

RECRUITMENT RULES FOR THE POST OF UPPER DIVISION CLERK

		Amendment Approved	
1	Name of the post	UDC	
2	No of Posts	Ten	
3	Classification	Group 'C'	
4	Scale of Pay (Pay Band & Grade Pay)	PB 1 Rs.5200-20200 GP Rs.2400	
5	Whether selection post or non selection post	Non- Selection	
6	Whether benefit of added years of service admissible under rule 30 of the CCS(Pension Rules) 1972	Not applicable	
7	Age limit for direct recruitment	Between 18 and 27 years of age (relaxable for Govt. servants upto 40 years in accordance with the instructions or orders issued by the Central Government). Crucial date for determining the age limit shall be the last date for the receipt of applications.	
8	Educational and other qualifications required for direct recruits	Degree of a recognized University or equivalent <u>Desirable</u> Preference will be given to those having proficiency in English/Hindi Short Hand for some of the post.	
9.	Whether age and education qualification prescribed for direct recruits will apply in the case of promotes	Educational qualification & Experience – Yes Age – No	
10	Period of probation, if any	Two years	
11	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	By promotion failing which by Direct Recruitment or By deputation (for deputation not exceeding 3 years & maximum age limit - 56 years as on closing date of receipt of the applications.)	
	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer to be made	<u>Promotion:</u> Lower Division Clerk (Grade Pay of Rs.1900) with 8 years service in the grade. <u>Deputation Officers of the Central Govt./Autonomous bodies</u> 1. holding analogous posts on regular basis or 2. With 8 years regular service in the grade of Lower Division Clerk or equivalent.	
	If a DPC exists what is its composition	1	Director or his nominee Chairman
		2	Two staff members of the Institute to be nominated by the Director Member
		3	A SC/ST representative Member
		4	Registrar Member

JUSTIFICATION: Amendment approved as proposed under item No 10 in the 96th Executive Council Meeting held on 14/12/2011.