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**Govt. of India, Ministry of Defence**  
**Directorate General, Defence Estates**

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Dated 15 January, 2019

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

Draft

(TO BE PUBLISHED IN PART II, SECTION IV OF THE GAZETTE OF INDIA)

**GOVERNMENT OF INDIA  
MINISTRY OF DEFENCE**

**NOTIFICATION**

New Delhi, the January, 2019

**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

Name of post	Number of post	Classification	Level in the Pay Matrix	Whether selection post or Non-selection post	Age limit for direct recruit
(1)	(2)	(3)	(4)	(5)	(6)
1. <b>Senior Administrative Assistant (SAA) [Erstwhile Upper Division Clerk (UDC)]</b>	212* (2019) *Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Ministerial	Level 4 (₹ 25,500 - ₹ 81,100)	Not applicable	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.)

**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
(7)	(8)	(9)
<p><b>Essential:</b> Degree from a recognized University or equivalent</p> <p><b>Desirable:</b> Should have independent working skills of MS Word/MS Office/Excel in Computer</p>	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	Two years for direct recruits
<b>Method of recruitment:</b> 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	
(10)	(11)	
<p>(1) 90% by direct recruitment</p> <p>(2) 8% by promotion failing which by direct recruitment</p> <p>(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</p>	<p><b>Promotion:</b> 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</p>	
If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment	
(12)	(13)	
<p><b>Departmental Promotion Committee consisting of :-</b></p> <p>(i) Additional Director General, Defence Estates (Admin) —Chairman</p> <p>(ii) Director, Defence Estates of the concerned Directorate, Defence Estates —Member</p> <p>(ii) Deputy Director General, Defence Estates (Admin) —Member</p>	Not applicable	

Name of post	Number of post	Classification	Level in the Pay Matrix	Whether selection post or Non-selection post	Age limit for direct recruit
(1)	(2)	(3)	(4)	(5)	(6)
2. <b>Stenographer Grade-II</b>	39* (2019)  *Subject to variation dependent on workload.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Level 4 (₹ 25,500 - ₹ 81,100)	Not applicable	Between 18 to 27 years (relaxable for departmental candidates 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 continuous service under the Central Government.

**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
(7)	(8)	(9)
(i) 12th pass or equivalent from a recognised Board or University	Not applicable	Two years
(ii) Skill Test Norms:- Dictation: 10 minutes @80 words per minutes  Transcription: 50 minutes in English, 65 minutes in Hindi (On Computer)		

<b>Method of recruitment:</b> whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods (10)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made (11)				
By Direct recruitment	Not applicable				
<b>Note:-</b> 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 (12)	Circumstances in which Union Public Service Commission to be consulted in making recruitment (13)				
<b>Departmental Promotion Committee consisting of :-</b> (i) Additional Director General, (Administration) Defence Estates —Chairman (ii) Deputy Director General, (Administration) Defence Estates —Member (iii) Under Secretary to Government of India —Member	Not applicable				
<b>Name of post</b>	<b>Number of post</b>	<b>Classification</b>	<b>Level in the Pay Matrix</b>	<b>Whether selection post or Non-selection post</b>	<b>Age limit for direct recruit</b>
(1)	(2)	(3)	(4)	(5)	(6)
3. <b>Data Entry Operator</b>	16* (2019) Subject to variation dependent on workload.	General Central Service, Group 'C', Non-Gazetted, Ministerial	Level 5 (₹ 29,200 - ₹ 92,300)	Not applicable	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)
					<b>Note:</b> 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
(7)	(8)	(9)
(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		
<b>Note:-</b> 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		

<b>Method of recruitment:</b> 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
(10)	(11)
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
(12)	(13)
<b>Departmental Promotion Committee (for confirmation) consisting of:-</b>	Not applicable
(i) Additional Director General, Defence Estates —Chairman	
(ii) Director, Defence Estates of the concerned Directorate, Defence Estates —Member	
(iii) Under Secretary, Ministry Defences —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
(1)	(2)	(3)	(4)	(5)	(6)
4. <b>Civilian Motor Driver Grade-I</b>	09* (2019) Subject to variation dependent on workload.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Level 5 (₹ 29,200 - ₹ 92,300)	Non-selection	Not applicable



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
(7)	(8)	(9)
Not applicable	Not applicable	Not applicable

<b>Method of recruitment:</b> 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
(10)	(11)
By promotion	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	Circumstances in which Union Public Service Commission to be consulted in making recruitment
(12)	(13)

**Departmental Promotion Committee consisting of :-** Not applicable

(i) Additional Director General (Administration)  
—Chairman

(ii) Deputy Director General (Administration)  
—Member

(iii) Under Secretary to the Government of India  
—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
(1)	(2)	(3)	(4)	(5)	(6)
5. <b>Civilian Motor Driver Grade-II</b>	07* (2019) Subject to variation dependent on workload.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Level 4 (₹ 25,500 - ₹ 81,100)	Non-selection	Not applicable

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
(7)	(8)	(9)
Not applicable	Not applicable	Not applicable

<b>Method of recruitment:</b> 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
(10)	(11)
By promotion	Promotion: Civilian Motor Driver, Ordinary Grade with eight years regular service



If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
(12)	(13)

**Departmental Promotion Committee consisting of:-** Not applicable

(i) Additional Director General (Administration)  
—Chairman

(ii) Deputy Director General (Administration)  
—Member

(iii) Under Secretary to the Government of India  
—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
(1)	(2)	(3)	(4)	(5)	(6)
6. <b>Civilian Motor Driver Ordinary Grade</b>	07* (2019) Subject to variation dependent on workload.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Level 2 (₹ 19,900 - ₹ 63,200)	Non-selection	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 atleast three years regular service under the Central Government.

**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			
(7)	(8)	(9)			
<b>Essential:</b> (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.	Not applicable	Two years			
<b>Method of recruitment:</b> 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				
(10)	(11)				
By Promotion failing which by transfer or absorption basis failing both by direct recruitment	<b>Promotion:</b> 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	Circumstances in which Union Public Service Commission to be consulted in making recruitment				
(12)	(13)				
<b>Departmental Promotion Committee consisting of :-</b> (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	Not applicable				
Name of post	Number of post	Classification	Level in the Pay Matrix	Whether selection post or Non-selection post	Age limit for direct recruit
(1)	(2)	(3)	(4)	(5)	(6)
7. <b>Multi Tasking Staff</b>	98* (2019) Subject to variation dependent on workload.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Level 1 (₹ 18,000 - ₹ 56,900)	Not applicable	Between 18 to 25 years of age.  <b>Note:</b> 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
(7)	(8)	(9)
10 <sup>th</sup> standard pass from a recognised Board;	Not applicable	Two years
Or ITI pass*		
(*May be adopted as per special requirement of the post, if any)		
<b>Method of recruitment:</b> 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	
(10)		(11)
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	
(12)		(13)
<b>Departmental Promotion Committee (for considering confirmation) consisting of:-</b>	Not applicable	
(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