

F. No. A-12035/04/2023-A(P&T)  
Government of India  
Ministry of Micro, Small and Medium Enterprises  
Office of the Development Commissioner  
(Micro, Small and Medium Enterprises)  
Administration Division  
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Room No. 705 'A' Wing,  
Nirman Bhawan, New Delhi  
Dated the 01<sup>st</sup> March, 2023

**Subject: Amendment of Recruitment Rules for the post of Office Superintendent, Group 'B' post in Ministry of Micro, Small and Medium Enterprises, Micro, Small and Medium Enterprises-Development Organisation.**

I am directed to invite attention to the DoP&T's OM issued vide F. No. AB-14017/61/2008-Estt. (RR) dated 13.10.2015 to put the proposal for framing/amendment of Recruitment Rules on the website of the respective Ministries/ Department for 30 days for inviting comments of the stakeholders. Therefore, the above-mentioned RRs are uploaded on the website of this department.

2. In view of above, it is requested to all concerned who are working under O/o DC (MSME), Ministry of MSME or any way associated with aforesaid draft Recruitment Rules may kindly furnish their comments/ opinion/ suggestion in the matter within 30 days from the date of issue of the draft notification by e-mail at [estt-hqrs@dcmsme.gov.in](mailto:estt-hqrs@dcmsme.gov.in).

*Linu*  
*01/03/2023*

(Pankaj Kumar Jha)  
Deputy Director (Admin)/HOO  
Ph. 011-23061472

To,

All concerned; Field offices (including Hqrs);

Copy to:-

1. PPS to AS&DC(MSME);
2. PA to ADC(Admn)/DS(HR);
3. Joint Director (SENET), with the request to place the Draft Recruitment Rules on the official website of O/o DC (MSME) to seek comments/ objections/ suggestions of all the stakeholders.



**G.S.R.** – In exercise of the powers conferred by the provision to article 309 of constitution and in supersession of the Ministry of Small Scale Industries, the Small Industries Development Organization, Group 'C' and Group 'D' post, Recruitment Rules, 2002, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Office Superintendent, the Micro, Small and Medium Enterprises – Development Organization, Office of the Development Commissioner (MSME) under the Ministry of Micro, Small and Medium Enterprises, Micro, Small and Medium Enterprises- Development Organisation, namely:-

**1. Short title and commencement** - (i) These rules may be called the Ministry of Micro, Small and Medium Enterprises, Micro, Small and Medium Enterprises- Development Organisation, Office Superintendent, General Central Service, Group 'B', Non Gazetted, Non-Ministerial Post, Recruitment Rules, 2023.

(ii) They shall come into force on the date of their publication in the Official Gazette.

**2.** These rules shall apply to the posts specified in column 1 of the schedule annexed to these rules.

**3. Number of posts, classification and scale of pay, etc.** – The number of posts, their classification, pay band and grade pay or pay scale attached thereto shall be as specified in column (2) to (4) of the Schedule annexed to these rules.

**4. Method of recruitment, age limit, qualification, etc.** – The method of recruitment, age limit, qualifications and other matters related thereto shall be as specified in columns (5) to (13) of the aforesaid schedule.

**5. Disqualification** – 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 posts:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**6. Power to relax** – Where the Central Government is of the opinion that it is necessary or expedient so to do, it is ordered for reasons to be recorded in writing and in consultation with the Union Public Service Commission, relax the provisions of these rules with respect to any class or category of persons.

**7. Saving** – Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen, Other Backward Classes and other special categories of persons in accordance with the others issued by the Central Government from time to time in this regard.



**SCHEDULE**

Name of the Post	Numbers of the posts	Classification	Scale of Pay	Whether Selection or Non-Selection post	Age limit for direct recruitment.
1	2	3	4	5	6
Office Superintendent	61* (2023) *Subject to variation dependent on workload	General Central Service, Group 'B' Gazetted, Non-Ministerial	Pay Matrix: Level-6 (as per 7 <sup>th</sup> CPC)	Not Applicable	Not Applicable

Educational and other qualification required for direct recruits.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.
7	8	9	10
Not Applicable	Not Applicable	Two years	By Promotion failing which by deputation
In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.	If a Departmental Promotion committee exists, what is its composition.	Circumstances in which Union Public Service commission is to be consulted in making recruitment.	
11	12	13	
Promotion: Upper Division Clerk With Ten Years Regular Service in the Grade.  Note: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such	Group 'C' Departmental Promotion Committee (for considering promotion or confirmation):-  (i) Additional Development Commissioner or Joint Development Commissioner (Administration) of Office of DC(MSME)- Chairman  (ii) Director or Joint Director of Office of DC(MSME)- Member  (iii) Deputy Director (Administration) of Office of DC(MSME)- Member	Not Applicable	



qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying or eligibility service.

Deputation:

Officials under the Central Government/ State Government/ Union Territory:

(i) holding analogous posts on regular basis; or

(ii) with ten years regular service in the Pay level 4

Note 1- The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation.

(Period of deputation including period of deputation 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.