



भारतीय भूवैज्ञानिक सर्वेक्षण GEOLOGICAL SURVEY OF INDIA

**Lecture on Recruitment Rules
on 27.10.2023**

at

**Dr. MCR HRD Institute,
Govt. of Telangana**

By

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Recruitment Rules

- 1. Recruitment Rules are rules notified under proviso to Article 309 or any specific statutes for post(s) prescribing inter alia the method of recruitment and eligibility for such recruitment.**
- 2. It contains a notification part having substantive rules and schedule part.**
- 3. RR are subordinate legislation and are statutory in nature.**
- 4. As soon as decision is taken to create a new post / service to upgrade any post or restructure any service, the recruitment rules are framed.**
- 5. Any post is filled up as per the provisions of Recruitment Rules/Service Rules.**



Article 309 (Part XIV)

Subject to the provisions of this Constitution, Acts of the appropriate Legislature may regulate the recruitment, and conditions of service of persons appointed, to public services and posts in connection with the affairs of the Union or of any State: Provided that it shall be competent for the President or such person as he may direct in the case of services and posts in connection with the affairs of the Union, and for the Governor of a State or such person as he may direct in the case of services and posts in connection with the affairs of the State, to make rules regulating the recruitment, and the conditions of service of persons appointed, to such services and posts until provision in that behalf is made by or under an Act of the appropriate Legislature under this article, and any rules so made shall have effect subject to the provisions of any such Act.



AUTHORITY

Subject to the provisions of the Constitution of India, Parliament may by law, regulate the recruitment, and conditions of service of persons appointed to public service and posts in connection with the affairs of the Union, but the President, or such person as he may direct in the case of services and posts in connection with the affairs of the Union, may make rules regulating the recruitment, and the conditions of service of persons appointed to such services or posts, until provision in that behalf is made by or under an Act of Parliament, and any rules so made shall have effect subject to the provisions of any such Act.

[Article 309, Constitution of India]



At present the three All India Services which are common to the Union and the States and which have been duly constituted are the Indian Administrative Service, the Indian Police Service and the Indian Forest Service. Sub-section (1) of Section 3 of the Act empowers the Central Government to frame rules in consultation with the State Governments, for the regulation of recruitment and the conditions of service of persons appointed to an All India Service. Detailed rules and regulations in this regard have accordingly been made in respect of the three Services which have already been constituted.

[Article 312, Constitution of India]



STEPS FOR FRAMING RECRUITMENT RULES

- 1. Heads of Department of Attached/ Subordinate offices, who are competent to create posts etc. under their own powers, should endorse a copy of the relevant sanctions to the Administrative Department concerned, indicating therein whether the posts are already covered by the existing rules or fresh recruitment rules need to be framed.**



STEPS FOR FRAMING RECRUITMENT RULES

2. Before referring any proposal for framing/amendment in the Recruitment Rules of any post in Ministries/Departments and their subordinate and attached office, the proposed amendments/revision in the Recruitment Rules would be put up on the website of respective Ministries/Departments for 30 days for inviting comments from the stakeholders. Thereafter, taking into account the comments so received, the proposal would be sent to DoPT, UPSC and Ministry of Law for finalisation.



STEPS FOR FRAMING RECRUITMENT RULES

3. Recruitment Rules for Groups 'A' & 'B' posts / services as approved by the administrative Department should be referred to the Department of Personnel & Training first through on-line portal of the department Recruitment Rules Formulation, Amendment and Monitoring System (RRFAMS) for clearance as early as possible, and not later than one month from the date of the creation of post / Service.



STEPS FOR FRAMING RECRUITMENT RULES

4. The administrative Departments are empowered to frame/amend Recruitment Rules in respect of Group 'C' posts keeping in view the guidelines issued by this Department on various aspects. In cases of deviations from the existing guidelines, the concurrence of Department of Personnel & Training is to be obtained in cases of framing / amendment of Recruitment Rules even for Group 'C' posts. The Departments are competent to relax the Recruitment Rules for Group 'C' posts.



STEPS FOR FRAMING RECRUITMENT RULES

5. At present, the proposals for framing/amendment of RRs are first processed in the on-line mode through RRFAMS portal. The proposal received on this portal is scrutinized in DOP&T and the recruitment rules are frozen. The preliminary observations are also conveyed through the system. Thereafter the Ministries/Departments are required to send their proposals along with comments received in the RRFAMS and necessary Annexures, hierarchy chart etc. in the physical file. However, it is now reiterated that such proposals submitted through the New RRFAMS Portal from 25.12.2016 onwards are not to be sent to DoPT in the physical file for approval.



STEPS FOR FRAMING RECRUITMENT RULES

6. After obtaining the concurrence of the Department of Personnel & Training, the Administrative Ministry / Department should refer the draft Recruitment Rules for posts/ services which are within the purview of the UPSC in a self-contained letter to the Commission, along with the information in the prescribed proforma. It should be stated in the letter to the Commission whether the clearance of the Department of Personnel & Training (and also the Department of Pension & Pensioners' Welfare, where required) has been obtained in respect of the proposals in question.



STEPS FOR FRAMING RECRUITMENT RULES

7. The Recruitment Rules or amendment(s) thereto as finally approved by the Union Public Service Commission are required to be notified within a period of 10 weeks from the date of receipt of their advice letter. This time limit should be adhered to.



SALIENT POINTS REGARDING FRAMING OF RECRUITMENT RULES

SHORT TITLE TO RULES

**COMMENCEMENT
OF RULES**

Disqualification

Saving Clause

**Classification of
Services/ Posts**

**Manner of recruitment
to a particular grade or
group of posts**

Eligibility for promotion

Relaxation Clause



**Form to be filled by the
Ministry/Department
while forwarding
proposals to the
Department of
Personnel & Training
and the Union Public
Service Commission for
framing Recruitment
Rules for posts.**

1	(a) Name of the posts	
	(b) Name of the Ministry/Department	
	(c) Number of posts	
	(d) Scale of pay	
	(e) Class and service to which the posts belong	
	(f) Ministerial or non-Ministerial)of F.R.9 (17)	
2.	Appointing Authority	
3.	Duties of the post in detail	
4.	Describe briefly the method(s) adopted for filling the posts hitherto.	
5.	Methods of recruitment proposed-	
6.	If promotion is proposed as a method of recruitment-	
	(a) Designation and number of the posts proposed to be included in the field of promotion.	
	(b)Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (As per extant GOI instructions)	
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	
	(d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If 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.	
	(e) If Recruitment Rules were not framed for the posts in the field of promotion;	
	(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.	
	(ii)Please state briefly the educational qualifications possessed by the persons in the field of promotion.	
	(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.	

Contd.../-

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Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel & Training and the Union Public Service Commission for framing Recruitment Rules for posts.

	(f) (i) Is the promotion to be made on selection or non-selection basis?	
	(ii) Reasons for the proposal (i) above.	
	(g) If a DPC exists, what is its composition.	
	(h) Indicate if the feeder posts are having promotion channels other than the one under consideration.	
7.	If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary.	
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.	
	(b) Indicate if there are any promotional avenues for the direct recruits?	
	(c) (i) Age for direct recruits (As per extant GOI instructions) (ii) Is age relaxation for Government servants?	
	(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 Essential Desirable (e) Whether essential qualification 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) (f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	
9.	If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible/necessary.	
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?	

Contd.../-

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**Form to be filled by the
Ministry/Department
while forwarding
proposals to the
Department of
Personnel & Training
and the Union Public
Service Commission for
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Rules for posts.**

	(ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.	
11.	(a) Is deputation/absorption proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	
	(b) The percentage of vacancies proposed to be filled by this method.	
	(c) The period to which deputation will be limited.	
	(d) The names of the posts of grades or services etc. from which deputation/ absorption is proposed	
12	(a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled.	
	(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 same group? If so, whether the necessary provisions for initial constitution has been proposed.	
	(c) Whether the Recruitment Rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	
13.	(a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted.	
	(b) Whether the Department of Personnel and Training have concurred in the proposal?	
14	If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	
15.	Name, address and telephone number of the Ministry's representatives with whom whose proposals may be discussed if necessary, for clarification/ early decision.	

Signature of the Officer sending the proposals
Telephone No. _____

Place:
Date:



Draft Recruitment Rule

RECRUITMENT RULES FOR

IN THE MINISTRY OF

SCHEDULE

Name of post	Number of post	Classification	Pay Band and Grade Pay/ Pay Scale	Whether Selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
	*Number (year) * Subject to variation dependent on workload					

* Subject to variation dependent on workload. The year in which the indicated number exists should be given within brackets.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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	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
8	9	10	11	12	13



Recruitment Rule of Assistant

Schedule

Name of post.	Number of posts.	Classification.	Level in pay matrix.	Whether Selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
Assistant	38* (2022) Subject to variation dependent upon workload.	General Central Service, Group 'B', Non Gazetted, Ministerial.	Level-6 in the pay matrix (Rs.35400-112400/-).	Selection

Age-limit for direct recruits.	Educational and other qualifications required for direct recruitment.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.
(6)	(7)	(8)
Not applicable	Not applicable	Age: Not applicable Educational qualifications : Not applicable

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.	In case of recruitment by promotion or deputation / absorption grade from which promotion or deputation / absorption to be made
(9)	(10)	(11)
2 years	Promotion failing which by Deputation.	<u>Promotion</u> : Upper Division Clerk of the Dr. Ram Manohar Lohia Hospital with 10 years regular service in Level-4 (Rs.25500-81100/-) in the pay matrix and have successfully completed mandatory training of at least two weeks in the field of administration from an Institute or organization as specified by the Department/Ministry. Note: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered



Recruitment Rule of Assistant

provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

Deputation:

(a)(i) Officers of the Central Government/State Government/Union Territories:

(a)(i) holding analogous post on regular basis in the parent cadre or department; or

(ii) with ten years service rendered after appointment to the post on a regular basis in level-4 in the pay matrix or equivalent in the parent cadre or department; and

(b) possessing following qualification and experience :

(i) Bachelor Degree from any recognized University and

(ii) Five years experience in administrative and account matters.

Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: The period of deputation including period of deputation in another Ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.

Note 3: The maximum age limit for appointment by deputation shall be Not exceeding fifty six years as on the closing date of receipt of applications.



Recruitment Rule of Assistant

If a Departmental Promotion Committee exists what is its composition.	Circumstances in which Union Public Services Commission to be consulted in making recruitment.
(12)	(13)
Group 'B' Departmental Promotional committee (for considering promotion) consisting of : 1. Additional Medical Superintendent, Dr. Ram Manohar Lohia Hospital, New Delhi. -Chairman; 2. Deputy Director in Directorate General of Health Services looking after the administration work of Dr. Ram Manohar Lohia Hospital, New Delhi. -Member; 3. Deputy Director, Dr. Ram Manohar Lohia Hospital, New Delhi. -Member.	Consultation with Union Public Service Commission is not necessary.
Group 'B' Departmental Confirmation committee (for considering confirmation) consisting of : 1. Additional Medical Superintendent, Dr. Ram Manohar Lohia Hospital, New Delhi. -Chairman; 2. Deputy Director in Directorate General of Health Services looking after the administration work of Dr. Ram Manohar Lohia Hospital, New Delhi. -Member; 3. Deputy Director, Dr. Ram Manohar Lohia Hospital, New Delhi. -Member	

[A.11018/27/2022-MHII]

(Ganesh Kumar)

Under Secretary to the Government of India

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CIRCUMSTANCES IN WHICH CONSULTATION WITH UPSC IS NECESSARY (some illustrations)

**Direct
Recruitment**

Re-employment

Absorption

One time measure

Deputation

Relaxation

Amendment

Exemption



MINIMUM QUALIFYING SERVICE FOR PROMOTION

[As per DoPT OM F.No. AB-14017/4/2021-Estt. (RR) dated 20.09.2022]

Sl.No.	Level		Minimum qualifying service for promotion
	From	To	
1	Level 1	Level 2	3 Years
2	Level 2	Level 3	3 Years
3	Level 2	Level 4	8 Years
4	Level 3	Level 4	5 Years
5	Level 4	Level 5	5 Years
6	Level 4	Level 6	10 Years
7	Level 5	Level 6	6 Years
8	Level 6	Level 7	5 Years
9	Level 6	Level 8	6 Years
10	Level 6	Level 9	8 Years
11	Level 6	Level 10	10 Years
12	Level 6	Level 11	12 Years
13	Level 7	Level 8	2 Years
14	Level 7	Level 9	3 Years
15	Level 7	Level 10	5 Years
16	Level 7	Level 11	9 Years
17	Level 8	Level 9	2 years
18	Level 8	Level 10	4Years
19	Level 8	Level 11	8 Years
20	Level 9	Level 10	2 Years
21	Level 9	Level 11	7 Years
22	Level 10	Level 11	5 Years
23	Level 11	Level 12	5 Years
24	Level 11	Level 13	10 Years
25	Level 12	Level 13	5 Years
26	Level 12	Level 13A	6 Years
27	Level 13	Level 13A	2 Years
28	Level 13	Level 14	3 Years
29	Level 13A	Level 14	2 Years
30	Level 14	Level 15	3 Years
31	Level 15	Level 16	1 Year
32	Level 15	Level 17	2 years
33	Level 16	Level 17	1Year



THANK YOU