

		<u>Recruitment Rules</u>
1.	Name of post	Upper Division Clerk
2.	Number of post	Seven
3.	Classification	Group -C
4.	Pay Band and Grade Pay/ Pay Scale	Pay Matrix Level - 4 Rs.25500-81100/-
5.	Whether Selection post or non-selection post	Selection
6.	Age limit for direct recruits	Upto 25 years  (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.  Note: The crucial date for determining the age limit shall be the closing date for receipt of applications 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 & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)
7.	Educational and other qualifications required for direct recruits	(i) Graduate from a recognized University/Institute. (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 5 key depressions of each word).  Note1: Qualification (s) are relaxable at the discretion of the Competent authority (Search-cum-Selection Committee/ Departmental Promotion Committee), for reasons to be recorded in writing, in the case of candidates otherwise well qualified.  Note2: the qualification (s) regarding experience is relaxable at the discretion of the competent authority (Search-cum-Selection Committee/ Departmental Promotion Committee), for reasons to be recorded in writing, in the case of candidates belonging to Scheduled castes or scheduled tribes if at any stage of selection the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Education qualification Yes, but not the age.
9.	Period of probation, if any,	Two years for Direct Recruitment

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10.	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	Promotion failing which by deputation (ISTC) failing which by Direct Recruitment.
11.	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p>Promotion:-            Departmental LDC/Hindi Typist/ DEO in Pay Matrix Level – 2 with 8 years regular service rendered in the grade and have successfully completed the prescribed training will be eligible for promotion.</p> <p>Deputation (ISTC):            Officers under the Central or State Governments or Union Territories Administrations or Public Sector Undertakings or Universities or recognized research institutions or semi government or autonomous bodies or Statutory Organisations holding:-</p> <p>(a)</p> <p>(iv) analogous post on regular basis in the parent cadre or department; Or</p> <p>(v) with five years service in the grade rendered after appointment thereto on regular basis in posts in pay band -1, Rs. 5200-20200 + GP of Rs. 2000/-; or</p> <p>(vi) with eight years service in the grade rendered after appointment thereto on regular basis in posts in pay band -1, Rs. 5200-20200 + GP of Rs. 1900/-; or</p> <p>(b) possessing educational and experience mentioned under the column(7).</p> <p>Note-1: Period of deputation (including short term contract) including period of deputation (including short term contract) another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note-2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 (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 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 with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
12.	If a Selection / Promotion	1. Director, CCRT – Chairman

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Committee exists what is its composition	2. One representative of Department of Ministry of Culture of the rank of Under Secretary – Member 3. One nominee (to be nominated by the Appointing Authority). – Member 4. One member representing SC/ST communities for reserved posts. 5. Dy. Director (Admin./Estt.), CCRT. - Member
13. Circumstances in which Union Public Service Commission to be consulted in making recruitment	N/A



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