1. संक्षिप्त नाम और प्रारंभ - (1) इन नियमों का संक्षिप्त नाम सूचना प्रायोगिकी मंत्रालय, उच्च क्षेत्री लिपिद्वारा विभागीय प्रतियोगिता परीक्षा नियम, 2000 है।

(2) ये राज्यपत्र में प्रकाशन की तारीख को प्रदान होगी।

2. परिचालन - इन नियमों में जब तक कि संदर्भ से अन्यथा अपेक्षित न हो,

(क) "नियुक्ति प्राप्ति'' से सूचना प्रायोगिकी मंत्रालय में भारत सरकार का सचिव अभिप्रेत है; 

(ख) "अनुमोदित सेवा'' से निर्णायक तारीख को 3050-75-3950-80-4590 रु के वेतनमान में आधार के लिए लिपिद्वारा नियामित और निर्धारित तीन वर्ष की सेवा अभिप्रेत है; 

(ग) "उपलब्ध शिक्षा'' से सूचना प्रायोगिकी मंत्रालय में उच्च क्षेत्री लिपिद्वारा नियामित के ग्रेड के पद पर ऐसी शिक्षा अभिप्रेत है जो परीक्षा के परिणाम के आधार पर भरी जानी है; 

(घ) "निर्णायक तारीख'' से परीक्षा लेने के दिनविचार को सुनिश्चित करने वाली अधिसूचना की तारीख के पूर्ववर्ती जनवरी मास की पहली तारीख अभिप्रेत है; 

(ड) "परीक्षा'' से इस अनुपस्थिति में विनिर्दिष्ट शीत में अभिप्रेत उच्च क्षेत्री लिपिद्वारा नियामित के पद पर प्रोफेसर के लिए सीमित विभागीय प्रतियोगिता परीक्षा अभिप्रेत है; 

(व) "भारी वर्ष'' से एक जनवरी से प्रारंभ होने वाली और उसी वर्ष के दिसंबर मास की 31 तारीख को समाप्त होने वाली अधिकारि अभिप्रेत है; 

(ड) "अनुसूचित'' से इन नियमों से प्राप्त योग्यता अभिप्रेत है; 

(ढ) "अनुसूचित जाती'' और "अनुसूचित जनजाति'' के वही अर्थ होंगे जो उनके मामले के संबंधान के अनुसार 366 के क्रमांक: खंड (24) और खंड (25) में है।
<table>
<thead>
<tr>
<th>লেখা</th>
<th>সংখ্যা</th>
<th>কার্যক্রম</th>
<th>স্থল</th>
<th>লেখা করা হলো</th>
</tr>
</thead>
</table>
| 2/26 | 25    | 25       |     | বিন্যাস করা (ই) | 1.  
| 1/2  | 25    | 25       |     | বিন্যাস করা (ই) | 2.  
|      |       |          |     | বিন্যাস করা (ই) | 3.  

: মন্তব্য এখনো বিন্যাস করা হয়নি, পরবর্তী হিসেবে নথিভুক্ত করার জন্য যা ছিল মনে করুন।
NOTIFICATION
New Delhi, the 9th February, 2001

G.S.R. 83(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Electronics (Upper Division Clerk Departmental Competitive Examination) Regulations, 1986, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules for regulating the Departmental Competitive Examination for promotion to the post of Upper Division Clerk in the Ministry of Information Technology, namely:—

1. Short title and commencement .— (1) These rules may be called the Ministry of Information Technology, Upper Division Clerk, Departmental Competitive Examination Rules, 2000.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Definition — In these rules unless the context otherwise requires, —

(a) “appointing authority” means the Secretary to the Government of India, Ministry of Information Technology;

(b) “approved service” means three years regular and continuous service in the grades of Lower Division Clerk in the pay scale of Rs. 3050-75-3950-80-4590 on the crucial date;

(c) “available vacancy” means a vacancy in the post of Upper Division Clerk’s Grade in the Ministry of Information Technology which is required to be filled up on the basis of the results of the examination;

(d) “crucial date” means the 1st day of January preceding the date of notification conveying the decision to hold the examination;

(e) “examination” means the limited Departmental Competitive Examination for promotion to the post of Upper Division Clerk held in the manner specified in the Schedule;
(g) "Schedule" means the Schedule annexed to these rules;

(h) "Scheduled Castes" and "Scheduled Tribes" shall have the meanings respectively assigned to them in clauses (24) and (25) of article 366 of the Constitution of India.

3. Conditions of eligibility. A person appointed on regular basis as Lower Division Clerk, in the pay scale of Rs. 3050-75-3950-80-4590 and having three years regular and continuous service on the crucial date shall be eligible to appear in the examination:

Provided that in the case of a candidate who had been appointed as Lower Division Clerk on the results of a competitive examination including a Departmental Competitive Examination such an examination should have been held not less than three years before the crucial date and he should have rendered not less than two years approved and continued service in that grade, on the crucial date.

4. Holding of the examination. (1) The appointing authority shall notify the dates and place of the examination and number of available and anticipated vacancies assessed at the time of announcing the examination. The examination shall be conducted after the expiry of at least thirty days from the date of notification in the manner specified in the Schedule which may be held before the 31st March of the recruitment year.

(2) The number of vacancies reserved for the Scheduled Castes the Scheduled Tribes and Other Backward Classes and other special categories of persons shall be clearly indicated in the said notification.

5. Results. (1) On the basis of the aggregate marks secured by the candidate in the examination, a merit list containing the names of the successful candidates in order of merit shall be notified, keeping in view the number of vacancies and anticipated vacancies, if any, falling in the recruitment year. The standards of evaluation for candidates belonging to the Schedule Castes and the Schedule Tribes shall be as per the Government instructions from time to time.

(2) The candidates for appointment against the available vacancies shall be considered in the order in which their names appear in the merit list prepared under sub-rule (1).

(3) The merit list shall remain in operation till the notified vacancies are filled up or up to a period of 18 months from the date of its
9. Appointment.— The inclusion of the name of any candidate in the merit list shall not confer a right to appointment and he shall be appointed by the appointing authority only after satisfying itself that no vigilance or disciplinary case is either pending or contemplated against the candidate and after taking into account his placement in the merit list, the reservation of posts or such other requirements as may be laid down by statutory orders or rules issued by the Central Government, from time to time, in this regard.

7. Liability to pass typewriting test.— The candidates, who are appointed Upper Division Clerk on the basis of this examination, shall be required to pass a test in typewriting, if not already done, at a minimum speed of 30 words per minute in English or 25 words per minute in Hindi within a period of two years from the date of their appointment to the said grade. In the event of their failure to pass the test within the said period of two years, they shall not be allowed to draw the second and subsequent increments in the Upper Division Clerk’s Grade until they pass such test or are exempted from this requirement under a special or general order.

8. Removal of name from merit list on resignation, etc.—

(1) In case a candidate after appearing at the examination resigns from the service or whose services are terminated or who is appointed to an ex-cadre post or to any other service and does not have a lien on any of the posts mentioned in rule 3, his name shall not be included in the merit list, or if included in the said merit list shall be struck off therefrom.

(2) Where a candidate, whose name is included in the said merit list, is appointed to an ex-cadre post or is transferred to another department of the Central Government with the permission of the appointing authority and continue to have a lien on any of the posts mentioned in rule 3, shall not be appointed as Upper Division Clerk till he resumes the duties in the Ministry of Information Technology on his initial post during the period the merit list remains in force:

Provided that his claim for proforma promotion may be considered by the appointing authority in accordance with the orders and rules of the Central Government, issued in his behalf from time to time.

9. Penalty for impersonation or other misconduct.— A candidate, who is or has been declared by the appointing authority to be guilty of—

(i) obtaining support for his candidature by any means; or
(ii) impersonation; or
(v) making statements which are incorrect or false or suppressing material information; or
(vi) resorting to any other irregular or improper means in connection with his candidature for the examination; or
(vii) using unfair means in the examination hall; or
(viii) misbehaving in the examination hall; or
(ix) attempting to commit or, as the case may be, abetting the commission of all or any of the acts specified in clauses (i) to (ix);

may in addition to the criminal proceedings, liable –

(a) to be disqualified by the appointing authority from the examination; or
(b) to disciplinary action, under the appropriate rules.

10. Power to relax – Where the appointing authority is of the opinion that it is necessary or expedient to do so, it may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

SCHEDULE

(See rule 4) UDC

The examination shall be conducted in the following two parts, namely :-

Part I

Written examination shall carry a maximum of 200 marks. The subject of the written examination, the maximum marks allotted to each paper and the time limit allowed shall be as follows, namely :-
<table>
<thead>
<tr>
<th>Paper</th>
<th>Subject</th>
<th>Maximum</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Essay and Precis Writing</td>
<td></td>
<td>1-1/2 hours</td>
</tr>
<tr>
<td></td>
<td>(a) Essay</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Precis Writing</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Part A: Noting and Drafting</td>
<td>50</td>
<td>2 hours</td>
</tr>
<tr>
<td></td>
<td>Part B: Office Procedure</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>General Awareness</td>
<td>50</td>
<td>1 hour</td>
</tr>
</tbody>
</table>

2. Subjectwise syllabus for the examination shall be as follows, namely:

(j) (a) Essay: An essay to be written either in Hindi (Devnagri Script) or in English language on one of the specified topics.
(b) Precis Writing: A passage will be set for preparing summary or precis in English language.

(ii) Noting, Drafting and Office Procedure: The paper on noting, drafting and office procedure to be answered in English or Hindi (in Devnagri Script) shall be designed to test the candidate's knowledge of office procedure in the Secretariat and attached offices and generally their ability to write and understand notes and drafts. Candidates are required to be generally familiar with the broad features of the Manual of Office Procedure issued by the Ministry of Personnel, Pension and Public Grievances (Department of Personnel and Training). Notes on office procedure issued by the Institute of Secretariat Training and Management, the rules of Procedure and Conduct of Business in the Lok Sabha and the Rajya Sabha and the handbook of Orders issued by the Ministry of Personnel, Pension and Public Grievance regarding use of Hindi for official purposes of the Union.

(iii) General Awareness – Question will be aimed at testing the candidate's knowledge of general awareness about the Indian Constitution, Indian Geography, Culture, Economic Scene, General Policy, Scientific research and National and International Current Affairs including knowledge about Ministry of Information Technology and its attached/subordinate offices.

3. The candidate are allowed to answer paper (i)(a) or paper (ii) or paper (iii) or all of the said papers either in Hindi (Devanagari) or in English. Paper (i) must be answered in English by all the candidates.
Note 1 – The option for paper (i)(a) or paper (ii) or paper (iii) or all of the said paper shall be for a complete paper and not for different questions in the same paper.

Note 2 – The option once exercised shall be treated as final and no request for change shall be entertained later on. No credit shall be given for examination taken in a language other than the one opted for by the candidate.

4. Credit will be given for neat and methodical expression of ideas with due economy of words, in the written answers.

5. The minimum qualifying marks in each of the four subject will be not less than 40 percent and in aggregate it will be not less than 50 percent.

Part II

Evaluation of the records of service of the candidate by a Departmental Promotion Committee consisting of:

(1) The Joint Director (Personnel), Ministry of Information Technology. Chairman

(2) The Deputy Director, Ministry of Information Technology. Member

(3) One Under Secretary to the Government of India from a Ministry or a Department other than the Ministry of Information Technology. Member

This part shall carry a maximum of 100 marks. The Character Roll Dossiers of the candidates shall be scrutinised for the previous three years and marks will be accordingly allotted by the Departmental Promotion Committee.

[F. No. 1(4)/2000-P. III]

P. K. DATTA, Jt. Director