
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

(Department of Personnel and Training)

NOTIFICATION

New Delhi, the 29th August, 2012

G.S.R. 655(E).—In exercise of the powers conferred by sub-section (1) read with clause (d) of sub-section (2) of section 27 of the Right to Information Act, 2005, (22 of 2005), the Central Government hereby makes the following rules regulating the method of recruitment to the posts of Upper Division Clerk, Stenographer Grade 'D' and Multi Tasking Staff in the Central Information Commission, namely:-

1. Short title and commencement.-

- (1) These rules may be called the Central Information Commission (Group 'C') Recruitment Rules, 2012.
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of post, classification and Pay Band and grade pay or Pay Scale.- The number of post, their classification and the Pay band and grade pay or pay scale 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, age limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the said Schedule.

4. 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 person,

shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such 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 Central Government is of the opinion that it is necessary or expedient so to do, 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 Scheduled Tribes, ex-Serviceman and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

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SCHEDULE

Name of post	Number of posts	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection or non- selection post	Age Limit for Direct Recruits	Educational and other qualification for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
(1) Upper Division Clerk	30* (2012) *Subject to variation dependent on workload	General Central Service Group 'C' Non- Ministerial	PB-1 Rs.5200-20200 (Grade Pay Rs. 2400)	Not applicable	Between 18-27 years and age 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 Staff Selection Commission.	Degree from a recognised university or equivalent

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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 or absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption grades from which promotion or deputation or absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
(8)	(9)	(10)	(11)	(12)	(13)
Not applicable	Two years for direct recruits	<p>By Direct Recruitment :</p> <p>Note 1.- Vacancy caused by incumbent being away on deputation or on long leave or study leave or under other circumstances for a duration of one year or more may be filled on deputation for officers of Central Government.-</p> <p>(a) holding analogous posts on regular basis or holding eight years of service in posts in Grade Pay of Rs.1900; and</p> <p>(b) possessing the qualifications for direct recruits under column (7).</p> <p>Note 2.-</p> <p>Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p>	Not applicable	<p>Group 'C' Departmental Promotion Committee for confirmation</p> <p>1. Additional Secretary, Central Information Commission chairman</p> <p>2. Joint Secretary, Central Information Commission - Member</p> <p>3. Deputy Secretary, Central Information Commission - Member</p>	Consultation with Union Public Service Commission not necessary.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
(2) Stenographer Grade 'D'	13* (2012) *Subject to variation dependent on work load.	General Central Service Group 'C', Ministerial	PB-1 Rs. 5200-20200 plus Grade Pay Rs. 2400/-	Not applicable	Between 18 to 27 years (Relaxable up to 40 years for Government Servants and employees of the Central Information Commission 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 Staff Selection Commission.	(1) 12 th Class pass from a recognised Board or University (2) Skill Test norms on Computer as below: Dictation: 10 Minutes @ 80 w.p.m. Transcription:- 50 Minutes (English) 65 Minutes (Hindi) on Computer Note 1.- Qualifications are relaxable at the discretion of the Staff Selection Commission or Competent Authority in the case of candidates otherwise well qualified. Note 2.- The qualification(s) regarding experience is relaxable at the discretion of the Staff Selection Commission or Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Staff Selection Commission or Competent Authority is of the opinion that sufficient number of candidates from these communities are not likely to be available to fill up the vacancy reserved for them.	Not applica- ble	Two years

(10)	(11)	(12)	(13)
<p>Direct Recruitment through Staff Selection Commission.</p> <p>Note 1.- Vacancies caused by the incumbent being away on deputation or long leave or study leave or under other circumstances for a duration of one year or more may be filled on deputation from the Officials of the Central Government</p> <p>a) holding analogous posts on regular basis or with eight years' service in the post with grade pay of Rs.1900/-; and</p> <p>(b) possessing the qualifications prescribed for direct recruits under column (7).</p> <p>Note 2.-</p> <p>Period of deputation including 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 not be exceeding 56 years as on the closing date of receipt of applications.</p>	<p>Not applicable</p>	<p>Departmental Promotion Committee for confirmation etc. consisting of :-</p> <p>(I) Joint Secretary, Central Information Commission -Chairman</p> <p>(II) Deputy Secretary, Central Information Commission-Member</p> <p>(III) Under Secretary, Central Information Commission Member</p>	<p>Consultation with Union Public Service Commission is not necessary.</p>

(1)	(2)	(3)	(4)	(5)	(6)	(7)
(3) Multi Tasking Staff	9* (2012) *Subject to variation dependent on workload	General Central Service Group 'C' Non-Ministerial	PB-1 Rs.5200-20200 (Grade Pay Rs.1800)	Not applicable	Between 18 and 27 years the crucial date for age limit shall be as fixed by Staff Selection Commission	Matriculation or Equivalent pass

(8)	(9)	(10)	(11)	(12)	(13)
Not applicable	Two years for direct recruits	By direct recruitment through Staff Selection Commission Note 1.- Vacancies caused by incumbent being away on deputation or on long leave or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government holding analogous posts and possessing the qualification for direct recruits under column (7). Note 2.- Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.	Not applicable	Group 'C' Departmental Promotion Committee for confirmation 1. Joint Secretary, Central Information Commission - Chairman 2. Deputy Secretary, Central Information Commission - Member 3. Deputy Secretary, Central Information Commission - Member	Consultation with Union Public Service Commission not necessary