



भारतीय आयुर्विज्ञान अनुसंधान परिषद  
**INDIAN COUNCIL OF MEDICAL RESEARCH**  
स्वास्थ्य अनुसंधान विभाग ( स्वास्थ्य एवं परिवार कल्याण मंत्रालय )  
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No.16/112/2012-Admn.II

Dated: 12.11.2014

To

All the Director/Director-in-Charge of  
ICMR Institutes/Centres,

Subject:- Recruitment Rules for Multi Tasking Staff (MTS) -

Sir/Madam,

Please refer this office letter of even number dated 8.1.2013 on the subject mentioned above. The Competent Authority has approved the amendments to para 3 table, para 4 and Col. 2 and 8 of the Schedule and annexure of MTS staff Cadre Rules, 2012. A copy of the above mentioned modified Recruitment Rules are enclosed herewith. These rules will come into effect from the date of issue of this letter.

Yours faithfully,

(T.S.Jawahar)

Sr. Dy. Director General (Admn.)

Copy to:

1. PS to DG
2. PS to Sr. DDG(A)
3. PS to Sr. FA
4. ADG(A)
5. All Sr. ACOs/Sr.AOs/AOs/ACOs
6. BIC Section for upload on ICMR website

**INDIAN COUNCIL OF MEDICAL RESEARCH (ICMR)**

Multi-Tasking Staff Cadre  
Posts Rules, 2012

New Delhi  
2012

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PREFACE

It was felt necessary to formulate a comprehensive set of rules covering all the aspects of recruitment and selection for Multi-Tasking staff (MTS). Keeping this in view a document entitled Multi-Tasking Staff Cadre Posts Rules 2012 based on DOP&T guidelines has been finalized.

It is hoped that these rules address the long standing demand of MTS Cadre and enable all concerned to remove difficulties faced hitherto in resolving outstanding issues relating to recruitment of staff belonging to this cadre.

Sr. Dy. Director General (Admn.)  
ICMR, New Delhi

## RECRUITMENT RULES FOR MULTI-TASKING STAFF (MTS) CADRE POSTS IN ICMR

In exercise of powers conferred under the Rules & Regulations and Bye-laws of the ICMR, the Director General ICMR formulates the following Recruitment Rules for MULTI-TASKING STAFF (MTS) CADRE POSTS IN ICMR

### 1. Short Title & Commencement

- (1) These Rules shall be called "MULTI-TASKING STAFF (MTS) CADRE POSTS Rules 2012"
- (2) They shall come into force on the date of their issue .

### 2. Definitions

In these rules unless the context otherwise requires:

- a) "Annexure" means the Annexure appended to the Schedule to these rules
- b) "Appointing Authority" means the Sr. Dy. Director General (Admin) for MTS posts (PB-1, Rs. 5200-20200 with Grade pay Rs. 1800) for the Hqrs. Office and Director or Director-in-Charge of the Institutes/Centres for the MTS posts in the Institutes/Centres, as the case may be.
- c) "Authorized cadre strength" in relation to a cadre, means the strength of duty posts in that cadre against which regular appointment may be made.
- d) "Cadre" means the ICMR Multi Tasking Staff (MTS) Cadre posts.
- e) "Council" means the Indian Council of Medical Research
- f) "DG, ICMR" means the Director General of Indian Council of Medical Research
- g) "Director" means the Director/Director-in-charge of the Institute/Centre
- h) "Duty post" means any post permanent or temporary included in the Schedule
- i) "Government" means the Department of Health Research in the Government of India
- j) "Institutes / Centres" means the permanent Institutes and Centres of the Council.
- k) "ICMR Multi Tasking Staff (MTS) Cadre posts" means the groups of posts mentioned in rule 3 of these rules.
- l) "Scheduled Castes and Scheduled Tribes" have the same meaning as assigned to them in clause (24) and (25) respectively of Article 366 of the Constitution of India.
- m) "Schedule" means the schedules appended to these rules

### 3. Composition of the Cadre

The Composition of the ICMR Multi Tasking Staff (MTS) Cadre posts in “General”, “Engineering Support” and “Technical” category would be as under: -

Table

Multi-Tasking Staff (MTS) as per annexure attached in Schedule

Group	Post/Grade	Residency Period in years for grant of next grade pay under MACP w.e.f 1.9.08	Pay Scale (6 <sup>th</sup> CPC) under Part –A		
			Pay Band	Pay Scale (in Rs.)	Grade Pay (in Rs.)
C	Multi Tasking Staff (MTS)*	Entry point	PB-1	5200-20200	1800

\*They will be entitled for three financial upgradation under MACPS only

### 4. Method of recruitment and eligibility

Recruitment to the entry point of the cadre only shall be made in accordance with the Schedule. Candidates working or have worked on the projects in ICMR Institutes/Centres shall be given one time age relaxation for the posts advertised under Direct Recruitment provided they meet the essential qualifications and experience prescribed for the post, with a view to provide them the opportunity to compete with the other candidates.

### 5. Authorized cadre strength of posts at the entry point

The authorized cadre strength on the date of commencement of the rules shall be as specified in the Schedule.

### 6. Initial Constitution of the Cadre

(1) All Group C Attendant services working in the Council on the date of commencement of these rules shall be deemed to have been appointed to the MTS (Technical), MTS (Engineering Support and MTS (General) posts described in rule 3 based on the duties performed by them in the Group ‘C’ category (PB-1, GP Rs. 1800) which they were holding on regular basis on the date of the initial constitution as shown in the above table. DG, ICMR shall have the authority to modify, alter or make additions or deletions in the table.

(2) To the extent the sanctioned strength of posts in the cadre is not filled at the time of initial constitution, it shall be filled in accordance with rule 7.

#### 7. Recruitment after initial constitution of the cadre

On completion of the initial constitution of the Cadre by the appointment of existing staff in accordance with Rule 6, all subsequent posts shall be filled in the manner provided in the Schedule.

#### 8. Probation

(1) Every direct recruit shall be on probation for a period of two years from the date of appointment

(2) The period of probation may be extended but the total period of extension of the probation period shall not, save where it is necessary by reason of any Departmental or legal proceedings pending against the person, exceed one year.

(3) During the period of probation the members of the Cadre may be required to undergo such training and pass such tests as the DG, ICMR may prescribe.

#### 9. Seniority

(1) The inter-se seniority of the staff appointed to a Pay Band and Grade Pay on initial constitution of the Cadre shall be in the order of their selection to the earlier scale and they shall be senior to those appointed under Rule 7 after constitution of the cadre. Combined seniority shall be maintained Hqrs or Institute/Centre wise on the basis of date of appointment subject to maintenance of inter-se seniority.

(2) Direct recruitment shall be Hqrs/Institute/Centrewise. Persons recommended and appointed under Rule 7 shall rank inter-se in the order of their appointment to the Pay Band and Grade Pay.

10.. Transfer Liability -All employees appointed or deemed to be appointed shall be liable to serve in any Institute/Centre in India

#### 11. 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 other person,  
Shall be eligible for appointment in the Council:

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

#### 12. Power to relax

Where the DG, ICMR is of the opinion that it is necessary or expedient to do so, he may, by order, for reasons to be recorded in writing relax any of the provisions of these rules in respect of any class or category of persons.

#### 13. Saving

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

#### 14. Interpretation

Where any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the DG, ICMR, whose decisions shall be final.

#### 15. Power to remove difficulties

If any difficulty arises in giving effect to the provisions of these rules, the DG, ICMR may make such provisions or issue such instructions with regard to the provisions of these rules, as may appear to be necessary or expedient for removal of the difficulty in implementing these rules.



SCHEDULE

**Multi-Tasking Staff (MTS)**

**RECRUITMENT RULES FOR MTS CADRE POSTS**

1	Name of the Post	Multi-Tasking Staff, (MTS)
2	No. of Posts	647 (Subject to variation depending on work load)
3	Classification	Group C
4	Band and Grade Pay	PB-1, Rs.5200-20200 GP Rs. 1800 (6 <sup>th</sup> CPC Part-A)
5	Whether Selection-cum-seniority or selection by merit or non-selection	Not applicable
6	Whether the benefit of added years of service under Rule 30 of CCS (Pension) Rules 1972 admissible	Not Applicable
7	Age limit for Direct Recruits	Between 18 to 25 years of age (Age relaxation for reserved categories will be as per DOPT rules)
8	Educational and other qualifications required for direct recruits	Matriculation/High School or equivalent from a Recognized Board.
9	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of Promotion	Not Applicable
10	Period of Probation, if any	Two years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption. Percentage of vacancies to be filled by various methods.	100% by DR
12	In case of recruitment by promotion or deputation or absorption grades from which promotion or absorption to be made	Not Applicable
13	Circumstances in which UPSC is to be consulted	Not Applicable
14	If a Selection /D.P.C. exists what is its composition	Appointing Authority Director / Director-in-Charge of institutes / Centres and Sr.DDG(A) or their nominee- Chairman  Member I Group 'A' Officer from Govt. offices/orgn or Academic Institute  Member II AO equivalent from other ICMR institute/centre  Member III Representative from SC/ST category

**Annexure****MULTI-TASKING STAFF (MTS) – Rs.5200-20200+GP Rs.1800****Multi-Tasking Staff**

(Erstwhile designations)

1. Laboratory Attendant/Field Attendant/Animal Care Taker
2. Animal Attendant/Lab. Servant
3. Nursing Orderly/Attendant
4. Plumber/Carpenter/Mason
5. Workshop Attendant/Helper/Recanner/Liftman/Coolie-cum-khalasi/Attender/Attendant/Field,Lab/Store Vehicle/Pump house operator/washerman/workshop attendant/Hammer/Press Room Attendant/Scout.
6. Packer/Book-binder
7. Mechanic
8. Welder
9. Pump operator
10. Record Sorter
11. Peon/Daftry
12. Watchman /Chowkidar/Head Watchman
13. Farash/Head Farash
14. Sweeper/Head Sweeper
15. Catering Assistant/Guest House Attendant
16. Gardner/Mali/Helper
17. Library Attendant

**The post relating to the work which has already been outsourced such as Sl. No. 10 to 17 will not be filled in future.**