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Section-1
Govt. of India
Ministry of Minority Affairs

New Delhi the.....

NOTIFICATION

G.S.R. In exercise of the power conferred by clause (a) of sub-section (2) of section 15 of the National Commission for Minorities Act, 1992 (19 of 1992) and in supersession of the National Commission for Minorities Recruitment Rules 2006 in so far as they relate to the recruitment rules for the post of Lower Division Clerk in the National Commission for Minorities, except as respect things done or omitted to be done before such supersession, the Central Government hereby makes rule regulating the method of recruitment to the post of LDC in National Commission for Minorities as follows, namely:

1. **Short title and commencement:** (1) These rules may be called the National Commission for Minorities (Group 'C' Lower Division Clerk) Recruitment Rules 2016. (2) They shall come in to force on the date of their publication in the Official Gazette.
2. **Number of Posts, Classification and Scale of Pay:-** The number of the said posts, their classification and the 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 and other qualifications:-** The method of recruitment to the posts, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the said Schedule.
4. **Initial Constitution:-**(1) The personnel holding the posts on regular basis, before the commencement of these rules, shall be deemed to have been appointed in accordance with the provisions of these rules.

(2) The regular continuous service of personnel mentioned in the sub-rule (1) prior to the initial constitution shall count for the purpose of probation period, qualifying service for Promotion, confirmation and pension in the service.
5. **Disqualifications:-**No person-
 - (a) who has entered into or contracted a marriage with a person having a spouse living; or
 - (b) who, have a spouse living, has entered into or contracted a marriage with any 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 this rule.

6. **Power to relax:-**Where the Central Government is of 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.
7. **Saving:-**Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled castes, the Scheduled tribes, 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 (s)	Classification	Pay Band and Grade Pay/ Pay Scale	Whether Selection posts or Non-Selection Post
1	2	3	4	5
LDC	*Five (2016) *Subject to variation dependent on workload	General Central Service Group "C", Non-Gazetted, Ministerial	Pay Band-1 of Rs. 5200-20200/- with Grade Pay of Rs.1900/-	Non-Selection

Age limit for direct Recruits	Educational and other qualification required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.
6	7	8	9
Between 18 to 27 years	Essential :- (i)12 th standard or equivalent. (ii) Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi Desirable: (i) Knowledge of Computer. (ii) five years' regular service in the scale of PB-1 with Grade Pay of Rs.1800/- in any Govt.org.	Not Applicable	Two years

Method of recruitment whether direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion /deputation /absorption to be made	If Departmental Promotion Committee exists, what is its composition?	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
10	11	12	13
70% promotion & 30% Direct Recruitment through Central Recruitment Agency i.e. SSC etc. failing which by deputation/absorption.	<p>Essential :-</p> <p>Essential :-</p> <p>(i) 12th standard or equivalent.</p> <p>(ii) Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi</p> <p>Desirable: (i) Knowledge of Computer.</p> <p>(ii) five years' regular service in the scale of PB-1 with Grade Pay of Rs.1800/- in any Govt.org.</p>	<p>For Promotion/ Confirmation:</p> <p>(1) JS, NCM - Chairman</p> <p>(2) Director/Deputy Secretary, NCM - Member</p> <p>(2) US, NCM - Member</p> <p>(3) US, NCM- Member</p>	--

Joint secretary to the Government of India

To,
The Manager,
Government of India Press,
Faridabad

Annexure-II

FORM

Recruitment Rule (RR) for the post of Lower Division Clerk (LDC) in National Commission for Minorities (NCM)

1. (a) Name of the Post (b) Name of the Ministry/Department (c) No. of Posts (d) Scale of Pay (a) Class and Service to which the posts belong [of MHA Notification No. 20/16/60-Estt.(A) dated 13.3.1962] (b) Ministerial or Non-Ministerial of F.R. 9 (17)	Lower Division Clerk (LDC) National Commission for Minorities, Ministry of Minority Affairs, Five (05) Pay Band-1 (Rs. 5200-20200/-) with grade pay of Rs. 1900/-. General Central Service Group "C" Non- Gazetted Non-Ministerial
2. Appointing Authority	Director/Deputy Secretary, NCM
3. Duties of the post in detail	Diary, Dispatch, Typing (English & Hindi), File work.
4. Describe briefly the method (s) adopted for filling the posts hitherto	Direct Recruitment /Promotion/deputation/absorption.
5. Methods of recruitment proposed	70% by promotion & 30 % by Direct Recruitment through Central Recruitment Agency i.e. SSC etc. failing which by deputation/absorption
6. If promotion is proposed as a method of recruitment. (a) Designation and number of posts proposed to be included in the field of promotion. (b) Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (of MHA O.M. No. 1/5/58-RPS dated 26.2.58) (c) Percentage of vacancies in the grade proposed to be filled by promotion	- MTS (15) 05 years 100%

<p>(d) Have recruitment rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required, please attach a copy of rules framed. A copy of the rules should be sent to DOP&T along with the proposal.</p> <p>(e) If recruitment rules were not framed for the posts in the field of promotion.</p> <p>(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.</p> <p>(ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion.</p> <p>(iii) In case the feeder posts are filled by promotion, the recruitment rules for the still lower posts (including the lowest post to which direct recruitment is one of the methods of recruitment) may be furnished.</p> <p>(f)(i) Is the promotion to be made on Selection or non-Selection basis?</p> <p>(ii) Reasons for the proposal in (i) above.</p> <p>(h) If a D.P.C. exists, what is its composition?</p> <p>(i) Indicate if the feeder posts are having promotion channels other than the one under consideration</p>	<p>Yes, Recruitment Rules for MTS in NCM framed and notified on 24.04.2006.</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>Non-Selection</p> <p>MTS is the feeder grade</p> <p><u>DPC for promotion:</u> Joint Secretary, NCM-Chairman Director/Dy. Secretary, NCM- Member Under Secretary, NCM – Member Under Secretary, NCM - Member</p> <p>No</p>
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7. If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary	NA
<p>8. If direct recruitment is proposed as a method of recruitment (of MHA O.M.No. 2/45/55-RPS dated 8.10.55) please state</p> <p>(a) The percentage of vacancies proposed to be filled by direct recruitment</p> <p>(b) Indicate if there are any promotional avenues for the direct recruits?</p> <p>(c) (i) Age for direct recruits (of MHA O.M. No. 2/41/59-RPS dated 3.12.1959)</p> <p>(ii) Is age relaxable for Government servants?</p> <p>(d) Educational and other qualifications required for direct recruits. (it may please be noted that the essential qualifications prescribed are relaxable at Commission's direction in case of candidates otherwise well qualified)</p> <p>Essential/Desirable</p> <p>(e) Whether essential qualifications to be prescribed are in accordance with any Act(s)? If so, please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s).</p>	<p>30%</p> <p>yes</p> <p>Between 18 to 27 years</p> <p>(Relaxable for Government servants up to 40 years in accordance with instructions or orders issued by the Central Government from time to time).</p> <p>Note 1 : 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 & Kashmir, Lahaul&Spiti District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep)</p> <p>Essential :-</p> <p>(i) 12th standard or equivalent.</p> <p>(ii) Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi</p> <p>Desirable: (i) Knowledge of Computer. (ii) five years' regular service in the scale of PB-1 with Grade Pay of Rs.1800/- in any Govt.org.</p> <p>Note: Qualifications and Experience are relaxable at the discretion of Selection Committee if in the case of candidates otherwise well qualified.</p> <p>NA</p>

<p>(f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.</p>	
<p>9. If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible/necessary.</p>	<p>NA</p>
<p>10. (i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in the case of promotions? (ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions</p>	<p>Yes ---</p>
<p>11. (a) If deputation/transfer proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation/transfer or both are proposed. (b) The percentage of vacancies proposed to be filled by this method. (c) The period to which deputation will be limited. (d) The names of posts or grades or service etc. from which deputation/transfer is proposed [of MHA O.M. No. 2/25-60/Estt.(D) dated 19.8.1960]</p>	<p>Yes. In case no candidate/or a suitable candidate in the feeder grade (s) is available, the post can be filled up on deputation/absorption basis. Based on requirement at times Ordinarily three years Deputation/absorption (including short-term contract): (a) Officers under the Central Govt/State Government/Institutes (i) holding analogous posts on regular basis; or Essential :- (iii) 12th standard or equivalent. (iv) Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi</p>

	Desirable: (i) Knowledge of Computer. (ii) five years' regular service in the scale of PB-1 with Grade Pay of Rs.1800/- in any Govt.org
12.	
(a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled.	Short term contract
(b) Whether the recruitment rules to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same Group. If so, whether the necessary provision for initial constitution has been proposed.	NA
(c) Whether the recruitment rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	NA
13. (a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted.	NA
(b) Whether the Deptt. of Personnel & Training have concurred in the proposal?	Not yet
(c) Whether the Deptt. of Pensions & Public Grievances have concurred in for the grant of benefit of added years of service under the Pension Rules?	Not yet
14. If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	NA
15. Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed if necessary, for clarification/early decision.	Additional Secretary, National Commission for Minorities, 5 th Floor, Lok Nayak Bhavan, New Delhi – 110003. Tele: 011 -2469 3639

Signature of the Officer sending
the proposal
(Ajoy Kumar)
Additional Secretary
Telephone No. 011-2469 3639

Date:

Place: New Delhi

ANNEXURE-III

Form to be filled by the Ministry/Department while forwarding proposal to the Ministry (MOMA) for amendment of approved Recruitment Rules.

1. (a) Name of the post: Lower Division Clerk
(b) Name of the Ministry/Deptt. National Commission for Minorities
5th floor, Lok Nayak Bhavan,
Khan Market, New Delhi-110003.
2. Reference No. in which Commission's advice on Recruitment Rules was conveyed. To be filled by MOMA
3. Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and reference: 24 April, 2006

Column No. of the Schedule	Provisions in the approved/existing rules	Revised provisions proposed	Reasons for the revision proposed
2	*Six (2006)	*Five (2016)	Sanctioned strength is five only
8 (may be read as col.7 as per DOP&T O.M. dt.31.12.2010	Essential :- (i) Matriculation or equivalent. (ii) Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi Desirable: (i) Knowledge of Computer.	Essential :- (i) 12 th standard or equivalent. (ii) Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi Desirable: (i) Knowledge of Computer.	As per DOP&T Model RR for the post of LDC.
11(may be read as col.10 as per DOP&T O.M. dt.31.12.2010	(i) 90% by direct recruitment and 10% by promotion from amongst Group 'D' employees of National Commission for Minorities failing which by deputation/absorption	30% by Direct Recruitment and 70% by promotion from amongst MTS of NCM and failing which by deputation/absorption	As per DOP&T O.M. No.13/1/2014-CS.II(B) dt.11.07.2014.

2. Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed, if necessary, for clarification/early decision.

Signature of the officer sending the proposals

(Additional Secretary)

Telephone No.011-24693639

Place: New Delhi

Date:

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70% promotion & 30% Direct Recruitment through Central Recruitment Agency i.e. SSC etc. failing which by deputation/absorption.	<p>Essential :-</p> <p>Essential :-</p> <p>(i) 12th standard or equivalent.</p> <p>(ii) Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi</p> <p>Desirable: (i) Knowledge of Computer.</p> <p>(ii) five years' regular service in the scale of PB-1 with Grade Pay of Rs.1800/- in any Govt.org.</p>	<p>For Confirmation:</p> <p>(1) JS, NCM - Chairman</p> <p>(2) Director/Deputy Secretary, NCM -Member</p> <p>(2) US, NCM - Member</p> <p>(3) US, NCM- Member</p>	--
