

## HIGH COURT OF DELHI : NEW DELHI

### NOTIFICATION

No. 431/Rules/DHC

Dated : 25.07.2017

In exercise of the powers vested under Article 229 of the Constitution of India, Hon'ble the Acting Chief Justice of this Court has been pleased to frame the following Rules regulating the method of recruitment of Group 'B' and 'C' Non-Gazetted posts in the Departmental Canteen, High Court of Delhi, namely,:-

1.	<b>Short Title</b>	These Rules may be called the "Delhi High Court Departmental Canteen Employees' (Appointment and Conditions of Service), Rules, 2017".
2.	<b>Commencement and Application</b>	(i) These Rules shall come into force from the date of their publication in the Official Gazette.  (ii) These Rules shall apply to all the employees of the Delhi High Departmental Canteen Service.
3.	<b>Definition</b>	In these Rules, unless there is anything repugnant in the subject or context:  a. "Chief Justice" means the Chief Justice of High Court of Delhi; b. "High Court" means the High Court of Delhi; c. "Prescribed" means prescribed by these Rules; d. "Recognized Board/University" means any Board/University incorporated by law in India or any other Board/University/ Institution which is declared by the Chief Justice to be a recognized Board/University for the purpose of these Rules.
4.	<b>Staff Strength</b>	The staff strength of Delhi High Court Departmental Canteen shall consist of the posts as shown in Schedule-I to these Rules, which may be amended by the Chief Justice from time to time.
5.	<b>Conditions of and Eligibility for Appointment</b>	A person shall be eligible for appointment in Delhi High Court Departmental Canteen, who is:  (a) citizen of India; (b) a subject of Nepal; (c) a subject of Bhutan; (d) medically fit; (e) of good character; (f) possessing the prescribed educational qualifications from a recognized Board/University; (g) not below 18 years of age and over 27 years of age on the first day of January of year in which the process of recruitment is initiated, in cases where no work experience is required; and (h) in cases which require one (1) year's experience, upper age limit

		<p>will be 29 years and in cases which require two (2) or more years' experience, upper age limit will be 31 years.</p> <p>Note-1 : The upper age limit for direct recruitment in respect of the post of Manager Grade-II and Assistant Manager-cum-Store Keeper shall be relaxable upto the age of 35 years.</p> <p>Note-2 : A candidate belonging to (b) and (c) shall be a person in whose favour a certificate of eligibility has been issued by the Govt. of India.</p> <p>Provided that the upper age limit for direct recruitment in respect of candidates belonging to Scheduled Caste, Scheduled Tribe, Other Backward Classes, Persons with Disabilities and Ex-servicemen shall be relaxable as prescribed from time to time by the Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel &amp; Training).</p>
5A.	<b>Direct Recruitment</b>	Direct recruitment to any post shall be after giving adequate publicity, i.e., advertisement in at least two newspapers, one of which must be in vernacular language, having wide circulation in Delhi and the vacancies may be advertised by other modes also, i.e., Employment News, etc. indicating the total number of vacancies notified for recruitment and the number of vacancies reserved for different reserved categories."
6.	<b>Disqualification</b>	<p>No person –</p> <p>(a) who having a spouse living, has entered into or contracted marriage with any person, or</p> <p>(b) who has entered into or contracted marriage with a person having a spouse living;</p> <p>shall be eligible for appointment to the said posts.</p> <p>Provided that the Chief Justice may, if satisfied that there are special grounds for doing so, exempt any such person from the operation of this rule.</p>
7.	<b>Mode of Appointment</b>	Except for appointment on officiating, temporary or ad hoc basis, the mode of and qualifications for appointment to the posts specified in Schedule-II to these Rules shall be as stated therein.
8.	<b>Nature of Appointment</b>	Appointment to post specified in Schedule-II may be substantive or on probation or on officiating, temporary or ad hoc basis. Any appointment other than substantive appointment may be terminated at any time without assigning reasons. Probation shall ordinarily be of one year's duration, which can be extended. Expiry of the period of probation shall not result in automatic confirmation.
9.	<b>Reservation of posts</b>	Consistent with maintenance of efficiency and subject to availability and orders passed by the Chief Justice from time to time, reservation shall be

	<b>Scheduled Castes, Scheduled Tribes, Other Backward Class, Ex-Servicemen and Persons with Disability</b>	given in accordance with the Rules, orders and notifications issued from time to time by the Government of India.
10.	<b>Application of Central Government Servants Service Rules</b>	In respect of all such matters regarding the conditions of service of Delhi High Court Departmental Canteen Employees, for which no provision or insufficient provision has been made in these Rules, the rules and orders for the time being in force and applicable to Employees in Non-Statutory Departmental Canteens in Central Government Offices shall regulate the conditions of service of Delhi High Court Canteen Employees, subject to such modifications, variations or exception, if any, in the said rules, as the Chief Justice may, from time to time, specify.
11.	<b>Power to relax rules</b>	<p>The Chief Justice may, by order, dispense with or relax the requirements of any rule to such extent and subject to such conditions as he/she may consider necessary in any particular case.</p> <p>Age and qualification(s) are relaxable at the discretion of the Chief Justice in the case of candidate otherwise well qualified/exceptionally skilled/experienced.</p> <p>The qualification(s) regarding experience is/are also relaxable at the discretion of the Chief Justice in case of candidate belonging to Scheduled Castes/Scheduled Tribes if, at any stage of selection, the competent authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>

**SCHEDULE – I (SEE RULE 4)**

Number of posts in Delhi High Court Departmental Canteen is as follows:

<b>S. No.</b>	<b>Nomenclature / Designation of Post</b>	<b>Number of Permanent Post</b>	<b>Category of Post</b>	<b>Pay Matrix as per 7<sup>th</sup> CPC (Pay Band + Grade Pay as per 6<sup>th</sup> CPC)</b>
1.	Manager Grade-II	1	Group 'B'	Level 6 of 7 <sup>th</sup> CPC Pay Matrix (PB-2 : 9300-34800 + GP : 4200)
2.	Assistant Manager-cum-Store Keeper	1	Group 'C'	Level 4 of 7 <sup>th</sup> CPC Pay Matrix (PB-1 : 5200-20200 + GP : 2400)
3.	Cook	2	Group 'C'	Level 3 of 7 <sup>th</sup> CPC Pay Matrix (PB-1 : 5200-20200 + GP : 2000)
4.	Clerk	3	Group 'C'	Level 2 of 7 <sup>th</sup> CPC Pay Matrix (PB-1 : 5200-20200 + GP : 1900)
5.	Assistant Cook	2	Group 'C'	Level 2 of 7 <sup>th</sup> CPC Pay Matrix (PB-1 : 5200-20200 + GP : 1900)
6.	Canteen Attendant	12	Group 'C'	Level 1 of 7 <sup>th</sup> CPC Pay Matrix (PB-1 : 5200-20200 + GP : 1800)

**SCHEDULE – II (SEE RULE 7)**

S. No.	Nomenclature / Designation of Post	Minimum Qualification(s) Prescribed for Appointment to the Post	Mode of Appointment
1	2	3	4
1.	<b>Manager Grade-II</b>	<p>(a) Graduate in any discipline from a recognized University/Institute with eight (8) years' regular service on the post of Assistant Manager-cum-Store Keeper in DHC Departmental Canteen.</p> <p>(b) Graduate in any discipline from a recognized University/Institute with two (2) years' service as Assistant Manager-cum-Store Keeper or has two (2) years' experience in Accounts work in any Govt. Office or PSU or Autonomous/Statutory Organization.</p>	<p>(i) By promotion, failing which,</p> <p>(i) By Direct recruitment, on the basis of Objective Test and Interview.</p>
2.	<b>Assistant Manager-cum-Store Keeper</b>	<p>(a) Graduate in any discipline from a recognized University/Institute with eight (8) years' regular service on the post of Clerk in DHC Departmental Canteen.</p> <p>(b) Graduate in any discipline from a recognized University/Institute with three (3) years' service as Clerk in Non-Statutory Departmental Canteen of any Govt. Office or PSU or Autonomous/Statutory Organization or has three (3) years' experience in handling Stores/Accounts in any Govt. Office or PSU or Autonomous/Statutory Organization.</p>	<p>(i) By promotion, failing which,</p> <p>(i) By Direct recruitment, on the basis of Objective Test and Interview.</p>
3.	<b>Cook</b>	<p>(a) 10<sup>th</sup> Class Pass from a recognized Board with one (1) year's Certificate/Diploma in Catering/Cooking and three (3) years' regular service on the post of Assistant Cook in DHC Departmental Canteen.</p> <p>(b) 10<sup>th</sup> Class Pass from a recognized Board with one (1) year's Certificate/Diploma in Catering/Cooking and two (2) years' service as Assistant Halwai-cum-</p>	<p>(i) By promotion, failing which,</p> <p>(i) By Direct recruitment, on the basis of Trade Skill Test and Interview.</p>

		Cook in Non-Statutory Departmental Canteen of any Govt. Office or PSU or Autonomous Statutory/Organization or any Hotel/Restaurant.	
		<b>Note :</b> A Trade Skill Test shall be conducted by the Management of the DHC Departmental Canteen with reference to the skills of cooking including maintenance of hygiene, etc., to assess suitability of the candidate(s). However, this shall not be applicable in the case of appointment by way of promotion under clause (a)(i).	
4.	<b>Clerk</b>	<p>(a) 12<sup>th</sup> Class Pass from a recognized Board and possessing a typing speed of 35 w.p.m. in English on computer with five (5) years' regular service on the post of Canteen Attendant in DHC Departmental Canteen.</p> <p>(b) 12<sup>th</sup> Class Pass from a recognized Board and possessing a typing speed of 35 w.p.m. in English on computer, preferably having rendered three (3) years' regular service as Canteen Attendant in Non-Statutory Departmental Canteen of any Govt. Office or PSU or Autonomous Statutory/Organization.</p>	<p>(i) By promotion, on the basis of Objective Test and Interview, failing which,</p> <p>(i) By Direct recruitment, on the basis of Objective Test and Interview.</p>
5.	<b>Assistant Cook</b>	<p>(a) 10<sup>th</sup> Class Pass from a recognized Board with one (1) year's Certificate/Diploma in Catering/Cooking and three (3) years' regular service on the post of Canteen Attendant in DHC Departmental Canteen.</p> <p>(b) 10<sup>th</sup> Class Pass from a recognized Board with one (1) year's Certificate/Diploma in Catering/Cooking and one (1) year's service in Non-Statutory Departmental Canteen of any Govt. Office or PSU or Autonomous Statutory/Organization or any Hotel/Restaurant.</p>	<p>(i) By promotion, failing which,</p> <p>(i) By Direct recruitment, on the basis of Trade Skill Test and Interview.</p>

		<b>Note :</b> A Trade Skill Test shall be conducted by the Management of the DHC Departmental Canteen with reference to the skills of cooking including maintenance of hygiene, etc., to assess suitability of the candidate(s). This shall be applicable in the case of appointment by way of promotion under clause (a)(i) as well as by direct recruitment under clauses (b)(i).	
6.	<b>Canteen Attendant</b>	10 <sup>th</sup> Class Pass from a recognized Board	By Direct Recruitment, on the basis of Objective Test and Interview which will include Practical Test.

**Note-1:** *The posts of Tea/Coffee Maker, Bearer and Wash Boy are merged and shall be called as 'Canteen Attendant'.*

**Note-2:** *Services of Safaiwala will henceforth be outsourced. Merged cadre of Canteen Attendant, however, shall also include existing incumbent in the grade of Safaiwala (Regular) till he retires on attaining the age of superannuation or leaves the services of this Court or his services are terminated by the competent authority on any ground whatsoever.*

**NOTE:** THESE RULES SHALL COME INTO FORCE FROM THE DATE OF THEIR PUBLICATION IN THE GAZETTE.

By Order  
Sd/-  
(Dinesh Kumar Sharma)  
Registrar General