

Schedule

Name of post	Number of posts	Classification	Level in the Pay Matrix	Whether Selection post or non-selection post	Age Limit for Direct Recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
Lower Division Clerk	1818* (2019) *Subject to variation dependent on workload	General Central Service, Group "C", Non Gazetted / Ministerial	Level-2 in the Pay Matrix (Rs.19,900-Rs.63,200)	Non - Selection	Not applicable	Not applicable

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 by direct recruitment or by promotion or by deputation /absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation /absorption grades from Which promotion/deputation/absorption to be made
8	9	10	11
Not applicable	Not applicable.	100% Promotion	<p>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.</p> <p>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 (Rs. 18,000-56,900) and who possess 12th class pass qualification from a recognized Board or University or equivalent and qualifying the departmental examination OR 3 years regular service in the erstwhile Group ‘D’ posts re-designated as Multi-Tasking Staff who possess 12th class pass qualification from a recognized Board or University or equivalent and qualifying the departmental examination.</p>

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

If a Departmental Promotion Committee Exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
12	13
<p>Group 'C' Departmental Promotion Committee:</p> <p>(I) Single Commissionerate i.e. having no common cadre</p> <p>(i) The senior most Additional Commissioner at Headquarters Office – Chairman</p> <p>(ii) The Additional/ Joint Commissioner/, Headquarters, failing which any other senior most Additional/ Joint Commissioner (Headquarters) available at the time of Departmental Promotion Committee Meeting – Member</p> <p>(iii) Additional Commissioner of Central Excise/ Customs – Member</p> <p>(iv) Deputy/ Assistant Commissioner of Income-Tax – Member</p>	Not applicable

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 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-12018/6/2012-AD.III.B

(Mohammad Ashif)
Under Secretary to the Govt. of India