



Ministry of Home Affairs/Grih Mantralya
Office of the Registrar General, India
2/A Mansingh Road, New Delhi-110011.

F. No. A- 51011/06/2018 Ad-V

Dated 17.08.2018

Web Circular

The proposal for framing/amendment in the Recruitment Rules for the post of Lower Division Clerk/Typist has been approved by RGI.

2. As per the DOP&T OM No. 14017/61/2008-Estt (RR) dated 13.10.2015, the proposed framing/amendment in the Recruitment Rules for post Lower Division Clerk/Typist is placed on the website of the Registrar General, India for 30 days for inviting comments from the stakeholders before the draft RRs are sent to DOP&T. Comments/suggestions on the proposed framing/amendment RRs for the post of Lower Division Clerk/Typist post may be forwarded to the undersigned within the stipulated period.

(S. N. Sharma)

Under Secretary to the Govt. of India

Sh. M. S. Thapa : with request to upload the web circular and enclosed draft RRs on website
Technical Director of ORG I.
DP Division, Shastry Park
New Delhi

Pl. copy
593/Ad-V
17-8-18

[To be Published in the Gazette of India, Part-II, Section-3, Sub-section (i)]

Government of India
Ministry of Home Affairs
(Office of the Registrar General, India)

New Delhi, dated the2018

Notification

G. S. R...- In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Office of the Registrar General, India and the Offices of the Director of Census Operations in States and Union Territories, Lower Division Clerk/Typist Recruitment Rules, 2011, except as respect things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Lower Division Clerk/Typist in the Office of the Registrar General, India and the Offices of the Director of Census Operations in States and Union Territories, namely:-

1. Short title and commencement.- (1) These rules may be called the Office of the Registrar General, India and the Offices of the Director of Census Operations in States and Union territories, Lower Division Clerk/Typist, Recruitment Rules, 2018.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of post, classification and pay matrix.- The number of post, its classification and Level in the Pay Matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Method of recruitment, age limit, educational qualifications, etc.- The method of recruitment, age limit, educational 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 and 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, Other Back Ward classes Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Schedule

Name of the post.	Number of post.	Classification.	Pay Matrix	Whether selection post or non – selection post.
(1)	(2)	(3)	(4)	(5)
Lower Division Division/Typist	161* (2018) *Subject to variation dependent on workload	General Central Service, Group `C` Non-Gazetted, Ministerial	Level -2 in the Pay Matrix Rs. 19900-63200	Non applicable

Age limit for direct recruitment.	Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.
(6)	(7)	(8)
Between 18 and 27 years of age (relaxation 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 as fixed by the Staff Selection Commission. (Where recruitment is not through the Staff Selection Commission, the crucial date for determining the age limits shall be the last date for receipt of applications.)	(i) 12 th Class or equivalent qualification from a recognised Board or University. (ii) Skill test norms only on computers: (a) English Typing @ 35 words per minute; or (b) Hindi Typing@30 words per minute. (Time allowed 10 minute) (Time allowed 10 mints) (35 words per minute and 30 words per minute. correspond to 10500 key depressions per hour/9000 Key depressions per hour on an average of 5 key depressions for each word)	Yes to the extent indicated in col. 12

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.	In case of recruitment by Promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made.
(9)	(10)	(11)
Two years.	(i) 85% by direct recruitment through Staff Selection Commission; (ii) 10% by departmental qualifying examination;	Departmental qualifying examination: Group `C` Staff in level -1(Rs. 18000-56900) in the pay matrix and who possess 12 th Class pass or equivalent qualification and have rendered minimum three years regular service in the grade. The maximum age limit for

	<p>(iii) 5% by promotion.</p>	<p>eligibility for examination is 45 years (50 years of age for the Scheduled Castes and Scheduled Tribes).</p> <p>Note 1.- If more of such employees than the number of vacancies available qualify 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.</p> <p>Promotion : The vacancies shall be filled on seniority-cum-fitness basis from Group C employees who have rendered minimum three years regular service in posts with level -1(Rs. 18000-56900) in the pay matrix.</p> <p>Note : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than one year and have successfully completed their probation period, if prescribed.</p>
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If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(12)	(13)
<p>I. Group 'C' Departmental Promotion Committee for the Language Division at Kolkata (for considering promotion/confirmation) consisting of :-</p> <p>(1) Assistant Registrar General (Language) or Senior Research Officer (Language) - Chairman</p> <p>(2) Senior Research Officer (Language) or Research Officer (Language) or Linguist - Member</p> <p>(3) Group 'A' officer of any other Central Government office - Member</p> <p>II. Group 'C' Departmental Promotion Committee for respective offices of the Director of Census Operations (for considering promotion/confirmation) consisting of :</p> <p>(1) Deputy Director of Census Operations or Assistant Director of Census Operations(Technical) - Chairman</p> <p>(2) Assistant Director of Census Operations (Technical) or Assistant Director of Census Operations - Member</p> <p>(3) Group 'A' officer of any other Central Government office - Member</p>	Not applicable

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(S. N. Sharma)
Under Secretary to the Government of India

To

The Manager,
Govt. of India Press,
Maya Puri (Ring Road),
New Delhi.