

No.D-15020/15/2017-RD
Government of India
Ministry of AYUSH

'B' – Block, GPO Complex,
AYUSH Bhawan,
Behind INA Market,
New Delhi – 110023,
Dated the, 20th February, 2017

To,

The Director General,
Central Council for Research in Siddha,
Aringar Anna Hospital Campus,
Arumbakkam, Chennai – 600106.

Subject: Amendment of recruitment rules for the post of LDC and UDC – reg.

Sir,

I am directed to refer to your letter No.2-61/2016-CCRS/Estt./2407 dated 04.11.2016 on the subject cited above and to forward herewith the RRs for the post of LDC and UDC duly approved by the competent authority.

Yours faithfully,



(Kundan B. Sinha)

Under Secretary to the Government of India

Proposed Recruitment Rules for the post of Lower Division Clerk

1	Name of the Post	Lower Division Clerk
2	Number of Post	15* (2017) *subject to variation dependent on work load
3	Classification	Group C
4	Pay Band and Grade Pay	Pay Band 1 Rs 5200-20200 Grade Pay of Rs 1900/-
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 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, Nagaland, Manipur, Mizoram, Tripura, Sikkim, Ladakh Division of J&K State, Lahul&Spiti Districts of Himachal Pradesh, Andaman& Nicobar Islands and Lakshadweep)
8	Educational and other qualifications required for direct recruits	(i) 12 th Class or equivalent qualification from a recognized Board or University (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi or Tamil on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000KDPH on an average of 5 key depressions for each word)
9	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Yes, to the extent indicated in Col. 11
10	Period of probation, if any	Two years



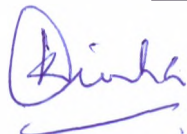
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	<p>(i) 85 % by direct recruitment (ii) 10% of the vacancies shall be filled from amongst the Group C Staff in the Grade Pay of Rs. 1800 and 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 eligibility for examination is 45 years. (50 years of age for the SC/ST)</p> <p>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.</p> <p>(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 with the Grade Pay of Rs. 1800.</p>
12	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	As stated in Col. 11
13	If DPC exists, what is its composition?	<p>Group C Departmental Promotion Committee</p> <ol style="list-style-type: none"> 1. Director General, CCRS - Chairman 2. Head/In-charge of SCRI - Member 3. One Expert to be nominated by DG, CCRS 4. An officer of any sister Lab/Unit/ Council of Ministry of AYUSH 5. Nomination of SC/ST Member to be made by DG, CCRS according to instructions issued by DOPT from time to time
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable



Proposed Recruitment Rules for the post of Upper Division Clerk

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1	Name of Post	Upper Division Clerk
2	Number of Post	13* (2014) *subject to variation dependent on work load
3	Classification	Group C
4	Pay Band and Grade Pay	Pay Band- 1 Rs 5200-20200 Grade Pay of 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 Central Civil Services (Pension) Rules, 1972	No
7	Age limit for direct recruitment	Between 18 and 27 years of age (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, Nagaland, Manipur, Mizoram, Tripura, Sikkim, Ladakh Division of J&K State, Lahul&Spiti Districts of Himachal Pradesh, Andaman& Nicobar Islands and Lakshadweep)
8	Educational and other qualifications required for direct recruits	Essential: (1) Degree of a recognized University or equivalent (2) Atleast 3 years' experience in correspondence work in Govt./Semi Govt./ Public Sector Undertakings/ Autonomous Bodies/Institutions. (3) Thorough knowledge of office routine/rules and regulations
9	Whether age and educational qualifications prescribed for direct	No



	recruits will apply in the case of promotees	
10	Period of probation, if any	Two years for direct recruitment. 'Nil' for promotees
11	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	100% by promotion failing which by direct recruitment
12	In case of recruitment by promotion or deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Lower Division Clerk (Grade Pay of Rs 1900) with 8 years' service in the grade
13	If a Departmental Promotion Committee exists what is its composition?	Group C Departmental Promotion Committee 1. Director General, CCRS - Chairman 2. Head/In-charge of SCRI - Member 3. One Expert to be nominated by DG, CCRS 4. An officer of any sister Lab/Unit/ Council of Ministry of AYUSH 5. Nomination of SC/ST Member to be made by DG, CCRS according to instructions issued by DOPT from time to time
14	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

