

[TO BE PUBLISHED IN THE GAZETTE OF INDIA: PART- II, SECTION-3 SUB SECTION- I]

Government of India
Ministry of Labour and Employment
New Delhi, the _____, 2019.

G.S.R..... - In exercise of the powers conferred by the proviso to article 309 of the constitution and in supersession of the Combined Recruitment Rules for Group 'C' & 'D' posts under Labour Welfare Organisation notified in the gazette of India dated 22nd September, 1992, where the (i) Mica Mines Labour Welfare Organization (Group 'C' and Group 'D' posts) Recruitment Rules, 1977 (ii) Iron Ore Mines Labour Welfare Fund (Class III and IV posts) Recruitment Rules, 1967 and (iii) Limestone and Dolomite Mines Labour Welfare Fund (Group 'C' and 'D' posts) condition of services and Recruitment Rules, 1976 (iv) Iron Ore Mines Labour Welfare Fund (Group 'C' posts) Recruitment Rules 1977 as amended from time to time are superseded, except as respects things done or omitted to be done following rules regulating the method of recruitment to the post of Lower Division Clerk (Group 'C' post) under the Labour Welfare Organisations, Ministry of Labour and Employment, namely:-

1. **Short title and commencement:** - (1) These rules may be called the Ministry of Labour and Employment, Labour Welfare Organisations, Lower Division Clerk (Group 'C' Post) Recruitment Rules, 2019.
(2) They shall come into force on the date of their publication in the official Gazette.
2. **Application:** - These rules shall apply in the Labour Welfare Organisations under Ministry of Labour and Employment, Government of India.
3. **Number of post, Classification and scale of Pay:** - Number of the said post, its classification and the scale of pay attached thereto shall be as specified in rows (2) to (4) of the schedule I annexed to these rules. The Labour Welfare Organisations-wise bifurcation of said post is annexed as schedule II.
4. **Method of recruitment, age limit, qualification 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 schedule I.
5. **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.

6. **Power to relax:** - Where the Central Government is of the opinion that it is necessary or expedient to do so, 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.
7. **Saving:** - Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Schedule Tribes, 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 I

| Name of post | Number of Post | Classification | Level in Pay Matrix | Whether selection post or non-selection | Age limit for direct recruitment |
|----------------------|--|---|----------------------------|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) |
| Lower Division Clerk | 105 (2019) * * subject to variation depending on workload | General Central Service, Group 'C', Non-Gazetted, Non-Ministerial | Level 2 (₹19900-₹63200) | Non-Selection | Between 18 and 27 years (Relaxable for Government servants upto 40 years in accordance with the instructions/orders issued by the Central Government from time to time) Note:- The crucial date for determining the age limit shall be per the advertisement. |

| Educational and other qualification 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/transfer & percentage of the vacancies to be filled by various methods |
|---|--|----------------------------|---|
| (7) | (8) | (9) | (10) |
| (i) 12 th Class or equivalent from a recognized board or University. | Yes, to the extent indicated in column 10 | 2 years | (i) 85% by direct recruitment (ii) 10% of the vacancies shall be filled up from amongst the Group C Staff in Level 1 in pay matrix as |

(ii) A Typing speed of 35 W.P.M in English and 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.

Provided that a physically handicapped person who is otherwise qualified to hold clerical post but does not possess the said qualification in typing may be appointed subjects to the condition that the Medical Board attached to the Special employment exchange for handicapped or where there is no Board, the Civil Surgeon certifies that the said handicapped person is not able to type.

per 7th CPC in the Labour Welfare Organisation and who possess 12th Class pass or equivalent qualification and have rendered 3 years' regular service in the grade, on the basis of Departmental Qualifying Examination. The maximum age limit for examination is 45 years. (relaxations to the different categories as per Central Government norms)

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 in Level-I of Pay Matrix.

| 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 |
|---|---|---|
| (11) | (12) | (13) |
| As stated in column 10 | Group 'C' Departmental Promotion Committee consisting of - 1. Welfare Commissioner - Chairman. | Not applicable |

2. Dy. Welfare Commissioner/Assistant Welfare Commissioner/Welfare Administrator – Member

3. Administrative-cum-Accounts Officer - Member

(An officer of appropriate status from another Central Government office to be associated with the Departmental Promotion Committee. In case, none of the members of the Departmental Promotion Committee belongs to Scheduled Cast/Scheduled Tribe, officer to be associated from other Central Government office should preferably belong to Scheduled Cast/Scheduled Tribe Community)

SCHEDULE II

| Region | No. of sanctioned post |
|-------------|------------------------|
| (1) | (2) |
| Ahmedabad | 3 |
| Ajmer | 8 |
| Allahabad | 6 |
| Bengaluru | 10 |
| Bhubaneswar | 13 |
| Chandigarh | 1 |
| Dehradun | 1 |
| Guwahati | 1 |
| Hyderabad | 12 |
| Jabalpur | 7 |
| Kannur | 1 |
| Kolkata | 9 |
| Nagpur | 8 |
| Patna | 9 |
| Raipur | 3 |

| | |
|-------------|---|
| Ranchi | 7 |
| Tirunelveli | 6 |

[F. No. A-12018/05/2018-W. I]

S.K. Srivastwa, Under Secretary

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No.AB-14017/61/2008-Estt.(RR)
Government of India
Ministry of Personnel P.G.& Pensions
Department of Personnel & Training

North Block, New Delhi

Dated: 13/10/2015

OFFICE MEMORANDUM

Attention is invited to this Department's O.M. No. AB.14017/48/2010-Estt (RR) dated 31st December, 2010 vide which Guidelines on framing / amendment/relaxation of Recruitment Rules and Service Rules were issued.

2. In this context it has been decided that before referring any proposal for framing/amendment in the Recruitment Rules of any post in Ministries/Departments and their subordinate and attached office, the proposed amendments/revision in the Recruitment Rules would be put up on the website of respective Ministries/Departments for 30 days for inviting comments from the stakeholders. . Thereafter, taking into account the comments so received, the proposal would be sent to DoPT, UPSC and Ministry of Law for finalisation.

4. All the Ministries/Departments are, therefore, requested to adhere to these instructions scrupulously. **Proposal referred to this Department without following the aforesaid procedure, would not be entertained.**


(Jitendra R. Gaikwad)
Under Secretary (RR)

To

All Ministries/Departments of Government of India

Copy to:

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2. The Prime Minister's Office, New Delhi.
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4. The Rajya Sabha Secretariat, New Delhi.
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6. The Comptroller and Auditor General of India, New Delhi.
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9. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
10. Establishment Officer and Secretary, ACC
11. All Officers and Sections in the Department of Personnel
12. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
13. All Staff Members of National Council (JCM)
14. All Staff Members of the Departmental Council (JCM),
15. Ministry of Personnel, PG and Pensions
16. Establishment (RR Division) (20 copies)
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