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NOTIFICATION

New Delhi, the 9th February, 2001

G.S.R. 84(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Electronics (Lower Division Clerk's Grade 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 Lower 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, Lower Division Clerk's Grade, 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 Joint Secretary to the Government of India, Ministry of Information Technology;

(b) "approved service" means five years regular and continuous service as Group 'D' employee on the crucial date;

(c) "available vacancy" means a vacancy in the post of Lower 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;
(c) "examination" means the limited departmental competitive examination for promotion to the post of Lower Division Clerk held in the manner specified in the Schedule;

(f) "recruitment year" means the period commencing from the 1st day of January and ending on the 31st day of December of the same year;

(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 Group ‘D’ employee who satisfies the following conditions on the crucial date shall be eligible to appear in the examination:

   i) should have rendered not less than five years of approved and continuous service as Group ‘D’ employee in the Ministry of Information Technology;

   ii) is not more than 40 years of age;

   iii) should have passed matriculation or equivalent examination;

Note: Upper age limit is relaxable in accordance with the orders of Government of India issued from time to time.

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 on the date 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 Schedules Castes and the Schedules Tribes shall be as per the Government instructions from time to time.
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 for a period of 18 months from the date of its approval by the appointing authority or till next merit list is approved by the appointing authority, whichever is earlier.

6. 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. Removal of name from merit list on resignation, etc. –

(1) In the case of 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 in the grade mentioned in rule 3, shall not be appointed as Lower 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.

8. 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
(iii) procuring impersonation by any person; or
(iv) committing fabricated documents or documents which have been tampered with; 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.

9. 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)

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 allowed shall be as follows, namely:

<table>
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<tr>
<th>Paper</th>
<th>Subject</th>
<th>Maximum</th>
<th>Time</th>
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<tbody>
<tr>
<td>1.</td>
<td>General English and Short Essay</td>
<td>100</td>
<td>3 hours</td>
</tr>
<tr>
<td></td>
<td>i) General English</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii) Short Essay</td>
<td>50</td>
<td></td>
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<tr>
<td>2.</td>
<td>General Knowledge and Geography of India.</td>
<td>100</td>
<td>2 hours</td>
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2. Subjectwise syllabus for the examination shall be as follows, namely:

(i) General English and Short Essay

(a) General English- Candidates will be tested in the following:

Drafting, Precis Writing, Applied Grammar, and Elementary tabulation (to test candidate's ability in the art of compiling, arranging and presenting data in a tabular form)

(b) Short Essay- An essay to be written on one of the several specified subjects.

(ii) General knowledge including Geography of India- knowledge of current events and of such matter of everyday observation and experience in their scientific aspects as may be expected of an educated person who has not made a special study of any scientific subject. The paper will include questions on Geography of India.

3. The candidate are allowed the option to answer item 1 (b) Short Essay on paper (i) or paper (ii) or both either in Hindi (Devanagari script) or in English.

Note 1 – The option for paper (ii) 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 shall 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 two subject will be not less than 40 percent and in aggregate it will be not less than 50 percent.

Part II

Liability to pass typewriting test – The candidates, who qualify in the written examination, shall be required to pass a test in typewriting, at a minimum speed of 30 words per minute in English or 25 words per minute in Hindi. The typewriting test will consist of a running matter of 10 minutes duration.

P K DATTA, Jr. Director