

Annexure-III

**FORM TO BE FILLED BY THE MINISTRY/DEPARTMENT WHILE
FORWARDING PROPOSALS TO THE DEPARTMENT OF
PERSONNEL & TRAINING AND THE UPSC FOR AMENDMENT IN
APPROVED RECRUITMENT RULES (AS PER 7TH CPC)**

1. (a) Name of the post	Lower Division Clerk
(b) Name of the Ministry/Department	Ministry of Health & Family Welfare, Directorate General Health Services
2. Reference No. in which Commission's Advice on Recruitment Rules was Conveyed	Not Applicable
3. Date of notification of the original rules and subsequent amendments (copy of the original rules and subsequent amendments should be enclosed, duly flagged and referenced)	GSR No-1407 dated-16/10/1962

Col. No	Provisions in the approved/existing rules	Revised provision proposed	Reason for provision proposed
Name of the post	Lower Division Clerk	Lower Division Clerk	--
No. of Post	04	04	--
Classification	Group 'C' Non-Gazetted, (Ministerial)	General Central Services, Group 'C' Non-Gazetted, (Ministerial)	--
Scale of Pay	Rs. 110-3-131-4-155-EB-4-175-5-180	Level - 2 (Rs.19900-63200)	As per 7 th CPC
Method of Recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by	100% Direct recruitment falling which by transfer	(i) 85% by direct recruitment 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 th class pass or equivalent qualification and have	As per DoPT module RRs vide order No. AB.14017/32/2009Estt. (RR) dated 07/10/2009

various method		<p>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)</p> <p>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.</p>	
Whether selection post or non-selection post	--	Non-Selection	As per DoPT module RRs vide order No. AB.14017/32/2009Estt. (RR) dated 07/10/2009
Age limit for direct recruitment	18-25 Years	Between 18 and 27 years of age (relaxable for Government servants up to 40 years in accordance with the	As per DoPT module RRs vide order No. AB.14017/32/2009Estt. (RR) dated 07/10/2009

		<p>instructions or orders issued by the Central Government)</p> <p>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.)</p>	
Educational and other Qualification required for Direct Recruits	<p>(i) Matriculation or equivalent qualification</p> <p>(ii) 30 words per minute speed in typewriting. Relaxable in the case of physically handicapped persons in accordance with the Ministry of Home Affairs OM No 15/8/61-Estt.(D), dated 23/1261</p> <p>Desirable:- Experience in Office</p>	<p>(i) 12th Class 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 on manual typewriter Or 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)</p>	As per DoPT module RRs vide order No. AB.14017/32/2009Estt. (RR) dated 07/10/2009
Whether age and educational qualifications prescribe for direct recruits will apply in the case of promotes.	--	Yes, to the extent indicated in Col. 5	As per DoPT module RRs vide order No. AB.14017/32/2009Estt. (RR) dated 07/10/2009
Period of probation, if any	2 Years	2 Years	No Change

If DPC exists, what is its composition	--	Departmental Promotion Committee (for Promotion) 1. Director(Nursing), (Dte.GHS)Nursing, Ministry of Health & Family - Chairperson 2. Deputy Director (Nursing), (Dte.GHS) Ministry of Health & Family – Member • Principal Nursing Officer/ Incharge Lady Reading Health School, Delhi - Member	--
Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable	Not Applicable	No Change