

MINISTRY OF HOME AFFAIRS
(Department of Official Language)
NOTIFICATION

Draft RR

New Delhi, the _____, 2024

G. S. R. ___(E).—In exercise of the powers conferred by proviso to article 309 of the Constitution and in supersession of the Regional Implementation Offices of the Department of Official Language, (Group 'C' Posts) Recruitment Rules, 2016 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 Upper Division Clerks, Lower Division Clerks, Stenographer Grade 'D' and Multi Tasking Staff in the Regional Implementation Offices of the Department of Official Language, Ministry of Home Affairs, namely;-

1. Short title and commencement.—(1) These rules may be called the Regional Implementation Offices of the Department of Official Language, (Group 'C' Posts) Recruitment Rules, 2024.

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

2. Number of posts, classification and Level in the pay matrix.—The number of the said posts, their classification and the Pay Band and Grade Pay or scale of pay attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Method of recruitment, age limit, qualifications etc.—The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the said Schedule.

4. Disqualification.—No person;-

(i) Who has entered into or contracted a marriage with a person having a spouse living, or

(ii) Who, having a spouse living, has entered into or contracted a marriage with a person, shall be eligible for appointment to the said posts.

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 the 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, 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 reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, other Backward

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Classes, Ex-serviceman 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 Post	Number of Post	Classification	Level in the Pay matrix	Whether Selection Post or Non – Selection Post
(1)	(2)	(3)	(4)	(5)
Upper Division Clerk	8* (2024) *Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Ministerial	Level-4, (Rs.25,500-81,100)	Non selection

Age limit for direct recruitment	Educational and other Qualification required for direct recruitment	Whether age and Educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.
(6)	(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable	Two years in case of absorption	By promotion, failing which by deputation/absorption

In case of recruitment by promotion or deputation/absorption grades from which promotion/deputation/absorption to be made	If Departmental Promotion Committee exists what its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment
(11)	(12)	(13)
<p>Promotion:</p> <p>Lower Division Clerk with eight years regular service in the grade</p> <p>Note: Where juniors who have completed their qualifying or eligibility service are being considered for</p>	<p>The Group 'C' Departmental Promotion Committee shall comprise of:</p> <p>1. Director/Deputy Secretary (Implementation) -Chairman</p> <p>2. Under Secretary (Implementation) -Member</p>	<p>Consultation with Union Public Service Commission is not necessary.</p>

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promotion, their senior would also be considered provided they are not short of the requisite qualifying service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

Note 1: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.

Deputation/absorption:

Officers of the Central Government

- (a) Holding analogous post on regular basis;
or
(b) With eight years regular service in the grade of Lower Division Clerk or equivalent

Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation

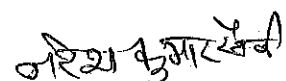
Similarly the deputationists shall not be eligible for consideration for appointments by promotion.

Note 2: Period of deputation including the period of deputation in another ex-Cadre post held immediately preceding this appointment in the same or some other

3. Under Secretary from other Department -Member

<p>organization or department of the Central Government shall ordinarily not exceed three years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note 3: For the purpose of appointment on deputation or absorption basis the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre revised scale of pay into one grade pay or Pay Scale and where this benefit will extend only for the post or posts for which the grade pay or pay scale is the normal replacement grade without any upgradation.</p> <p>Note 4: All officers on appointment to the grade whether by promotion, deputation or absorption shall be required to undergo suitable training as may be specified by the competent authority.</p>		
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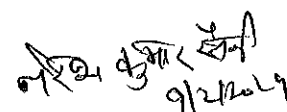
(1)	(2)	(3)	(4)	(5)
Stenographer Grade 'D'	11* (2024) *Subject to variation dependent on workload	General Central Service, Group 'C', Non Gazetted, Ministerial	Level-4, (Rs.25,500-81,100)	Not applicable
(6)	(7)	(8)	(9)	(10)
18 to 27 years (Relaxable for Government Servants up to 40 years in	(i) 12 th Class pass or equivalent qualification from a recognized Board or University	Not applicable	Two Years	Direct recruitment through Staff Selection Commission Note: Vacancies caused by the incumbent being


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<p>accordance with the instructions or orders issued by the Central Government)</p> <p>Note: The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission</p>	<p>(ii) Skill Test Norms:</p> <p>Dictation 10 minutes @ 80 words per minute</p> <p>(iii) Transcription 50 minutes (English) or 65 minutes (Hindi) only on computers</p>		<p>away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation from the officials of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits at column (7)</p> <p>Note1: Upon appointment to the post the officers shall be required to undergo suitable training as may be specified by the Competent Authority</p>
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(11)	(12)	(13)
Not applicable	<p>Group 'C' Departmental Promotion Committee for confirmation shall comprise of</p> <p>1 Director/Deputy Secretary (Implementation) -Chairman</p> <p>2 Under Secretary (Implementation) -Member</p> <p>3 Under Secretary from other Department -Member</p>	Not applicable

(1)	(2)	(3)	(4)	(5)
Lower Division Clerk	<p>8* (2024)</p> <p>*Subject to variation dependent on workload</p>	<p>General Central Service, Group 'C', Non-Gazetted, Ministerial</p>	<p>Level-2, (Rs.19,900-63,200)</p>	Not applicable



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(6)	(7)	(8)	(9)	(10)
<p>Between 18 to 27 years of age (Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government)</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahual and Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh Andaman and Nicobar Islands or Lakshadweep)</p>	<p>Educational Qualification</p> <p>12th Standard Pass from a recognized Board or University</p> <p>Skilled Test Norms</p> <p>Typing speed @ 35 words per minute in English or 30 words per minute in Hindi only on computer (Time allowed - 10 minutes) (35 words per minute and 30 words per minute correspond to 10,500 Key depression per hour or 9000 Key depression per hour on an average of 5 key depressions for each word)</p>	<p>Yes to the extent indicated in Column 11</p>	<p>Two years</p>	<p>(i) 85% by direct recruitment through Staff Selection Commission</p> <p>and</p> <p>(ii) 10% of the vacancies shall be filled from amongst Group 'C' staff in the Level-1 and who posses 12th Class pass or equivalent qualification and have rendered three years regular service in the grade on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years (50 years of age for the Scheduled Caste/Scheduled Tribe)</p> <p>Note: If more of such employees than the number of vacancies available under clause (ii) qualifies 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</p>

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				<p>those who qualify at a later examination.</p> <p>(iii) 5% of the vacancies shall be filled on seniority cum fitness basis from Group 'C' employees who have completed three years regular service in posts with the Grade Pay of Rupees 1800.</p> <p>Note 1: Upon appointment to the post the officials shall be required to undergo suitable training as may be prescribed by the Competent Authority.</p>
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(11)	(12)	(13)
As stated in Column 10	<p>The Group 'C' Departmental Committee for confirmation shall comprise of:</p> <p>1 Director/Deputy Secretary (Implementation) -Chairman</p> <p>2 Under Secretary (Implementation) -Member</p> <p>3 Under Secretary from other Department -Member</p>	Not applicable

(1)	(2)	(3)	(4)	(5)
Multi Tasking Staff	10* (2024) * Subject to variation dependent on workload	General Central Service Group 'C', Non-Gazetted, Non-Ministerial	Level-1(Rs.18,000-56,900)	Not Applicable

(6)	(7)	(8)	(9)	(10)
Between 18 and 25 years of age	Matriculation or equivalent pass	Not applicable	Two years	By Direct Recruitment through SSC Note: Upon appointment to the

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<p>Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahual and Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh Andaman and Nicobar Islands or Lakshadweep)</p>			<p>post the officials shall be required to undergo suitable training as may be prescribed by the Competent Authority</p>
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(11)	(12)	(13)
Not applicable	<p>The Group 'C' Departmental Committee for confirmation shall comprise of:</p> <ol style="list-style-type: none"> 1. Under Secretary (Implementation) -Chairman 2. Section Officer (Implementation) -Member 3. Section Officer – other than Section Officer (Implementation) -Member 	Not applicable

[(F.No.12013/10/2023-OL(Impl.1)]
NARESH KUMAR SAINI, UNDER SECRETARY

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