

No. AB-14017/32/2009-Estt (RR)  
Government of India  
Ministry of Personnel, PG & Pensions  
Department of Personnel and Training  
New Delhi

Dated the 7<sup>th</sup> October, 2009

OFFICE MEMORANDUM

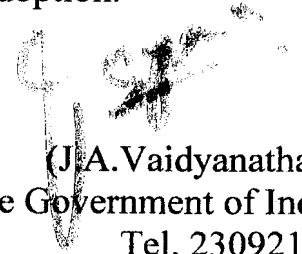
Subject:- Model RRs for the post of Lower Division Clerk

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The 2<sup>nd</sup> Administrative Reforms Commission in their 10<sup>th</sup> Report have recommended that the minimum qualification for recruitment to the post of LDCs should be 12<sup>th</sup> Pass or equivalent. These recommendations have been considered in this Department and it has been decided to accept the same. Accordingly, a copy of the fresh Model RRs for the post of Lower Division Clerk is forwarded herewith for framing and amendment of existing Rules by the respective Ministries/Departments. In case any modification is required depending upon the requirement of the Department having regard to the structure/functional requirements etc., the proposal may be sent to this Department for approval. The Ministry of Home Affairs are also requested to forward these Model RRs to the UT Administrations for appropriate action.

2. All Ministries/Departments are requested to forward the Model RRs to all attached/subordinate offices for amending their RRs. These may also be forwarded to all autonomous/statutory bodies for adoption.

3. Hindi version will follow.

  
(J.A. Vaidyanathan)  
Deputy Secretary to the Government of India  
Tel. 23092112

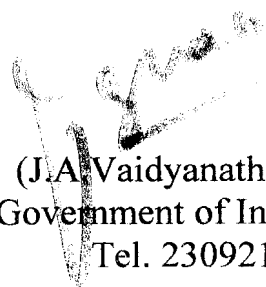
To

1. All Ministries/Departments of Government of India
2. The President's Secretariat, New Delhi.
3. The Vice-President's Secretariat, New Delhi

4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.
8. The Staff Selection Commission, New Delhi

Copy to :-

- (1) The Rajya Sabha Secretariat, New Delhi.
- (2) The Lok Sabha Secretariat, New Delhi.
- (3) All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
- (4) Establishment Officer and Secretary, ACC (10 copies).
- (5) All Officers and Sections in the Department of Personnel & Training.
- (6) Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
- (7) All Staff Members of National Council (JCM)
- (8) All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
- (9) Establishment (RR Division) (100 copies)
- (10) NIC, North Block for posting on the website.

  
(J.A. Vaidyanathan)  
Deputy Secretary to the Government of India  
Tel. 23092112

## Model Recruitment Rules for the post of Lower Division Clerk

- |   |   |
|---|---|
| 1. Name of Post   | Lower Division Clerk  |
| 2. Number of Post   | * (year of framing)   |
|   | *Subject to variation dependent on workload   |
| 3. Classification   | General Central Service Group 'C' Non-Gazetted/Ministerial  |
| 4. Pay Band and Grade Pay   | Pay Band – 1 Rs. 5200-20200<br>Grade Pay Rs. 1900/-   |
| 5. Whether selection post or non selection post   | Non-Selection   |
| 6. Whether benefit of added years of service admissible under Rule 30 of the CCS(Pension) Rules, 1972 | Not applicable  |
| 7. Age limit for direct recruitment   | Between 18 and 27 years of age (relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government)  |
|   | Note: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission. (Where recruitment is not through SSC, crucial date for determining the age limit shall be the last date for receipt of applications.)                        |
| 8. Educational and other qualifications required for direct recruits                                  | (i) 12 <sup>th</sup> Class or equivalent qualification from a recognized Board or University<br>(ii) A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on manual typewriter<br>Or<br>A typing speed of 35 w.p.m.in English or 30 w.p.m.in Hindi on computer. |

(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)

Yes, to the extent indicated in Col. 11.

9 Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees

10 Period of probation, if any

11 Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of the vacancies to be filled by various methods

Two years

(i) 85 % by direct recruitment through SSC. (The words "through SSC" may be deleted, where recruitment is not through SSC).

(ii) 10% of the vacancies shall be filled from amongst the Group C Staff in the Grade Pay of Rs. 1800 and who possess 12<sup>th</sup> Class pass or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years. (50 years of age for the SC/ST)

Note:- If more of such employees than the number of vacancies available under Clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the

employees qualifying at an earlier examination are considered before those who qualify at a later examination.  
(iii) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group C employees who have 3 years regular service in posts with the Grade Pay of Rs. 1800.

12 In case of recruitment by promotion/ As stated in Col. 11  
deputation/ absorption grades from  
which promotion/deputation/absorption  
to be made

13 If DPC exists, what is its composition Group C Departmental Promotion  
Committee. (Full composition to  
be indicated)

14 Circumstances in which UPSC is to be Not applicable  
consulted in making recruitment