

GOVT. OF N.C.T. DELHI
DIRECTORATE GENERAL OF HOME GUARDS
NISHKAM SEWA BHAWAN, RAJA GARDEN NEW DELHI-27

F.No.Estt.3(156)/HG/2017/5342/12052-72

Dated : 14/07/25

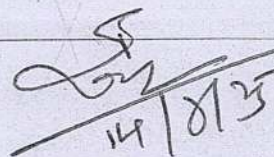
CIRCULAR

Sub: Regarding seeking comments on the draft Recruitment Rules for the post of "Store Keeper".

Reference directions/advice received from the Deputy Secretary(Home) on dated 23.06.2025 regarding uploading "the draft Recruitment Rules" on the website of the department in terms of Services Department circular dated 06.04.2021 and in accordance with the guidelines of DoPT.

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

If no comments/representations are received from the stakeholders within the stipulated time, the proposal for amendment in Recruitment Rules will be processed for notification it after approval of the 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 Store Keeper on the website of the Directorate.
6. Guard file/Office Order File

Draft Recruitment Rules for the Post of Store Keeper in the Directorate General of Home Guards, GNCT of Delhi

SCHEDULE

Name of Post	No. of the Post	Classification	Pay Band and Grade Pay/ Pay Scale	Selection or Non Selection	Age limit for direct recruitment
1	2	3	4	5	6
Store Keeper	01* (2025) *Subject to variation dependent on workload.	General Central Service, Group "C" Non-Gazetted/ Non-Ministerial	Level-4 (Rs.25,500-81,100) in Pay Matrix.	Not Applicable	Between 18 to 25* years (The Upper age-limit is relaxable for departmental candidate up to 40 years in accordance with the instruction or orders issue by the Central Government). Note:- The crucial date for determining the age limit shall be as advertised by Competent Authority. *In case of post being filled up by all-India Open Competition, the age limit would be between 18 year and 27 years.

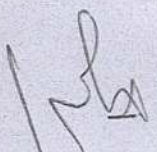
Educational and other qualifications for direct recruitment	Whether age limit, educational qualifications prescribed for Direct recruitment will apply in case of promotees.	Period of probation, if any	Method of recruitment Whether by Direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.
7	8	9	10
Essential: 1. Pass in 12 th Standard. 2. 2 years of practical experience as a Store Keeper in a Central/State Government/ Union Territories departments. Note-1: Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified. Note-2: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of	Not Applicable	Two years	By Direct Recruitment failing which by Deputation Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more may be filled on deputation basis from officers of Central Government/State Government/UTs holding analogous post on regular basis in the parent cadre/department and possessing the educational qualifications prescribed for direct recruits under column 7. (The maximum age-limit for appointment on deputation shall not exceed 56 years as

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candidates belonging to Schedule Caste or Schedule Tribes if at any stage of selection the Competent Authority is of the opinion that sufficient number of candidates from these communities processing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

on the closing date of receipt of applications.)

In case of recruitment by promotion/deputation/transfer/absorption grades from which promotion /deputation /transfer/absorption to be made.	If a Departmental promotion committee exists what is its compo For promotion (for promotion/confirmation).	Circumstances in which UPSC is to be consulted in making recruitment consulted.
11	12	13
Deputation:- Officials under the Central/ State Government/Union Territories :- A (i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) With 5 years service rendered after appointment to the post on a regular basis in level-3 or equivalent in the parent cadre or department, B. Possessing the educational qualification and experience prescribed for direct recruitment under column no.7	Group 'C' DCC (for considering confirmation) : 1. Director General of Home Guard - Chairperson 2. Additional/Special Secretary (Home Department) Delhi Govt.- Member 3. Deputy Secretary (Home Department) Delhi Govt.- Member 4. Deputy Secretary (Services Department) Delhi Govt.- Member Note: Senior most member of the Departmental Promotion Committee/Departmental Confirmation Committee shall act as Chairperson in case the notified Chairperson of the Departmental Promotion Committee/Departmental Confirmation Committee happens to be junior to another member of the Departmental Promotion Committee.	Consultation with UPSC is not necessary.
Note-1: The departmental officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.		
Note-2: 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 or department of the Central Government shall ordinarily not exceed four years. The Maximum age limit for appointment by deputation (including short term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications.		


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