

No.I-12014/4/2023-Ad(CD)  
Government of India  
Ministry of Home Affairs  
Disaster Management Division

NDCC-II Building, 3<sup>rd</sup> Floor, B Wing  
Jai Singh Road, New Delhi-110001  
Dated the 29th May, 2024

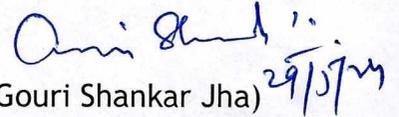
**OFFICE MEMORANDUM**

Sub: - Inviting comments of the Stakeholders on the draft Recruitment Rules for the post of Dispatch Rider in Directorate General (FS, CD & HG).

In compliance to para 2 of Department of Personnel and Training (DoP&T) O.M. No.AB-14017/61/2008-Estt.(RR) dated 13.10.2015, the draft Recruitment Rules for the post of Dispatch Rider (01 post) in Directorate General (Fire Service, Civil Defence & Home Guards) under Ministry of Home Affairs (copy enclosed), are placed on the website of the MHA for inviting comments from the stakeholders.

2. All the stakeholders are requested to send their comments, if any, in writing within a period of 30 days from the date of publication of the draft Recruitment Rules on the website of MHA to Under Secretary (DM-III), Disaster Management Division, Ministry of Home Affairs, 3<sup>rd</sup> Floor, B-Wing, NDCC-II Building, Jai Singh Road, New Delhi-110001.

Encl: As above.

  
(Gouri Shankar Jha) 29/5/24

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Recruitment rules for the post of Dispatch Rider in the O/o DG - FS, CD & HG, MHA

**SCHEDULE**

Name of post.	Number of post.	Classification.	Pay in the pay matrix	Whether selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Dispatch Rider.	1 (2024) * Subject to variation dependent on work load.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	Level- 2 in the pay matrix (Rs.19,900-63,200/-).	Not applicable.

Age-limit for direct recruits	Educational and other qualification required for direct recruits	Whether age and educational qualification is prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(6)	(7)	(8)	(9)
18 - 25 years (Relaxable for the departmental candidates up to forty years in accordance with the instructions or orders issued by the Central Government.  Note.- The crucial date for determining the age-limit shall be as advertised by the Staff Selection Commission.	<b>Essential:</b>  (i) Matriculation or equivalent pass  (ii) Possession of a valid driving license for Motor Cycle / Autorickshaw  (iii) Two years experience in driving Motor-cycle/Autorickshaw.  (iv) Knowledge of Motor Cycle/ Autorickshaw mechanism (The candidate should be able to remove minor-defects in vehicle).  (v) ability to read English and Hindi.  Note 1.- Qualifications are relaxable at the discretion of the Staff Selection Commission or competent authority for reasons	Not applicable.	Two years for Direct Recruits and for re-employment.

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	<p>to be recorded in writing, in the case of candidates otherwise well qualified.</p> <p>Note 2.- The qualifications regarding experience are relaxable at the discretion of the Staff Selection Commission or competent authority, for reasons to be recorded in writing, in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection, the Staff Selection Commission or competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>		
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<p>Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods</p>	<p>In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.</p>
<p>(10)</p>	<p>(11)</p>
<p>Deputation / absorption failing which by Direct Recruitment.</p> <p>For Armed Forces Personnel: Deputation / re-employment.</p>	<p>Deputation / Absorption:</p> <p>Officials holding the post of Dispatch Rider on regular basis or regular Group-C employees in Level 1 (Rs.18000-56900) in Ministries of the Central Government who fulfil the necessary qualifications as mentioned in column 7.</p> <p>Deputation / re-employment for Armed Forces Personnel :</p> <p>The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms up to the date on which they are due for release from</p>

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the Armed Forces; thereafter they may be continued on re-employment.

Note : The period of deputation (including short term contract) including the period of deputation (including short term contract) in another ex- cadre post held immediately preceding this appointment in the same or some other organization / Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation / absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.

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)
Group 'C' Departmental Confirmation Committee	Not applicable.
1. Deputy Director General (Home Guards) Chairperson 2. Fire Adviser, O/o. DG (FS, CD &HG) - Member 3. Representative of MHA -Member	

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