

# CAFETERIA

## 31.1 DISH CLEANER

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post			<b>DISH CLEANER</b>	<b>This post exists in JIPMER only. To be outsourced.</b>
2	Number of Posts	No Post	No Post	1 post	
3	Classification			Group 'C'	
4	Pay Band and Grade Pay			PB1 Rs.5200-20200 GP Rs.1800	
5	Method of Recruitment			By Direct Recruitment	

### 31.2 WASHBOY

S No	Description	"As is" Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post			<b>WASH BOY</b>	<b>This post exists in JIPMER only To be outsourced</b>
2	Number of Posts	No post	No post	1 post	
3	Classification			Group 'C'	
4	Pay Band and Grade Pay			PB1 Rs.5200-20200 GP Rs.1800	
5	Method of Recruitment			By Direct Recruitment	

### 31.3 SAFAIWALA (CAFETERIA)

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post			<b>SAFAIWALA (CAFETERIA)</b>	<b>This post exists in JIPMER only. To be outsourced.</b>
2	Number of Posts	No Post	No Post	1 post	
3	Classification			Group 'C'	
4	Pay Band and Grade Pay			PB1 Rs.5200-20200 GP Rs.1800	
5	Method of Recruitment			By Direct Recruitment	

### 31.4 COFFEE TEA MAKER

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post			<b>COFFEE TEA MAKER</b>	<b>This post exists in JIPMER only. To be outsourced.</b>
2	Number of Posts	No Post	No Post	1 post	
3	Classification			Group 'C'	
4	Pay Band and Grade Pay			PB1 Rs.5200-20200 GP Rs.1800	
5	Method of Recruitment			By absorption filing which by Direct Recruitment	

### 31.5 BEARER

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post			<b>BEARER</b>	<b>This post exists in JIPMER only</b>
2	Number of Posts	No Post	No Post	7 post	
3	Classification			Group 'C'	
4	Pay Band and Grade Pay			PB1 Rs.5200-20200 GP Rs.1800	
5	Method of Recruitment			By Direct Recruitment	
6	Age limit for Direct Recruits			25 years	
7	Educational and other qualification required for Direct Recruits			Matriculation or its equivalent	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972			Not Applicable	
9	In case of Recruitment by Promotion:			Not Applicable	
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			Not Applicable	
9b	Grades from which promotion is to be made and eligibility			Not Applicable	

S No	Description	"As is" Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees			Age - No EQ- Yes	
10	If a DPC exists, what is its composition			Group C Departmental Promotion Committee consisting of (for confirmation only)	
				1. Medical Supdt. Chairperson	
				2. Sr. Professor Member	
				3. Professor - Member	
				4. DDA/Senior AO-- Member	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation			Not Applicable	
12	Period of probation, if any			Two Years	
13	Brief nature of the Job				

### 31.6 JUNIOR CLERK

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post			<b>JUNIOR CLERK</b>	<b>This post exists in JIPMER only To be merged with clerical cadre of the Institute.</b>
2	Number of Posts	No Post	No Post	2 posts	
3	Classification			Group 'C'	
4	Pay Band and Grade Pay			PB1 Rs.5200-20200 GP Rs.1900	
5	Method of Recruitment			By Promotion failing which by Direct Recruitment	

**31.7 ASSISTANT HALWAI**

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post			<b>ASSISTANT HALWAI</b>	<b>This post exists in JIPMER only</b>
2	Number of Posts	No Post	No Post	1 post	
3	Classification			Group 'C'	
4	Pay Band and Grade Pay			PB1 Rs.5200-20200 GP Rs.1900	
5	Method of Recruitment			By Promotion failing which by Direct Recruitment	
6	Age limit for Direct Recruits			27 years	
7	Educational and other qualification required for Direct Recruits			1. 10+2 or its equivalent 2. A diploma in catering Technology from a recognized Institution. 3. Skill Test conducted by the Institute.	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972			Not Applicable	
9	In case of Recruitment by Promotion:			Not Applicable	
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			Not Applicable	



S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
9b	Grades from which promotion is to be made and eligibility			Promotion from Coffee / Tea Maker / Safaiwala/ Wash Boy / Dish Cleaner /Bearer with 3 years regular service in the grade and skill test conducted in the Institute	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees			Age - No EQ- Yes	
10	If a DPC exists, what is its composition			Group C Departmental Promotion Committee consisting of (for confirmation only)	
				1. Medical Supdt. - Chairperson	
				2. Sr. Professor -- Member	
				3. Professor -- Member	
				4. DDA/Senior AO -- Member	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation			Not Applicable	
12	Period of probation, if any			Two Years	
13	Brief nature of the Job				



### 31.8 COOK

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post			<b>COOK</b>	<b>This post exists in JIPMER only</b>
2	Number of Posts	No Post	No Post	1 post	
3	Classification			Group 'C'	
4	Pay Band and Grade Pay			PB1 Rs.5200-20200 GP Rs.1900	
5	Method of Recruitment			By Promotion failing which by Direct Recruitment	
6	Age limit for Direct Recruits			27 years	
7	Educational and other qualification required for Direct Recruits			1.10+2 or its equivalent 2. A diploma in catering Technology from a recognized Institution. 3. Skill Test conducted by the Institute	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972			Not Applicable	
9	In case of Recruitment by Promotion:			Not Applicable	
9a	Whether by seniority-cum fitness i.e., 'non selection',			Not Applicable	

S No	Description	"As is" Recruitment Rules			Recommendation of Coordination Committee
	or by 'Merit-cum-seniority' i.e., 'selection'				
9b	Grades from which promotion is to be made and eligibility			Promotion from Coffee / Tea Maker / Safaiwala/ Wash Boy / Dish Cleaner /Bearer with 3 years regular service in the grade and skill test conducted in the Institute	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees			Age - No EQ- Yes	
10	If a DPC exists, what is its composition			Group C Departmental Promotion Committee consisting of (for confirmation only)	
				1. Medical Supdt. - Chairperson	
				2. Sr. Professor -- Member	
				3. Professor -- Member	
			4. DDA/Senior AO -- Member		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation			Not Applicable	
12	Period of probation, if any			Two Years	
13	Brief nature of the Job				

### 31.9 HALWAI

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post			<b>HALWAI</b>	<b>This post exists in JIPMER only</b>
2	Number of Posts	No Post	No Post	Group 'C'	
3	Classification			1 post	
4	Pay Band and Grade Pay			PB1 Rs.5200-20200 GP Rs.2000	
5	Method of Recruitment			By Promotion failing which by Direct Recruitment	
6	Age limit for Direct Recruits			30 years	
7	Educational and other qualification required for Direct Recruits			1.10+2 or its equivalent 2. Skill Test conducted by the Institute	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972			Not Applicable	
9	In case of Recruitment by Promotion:			Not Applicable	
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			Not Applicable	
9b	Grades from which promotion is to be made and eligibility			Promotion from Cook / Assistant Halwai with 3 years regular service in the grade	

S No	Description	"As is" Recruitment Rules			Recommendation of Coordination Committee
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees			Age - No EQ- Yes	
10	If a DPC exists, what is its composition			Group C Departmental Promotion Committee consisting of (for confirmation only)	
				1. Medical Supdt. - Chairperson	
				2. Sr. Professor -- Member	
				3. Professor -- Member	
				4. DDA/Senior AO -- Member	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation			Not Applicable	
12	Period of probation, if any			Two Years	
13	Brief nature of the Job				

**31.10 ASSISTANT MANAGER (CANTEEN)**

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post		<b>ASSISTANT MANAGER (CANTEEN)</b>		<b>This post exists in PGIMER only.</b>
2	Number of Posts	<b>No Post</b>	2 posts	<b>No Post</b>	
3	Classification		PB1 Rs.5200-20200 GP Rs.2000		
4	Pay Band and Grade Pay		100% by direct recruitment.		
5	Method of Recruitment		30 years		
6	Age limit for Direct Recruits		18-30 years.		
7	Educational and other qualification required for Direct Recruits		i) Matriculation or equivalent from a recognized Board/ University. ii) Diploma in Book keeping/Store keeping /Hotel Management		
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not Applicable.		
9	In case of Recruitment by Promotion:		Not Applicable.		
9a	Whether by seniority-cum fitness i.e., ‘non selection’, or by ‘Merit-cum-seniority’ i.e.,		As indicated in Column 5(ii) & (iii)		

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
	'selection'				
9b	Grades from which promotion is to be made and eligibility		Not Applicable.		
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not Applicable.		
10	If a DPC exists, what is its composition		Not Applicable.		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not Applicable		
12	Period of probation, if any		2 Years		
13	Brief nature of the Job				



31.11 STORE CLERK

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post			STORE CLERK	<b>This post exists in JIPMER only. To be merged with clerical cadre of the Institute.</b>
2	Number of Posts	No Post	No Post	1 post	
3	Classification			Group 'C'	
4	Pay Band and Grade Pay			PB1 Rs.5200-20200 GP Rs.2400	
5	Method of Recruitment			By Promotion failing which by Direct Recruitment	

31.12 DY. GENERAL MANAGER (CANTEEN)

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post		<b>DY. GENERAL MANAGER (CANTEEN)</b>		<b>This post exists in PGIMER only. To revise the designation as senior post is proposed to be re-designated as Assistant Manager (Cafeteria)</b>
2	Number of Posts	<b>No Post</b>	1 post	<b>No Post</b>	
3	Classification		Group 'C'		
4	Pay Band and Grade Pay		PB1 Rs.5200-20200 GP Rs.2400		
5	Method of Recruitment		50% by direct recruitment. 50% by promotion/selection from Assistant Manager.		
6	Age limit for Direct Recruits		18-30 years.		
7	Educational and other qualification required for Direct Recruits		<b>Essential</b> Matriculate with one year Diploma in Book keeping/Store keeping and minimum of three years experience in a big Hotel/Canteen in supervisory capacity. Desirable Preference shall be given to those possessing Diploma in Hotel Management.		
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not Applicable.		

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Merit-cum-seniority		
9b	Grades from which promotion is to be made and eligibility		Assistant Manager/Managers (Deptt. Canteens) with minimum of Matric Pass qualification and 5 years regular service as Asstt. Manager/ Manager.		
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not Applicable.		
10	If a DPC exists, what is its composition		Not Applicable.		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not Applicable.		
12	Period of probation, if any		2 Years		
13	Brief nature of the Job				

**31.13 ASSISTANT MANAGER (CANTEEN)**

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post	<b>DY. GENERAL MANAGER (DEPTT. CANTEEN)</b>	<b>GENERAL MANAGER (CANTEEN)</b>		<b>To be re-designated as ASSISTANT MANAGER (CAFETERIA)</b>
2	Number of Posts	1 post	1 post	No Post	
3	Classification	Group – C	Group C		Group – C
4	Pay Band and Grade Pay	Pay Band: 1 (Rs. 5200-20200) Grade Pay: Rs. 2800	PB-1, Rs.5200-20200 Grade Pay Rs. 2800		Pay Band: 1 (Rs. 5200-20200) Grade Pay: Rs. 2800
5	Method of Recruitment	100% by Direct Recruitment	100% by promotion failing which by direct recruitment		100% by Direct Recruitment
6	Age limit for Direct Recruits	18-30 years	18-30 years.		Between 18- 25 years(For Departmental candidates age limit is 40 years)
7	Educational and other qualification required for Direct Recruits	<b>Essential:</b> Matriculate with one year Diploma in Book-Keeping Store-Keeping. <b>Desirable:</b> Preference will be given to those possessing Diploma in Hotel Mgmt.	<b>Essential</b> Matriculate with one year Diploma in Book keeping/Store keeping and minimum experience of seven years in a big Hotel/Canteen in supervisory/Managerial capacity. <b>Desirable</b> Preference shall be given to those possessing Diploma in Hotel Management.		<b>Essential:</b> 10 + 2 with Diploma in Hotel Management / Catering / Food Services / Culinary Services or equivalent
8	Whether benefit of added Years of service admissible	Not Applicable	Not Applicable		Not Applicable

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
	under rule 30 of the CCS pension Rules, 1972				
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not Applicable		Seniority cum fitness	Not Applicable
9b	Grades from which promotion is to be made and eligibility	Not Applicable		Dy. General Manager (Deptt. Canteens) with five years of regular service in the grade and possessing Diploma in Bookkeeping/Store Keeping/Hostel Management.	Not Applicable
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable		N.A. Qualification/Exp.: Candidate must possess above mentioned qualification required for direct recruits.	Not Applicable
10	If a DPC exists, what is its composition	1. Dy. Director (Admn.)	Chairman		
		2. Hony. Secretary (Cafe)	Member		
		3. One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organization.	Member		
		4. One	Member		

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.			
		5.Sr.Administrative Officer (DO)	Member		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not Applicable		Not Applicable	Not Applicable
12	Period of probation, if any	2 years		2 years for direct recruits.	2 years
13	Brief nature of the Job				

31.14 MANAGER (CAFETERIA)/ MANAGER GRADE II

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post	<b>GENERAL MANAGER (DEPTT.CANTEEN)</b>		<b>MANAGER GRADE-II</b>	<b>To be re-designated as Manager (Cafeteria)</b>
2	Number of Posts	1 post	No Post	1 post	
3	Classification	Group – C		Group – B	Group – B
4	Pay Band and Grade Pay	Pay Band: 2 (Rs.9300-34800) Grade Pay: Rs.4200		Pay Band: 2 (Rs.9300-34800) Grade Pay: Rs.4200	Pay Band: 2 (Rs.9300-34800) Grade Pay: Rs.4200
5	Method of Recruitment	100% by promotion failing which by Direct Recruitment		100% by promotion failing which by Direct Recruitment	100% by Promotion
6	Age limit for Direct Recruits	18-30 years		35 Years	Not Applicable
7	Educational and other qualification required for Direct Recruits	<b>Essential:</b> Matriculate with one year Diploma in Book-Keeping/ Store-keeping with a minimum experience of 7 years. <b>Desirable:</b> Preference shall be given to those possessing Diploma in Hotel Management.		1. Degree in Catering Technology 2. Three years' experience as Manager in a reputed hotel.	Not Applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not Applicable		Not Applicable	Not Applicable

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
9	In case of Recruitment by Promotion:	Not Applicable		Not Applicable	Not Applicable
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness		Not Applicable	Selection - Merit cum Seniority
9b	Grades from which promotion is to be made and eligibility	Dy. General Manager (Deptt. Canteen) with 5 years of regular service in the grade.		Promotion from Store Clerk with 10 years regular service in the grade	<p><b>Grade:</b> Deputy General Manager (Cafeteria)</p> <p><b>Eligibility:</b></p> <p>(i) 5 years of regular service in the grade</p> <p>(ii) The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognized academy/institute, for upgrading their skills for the post to which they are being considered for promotion</p> <p><b>Benchmark:</b> The minimum assessment of ACRs – Very Good</p>
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable		Age - No EQ- Yes	Not Applicable
10	If a DPC exists, what is its composition	1. Dy. Director (Admn.)	Chairman		Group –'B' Departmental promotion Committee consisting of (for



S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
				confirmation only)	
		2.Hony.Secretary (Cafe)	Member		1. Medical Supdt. –Chairman
		3. One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organization.	Member		2. One Senior Prof. -Member
		4. One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organization.	Member		3. One Prof. -Member
		5.Sr.Administrative Officer (DO)	Member Secretary		4. DDA/Sr. A.O. -Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not Applicable			Not Applicable

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
12	Period of probation, if any	2 years		2 years	2 years
13	Brief nature of the Job				