

No. AB.14017/73/07Estt.(RR)
Government of India
Ministry of Personnel, PG & Pensions
(Department of Personnel & Training)

New Delhi, the 18th December, 2007

OFFICE MEMORANDUM

Sub: Model Recruitment Rules for LDCs / UDCs.

The undersigned is directed to say that the existing model recruitment rules in respect of Lower Division Clerks / Upper Division Clerks have been reviewed. A copy of the fresh model RRs are 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 before effecting any modification. The M/o Home Affairs are also requested to forward these model RRs to the UT administration for appropriate action.

2. Hindi version will follow.



(Ranbir Singh)

Under Secretary to the Government of India
Tel.No. 2309 4254

To

All Ministries / Departments of the Government of India as per standard mail list.

Schedule

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.	Scale of Pay	Rs.3050-4590
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.	No
7.	Age limit for direct recruitment	Between 18 and 27 years (Relaxable for Government servants upto 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.
8.	Educational and other qualifications required for direct recruits	(i) Matriculation or equivalent qualification from a recognized Board or University. (ii) A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi.
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Yes, to the extent indicated in column 11.
10.	Period of probation, if any	Two years.
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.	(1) 85% by direct recruitment through SSC. (2) 10% of vacancies shall be filled up from amongst the Group D staff who possess Matriculation or equivalent qualifications and have rendered 5 years regular service in Gr.D, on the basis of a Departmental qualifying Examination. The maximum age limit for eligibility for

		<p>examination is 45 years (50 years of age for the SC / ST).</p> <p>Note: If more of such employees than the number of vacancies available under clause (2) qualify at the said 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.</p> <p>(3) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group D employees who possess matriculation or equivalent qualification.</p>
12.	In case of recruitment by promotion / deputation / <i>substitution</i> grades from which promotion / deputation <i>substitution</i> to be made.	As stated in column 11.
13.	If a DPC exists, what is its composition	Group 'C' Departmental Promotion Committee (Full composition to be given).
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable.

Note: The pay scales in column 4 should be indicated as may be sanctioned for the relevant post in the concerned organization.

Schedule

Model Recruitment Rules for the post of Upper Division Clerk

1.	Name of Post	UPPER DIVISION CLERK
2.	Number of post.	*(year to be mentioned) *(Subject to variation dependent on workload)
3.	Classification	General Central Service Group 'C' Non-Gazetted / Ministerial
4.	Scale of Pay	Rs.4000-6000
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 CCS (Pension) Rules, 1972.	No
7.	Age limit for direct recruitment	Not exceeding 27 years (Relaxable for Government servants upto 40 years in the case of general candidates and 45 years in the case of SCs/STs in accordance with the instructions or orders issued by the Central Government). The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.
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.	<p>1. By promotion failing which by transfer on deputation; or</p> <p>2. _____% by promotion and _____% by deputation; or</p> <p>3. _____% by promotion and _____% by direct recruitment; or</p> <p>4. Direct recruitment.</p> <p>Note 1: Organisations 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, keeping in view the Department's instructions (OM No. 17/2/86-PP I dated 8.4.88) in this regard. The eligibility service for the Departmental Examination shall be five years regular service in the LDC grade in the concerned organization.</p>
12.	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made.	<p>Promotion: Lower Division Clerk (Rs.3050-4590) with eight years service in the grade.</p> <p>Deputation(s) Officers of the Central Government;</p> <p>(i) holding analogous post on regular basis; or</p> <p>(ii) with eight years regular service in the grade of Lower Division Clerk or equivalent</p> <p>(The period of deputation including the period of deputation held against another ex-cadre post immediately preceding this appointment in the same or some other organization shall not ordinarily exceed three years).</p>
13.	If a DPC exists, what is its composition	<p>Group 'C' Departmental Promotion Committee</p> <p>(The detailed composition of the DPC may be given)</p> <p>If promotion is not one of the methods of recruitment, the column may be filled as 'Not Applicable'.</p>
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable.

Note: The pay scales in column 4 should be indicated as may be sanctioned for the relevant post in the concerned organization.