

S. No. 6 CD)  
FILMS DIVISION,  
MINISTRY OF INFORMATION & BROADCASTING  
GOVERNMENT OF INDIA  
24, DR. G. DESHKUKH MARG, MUMBAI-26

No. A-12018/06/2009-Est.I

Dated the 28<sup>th</sup> September 2017.

**Office Memorandum**

**Subject:** - Seeking comments of the stake holders on the draft Recruitment Rules of Multi Tasking Staff (MTS) in Office of Films Division, Ministry of Information & Broadcasting.

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In respect of existing Group 'D' posts of Films Division the Recruitment Rules notification published in Gazette of India vide notification no. G.S.R.631 dated 19.09.1991 and 824 dated 25.08.1986 is proposed to be amended, the amending draft Recruitment Rules covers the Multi Tasking Staff of Films Division, Ministry of Information & Broadcasting.

2. In compliance with instructions issued by vide DOP&T Model Recruitment Rules issued by Office Memorandum No. AB-14017/61/2008-Estt(RR) dated 13.10.2015, the draft Recruitment Rules for the above said posts have been uploaded on the website of Films Division. The stakeholders are therefore requested to furnish their comments at [admin@filmsdivision.org](mailto:admin@filmsdivision.org), if any, within 30 days to the undersigned so as to enable this office to take the issue with the Ministry.

  
(M.M. Sable) 28/9/17  
Assistant Administrative Officer  
For Director General

- To:
1. All officers & section head in Main office.  
Head of Office, Films Division, Mumbai.
  3. All Production Centres, Films Division. Mumbai.
  4. Distribution Branches, Films Division, Mumbai.

Copy to Nodal Officer (IT)/ Publicity Section with a request to upload on the website of Films Division for comments, the draft Recruitment Rules has been sent on email ID [publicity@filmsdivision.org](mailto:publicity@filmsdivision.org).

**TO BE PUBLISHED IN THE GAZETTE OF INDIA PART II SECTION 3 SUB-SECTION (I)**

**GOVERNMENT OF INDIA**  
**MINISTRY OF INFORMATION & BROADCASTING**

New Delhi – 1, Dated the \_\_\_\_\_2017

**NOTIFICATION**

G.S.R..... In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the Films Division (Recruitment to Group 'D' Post) Recruitment Rules, 1986 except as respects things done or omitted to be done before such amendments, the President hereby makes the following rules regulating the method of Recruitment to the post of CLEANER in the Films Division of the Ministry of Information & Broadcasting namely: -

1. **Short title and commencement :-**

- i. These rules may be called the Films Division, Ministry of I & B, Multi Tasking Staff (Group 'C' post), Recruitment Rules, 2017.
- ii. They shall come into force on the date of their publication in the official Gazette.

2. **Number of posts, classification and scale of pay :-**

The number of these posts, their classification and the scale of pay attached thereto shall be as specified in columns (2) to (4) of the schedule annexed to these rules.

3. **Method of recruitment, age limit, qualification etc. :-**

The method of recruitment to the said posts, age limit, qualification and other matters connected therewith shall be as specified in the column (5) to (14) of the schedule aforesaid.

4. **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 the other party to the marriage and there are other grounds for so doing, exempt any person from operation of this rule.

5. **Power to relax :-**

Where the Central Government is of the opinion that it is necessary or expedient so to do, it may by orders, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of person.

6. **Saving :-**

Nothing in these rules shall affect reservations, relaxations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

(File No. \_\_\_\_\_ )

**(V.K. JAIN)**

Desk Officer F (A)

Ph No. 011-23885911

The General Manager,  
Government of India Press,  
Ring Road, Mayapuri,  
**New Delhi.**

Copy forwarded to:-

1. The Chief Producer, Films Division, 24-Dr. G. Deshmukh Marg Mumbai - 400 026. (10 copies)
2. The Department of Personnel & Administrative Reforms, New Delhi (2 copies)
3. Ministry of Law (Legislative Department), New Delhi.
4. The Chief Librarian, Parliament Library, Lok Sabha Secretariat, New Delhi.
5. Guard File / spare copies.

**(V.K. JAIN)**

Desk Officer F (A)

Ph No. 011-23885911

**Annexure - I**

Sr. No.	Name of the post	No. of posts	Classification	Scale of Pay	Whether Selection-Cum-Seniority or selection by merit or Non-Selection	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rules, 1972	Age limit for direct recruits
	1	2	3	4	5	6	7
1	<b>Multi Tasking Staff #</b>	143 (* Subject to variation dependent on workload)	General Central Service Group 'C' Non-Gazetted Non-Ministerial	Pay Matrix Level -1 (Rs.18000-Rs.56900/-)	Not applicable	Not Applicable	<p><b>Between 18 and 25 years.</b></p> <p><b>Note :-</b> The crucial date for determining the age limit shall be the closing date of receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Division of Jammu &amp; Kashmir State, Lahaul &amp; Spiti District and Pongi Sub-Division of Chamba District of Himachal Pradesh, Andaman &amp; Nicobar Island and Lakshadweep)</p> <p>In the case of recruitment made through Employment Exchange, the crucial date for determining the age limit shall be last date upto which the Employment Exchange is asked to submit the names</p>

**# Note -** The post of (a) Mazdoor (b) Peon (c) Chowkidar (d) Farash (e) Mali (f) Boom Man (g) Studio Boy (h) Packer (i) Safaiwalas (j) Junior Gestetner Operator (k) Film Checker (l) Daftary (m) Senior Peon (n) Junior Painter have been designated as MTS.

Educational and other qualifications 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 recruit or or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	In Case of recruitment by promotion / deputation / absorption, grades from which promotion, deputation / absorption to be made	If a Departmental Promotion Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
8	9	10	11	12	13	14
Matriculation or equivalent  or  ITI pass* * May be adopted as per special requirements of the post, if any	Not Applicable	Two years	By Direct Recruitment	Not applicable	<u><b>Group 'C' Departmental Promotion Committee consisting of</b></u>  1. Director, Films Division <b>- Chairman</b>  2. Assistant Administrative Officer, Films Division <b>- Member</b>  3. Branch Manager. Branch Manager, Films Division <b>- Member</b>  4. Pay & Accounts Officer, Films Division <b>- Member</b>	Not applicable