

F.No.A.12018/4/2020-DR-(PT.VI)
Government of India
Ministry of Health and Family Welfare
Department of Health and Family Welfare
(Drugs Regulation Section)

Dated: ^{Hu}16 August, 2022

NOTICE

This Ministry is examining a proposal for framing of Recruitment Rules for the post of Lower Divisional Clerk at Central Drugs Testing Laboratory (CDTL), Chennai, Central Drugs Standard Control Organization (CDSCO), Directorate General of Health Services, Ministry of Health & Family Welfare. In this regard, draft Recruitment Rules have been prepared, a copy of which is attached.

2. Before finalizing the same, comments, if any, are invited from all stakeholders in the matter within a period of thirty days from the date of this notification on the website of the Ministry of Health and Family Welfare. The comments/objections/suggestions received from the stakeholders within the specified period shall be considered by the Ministry as per rules/requirement before finalizing the Recruitment Rules.

3. The comments may be furnished to undersigned room no.407-A, 'A' Wing, Nirman Bhavan, New Delhi-110011 or may kindly be sent to **drugsdiv-mohfw@gov.in**.

Encl: A/a.



(Dr. Kiran Kumar Karlapu)
Deputy Secretary to the Government of India
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Schedule

Name of post.	Number of post.	Classification.	Level in pay matrix or pay scale.	Whether selection post or non-selection post.	Age-limit for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)
Lower Division Clerk	1	General Central Service Group - C -Non Gazetted Ministerial	Pay Level - 2 with Pay Scale (Rs. 19900-63200)	N.A.	Between 18 and 27 years (relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government) Note: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission. (Where recruitment is not through SSC, crucial date for determining the age limit shall be the last date for receipt of applications.)
Educational and other qualifications 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.
(7)			(8)		(9)
(i) Educational Qualification: 10+2 or equivalent qualification from a recognized Board or University (ii) Skill Test: English Typing @ 35 w.p.m.on Computer (Time allowed - 10 mts) (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/ 9000 KDPH on an average of 5 key depressions for each word)			Age: No Educational: Yes Qualification: (i) 10% of the vacancies shall be filled from amongst the Group 'C' Multi-Tasking Staff in the Level -1 (Rs.18000- 56900/-) in the Pay Matrix and who possess Minimum Educational qualification e.g. Marticulation or equivalent and have rendered three years regular service in the		Two Years for direct recruitment

		<p>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>(ii) 5 % of the vacancies shall be filled on seniority-cum - fitness basis from Group 'C' employees who have 3 years regular Service in posts in the Level -1 (Rs.18000-56900/-) of the Pay Matrix.</p>	
<p>Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.</p>	<p>In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.</p>	<p>If a Departmental Promotion Committee exists, what is its composition.</p>	<p>Circumstances in which Union Public Service Commission is to be consulted in making recruitment.</p>
(10)	(11)	(12)	(13)

<p>(i) 85% by Direct Recruitment through SSC</p> <p>(ii) 10% of the vacancies shall be filled from amongst the Group 'C' Multi-Tasking Staff in the Level -1 (Rs.18000-56900/-) in the Pay Matrix and who possess Minimum Educational qualification e.g. Marticulation or equivalent and have rendered three 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</p>	<p>Promotion: 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' Multi Tasking Staff who have 3 years regular service in the level of the pay matrix.</p>	<p>Departmental Promotion Committee for considering confirmation/promotion:</p> <ol style="list-style-type: none"> 1. Director, CDTL, Chennai – Member 2. Dy. Drugs Controller (I), CDSCO(SZ), Chennai--Member 3. Group 'A' Officer of an Office/ Laboratory under Director General of Health Services, Ministry of Health and Family Welfare. -Member 	<p>Not applicable</p>
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<p>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 in the Level -I (Rs.18000-56900/-) of the Pay Matrix.</p>			
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