

**DIRECTORATE GENERAL OF HOME GUARDS**  
**NISHKAM SEWA BHAWAN, RAJA GARDEN NEW DELHI-27**

F.No.1/25/2023-HG/10747-62

Dated : 16/05/25

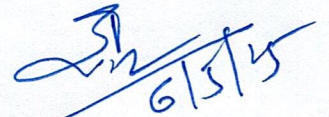
**CIRCULAR**

**Sub: Regarding to seeking comments on the draft Recruitment Rules of "Cook".**

Reference directions/advised received from Deputy Secretary(Home) on dated 03.04.2025 regarding to upload "the draft Recruitment Rules" on the website of the department in terms of Services Department circular dated 06.04.2021 as well as in terms of guidelines of DoPT.

All the stakeholders of this Directorate are hereby invited to give/submit their comments/representation, if any, on the **draft Recruitment Rules for the post of "Cook"** to the undersigned within 30 days of issuance/uploading of Draft Recruitment Rules.

After 30 days, if no comments/representation are received from the stakeholders, the proposal for amendment in Recruitment Rules, same will be processed for notifying it after approval of Competent authority.

  
**(D.S. RAWAT)**  
**COMMANDANT(CTI)/HOO**

Copy to:-

1. PS to DGHG.
2. PA to Head of Office.
3. PA to Commandant(HQ).
4. All Branch-Incharges with the request to bring the contents of this circular into the knowledge of all official working under their supervision.
5. Asstt. Programmer with the request to upload this circular with the draft Recruitment Rules of Cook on the website of the Directorate.
6. Guard file/Office Order File



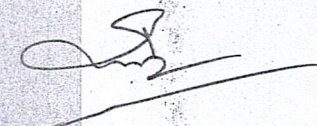
S/N

File No. 1/25/2023-HG  
CD No. 001734159

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT (BRANCH-IV)**  
**(F.2(44)/RRs/2023/S-IV, CD No.081753608)**

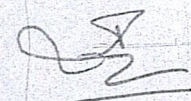
8. The instant matter in the linked file relates to amendment of RRs for the post of "Dispatch Rider" in Directorate General of Home Guards and the provisions of recruitment rules agreed upon by Services Department are as under:

Col. No.	Name of column	Provisions proposed by Administrative dept.	Provisions agreed upon by Services Department
1	Name of Post	Cook	Cook
2	No. of Post	01* (2023) * Subject to variation depended on workload.	01* (2025) * Subject to variation depended on workload.
3.	Classification	General Central Services, Group-C, Non-Gazetted, Non-Ministerial	General Central Services, Group-C, Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/Pay Scale	Level-01 (Rs. 18000-56900/-) in the Pay Matrix	Level-01 (Rs. 18000-56900/-) in the Pay Matrix
5.	Whether Selection or Non-Selection post	N.A.	N.A.
6.	Age Limit for Direct Recruits	Between 18 to 25 years* *In case of post being filled up by all-India competition, it would be Between 18 to 27 years.  Note 1: The crucial date for determining the age limit shall be as advertised by DSSSB/ Competent Authority.	Between 18 to 25 years* *In case of post being filled up by all-India competition, it would be Between 18 to 27 years.  Note 1: The crucial date for determining the age limit shall be as advertised by DSSSB/ Competent Authority.
7.	Educational and other qualifications required for direct recruits	Essential : 1. 10th pass recognized from recognized University/ Board. 2. At least 01 year Diploma in Cooking/ Food Production from a Govt. recognized Institute/Board. 3. Preference will be given to ex-servicemen/ ex-Police personnel/ Home Guards Volunteers.	Essential : 1. 10th pass from a recognized University/ Board. 2. At least 01 year Diploma in Cooking/ Food Production from a Govt. recognized Institute/Board Note 1: Qualifications are relaxable at the discretion of DSSSB/Competent Authority for the reasons to be recorded in writing, in case of candidates otherwise well qualified.
8.	Whether age & EQ prescribed for Direct Recruits will apply in the case of Promotees	N.A.	N.A.
9.	Period of Probation, if any	Two Years	Two Years
10	Method of Recruitment, whether by Direct Recruitment or by Promotion or by Deputation/Absorption and % of the posts to be filled by various methods	By direct recruitment.	100% by direct recruitment
11	In case of Recruitment by promotion/deputation/absorption, grades	N.A.	N.A.

  
Head of Office  
Dte. Gen. of Home Guards  
G.N.C.T. of Delhi  
Raja Garden New Delhi-27



	from which promotion/deputation/absorption to be made.		
12	If a Departmental Promotion Committee exists, what is its composition	Group 'C' DCC (for considering confirmation):  1. Director General of Home Guards-Chairperson.  2. Deputy Secretary (Home Department), Delhi Govt.- Member  3. Commandant/ Head of Office- Member	Group 'C' DPC (for considering promotion/confirmation):  1. Principal Secretary/ Secretary (Power)- Chairman  2. Head of the Department concerned- Member  3. Dy. Secretary (Finance) GNCT of Delhi- Member  Note: Senior most member of Departmental Confirmation Committee for considering confirmation shall act as Chairperson in case the notified Chairperson of the Committee happens to be junior to another member of the Departmental Confirmation Committee"
13	Circumstances under which UPSC is to be consulted in making recruitment	No consultation with UPSC required.	Consultation with UPSC is Not Necessary



Head of Office  
Dte. Gen. of Home Guards  
G.N.C.T. of Delhi  
Raja Garden. New Delhi-27