



**File No. A-12018/03/2018-W.I**  
**GOVERNMENT OF INDIA**  
**Ministry of Labour & Employment**  
**Directorate General (Labour Welfare)**

Jaisalmer House, 26 Mansingh Road  
New Delhi-110011, dated the 9<sup>th</sup> May, 2019

To

All the Stakeholders

Subject: Framing of Recruitment Rules for the post of Head clerk-cum-Accountant in Labour Welfare Organisations -seeking comments-reg.

Sir/Ma'am,

The Directorate General (Labour Welfare) proposes to frame Recruitment Rules for the post of Head clerk-cum-Accountant in Labour Welfare Organisations under Directorate General (Labour Welfare), Ministry of Labour & Employment. In terms of guidelines contained in Department of Personnel & Training's Office Memorandum number AB-14017/61/2008-Estt. (RR) dated 13.10.2015, the proposal for framing/amendment of Recruitment Rules is required to be uploaded on the website of the Department for comments from all the stakeholders. A copy of the Draft Recruitment Rules and Schedule approved by Hon'ble Minister for Labour & Employment is enclosed.

2. All the stakeholders are requested to give their comments on the Draft Recruitment Rules to this office within one month of uploading the same on the website. Comments received after the due date will not be entertained.

Yours faithfully,

(SK Srivastwa)

Under Secretary to the Govt. of India

Encl.: As above.

To

1. IT Cell for uploading on the website.
2. All Welfare Commissioners-with a request to circulate amongst all the concerned.



**Draft Notification**

[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.

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 22<sup>nd</sup> 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1976 (iv) Iron Ore Mines Labour Welfare Fund (Group 'C' posts) Recruitment Rules 1977 as amended from time to time are superseded, except as respects things done or omitted to be done following rules regulating the method of recruitment to the post of Headclerk cum Accountant (Group 'D' post) under the Labour Welfare Organisations, Ministry of Labour and Employment, namely:-

**Short title and commencement:** - (1) These rules may be called the Ministry of Labour and Employment, Labour Welfare Organisations, Headclerk cum Accountant (Group 'B' Post) Recruitment Rules, 2019.

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

**Application:** - These rules shall apply in the Labour Welfare Organisations under Ministry of Labour and Employment, Government of India.

**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.

**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.

**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 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)
Headclerk cum Accountant	23 (2019) * * subject to variation depending on workload	General Central Service, Group 'B', Non-Gazetted, Ministerial	Level 6 (₹35400-₹112400)	Non-Selection	Not applicable

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)
Not applicable	Not applicable	Not Applicable	By promotion

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)
<p>Promotion:</p> <p>Upper Division Clerks with 5 years of regular service in level 4 of pay matrix as per 7<sup>th</sup> CPC.</p> <p>Transfer on deputation: Officer's under the Central Government:</p> <p>(a) (i) Holding analogous posts on a regular basis; or</p> <p>(ii) with 3 years' regular service in posts in Level-5 of the Pay Matrix or equivalent; or (iii) with 5 years' regular service in posts in Level-4 or equivalent and</p> <p>(b) Possessing two-year experience in administrative and establishment matters.</p> <p>(The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputations shall not be eligible for consideration for appointment by promotion. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department shall ordinarily not exceed 3 years.)</p>	<p>Group 'B' Departmental Promotion Committee consisting of -</p> <ol style="list-style-type: none"> <li>1. Welfare Commissioner - Chairman.</li> <li>2. Dy. Welfare Commissioner/Assistant Welfare Commissioner - Member</li> <li>3. Administrative-cum-Accounts Officer - Member</li> </ol> <p>(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)</p>	<p>Not applicable</p>



## SCHEDULE II

Region	No. of sanctioned post
(1)	(2)
Ahmedabad	1
Ajmer	2
Allahabad	2
Bengaluru	2
Bhubaneswar	3
Hyderabad	1
Jabalpur	2
Kolkata	1
Nagpur	1
Patna	2
Ranchi	4
Raipur	1
Tirunelveli	1

[F. No. A-12018/03/2018-W. I]

S.K. Srivastwa, Under Secretary



DoPT om

No.AB-14017/61/2008-Estt.(RR)  
Government of India  
Ministry of Personnel P.G. & Pensions  
Department of Personnel & Training  
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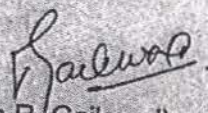
North Block, New Delhi  
Dated: 13/10/2015

OFFICE MEMORANDUM

Attention is invited to this Department's O.M. No. AB.14017/48/2010-Estt (RR) dated 31<sup>st</sup> 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:

1. The President's Secretariat, New Delhi.
2. The Prime Minister's Office, New Delhi.
3. The Cabinet Secretariat, New Delhi.
4. The Rajya Sabha Secretariat, New Delhi.
5. The Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.
8. The Staff Selection Commission, New Delhi.
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)
17. NIC for uploading on the Department's website.