A-12018/1/2026-ESTT. II

Government of India/ भारत सरकार

Ministry of Micro Small and Medium Enterprises

सूक्ष्म, लघु एंव मध्यम उद्यम मंत्रालय

Establishment Section

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Room No 32110, IInd Floor,
Kartavya Bhawan-3, New Delhi

Dated: 28.10.2026

OFFICE MEMORANDUM

Subject: Draft Recruitment Rules (RRs) for the post of Multi-Tasking Staff (Group 'C') in the Ministry of Micro, Small and Medium Enterprises – reg.

The undersigned is directed to refer to DoPT O.M. No. AB-14017/6/2009-Estt. (RR), dated 30.04.2010, on the subject cited above and to invite comments and suggestions from all stakeholders on the draft Recruitment Rules for the post of Multi-Tasking Staff (Group 'C') in the Ministry of Micro, Small and Medium Enterprises, which has been uploaded on the Ministry's website.

2. The comments and suggestions, if any, may be furnished within 30 days from the date of uploading of the draft Recruitment Rules on the Ministry's website, through email at vs.chikkala@nic.in, with the subject line *"Comments on the Recruitment Rules (RRs) for the post of Multi-Tasking Staff* (Group 'C'))".

Vinay 28/10/2026

(Vinay Kumar)
Under Secretary to Govt. of India
Tele No. 24011307

To,

All the Stakeholders

Draft Recruitment Rules (RRs) for the post of Multi-Tasking Staff (Group 'C') in the Ministry of Micro, Small and Medium Enterprises

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, EXTRAORDINARY, PART II, SECTION 3, SUB-SECTION (i)]

GOVERNMENT OF INDIA
MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES

NOTIFICATION

New Delhi, the……....., 2026

F.No. ……. In exercise of the Powers conferred by the proviso to article 309 of the Constitution of India and the President hereby makes the following rules regulating the method of recruitment to the posts of Multi Tasking Staff (Group 'C') in the Ministry of Micro, Small and Medium Enterprises, namely: -

1. Short title and commencement:– (1) These rules may be called the Ministry of Micro, Small and Medium Enterprises, Government of India (Group "C") 'Multi Tasking Staff (MTS)', Recruitment Rules, 2026.

(2) 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 said post, their classification and pay level in Pay Matrix attached thereto shall be as specified in Columns 2 to 4 of the Schedule annexed to these rules.

3. Method of recruitment, age limit, qualifications etc:- The method of recruitment of the said post, age limit, qualifications and other matters relating thereto shall be as specified in the Columns 5 to 13 of the said Schedule.

4. Disqualifications:-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 marriage with any person; shall be eligible for appointment to the said posts:

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

5. Power to relax: - Where the Government is of opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these Rules with respect to any class or category of persons.

6. Saving :- Nothing in these Rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Schedule Tribes, Other Backward Classes, Ex-servicemen and any other special categories of persons in accordance with orders issued by the Government of India from time to time, in this regard.

SCHEDULE

Name of the post	Number of posts	Classification	Level in the Pay Matrix	Whether selection post or non-selection post	Age-limit for direct recruits	Educational and other qualifications required for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Multi Tasking Staff	59*	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Level-1 (₹18,000–56,900) in the Pay Matrix	Not applicable	Between 18 and 25 years of age Note: the crucial date for determing the age limit shall be as advertises by the Staff Selection Commission.	Matriculation or equivalent pass from a recognised Board

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption is 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
(8)	(9)	(10)	(11)	(12)	(13)
Not applicable	Two years	By direct recruitment	Not applicable	Group 'C' Departmental promotion Committee for considering confirmation: Dy. Secretary/Director(Estt.) : Chairman Under Secretary (Estt.) : Member Under Secretary (General Administration) : Member	Not applicable

File No…….

(Signature)

Ministry of Micro, Small & Medium Enterprises