

A.12018/01/2023-DRS  
Government of India  
Ministry of Health and Family Welfare  
Department of Health and Family Welfare  
(Drugs Regulation Section)  
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Nirman Bhawan, New Delhi  
Dated the 14<sup>th</sup> June, 2023

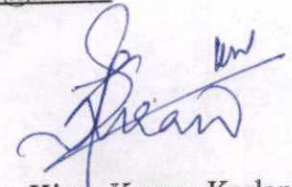
**PUBLIC NOTICE**

This Ministry is examining a proposal for framing of Recruitment Rules for the post of Head Clerk, Senior Assistant (Administration) and Junior Assistant (Administration) in Central Drugs Standard Control Organization (CDSCO), Directorate General of Health Services, Ministry of Health & Family Welfare. In this regard, draft Recruitment Rules have been prepared, a copy of which is attached.

2. Before finalizing the same, comments, if any, are invited from all stakeholders in the matter within a period of thirty days from the date of this notification on the website of the Ministry of Health and Family Welfare. The comments/objections/suggestions received from the stakeholders within the specified period shall be considered by the Ministry as per rules/requirement before finalizing the Recruitment Rules.

3. The comments may be furnished to undersigned Room No.434-C, 'C' Wing, Nirman Bhawan, New Delhi-110011 or may kindly be sent to [bikash.mahato@nic.in](mailto:bikash.mahato@nic.in)

Encl: A/a.



(Dr. Kiran Kumar Karlapu)  
Deputy Secretary to the Government of India  
Tele:- 011-23062928

Schedule

Name of post.	Number of post.	Classification.	Level in pay matrix or pay scale.	Whether selection post or non-selection post.	Age-limit for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)
Head Clerk.	* 04 (2023)  *Subject to variation dependent on workload.	General Central Service Group 'B, Non-Gazetted/Non Ministerial.	Level-6, Pay Scale (Rs. 35400 -112400).	Non-Selection.	Not exceeding 30 years.  Note:1 Relaxable for Government Servants upto five years in accordance with the instruction 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.)  Note:2 The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Island and Lakshadweep).
Educational and other qualifications required for direct recruits.			Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.		Period of probation, if any.

(7)		(8)	(9)
Essential:- Bachelors Degree in any discipline from a recognised University.		Not applicable.	Two years  (change of group from 'C' to 'B'.
Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(10)	(11)	(12)	(13)
100% Promotion failing which by Deputation.	<p>For Promotion, Level-4 in the parent cadre or department.</p> <p>Senior Assistant (Administration) level-4, Pay Scale Rs. 5200-20200 having successfully completed ten years of regular service in the grade.</p> <p>Deputation- Officers of the Central Government;</p> <p>i) Holding analogous post on regular basis; or</p> <p>ii) With six years of regular service in the pay level-5 or equivalent.</p> <p>iii) With ten years of regular service in the pay level-4 or equivalent.</p>	<p>Group 'B' Departmental Confirmation Committee/Department Promotion Committee; consists of the following composition;</p> <ol style="list-style-type: none"> <li>1. Joint Secretary, Ministry of Health and Family Welfare.</li> <li>2. Drugs Controller (India) – Chairman</li> <li>3. Deputy Director Admn. (Drugs) – Member.</li> </ol>	Not Applicable.

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	Possessing the educational qualification prescribed for direct recruitment under column (7).		
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(Bikash R. Mahato)  
Under Secretary to the Government of India

**Schedule**

Name of post.	Number of post.	Classification.	Level in pay matrix or pay scale.	Whether selection post or non-selection post.	Age-limit for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)
Junior Assistant (Administration).	*14 (2023)  *Subject to variation depending on workload.	General Central Service Group 'C', Non-Gazetted/Minist erial.	Level-2, in the pay matrix (Rs. 19900-63200).	Not Applicable.	Between 18 and 27 years. (Relaxable for Government servants upto 40 years in accordance with 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).
Educational and other qualifications required for direct recruits.			Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.		Period of probation, if any.
(7)			(8)		(9)
12th Class or equivalent qualification from a recognized Board or University.  A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.			Not applicable.		Two Years for direct recruitment.  Note: There shall be a mandatory induction training of at least two weeks duration for successful completion of probation as prescribed by the Central Government.
Method of recruitment whether by direct	In case of recruitment by promotion/ deputation/		If a Departmental Promotion Committee exists, what is its		Circumstances in which Union Public Service Commission is to be

recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods.	transfer, grades from which promotion/ deputation/ transfer to be made.	composition.	consulted in making recruitment.
(10)	(11)	(12)	(13)
<p>(1) 85% by direct recruitment through SSC. (The words "through SSC" may be deleted, where recruitment is not through SSC).</p> <p>(2) 10% of vacancies shall be filled up from amongst the Group C staff in the Grade Pay of Rs. 1800/- and who possess 12th Class pass or equivalent qualifications and have rendered 3 years regular service in the grade, on the basis of a 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</p>	<p>As stated in column 10.</p>	<p>Group 'C' Departmental Promotion Committee consist of:</p> <ol style="list-style-type: none"> <li>1. Director (Administration), Central Drugs Standard and Control Organisation- Chairman;</li> <li>2. Deputy Director (Administration), Central Drugs Standard and Control Organisation – Member;</li> <li>3. Assistant Drugs Controller (India), Central Drugs Standard and Control Organisation - Member.</li> </ol> <p>Group 'C' Departmental Confirmation Committee consist of:</p> <ol style="list-style-type: none"> <li>1. Director (Administration), Central Drugs Standard and Control Organisation- Chairman;</li> <li>2. Deputy Director (Administration), Central Drugs Standard and Control Organisation – Member;</li> </ol>	<p>Not Applicable.</p>

<p>(2) qualified 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 C employees who have 3 years regular service in posts with the Grad Pay of Rs. 1800.</p>		3. Assistant Drugs Controller (India) – Member.	
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(Bikash R. Mahato)  
Under Secretary to the Government of India

Schedule

Name of post.	Number of post.	Classification.	Level in pay matrix or pay scale.	Whether selection post or non-selection post.	Age-limit for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)
Senior Assistant (Administration).	*14 (2023)  *Subject to variation depending on workload.	General Central Service Group 'C', Non-Gazetted/Ministerial.	Level-4, in the pay matrix (Rs. 25500-81100).	Non-Selection.	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. (Where recruitment is not through SSC, crucial date for determining the age limit shall be the last date for receipt of applications).
Educational and other qualifications required for direct recruits.			Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.		Period of probation, if any.
(7)			(8)		(9)
Graduation Degree from a Recognized University or equivalent.			Not applicable.		Not applicable.
Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.		If a Departmental Promotion Committee exists, what is its composition.		Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(10)	(11)		(12)		(13)



<p>Promotion failing which by deputation..</p>	<p>Promotion: Junior Assistant (Administration), Level-2, Pay Scale (Rs. 19900-63200) with 8 years service in the grade.</p> <p>Note: Where juniors who have completed their qualifying 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> <p>Deputation: Officers of the Central Government;</p> <p>i) Holding analogous post on regular basis; or</p> <p>ii) With eight years of regular service in the pay level-2 or equivalent.</p> <p>Educational Qualification:</p> <p>Same as prescribed in column 07.</p>	<p>Group 'B' Departmental Confirmation Committee/Department Promotion Committee; consists of the following composition;</p> <ol style="list-style-type: none"> <li>1. Joint Secretary, Ministry of Health and Family Welfare.</li> <li>2. Drugs Controller (India) – Chairman</li> <li>3. Deputy Director Admn. (Drugs) – Member.</li> </ol>	<p>Not Applicable.</p>
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	<p>Note 1: 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.</p> <p>Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: 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 shall not ordinarily exceed three years).</p> <p>Note 3: The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>		
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