

PRESIDENT'S SECRETARIAT
(Establishment Section)

Recruitment Rules for various category in Household and Garden (Work-charged)
Establishments of the President's Secretariat, Rashtrapati Bhavan, New Delhi.

SI No.	Category	No. of posts	Pay Level	Age Limit	Qualification	Method of recruitment
1	Additional Comptroller, President's Household (On grant of non-functional up-gradation the incumbent in the said post will be re-designated as Special Comptroller, President's Household)	01	PB:3 Rs.15600-39100+ GP Rs.7600 (7 th CPC – Level:12) The incumbent of this post will be entitled for non-functional up-gradation to PB-4 Rs.37400-67000 + GP:Rs.8700/- (Level:13 of Pay Matrix in 7 th CPC) on completion	No exceeding 50 years	Diploma in Hotel Management from a recognized institution with 5 years experience as Catering Manager or as may be decided by the appointing authority.	By deputation from Central/State Governments or Public Sector with persons holding analogous posts or as may be determined by the appointing authority.

			of 4 years of regular service In the said post of ACPH			
2	Supervisor	01	Level:6	Below 35 years	Graduation with 5 years experience of working on a supervisory post in a Hotel/Guest House or as may be decided by the appointing authority.	By deputation from Central/State Government or Public Sector with persons holding analogous posts failing which by direct recruitment or as may be determined by the appointing authority.
	KITCHEN SERVICE					
1	Chief Cook Grade-I	01	Level:6	-	Exceptional experience of the working of kitchen and bakery	By promotion from Chief Cook Gr-II/Chief Baker with two years service in the grade on selection basis.
2	Chief Cook Grade-II	01	Level:5	-	Exceptional experience in cookery	By promotion from Head Cooks with 2 years service in the grade on selection basis.
3	Head Cook	04	Level:4	-	Exceptional experience in cookery	By promotion from Senior Cooks with 5 years service on selection basis.
4	Senior Cook	04	Level:3	-	Exceptional experience in cookery	By promotion from Cooks/Head Cook's Mate with 5 years service on selection basis.
5	Cook	03	Level:2	-	Exceptional experience in cookery	By promotion from Cook's Mate with 5 years service on selection basis.
6	Head Cook's Mate	01	Level:2	-	Experience and proficiency in cookery	By promotion from Cook's Mate with 5 years service on selection basis.
7	Cook's Mate	09	Level:1	18-27 years	(i)Minimum Class XII pass from a recognized Board. (ii)Minimum 02 year Diploma Course in Food Products/03 years Apprenticeship Course under NCVT/NCHMCT. (iii)All Courses should be recognized by NCVT/NCHMCT. (iv)Minimum 02 years experience in the	By direct recruitment.

					hospitality industry in the same field.	
	BAKERY SERVICE					
1	Chief Baker	01	Level:5	-	Exceptional experience & proficiency in preparation of bakery items.	By promotion from Head Halwai with 6 years service on selection basis failing which from Baker/Assistant Halwai with 10 years service on selection basis..
2	Head Halwai	01	Level:4	-	Exceptional experience in preparation of Indian sweets.	By promotion from Halwai/Baker with 5 years service on selection basis failing which by direct recruitment with persons possessing qualifications prescribed for Assistant Halwai.
3	Baker/Halwai	02	Level:3	-	Exceptional experience in preparation of Indian sweets.	By promotion from Assistant Baker with 2 years service or Assistant Halwai with 5 years service on selection basis.
4	Assistant Halwai	01	Level:2	35 years	Essential: Matriculation and knowledge of preparation of Indian Sweets and Snacks. Desirable: Trade Course from a recognized institution.	By direct recruitment.
5	Assistant Baker	01	Level:2	-	-	By promotion from Baker's Mate with 3 years service on selection basis.
6	Baker's Mate	01	Level:1	18-27 years	(i)Minimum Class XII pass from a recognized Board. (ii)Minimum 01 year Diploma Course in Bakery & Confectionery/02 years Apprenticeship Course in Bakery & Confectionery. (iii)All Courses should be recognized by NCVT/NCHMCT. (iv)Minimum 02 years experience in a bakery in hospitality industry.	By direct recruitment.
	PANTRY SERVICE					
1	Chief Butler	01	Level:5	-	-	By promotion from Head Butlers with 2 years service in the grade on selection basis.
2	Head Butler	04	Level:4	-	-	By promotion from Senior Butlers with

						5 years service in the grade on selection basis.
3	Senior Butler	16	Level:3	-	-	By promotion from Butlers with 5 years service in the grade on selection basis.
4	Butler	16	Level:2	-	-	By promotion from SCM with 5 years service on selection basis.
5	Silverman-cum-Masalchi	18	Level:1	18-27 years	(i)Minimum Class XII pass from a recognized Board. (ii)Minimum 01 year Diploma Course in Food & Beverage operations/02 years Apprenticeship Course in Food & Beverage operation. (iii)All Courses should be recognized by NCVT/NCHMCT. (iv)Minimum 02 years experience in the hospitality sector in F&B operations.	By direct recruitment.
	ROOM SERVICE					
1	Chief Room Attendant	01	Level:5	-	-	By promotion from Head Room Attendants/Senior Household-cum-Lift Attendants with 2 years service on selection basis.
2	Head Room Attendant	04	Level:4	-	-	By promotion from Senior Room Attendant with 5 years service on selection basis.
3	Senior Room Attendant	15	Level:3	-	-	By promotion from Room Attendant Grade-I with 5 years service on selection basis.
4	Room Attendant Grade-I	13	Level:2	-	-	By promotion from Room Attendant Grade-II with 5 years service on selection basis.
5	Room Attendant Grade-II	11	Level:1	18-27 years	(i)Minimum Class XII pass from a recognized Board. (ii)Minimum 01 year Diploma Course in Housekeeping/1-1/2 years Apprenticeship Course under NCVT/NCHMCT. (iii)All Courses should be recognized by NCVT/NCHMCT.	By direct recruitment.

					(iv)Minimum 02 years experience in same trade in hospitality service industry.	
	HOUSE SERVICE					
1	Chief Household Attendant	01	Level:5	-	-	By promotion from Head Household Attendants/Senior HHA-cum-Lift Attendant/Personal Attendant/Transport Jamadar on selection basis with 5 years service.
2	Personal Attendant	02	Level:4	-	-	By promotion from Senior Household Attendant with 5 years service on selection basis or as may be determined by the President.
3	Transport Jamadar	01	Level:4	-	-	By promotion from Senior Household Attendant with 5 years service on selection basis.
4	Head Household Attendant	02	Level:4	-	-	By promotion from Senior Household Attendant with 5 years service on selection basis.
5	Senior Household-cum-Lift Attendant	03	Level:4	-	-	By promotion from Senior Household Attendant with 5 years service on selection basis.
6	Senior Household Attendant	17	Level:3	-	-	By promotion from House Attendant Grade-I with 5 years service on selection basis.
7	House Attendant Grade-I	13	Level:2	-	-	By promotion from House Attendant Grade-II with 5 years service on selection basis.
8	House Attendant Grade-II	09	Level:1	18-27 years	(i)Minimum Class XII pass from a recognized Board. (ii)Certificate Course/Craft Course/01 year Diploma in relevant trade from a reputed institution (iii)Minimum 02 years experience in the hospitality service industry in the similar trade.	By direct recruitment.
	STORE SERVICE					
1	Chief Store Keeper	01	Level:5	-	-	By promotion from Store Keeper with

						02 years service on selection basis.
2	Store Keeper	04	Level:4	-	-	By promotion from Store Attendants with 05 years service on selection basis.
3	Painter-cum-Store Keeper	01	Level:3	-	-	By promotion from Store Attendants/possessing knowledge of painter's job with 05 years service on selection basis.
4	Store Attendant	04	Level:3	-	-	By promotion from House Attendant Grade-I/Room Attendant Grade-I with 05 years service on selection basis.
	LAUNDRY SERVICE					
1	Chief Laundryman	01	Level:5	-	-	By promotion from Head Laundryman with 03 years service/Senior Laundryman with 07 years regular service on selection basis.
2	Head Laundryman	01	Level:4	-	-	By promotion from Senior Laundryman with 04 years service on selection basis.
3	Senior Laundryman	02	Level:3	-	-	By promotion from Laundryman with 05 years service on selection basis.
4	Laundryman	06	Level:2	-	-	By promotion from Washerman with 05 years service on selection basis.
5	Washerman	10	Level:1	18-27 years	(i)Minimum Class XII pass from a recognized Board. (ii)Knowledge of washing clothes, use of soap, chemicals, detergent etc. (iii)Minimum 02 years experience of working in Mechanized Laundry.	By direct recruitment.
	SPORTS SERVICE					
1	Coach: Tennis	01	Level:6	35 years for direct recruits	1.Senior Secondary and Diploma in any discipline from Sports Authority of India/Netaji Subhash National Institute of Sports. 2.Experience of coaching and ability to converse in English	By promotion from the Sports Service staff having requisite qualification and experience on selection basis failing which by depuration from Sports organizations of the Central/State Governments failing which by direct

					OR 1. Bachelor of Physical Education from a recognized institution. 2. Experience of coaching in concerned discipline OR Participation in Olympic/Asian Games/World Championship with Certificate Course in coaching.	recruitment.
2	Chief Marker	01	Level:5	-	-	By promotion from Head Marker/Golf Marker with 02 years service on selection basis.
3	Coach Grade-II: Squash/Swimming	02	Level:4	35 years for direct recruit	For direct recruits Essential: Matriculation Desirable: Trade Course from a recognized institution.	By promotion from Squash Marker Grade-I/Life Guard with 05 years service on selection basis failing which by direct recruitment.
4	Head Marker: Tennis	01	Level:4	35 years for direct recruit	For direct recruits Essential: Matriculation Desirable: Trade Course from a recognized institution.	By promotion from Tennis Marker Grade-I with 05 years service on selection basis failing which by direct recruitment.
5	Golf Marker	01	Level:4	35 years for direct recruit	(a) Matriculation with fluency in spoken English (b) Experience of coaching in Golf	By promotion from Tennis Marker Grade-I possessing requisite qualification and 05 years service on selection basis failing which by direct recruitment.
6	Tennis Marker Grade-I/Squash Marker Grade-I	03	Level:3	35 years for direct recruit	For direct recruits Essential: Matriculation Desirable: Trade Course from a recognized institution.	By promotion from Markers Grade-II (Squash/Tennis) with 05 years service on selection basis failing which by direct recruitment.
7	Life Guard	01	Level:3	Below 35 years	(a) Matriculation (b) Certificate in First Aid and Certificate in Swimming with adequate knowledge of life saving techniques.	By deputation from Central/State Government or by direct recruitment.
8	Squash Marker	02	Level:2	-	-	By promotion from Sports Attendant with experience in the respective field on selection basis.
8(a)	Tennis Marker	03	Level:2	-	-	By promotion from Sports Attendant

	Grade-II					with experience in the respective field on selection basis.
9	Sports Attendant	03	Level:1	18-27 years	1) 12 th pass with 2) Certificate of Participation at the State/National Level in any Sports/Games. OR 02 years experience in sports facilitation (As helper in preparation, maintenance of ground etc.) at Government Organisation/Institution.	By direct recruitment.
10	Gym Instructor	01	Level:3	35 years for direct recruit	For direct recruits 12 th Pass with 01 year Certificate Course in Fitness and Gym Instructor from SAI/University Affiliated/Government Institutions and 03 years experience as Gym Instructor in a Gym under Central/State Govt.	By deputation/direct recruitment.
	MISCELLANEOUS SERVICES					
1	Public Relation Officer (earlier Reception Officer)	01	Level:11	18-35 years for direct recruit	Essential (a) Graduation or equivalent degree from recognized university and having experience to deal with public at least for 02 years. Desirable Post Graduation or equivalent degree from recognized university	By deputation/absorption/promotion and failing which by direct recruitment.
2	Caretaker	01	Level:6	Below 35 years for direct recruit	(a) Graduation (b) Experience of the work of Caretaker in a concern of repute in public or private sector. (c) 06 months Certificate course in computers with Microsoft suite.	By direct recruitment.
3	Barber	01	Level:2	18-27 years	12 th Pass with Trade Course which should be of NSQF Level-4 and above from Recognized Hair Dressing Institution and 02 years experience of reputed saloon.	By direct recruitment.
4	Carpenter	01	Level:2	18-27 years	Essential: Matriculation Desirable: Trade Course from a recognized	By direct recruitment.

					Institution.	
5	Tailor	02	Level:2	18-27 years	Essential: Matriculation Desirable: Trade Course from a recognized Institution.	By direct recruitment.
6	Tinman Grade-I	01	Level:2	18-27 years	Essential: Matriculation Desirable: Trade Course from a recognized Institution.	By promotion from Tinman Grade-II possessing requisite qualification and 05 years service on selection basis failing which by direct recruitment.
7	Laboratory Assisatant	01	Level:3	18-27 years	Essential: Matriculation Desirable: Trade Course from a recognized Institution.	By direct recruitment.
8	Senior Ambulance Attendant	01	Level:2	-	-	By promotion from Ambulance Attendant with 03 years service.
9	Ambulance Attendant	01	Level:1	18-27 years	Essential: Matriculation Desirable: Trade Course from a recognized Institution.	By direct recruitment.
	GARAGE SERVICES					
1	Special Grade Driver	01	Level:6	-	Exceptional experience and proficiency in driving.	By promotion from Grade-I Driver with 03 years service on selection basis.
2	Grade-I Driver	10	Level:5	-	Exceptional experience and proficiency in driving.	By promotion from Grade-II Driver with 06 years/combined service of 15 years in Grade-II & Ordinary Grade put together on selection basis.
3	Grade-II Driver	08	Level:4	-	Exceptional experience and proficiency in driving.	By promotion from Ordinary Grade Driver with 08 years service on selection basis.
4	Ordinary Grade Driver	19	Level:2	35 years for direct recruits	Essential: (a) 10 th pass (b) Possession of a valid driving licence of HMV and LMV. (c) Experience of driving for 05 years (d) Knowledge of motor mechanic. Desirable: (a) At least 04 years experience of driving an LMV. (b) Experience of, at least, six months of minor repairs.	75% by direct recruitment and 25% by promotion from Cleaner with 05 years service failing which by direct recruitment.
5	Chief Mechanic	01	Level:5	35 years	Matriculation with Trade Course from a	By promotion from Assistant Mechanic

				for direct recruit	recognized institution and 05 years experience.	possessing requisite qualifications and 05 years service failing which by direct recruitment.
6	Assistant Mechanic	01	Level:2	35 years for direct recruit	Matriculation with Trade Course from a recognized institution and 02 years experience.	By promotion from Cleaners possessing requisite qualifications and 05 years service failing which by direct recruitment.
7	Despatch Rider	09	Level:2	18-27 years for direct recruits	Essential: (a) 10 th Class (b) Possession of valid TSR (Three –Seater Auto Rickshaw) driving licence. (c) At least 02 years experience and proficiency in driving two and three wheelers. Desirable: Knowledge of mechanism of two and three wheeler.	By selection from Cleaners, employees of Secretariat and Household Establishment possessing requisite qualifications and experience and 05 years service failing which by direct recruitment.
8	Cleaner	03	Level:1	18-27 years	Essential: 10 th pass with one year relevant experience. Desirable: Trade certificate in Motor Mechanism from ITI/recognized Institution.	By direct recruitment.
9	Chief Telephone Attendant	01	Level:6	-	-	By promotion from Head Telephone Attendant with 02 years service or from Senior Telephone Attendant with 04 years service on selection basis.
10	Head Telephone Attendant	01	Level:5	-	-	By promotion from Senior Telephone Attendant with 03 years service or from Telephone Attendant with 05 years service on selection basis.
11	Senior Telephone Attendant	01	Level:4	-	-	By promotion from Telephone Attendant with 05 years service on selection basis.
12	Telephone Attendant	02	Level:2	18-27 years for direct recruit	Matriculation	By promotion/transfer from Household/Secretariat employees holding posts below the scale of Rs.3050-4590 possessing requisite qualification and 05 years service failing which by direct recruitment.
	SANITARY					

SERVICES						
1	Chief Safaiwala	01	Level:5	-	-	By promotion from Head Safaiwala Jamadar with 03 years service on selection basis.
2	Head Safaiwala Jamadar	02	Level:4	-	-	By promotion from Safaiwala Jamadar with 04 years service on selection basis.
3	Safaiwala Jamadar	08	Level:3	-	-	By promotion from Senior Safaiwala with 05 years service on selection basis.
4	Senior Safaiwala	50	Level:2	-	-	By promotion from Safaiwala/Bhisti with 05 years service on selection basis.
5	MTS Safaiwala	89	Level:1	18-27 years	10+2 or equivalent from a recognized Board with basic knowledge of computers.	By direct recruitment.
6	Bhisti	01	Level:1	18-27 years	10 th Pass.	By direct recruitment.
ART SERVICE						
1	Educational Officer	02	Level:10	Upper age 45 years	<p>(a) Deputation (i)Master's degree in History from a recognized University with specialization in Modern Indian History OR Master's degree in Museology/Heritage Management from the recognized University/Institute. AND (ii)03 years experience in a Museum under the control of Central/State Government or State Legislature Secretariats or Central/State Public Sector Undertakings/Autonomous Bodies, being conversant with various facets of Museum-related work, including use of latest IT Techniques for planning and maintenance of Museums.</p> <p>(b) Direct Recruitment: (i)Master's degree in History from a recognized University with specialization in</p>	By selection of persons on deputation basis from a Museum under the control of Central/State Government or State Legislature Secretariats or Central/State Public Sector Undertakings Autonomous Bodies failing which by Direct Recruitment. The period of deputation shall be initially for 03 years on usual terms and conditions of deputation in accordance with the instructions consolidated by DoPT vide their Om No.6/8/2009-Estt(Part-II) dated 17.06.2010.

					Modern Indian History OR Master's degree in Museology/Heritage Management from the recognized University/Institute. AND (ii) 03 years experience in a reputed Museum, being conversant with various facets of Museum-related work, including use of latest IT Techniques for planning and maintenance of Museums.	
2	Technical Assistant	01	Level:7	Upper age limit 45 years	(a) <u>Deputation:</u> (i) Diploma in Electronics or Computer Sciences from a recognized University/Institute. AND (ii) 02 years experience in operation, repair and maintenance of Computers, Projectors and other electronics equipments. (b) <u>Direct Recruitment:</u> (i) Diploma in Electronics or Computer Sciences from a recognized University/Institute. AND (ii) 02 years experience in operation, repair and maintenance of Computers, Projectors and other electronics equipments.	By selection of persons on deputation basis from a Museum under the control of Central/State Government or State Legislature Secretariats or Central/State Public Sector Undertakings/Autonomous Bodies, fulfilling the required conditions failing which by Direct Recruitment. The period of deputation shall be initially for 03 years on usual terms and conditions of deputation in accordance with the instructions consolidated by DoPT vide their OM No.6/8/2009-Estt(Part-II) dated 17.06.2010.
3	Artists Grade-I	02	Level:6	-	Matriculation with Diploma in Arts from a recognized Institution.	By promotion from Artists Grade-II with 5 years service on selection basis failing which by direct recruitment.
4	Artists Grade-II	02	Level:4	18-27 years	Matriculation with Diploma in Arts from a recognized Institution/Trade Course Certificate.	By promotion from Senior Helper/Attendant with 5 years experience and possessing requisite qualification failing which by direct recruitment.
5	Museum Assistant	01	Level:1	18-27 years	Matriculation with experience of working in relevant field.	By direct recruitment.
6	Museum Attendant	13	Level:1	18-27 years	12 th Pass and attendance/participation in the museum related workshop/courses held by reputed organizations.	By direct recruitment.

7	Senior Helper/Attendant	01	Level:3	-	Matriculation with experience of working in relevant field.	By promotion from Helper/Attendant Grade-I with 5 years service on selection basis.
8	Helper/Attendant Grade-I	01	Level:2	-	Matriculation.	By promotion from Junior Helper/Attendant Grade-II with 5 years service on selection basis.
9	Junior Helper/Attendant Grade-II	01	Level:1	18-27 years	Matriculation with experience of working in relevant field.	By direct recruitment.
10	Laboratory Attendant	01	Level:2	18-27 years	Matriculation with experience of working in relevant field.	By direct recruitment.

Recruitment Rules for Garden (Work-charged) Establishment of President's Gardens (New Delhi, Bolarum & Mashobra)

Sl No.	Category	No. of posts	Pay Level	Age Limit	Qualification	Method of recruitment
1	Chowdhary	11	Level:2	-	-	By promotion from Senior Malis with 05 years service on selection basis.
2	Carpenter	01	Level:2	18-27 years	Essential: 12 th Pass Desirable: Trade Course from a recognized Institution.	By direct recruitment.
3	Tractor Operator	02	Level:2	18-27 years	Essential: (a) Matriculation (b) Possession of valid driving licence. Desirable: Trade Course from a recognized Institution. Desirable: Trade Course from a recognized Institution.	By direct recruitment.
4	Assistant Fitter	01	Level:2	18-27 years	Essential: 12 th Pass Desirable: Trade Course from a recognized Institution.	By direct recruitment.
5	Assistant Blacksmith	01	Level:2	18-27 years	Essential: 12 th Pass Desirable: Trade Course from a recognized Institution.	By direct recruitment.
6	Storeman	01	Level:1	18-27 years	Essential: Matriculation Desirable: Matriculation with experience in Store-keeping.	By promotion from Malis possessing requisite qualification on selection basis failing which by direct recruitment.
7	Senior Mali	62	Level:2	-	-	By promotion from Malis with 05 years satisfactory service.
8	Mali-cum-Forest Guard	01	Level:1	18-27 years	Essential: Matriculation and possessing a valid licence for use of Gun.	By direct recruitment.
9	Mali Grade-III	213	Level:1	18-30 years	Educational Qualification: Matriculation Skill Qualification: Gardner National Skill Qualification	By direct recruitment.

				<p>Certificate (NSQF) Level-4 Certificate given by Agriculture Sector Skill Council of India (ASCI) or any other NSQF approved governing body.</p> <p>OR</p> <p>Gardner Training Certificate from IARI or any other Agriculture or Horticulture University/Government Institution with training duration of minimum 01 month.</p> <p>Experience:</p> <p>Should possess a minimum of two years work experience in the Trade.</p> <p>Note: Preference shall be given to those candidates who have worked for two years or more in a Central/State Government Nursery.</p>	
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