

SAHA INSTITUTE OF NUCLEAR PHYSICS

Recruitment and Promotion Norms for Canteen Employees (2018)

Sector-1, Block-AF, Bidhannagar,
Kolkata – 700 064

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for Canteen Employees (2018)**

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Kolkata – 700 064

**Recruitment and Promotion Norms for Canteen employees of
Saha Institute of Nuclear Physics, Kolkata(2018)**

1	Name of the Post	Manager-cum-Accountant
2	No. of Post	01 *Subject to variation dependent on work-load
3	Classification	NA
4	Pay Band and Grade Pay	PB-2, Rs.9300-34800 + 4200
5	Whether Selection post or Non-selection post	Selection
6	Age limit for direct recruits	<p>30 Years.</p> <p>(Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Government.)</p> <p>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 Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep).</p>

7	Educational and other qualifications required for direct recruits.	Essential: i) Bachelor's Degree in Commerce/ Business Studies/ Economics/ Public Administration of a recognized University/ Institute. ii) 2 years experience in Accounts work in any Govt. office or PSU or Autonomous/ Statutory Organization.
		<u>Note 1:</u> Qualification is relaxable at the discretion of the Director, SINP in case of candidates otherwise well qualified.
		<u>Note 2:</u> Qualification regarding experience is relaxable at the discretion of the Director, in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection, the Director is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	No
9	Period of probation, if any	Two years for direct recruits and promotions
10	Method of recruitment, whether by direct recruitment or by promotion or by	Promotion failing which by deputation failing both by direct recruitment.

	deputation/ absorption and the percentage of the vacancies to be filled by various methods.	
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.	<p><u>Promotion:</u></p> <p>Assistant Manager-cum-Store Keeper in Pay Band-1, Rs.5200-20200, GP Rs.2400/- with ten (10) years of regular service in the grade.</p> <p>The eligibility service for promotion to the post of Manager-cum-Accountant shall be eight years for persons holding the feeder posts for Assistant Manager-cum-Store Keeper on regular basis on the date of notification of these rules.</p> <p>Note-1: Whether juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their junior who have already completed such qualifying or eligibility service.</p> <p>Note-2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a</p>

		<p>regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p> <p><u>Deputation:</u></p> <p>Officers under the Central Government/ State Govt. / Central Universities /Central Autonomous bodies.</p> <p>a) i) holding analogous posts on regular basis in the parent cadre/ department; or</p> <p>ii) with 6 years service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-1 Rs.5200-20200/- with Grade Pay of Rs.2800/- or equivalent in the parent cadre/ department; or</p> <p>iii) with 10 years service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-1 Rs.5200-20200/- with Grade Pay of Rs.2400/- or equivalent in the parent cadre/ department; and</p> <p>iv) possessing the educational qualifications and experience prescribed for Direct Recruitment under column 7.</p>
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	<p>Note:1 The departmental officer in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.</p> <p>Note:2 Period of deputation including period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years.</p> <p>The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note: 3 For the purpose for appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(S) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
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12	If a Departmental Promotion Committee exists, what is its composition?	<p>Group 'B' Departmental Promotion Committee (for promotion)</p> <ol style="list-style-type: none"> 1. Registrar, SINP —Chairman. 2. Chairman, Canteen Committee - Member, 3. DCA - Member, 4. EO - Member, 5. AO-III/ APO-VECC - Member, 6. AAO (Estt) - Non-member Convener <p>Group 'B' Departmental Promotion Committee (for confirmation-by circulation of papers)</p> <ol style="list-style-type: none"> 1. The Registrar, SINP — Chairman. 2. The Chairman, Canteen Committee - Member, 3. Establishment Officer, - Member,
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	NA

** The incumbents of the post shall be entitled to draw Special Allowance at such rates as may be decided by the Government from time to time.

1	Name of the Post	Assistant Manager-cum-Store Keeper
2	No. of Post	01 *Subject to variation dependent on work-load
3	Classification	NA
4	Pay Band and Grade Pay	PB-1, Rs.5200-20200+ GP Rs 2400/-
5	Whether Selection post or Non-selection post	Selection
6	Age limit for direct recruits	<p>18-25 Years. (Relaxable for Govt. Servants upto the age of 40 years in accordance with the instructions or orders issued by the Central Government.)</p> <p>Note: The crucial date for determining the age limit shall be the date upto which the Employment Exchange is asked to submit names. In case, post is advertised in Employment News/ Newspaper the crucial date for determining the age limit shall be last date upto which applications have been called for.</p>
7	Educational and other qualifications required for direct recruits.	<p>Essential:</p> <p>a) B.Com from a recognized university.</p> <p>Or</p> <p>Graduate in any discipline from a recognized university with one year Diploma in Book Keeping/ Store Keeping.</p> <p>b) Experience- Three years in a Government Department/ Undertaking in handling Stores/ Accounts.</p>
		<p><u>Note 1:</u> Qualification are relaxable at the discretion of the</p>

		Director in case of candidates otherwise well Qualified.
		<u>Note 2:</u> Qualification regarding experience is relaxable at the discretion of the Director, in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection, the Director is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	No
9	Period of probation, if any	Two years for direct recruits and NIL for promotions.
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods.	Promotion failing which by deputation failing both by direct recruitment.
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to	<u>Promotion:</u> i) Clerk with eight (8) years of regular service in the Pay Band-1, Rs.5200-20200, GP Rs.1900/-. or

	<p>be made.</p>	<p>ii) Halwai –cum-Cook with five (5) years of regular service in the Pay Band-1, Rs.5200-20200, GP Rs.2000/- with two years experience in handling Stores/ Accounts and possessing educational qualification as prescribed for direct recruited Clerk i.e. 12th Class pass with Commerce.</p> <p>Note-1: Whether juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their junior who have already completed such qualifying or eligibility service.</p> <p>Note-2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p>
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		<p><u>Deputation:</u> Officers under the Central Government/ State Govt. / Central Universities /Central Autonomous bodies.</p> <p>a) i) holding analogous posts on regular basis in the parent cadre/ department; or ii) with at least 8 years regular service in the Pay Band-1 Rs.5200-20200/- with Grade Pay of Rs.1900/-. iii) Possessing educational qualification as prescribed for Direct Recruitment under column 7 and b) Three (3) years experience in a Government Department/ Undertaking in handling Stores/ Accounts.</p>
		<p><u>Note:1</u> The departmental official in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.</p> <p><u>Note:2</u> Period of deputation including period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years.</p> <p>The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p>

		<p>Note: 3 For the purpose for appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(S) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p> <p>(The deputationists should possess the educational qualifications and experience prescribed for direct recruits under column 7. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/ deputation only, the educational qualifications and experience should be specifically incorporated for deputationist in the recruitment rules).</p>
12	If a Departmental Promotion Committee exists, what is its composition?	<p>Group 'C' Departmental Promotion Committee (for promotion)</p> <ol style="list-style-type: none"> 1. Registrar, SINP —Chairman. 2. Chairman, Canteen Committee - Member 3. DCA, - Member 4. EO - Member

		<p>5. AO-III/ APO-VECC - Member</p> <p>6. AAO (Estt) - Non-member Convener</p> <p>Group 'C' Departmental Promotion Committee (for confirmation-by circulation of papers)</p> <p>1. The Registrar, SINP — Chairman.</p> <p>2. The Chairman, Canteen Committee - Member,</p> <p>3. Establishment Officer, - Member,</p>
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	NA

	Name of the Post	Clerk
2	No. of Post	01 *Subject to variation dependent on work-load
3	Classification	NA
4	Pay Band and Grade Pay	PB-1, Rs.5200-20200+ GP Rs 2000/-
5	Whether Selection post or Non-selection post	Non-Selection
6	Age limit for direct recruits	<p>18-25 Years.</p> <p>(Relaxable for Govt. Servants upto the age of 40 years in accordance with the instructions or orders issued by the Central Government.)</p> <p>Note: The crucial date for determining the age limit shall be the date upto which the Employment Exchange is asked to submit names. In case post is advertised in Employment News/ Newspaper the crucial date for determining the age limit shall be last date upto which applications have been called for.</p>
7	Educational and other qualifications required for direct recruits.	<p>Essential:</p> <p>a) 12th Class pass or equivalent with Commerce.</p> <p>b) A typing speed of 35 w.p.m in English or <u>30 w.p.m in Hindi on computer.</u> (35 w.p.m correspond to 10500 Key Depression Per Hour on an average of 5 Key Depression for each word).</p>
		<p><u>Note 1:</u></p> <p>Qualification are relaxable at the discretion of the Director in case of candidates otherwise well Qualified.</p>

		<p><u>Note 2:</u> Qualification regarding experience is relaxable at the discretion of the Director, in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection, the Director is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	No
9	Period of probation, if any	Two years for direct recruits and NIL for promotions.
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods.	Promotion failing which by direct recruitment.
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.	<p><u>Promotion:</u> i) Canteen Attendant with at least three (3) years of regular service in the Pay Band-1, Rs.5200-20200, GP Rs.1800/-.</p> <p>Note-1: A two week training on Organizational Behaviour, Communication Skill and Accounting</p>

		<p>Practices shall be desirable for the Canteen Attendants for promotion to the post of Clerk from ISTM or any other Institute recognized by Government of India or State Government.</p> <p>Note-2: Whether juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their junior who have already completed such qualifying or eligibility service.</p> <p>Note-3: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p>
12	If a Departmental Promotion Committee exists, what is its composition?	<p>Group 'C' Departmental Promotion Committee (for promotion)</p> <ol style="list-style-type: none"> 1. Registrar, SINP —Chairman. 2. Chairman, Canteen Committee - Member 3. DCA - Member

		<p>4. EO - Member</p> <p>5. AO-III/ APO-VECC - Member</p> <p>6. AAO (Estt) - Non-member Convener</p> <p>Group 'C' Departmental Promotion Committee (for confirmation-by circulation of papers)</p> <p>1. The Registrar, SINP — Chairman.</p> <p>2. The Chairman, Canteen Committee - Member,</p> <p>3. Establishment Officer, - Member,</p>
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	N.A

1	Name of the Post	Halwai-cum_Cook
2	No. of Post	01 *Subject to variation dependent on work-load
3	Classification	NA
4	Pay Band and Grade Pay	PB-1, Rs.5200-20200+ GP Rs 2000/-
5	Whether Selection post or Non-selection post	Non-Selection
6	Age limit for direct recruits	18-25 Years. (Relaxable for Govt. Servants upto the age of 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 the date upto which the Employment Exchange is asked to submit names. In case post is advertised in Employment News/ Newspaper the crucial date for determining the age limit shall be last date upto which applications have been called for.
7	Educational and other qualifications required for direct recruits.	Essential: a) 10 th Class Pass with Certificate/ Diploma in catering. b) Experience- 2 years in a Govt. Deptt./Undertaking preferred.
		Note 1: A Trade Skill Test for cooking shall be conducted to assess suitability of the candidate. Note 2: Qualification regarding experience is

		relaxable at the discretion of the Director, in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection, the Director is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	No
9	Period of probation, if any	Two years.
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods.	Promotion failing which by Deputation and failing both by direct recruitment.
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.	<p><u>Promotion:</u></p> <p>i) Assistant Halwai-cum-Cook with at least three (3) years of regular service in the Pay Band-1, Rs.5200-20200, GP Rs.1900/-.</p> <p>Note-1: Whether juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying</p>

		<p>or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their junior who have already completed such qualifying or eligibility service.</p> <p>Note-2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p> <p><u>Deputation:</u> Personnel under the Central Government/ State Govt. / Central Universities /Central Autonomous bodies.</p> <p>a) i) holding analogous posts on regular basis in the parent cadre/ department; or ii) Assistant Halwai-cum-Cook with at least 3 years regular service in the Pay Band-1 Rs.5200-20200/- with Grade Pay of Rs.1900/- and b) Possessing the qualifications & experience: i) 10th Class Pass with a certificate/ diploma</p>
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		<p>in catering.</p> <p>ii) Experience: Two (2) years in a Government Deptt./ Undertaking preferred.</p> <p>Note:1 The departmental official in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.</p> <p>Note:2 Period of deputation including period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years.</p> <p>The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note: 3 For the purpose for appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been</p>
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		<p>merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(S) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p> <p>(The deputationists should possess the educational qualifications and experience prescribed for direct recruits under column 7. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/ deputation only, the educational qualifications and experience should be specifically incorporated for deputationist in the recruitment rules).</p>
12	<p>If a Departmental Promotion Committee exists, what is its composition?</p>	<p>Group 'C' Departmental Promotion Committee (for promotion)</p> <ol style="list-style-type: none"> 1. Registrar, SINP —Chairman. 2. Chairman, Canteen Committee - Member 3. DCA, - Member 4. EO - Member 5. AO-III/ APO-VECC - Member 6. AAO (Estt) - Non-member Convener <p>Group 'C' Departmental Promotion Committee (for confirmation-by circulation of papers)</p> <ol style="list-style-type: none"> 1. Registrar, SINP —Chairman. 2. Chairman, Canteen Committee - Member, 3. Establishment Officer, - Member,

13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	N.A

1	Name of the Post	Assistant Halwai-cum-Cook
2	No. of Post	01 *Subject to variation dependent on work-load
3	Classification	NA
4	Pay Band and Grade Pay	PB-1, Rs.5200-20200+ GP Rs 1900/-
5	Whether Selection post or Non-selection post	Non-Selection
6	Age limit for direct recruits	18-25 Years. (Relaxable for Govt. Servants upto the age of 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 the date upto which the Employment Exchange is asked to submit names. In case post is advertised in Employment News/ Newspaper the crucial date for determining the age limit shall be last date upto which applications have been called for.
7	Educational and other qualifications required for direct recruits.	Essential: a) 10 th Class Pass with Certificate/ Diploma in catering. b) Experience-1 year.
		Note1: A Trade Skill Test for cooking including maintenance of hygiene etc. shall be conducted by the Departmental Promotion Committee to assess suitability of the candidate. Note 2: Qualification regarding experience is relaxable at the discretion of the Director, in the

		case of candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection, the Director is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	No
9	Period of probation, if any	Two years for Direct Recruitment, NIL for promotees.
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods.	Promotion failing which by Deputation and failing both by direct recruitment.
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.	<u>Promotion:</u> i) Canteen Attendant with atleast three (3) years of regular service in the Pay Band-1, Rs.5200-20200, GP Rs.1800/-. A Trade Test shall be conducted by the Departmental Promotion Committee with reference to the cooking including maintenance of hygiene etc.

		<p>Note-1: Whether juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their junior who have already completed such qualifying or eligibility service.</p> <p>Note-2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p> <p><u>Deputation:</u> Personnel under the Central Government/ State Govt. / Central Universities /Central Autonomous bodies.</p> <p>a) i) holding analogous posts on regular basis, or</p>
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		<p>ii) Canteen Attendant in the Pay Band-1 Rs.5200-20200/- with Grade Pay of Rs.1800/- with atleast three (3) years regular service having one (1) year experience as helper to Halwai- Cum- Cook.</p> <p>iii) Possessing certificate/ diploma in catering.</p> <p><u>Note:1</u> The departmental official in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.</p> <p><u>Note:2</u> Period of deputation including period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years.</p> <p>The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p><u>Note: 3</u> For the purpose for appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation</p>
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		<p>has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(S) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p> <p>(The deputationists should possess the educational qualifications and experience prescribed for direct recruits under column 7. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/ deputation only, the educational qualifications and experience should be specifically incorporated for deputationist in the recruitment rules).</p>
12	If a Departmental Promotion Committee exists, what is its composition?	<p>Group 'C' Departmental Promotion Committee (for promotion)</p> <ol style="list-style-type: none"> 1. Registrar, SINP —Chairman. 2. Chairman, Canteen Committee - Member 3. DCA, - Member 4. EO - Member 5. AO-III/ APO-VECC - Member 6. AAO (Estt) - Non-member Convener <p>Group 'C' Departmental Promotion Committee (for confirmation-by circulation of papers)</p>

		<ul style="list-style-type: none"> 1. The Registrar, SINP Chairman. — 2. The Chairman, Canteen Committee Member, - 3. Establishment Officer, Member, -
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	N.A

1	Name of the Post	Canteen Attendant / Safaiwala #
2	No. of Post	01 *Subject to variation dependent on work-load
3	Classification	NA
4	Pay Band and Grade Pay	PB-1, Rs.5200-20200+ GP Rs 1800/-
5	Whether Selection post or Non-selection post	Non-Selection
6	Age limit for direct recruits	18-25 Years. (Relaxable for Govt. Servants upto the age of 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 the date upto which the Employment Exchange is asked to submit names. In case post is advertised in Employment News/ Newspaper the crucial date for determining the age limit shall be last date upto which applications have been called for.
7	Educational and other qualifications required for direct recruits.	Essential: Matriculation or equivalent
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	NA
9	Period of probation, if any	Two years.
10	Method of recruitment, whether by direct	Direct recruitment.

	recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods.	
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.	Not Applicable
12	If a Departmental Promotion Committee exists, what is its composition?	Group 'C' Departmental Promotion Committee (for confirmation) <ul style="list-style-type: none"> 1. Registrar, SINP —Chairman. 2. Chairman, Canteen Committee - Member 3. DCA, - Member 4. EO - Member 5. AO-III/ APO-VECC - Member 6. AAO (Estt) - Non-member Convener
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	N.A

Earlier designated as Tea/ Coffee Maker, Bearer and Wash Boy.

Note: Merged grade of Canteen Attendant however shall also include existing incumbent in the grade of Safaiwala (Regular) till they superannuate.

Hierarchy of Posts in SINP Canteen

Sl. No.	Designations	Pay Band + Grade Pay
1	Manager –cum-Accountant	PB-2, Rs.9300-34800 + 4200
2	Assistant Manager –cum-Store Keeper	PB-1, Rs.5200-20200 + 2400
3	Clerk	PB-1, Rs.5200-20200 + 1900
4	Halwai-cum-Cook	PB-1, Rs.5200-20200 + 2000
5	Assistant Halwai-cum-Cook	PB-1, Rs.5200-20200 + 1900
6	Canteen Attendant *	PB-1, Rs.5200-20200 + 1800
7	Safaiwala *	PB-1, Rs.5200-20200 + 1800

* Post of Tea/ Coffee maker, Bearer and Wash boy had been clubbed together and re-designated as Canteen Attendant on the recommendation of the sixth Central Pay Commission (merged grade of Canteen Attendant shall also include existing incumbent in the grade of Safaiwala (Regular) till they superannuate.