

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

Dated 29th December, 2010

OFFICE MEMORANDUM

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

The Model RRs for the post of Upper Division Clerk issued in this Department OM No. AB 14017/73/07-Estt.(RR) dated 18th December, have been reviewed in the light of 6th CPC recommendations on revision of pay scales, instructions issued by this Department, etc. Accordingly, the revised Model Recruitment Rules for the same are enclosed as Annexure to this Office Memorandum.

2. Ministries / Departments may review the existing rules and notify the revised rules conforming to the Model Recruitment Rules. These may also be forwarded to all autonomous/statutory bodies for adoption. The Ministry of Home Affairs are also requested to forward these Model RRs to the UT Administrations for appropriate action.

3. Hindi version will follow.


(Smita Kumar)
Director (Estt.I)
Tel. 2309 2479

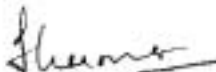
To

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

OM No. AB-14017/32/2009-Estt (RR)dated 29th December, 2010

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) (20 copies)


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Model Recruitment Rules for the post of Upper Division Clerk

1.	Name of Post	Upper 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 Grade Pay Rs. 2400
5.	Whether selection post or non selection post	Non-Selection. If promotion is one of the methods of recruitment 'Not applicable', if promotion is not one of the methods of recruitment
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	No
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 Staff Selection Commission, 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	Degree of a recognized University or equivalent
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
10.	Period of probation, if any	Two years for direct recruitment. 'Nil' for promotees

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	<ol style="list-style-type: none"> 1. By promotion failing which by deputation; or 2. ___% by promotion and ___% by deputation; or 3. ___%by promotion and ___%by direct recruitment; or 4. Direct recruitment <p>Note 1 :- Organizations should indicate the methods of recruitment taking into account their needs and the strength in the feeder grade.</p> <p>Note 2 :- A portion of the vacancies may also be filled by Limited Departmental Competitive Examination, in this regard. The eligibility service for the Departmental Examination shall be five years regular service in the Lower Division Clerk grade in the concerned organization.</p>
12	In case of recruitment by promotion or deputation/ absorption grades from which promotion/deputation/absorption to be made	<p>Promotion</p> <p>Lower Division Clerk (Grade Pay of Rs. 1900) with 8 years service in the grade.</p> <p>Note :</p> <p>Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p>

Note 1:

For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.

Deputation

Officers of the Central Government:

- (iii) holding analogous post on regular basis; or
- (iv) with eight years regular service in the grade of Lower Division Clerk or equivalent

The departmental officers 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.

Period of deputation including the period of deputation 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 three years.

The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications

Note:

For the purpose of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay/Pay scale and where this benefit will extend only for the post or posts for which that Grade Pay or Pay scale is the normal replacement grade without any upgradation.

13	If Departmental Promotion Committee exists, what is its composition Group C Departmental Promotion Committee. (Full composition to be indicated) If promotion is not one of the methods of recruitment, the column may be filled as 'Not applicable'.
14	Circumstances in which Union Public Service Commission is to be consulted in making recruitment Not applicable