## Schedule

<table>
<thead>
<tr>
<th>Name of post</th>
<th>Number of post</th>
<th>Classification</th>
<th>Pay band and grade</th>
<th>Whether Selection post or Non-Selection post</th>
<th>Age limit for Direct Recruits</th>
<th>Educational and other qualifications required for direct recruits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lower Division Clerk</strong></td>
<td>1818* (2017)</td>
<td>General Central Service, Group “C”, Non Gazetted / Ministerial</td>
<td>Level-2 in the Pay Matrix (Rs.19,900-Rs.63,200)</td>
<td>Non-Selection</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees:

<table>
<thead>
<tr>
<th>Period of probation, if any</th>
<th>Field of Selection - Method of recruitment whether by direct recruitment or by promotion/deputation/absorption and percentage of posts to be filled by various methods</th>
<th>In case of direct recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
<td>100% by Promotion</td>
<td>1)90% of the vacancies shall be filled from the posts of Havaldar in Level-1 of the Pay Matrix (Rs.18,000–Rs.56,900) and have rendered 3 years regular service in the grade after appointment thereto on regular basis on the basis of departmental qualifying examination and possessing 12th pass qualification from a recognized Board or University or equivalent.</td>
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</tbody>
</table>
Note 1: The maximum age limit for eligibility for examination is 45 years. (50 years of age for the candidate belonging to SC/ST).

Note 2: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of requisite qualifying or eligibility service or 2 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.

2) 10% of the vacancies shall be filled from the post of Multi Tasking Staff who have rendered 3 years regular service in Level-1 of the Pay Matrix (Rs18,000–Rs.56,900) or 3 Years regular service in the erstwhile Group ‘D’ Posts re-designated as MULTI TASKING STAFF and on qualifying the departmental examination and possessing 12th class qualification from a recognized Board or University or equivalent.

Note 1: The maximum age limit for eligibility for examination is 45 years. (50 years of age for the candidate belonging to SC/ST).

Note 2: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors
would also be considered provided they are not short of requisite qualifying or eligibility service or 2 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.

<table>
<thead>
<tr>
<th>If Departmental Promotion Committee exist, what is its composition</th>
<th>Circumstances in which UPSC is to be consulted in making Recruitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>13</td>
</tr>
</tbody>
</table>

Group ‘C’ Departmental Promotion Committee:
(I) Single Commissionerate i.e. having no common cadre/Directorates
(i) The senior most Additional Commissioner/Additional Director at Headquarters Office – Chairman
(ii) The Additional/Joint Commissioner/Director, Headquarters, failing which any other senior most Additional/Joint Commissioner/Director (Headquarters) available at the time of Departmental Promotion Committee Meeting – Member
(iii) Additional Commissioner/Director of Central Excise/Customs – Member
(iv) Deputy/Assistant Commissioner of Income-Tax – Member

Note: Where none of the member at serial No. (i) to (iv) above belongs to the Schedule Castes or the Schedule Tribes, a Group ‘A’ officer from outside the Department belonging to the Schedule Castes or the Schedule Tribes, shall also associate as a member of the Departmental Promotion Committee.

(II) Composite Commissionerates i.e. two or more

Not applicable
Commissionerates having common cadre:
(i) The Senior most Additional Commissioner from each of the Commissionerates (the senior most officer among them would be the Chairman.
(ii) The Additional/ Joint Commissioner Headquarters of the cadre controlling Commissionerates, failing which any other senior most Additional/ Joint Commissioner (Headquarters) available at the time of Departmental Promotion Committee Meeting – Member
(iii) Additional/ Joint Commissioner of Central Excise/ Customs – Member
(iv) Deputy/ Assistant Commissioner of Income Tax – Member

Note: Where none of the member at serial No. (i) to (iv) above belongs to the Schedule Castes or the Schedule Tribes a Group ‘A’ officer from outside the Department belonging to the Schedule Castes or the Schedule Tribes, shall also associate as a Member of the Departmental Promotion Committee..

F.No.A.12018/06/2012-Ad.III.B

(S.D.Bhasor)
Deputy Secretary to the Govt. of India