driver Ordinary Grade.

If a Departmental Promotion Committee exists what is its composition

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<tbody>
<tr>
<td>Departmental Promotion Committee consisting of:—</td>
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<td>(i) Additional Director General (Administration) —Chairman</td>
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<td>(ii) Deputy Director General (Administration) —Member</td>
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<td>(iii) Under Secretary to the Government of India —Member</td>
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Circumstances in which Union Public Service Commission to be consulted in making recruitment

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**Name of post**

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<th>Level in the Pay Matrix</th>
<th>Whether selection post or Non-selection post</th>
<th>Age limit for direct recruit</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Civilian Motor Driver Grade-II</td>
<td>07* (2019) General Level 4</td>
<td>Non-selection</td>
<td>Not applicable</td>
<td></td>
</tr>
</tbody>
</table>

Subject to Central variation dependent on Group C, Non-Gazetted, Non-Ministerial

### Educational and other qualifications required for direct recruits

Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>(10)</th>
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</thead>
<tbody>
<tr>
<td>By promotion</td>
</tr>
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</table>

Promotion: Civilian Motor Driver, Ordinary Grade with eight years regular service.
If a Departmental Promotion Committee exists what is its composition

<table>
<thead>
<tr>
<th>Departmental Promotion Committee consisting of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Additional Director General (Administration) Chairman</td>
</tr>
<tr>
<td>(ii) Deputy Director General (Administration) Member</td>
</tr>
<tr>
<td>(iii) Under Secretary to the Government of India Member</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Name of post</th>
<th>Number of post</th>
<th>Classification</th>
<th>Level in the Pay Matrix</th>
<th>Whether selection post or Non-selection post</th>
<th>Age limit for direct recruit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor Driver Ordinary Grade</td>
<td>07* (2019)</td>
<td>General</td>
<td>Level 2</td>
<td>Non-selection</td>
<td>Between 18 to 27 years of age. (Relaxable for Government servants upto 40 years in the case of General Candidates and 45 years in case of Scheduled Caste and Scheduled Tribe candidates who have rendered at least three years regular service under the Central Government.)</td>
</tr>
<tr>
<td>Civilian</td>
<td>Subject to variation</td>
<td>Central Service, Group 'C', Non-Gazetted, Non-Ministerial</td>
<td>₹19,900 - ₹63,200</td>
<td>Non-selection</td>
<td></td>
</tr>
</tbody>
</table>

Note: The crucial date for determining the age limit shall be the closing date for receipt of applications 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, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep, which will be as indicated in the advertisement for recruitment for the post).
Educational and other qualifications required for direct recruits | Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees
---|---|---
(7) Essential: | Not applicable | Two years
(i) Possession of valid driving license for motor cars.
(ii) Knowledge of motor mechanism (the candidate should be able to remove minor defect in vehicle)
(iii) Experience of driving a motor car for at least three years.
(iv) Pass in the 10th Standard.

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
---
By Promotion failing which by transfer or absorption basis failing both by direct recruitment
Promotion: From amongst the regular MTS in Defence Estates Organisation who possess valid driving license for Motor cars on the basis of driving test to assess the competence to drive motor car.

Transfer on Absorption basis:
From amongst the regular MTS in other organisations of the Ministry of Defence who possess valid driving license for Motor cars on the basis of Driving Test to assess the competence to drive motor car.

If a Departmental Promotion Committee exists what is its composition

Departmental Promotion Committee consisting of:
(i) Additional Director General (Administration) –Chairman
(ii) Deputy Director General (Administration) –Member
(iii) Under Secretary to the Government of India or an officer not below the rank of Ministry of Defence (Outside Department) –Member

Name of post | Number of post | Classification | Level in the Pay Matrix | Whether selection post or Non-selection post | Age limit for direct recruit
---|---|---|---|---|---

Note: The crucial date for determining the age limit shall be the closing date for receipt of applications 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, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep, which will be as indicated in the advertisement for recruitment for the post)

<table>
<thead>
<tr>
<th>Educational and other qualifications required for direct recruits</th>
<th>Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees</th>
<th>Period of probation, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>10th standard pass from a recognised Board;</td>
<td>Not applicable</td>
<td>Two years</td>
</tr>
<tr>
<td>Or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITI pass*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(*May be adopted as per special requirement of the post, if any)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>By Direct recruitment</th>
<th>Not applicable</th>
</tr>
</thead>
</table>

In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made

<table>
<thead>
<tr>
<th>Not applicable</th>
</tr>
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</table>

If a Departmental Promotion Committee exists what is its composition

Circumstances in which Union Public Service Commission to be consulted in making recruitment

**Departmental Promotion Committee (for considering confirmation) consisting of:-**

(i) Additional Director General (Administration), Defence Estates
    -Chairman

(ii) Director, Defence Estates, of the concerned Directorate, Defence Estates
    -Member

(iii) Deputy Director General (Administration), Defence Estates
    -Member

[File No. ________________]

_________________________ Under Secretary