

Schedule-I

Name of the post	Number of post	Classification	Level in the pay matrix	Whether selection or non-selection post	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972.	Age- limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Lower Division Clerk	07	General Central Civil Services Group 'C' Non-Gazetted/ Ministerial	Level-2 (19900-63200)	Non-Selection	Not Applicable	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 the 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 application.)
Educational and other qualifications required for direct recruits		Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes		Period of probation if any	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	
(8)		(9)		(10)	(11)	
i. 12 th 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 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KHPH on an average of 5key depressions for each work) reserved for them.		Yes, to the extent indicated in Col. 11.		02 Years	i. 85% by direct recruitment through SSC. (The words "through SSC" may be deleted, where recruitment is not 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 rendered 3 years regular service in the grade, on the basis of departmental qualifying examination is 45 years. (50 years of age for the SC/ST) 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/-.
In case of recruitment by promotion/deputation/absorption grades from which promotion/ deputation/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.
(12)	(13)	(14)
As stated in Col. 11	<p>Group 'C' Departmental Promotion Committee (for considering promotion):</p> <p>1 Nursing Advisor , Dte.GHS, MoHFW - Chairperson</p> <p>2 Principal , RAKCON - Member</p> <p>3 Deputy Director, RAKCON - Member</p> <p>4 Administrative Officer, RAKCON – Member</p> <p>Group 'C' Departmental Confirmation Committee (for considering confirmation):</p> <p>1 Nursing Advisor, Dte.GHS, MOHFW - Chairperson</p> <p>2 Principal, RAKCON - Member</p> <p>3 Deputy Director, RAKCON - Member</p> <p>4 Administrative Officer, RAKCON – Member</p> <p>(Full composition with specific designation may be given).</p>	Not applicable