

फॉ. सं./F. No. A-12018/3/2025-CA Cell-Part(2)

भारत सरकार/Government of India
वित्त मंत्रालय/Ministry of Finance
राजस्व विभाग/Department of Revenue
सक्षम प्राधिकारी सेल/Competent Authority Cell

हॉल नं. 14108, सी-विंग,
कर्तव्य भवन -1, नई दिल्ली
दिनांक 12 अगस्त, 2026

कार्यालय ज्ञापन/OFFICE MEMORANDUM

Subject: Proposals for amendments in the Recruitment Rules of Group-C Posts in O/o Competent Authority & Administrators - Reg.

The undersigned is directed to refer to the subject cited above and to say that this department has initiated the process of amendment in the recruitment rules of Lower Division Clerk (LDC) & Multi-Tasking Staff (MTS) in the Offices of the Competent Authority and Administrators located at Delhi, Mumbai, Chennai and Kolkata. A copy of 13-point Schedule of the draft recruitment rules of the said posts is attached herewith.

2. As per DoPT's OM dated 13.10.2015, the proposal for framing/amendment in the recruitment rules are to be uploaded on the website of respective Ministries/Departments for 30 days for inviting comments from the stakeholders.

3. All the stakeholders are requested to go through the 13-point Schedule of the draft Recruitment Rules and furnish their comments, if any, to the undersigned through their concerned office of Competent Authority & Administrator before 25th September, 2026. In case, no comments received within the aforesaid prescribed period, the Department will proceed further for taking necessary action for amendment of aforementioned draft Recruitment Rules.

Encl: As Above


(अवनीश प्रताप सिंह)
अवर सचिव, भारत सरकार
दूरभाष संख्या: 011-24012544

- (i) All stakeholders through Concerned O/o CA & A.
- (ii) The Competent Authority & Administrators, Delhi/Mumbai/Chennai/Kolkata with a request to upload the same on their website for 30 days & to provide compiled inputs of the stakeholders before 25th September, 2026.
- (iii) Section Officer (Computer Cell), Department of Revenue- with a request for uploading this OM with enclosures on the website of Department of Revenue.

LOWER DIVISION CLERK (LDC)

Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed
(1) Name of the post	Lower Division Clerk	Lower Division Clerk	
(2) Number of Posts	\$ 12* (1999) \$ Subject to variation dependent on workload. \$ Sanctioned Strength in all Five Competent Authority Offices.	04* (2026) Delhi – 02 Mumbai – 01 Kolkata - 01 *(Subject to variation dependent on workload)	As per the DoR' sanction Order No. 2/2017 dated 17.10.2017 & no. 01/2026 dated 17.02.2026.
(3) Classification	General Central Service, Group 'C' Non-Gazetted, Ministerial	General Central Service, Group 'C' Non-Gazetted, Ministerial	The classification is incorporate in terms of Model RRs issued by DOPT vide OM No. AB-14017/32/2009-Estt. (RR).
(4) Pay Level in the Pay Matrix	Rs. 3050-75-3950-80-4590	Level-2 (Rs.19900 - 63200)	As per the 7th CPC
(5) Whether Selection post or non-selection post	Non-Selection	Non-Selection	
(6) Age limit for direct recruits	Between 18 and 25 years (relaxable for Government Servants upto 40 years in accordance with the instructions or orders issued by the Central Government)	Between 18 and 27 years (relaxable for Government Servants upto 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.)	Note is incorporated in terms of Model RRs issued by DOPT vide OM No. AB-14017/32/2009-Estt. (RR)
(7) Educational and other qualifications required for direct recruits	(i) Matriculation or equivalent qualification from a recognized Board or University. (ii) A typing speed of 30 w.p.m. in English	(i) 12th Class or equivalent qualification from a recognised Board or University (ii) A typing speed of 35 w.p.m in English or 30 w.p.m in Hindi on computer.	The educational and other qualification for direct recruitment is incorporated in terms of Model RRs issued by

		(35 w.p.m and 30 w.p.m correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word)	DOPT vides OM No. AB-14017/32/2009-Estt. (RR).
(8) Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age-No Educational qualification-Yes	Yes, to the extent indicated in Col.(10).	The revised provision is incorporated in terms of Model RRs issued by DOPT vides OM No. AB-14017/32/2009-Estt. (RR).
(9) Period of probation, if any	Not Applicable	02 years for Direct Recruitment	As per the DoPT' Model RRs.
(10) Method of Recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	(A) 85% by direct recruitment through Staff Selection Commission; (B) 10% of vacancies shall be filled up from amongst the Group D staff in the Competent Authority Office concerned who possess Matriculation or equivalent qualification and have rendered 5 years regular service in Group D, on the basis of a Departmental Qualifying Examination. The Maximum age limit for eligibility for examination is 45 years (50 years for the Schedule Caste and Schedule Tribe candidates); (c) 5% of the vacancies shall be filled up on seniority-cum-fitness basis from Grade 'D' employees from the Competent Authority Office concerned who possess matriculation or equivalent qualification". Note (a) Unfilled vacancies pertaining to a particular year shall not be carried over. (b) If more of such employee than the number of vacancies available under clause (ii) qualify in the above said examination, such excess number of employees shall be considered for filling up the vacancies arising in the subsequent years so that the employees qualifying in an earlier	By Promotion failing which by Deputation failing which by Direct Recruitment through SSC.	At present, only the LDCs of the concerned competent authority's organization are eligible for promotion to the post of Assistant after completion of 16 years of regular service. Since, the sanctioned strength of LDCs in the concerned organization is very limited, the possibility of filling up the post through promotion is quite low. Therefore, in order to ensure that the post does not remain vacant for a long period, it is proposed that a provision for filling up the post by deputation/absorption may also be incorporated in the Recruitment Rules.

	examination are considered before those who qualify in a later examination.”		
(11) In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Promotion: Peon with eight years’ regular service in the grade and possessing qualification as prescribed in Column (7)	Promotion: Multi-Tasking Staff (MTS) in the Competent Authority Office concerned with 03 years regular service in level-1 of the pay matrix of Seventh Central Pay Commission. Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. Their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with junior who have already completed such qualifying or eligibility service. Deputation: Officers under Central Government or State Government or Union Territory Administrations or Public Sector Undertakings or Autonomous Bodies or Statutory Organizations or courts or Tribunals: - (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with three years’ regular service in the grade rendered after appointment in the posts in Level-1 in the pay matrix or equivalent in the parent cadre or department; (b) Possesing Educational and other qualifications as mentioned in column 07 above. Note 1: The Departmental Officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, the deputationists shall not be eligible for consideration for appointment by promotion. Note 2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other	Deputation: The qualifying service of 03 years in Level-1 is in consonance with DOPT OM No. 20.09.2022 as no separate guidelines issued regarding qualifying service is prescribed by DOPT. Note-1 is incorporated in case of deputation in terms of para-7 of the DopT O. M. dated 03.10.1989. Note-2 is incorporated in the case of Deputation in terms of DoPT OM No. AB.14017/21/85-Estt. (RR) dated 28.2.86). Note-3 is incorporated in the case of deputation in terms of DoPT OM No. AB-14017/11/2017-Estt.(RR) dated 05.02.2018.

		organization/Department of the Central Government shall ordinarily not exceed three years. Note 3: The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.	
(12) If a Departmental Promotion Committee exists what is its composition	“Group ‘C’ Departmental Promotion Committee consisting of: Competent Authority concerned- Chairman Additional/Joint Commissioner of the Competent Authority office concerned – Member Gazetted Officer of any other Department – Member	Departmental Promotion Committee (for considering Promotion) and Departmental Confirmation Committee (for considering confirmation) consisting of: - 1. Competent Authority & Administrator concerned – Chairman 2. Joint Commissioner of the Competent Authority office concerned- Member 3. Under Secretary concerned from Department of Revenue, Ministry of Finance-Member	
(13) Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not Applicable	Not Applicable	

MULTI-TASKING STAFF (MTS)

Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed
(1) Name of the post	Peon	Multi-Tasking Staff	The post of Peon has been designated as MTS as per the DOPT O.M. No. AB-14017/6/2009-Estt (RR) dated 30.04.2010.
(2) Number of Posts	*20* (1999) *Subject to variation dependent on workload *Sanctioned strength in all Five Competent Authority Offices.	08* (2026) Delhi – 03 Mumbai – 03 Chennai - 02 *(Subject to variation dependent on workload)	As per the DoR' sanction Order No. 2/2017 dated 17.10.2017.
(3) Classification	General Central Service, Group 'D' Non-Gazetted, Non-Ministerial	General Central Service, Group 'C' Non-Gazetted, Non-Ministerial	The classification is incorporated in terms of Model RRs issued by DOPT vide OM No. AB-14017/6/2010-Estt. (RR) dated 30.04.2010.
(4) Pay Level in the Pay Matrix	Rs. 2550-55-2660-60-3200	Level-1 (Rs. 18000-56900)	As per the 7th CPC
(5) Whether Selection post or non-selection post	Not Applicable	Not Applicable	
(6) Age limit for direct recruits	Between 18 and 25 years (relaxable for Government Servants upto 40 years in accordance with the instructions or orders issued by the Central Government) Note: In the case of recruitment made through the Employment Exchange, the Crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names.	Between 18 years and 25 years of age. Note 1. The crucial date for determining the age limit shall be closing date for receipt of applications from the candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim, Union territory of Ladakh, Lahual and Spiti Division and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.	Age limit and Note is incorporated in terms of Model RRs issued by DOPT vide OM No. AB-14017/6/2010-Estt. (RR) dated 30.04.2010.

		Note 2. In the case of recruitment made through the Employment Exchange, the Crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names.	
(7) Educational and other qualifications required for direct recruits	Essential: Middle School/8th Standard pass. Desirable: Home Guards and Civil Defence volunteers who have rendered at least three years' service and are trained in 'Basic' and 'Refresher' Courses in home Guards and Civil Defence.	Matriculation pass or equivalent from a recognised board.	The educational and other qualification for direct recruitment is incorporated in terms of Model RRs issued by DOPT vide OM No. AB-14017/6/2010-Estt. (RR) dated 30.04.2010
(8) Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable	Not Applicable	
(9) Period of probation, if any	Two years for direct recruits	02 years	As per the DoPT' Model RRs.
(10) Method of Recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By Absorption/on deputation failing which by directs recruitment.	By Deputation/absorption failing which by direct recruitment Through SSC.	Such method of recruitment is adapted to ease the filling of the vacant posts in a time bound manner.
(11) In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation	Absorption/Deputation Group 'D' employees of the Central/State Governments/ Departments/Organisations in the pay scale of Rs. 2550-3200 with qualification as prescribed in column (7). They should also possess elementary literacy and give	Deputation/Absorption: Officers under Central Government or State Government or Union Territory Administrations or Public Sector Undertakings or Autonomous Bodies or Statutory Organizations or courts or Tribunals: -	Note-1 is incorporated in the case of Deputation in terms of DoPT OM No. AB.14017/21/85-Estt. (RR) dated 28.2.86). Note-2 is incorporated in the case of deputation in terms of DoPT OM No. AB-14017/11/2017-Estt.(RR) dated 05.02.2018.

n/absorption to be made	prop of their ability to read either Hindi, English or a regional language. By absorption of Farashes, Chowkidars, sepoys, Safaiwalas, Peons/Group 'D' Employees.	(a) (i) holding analogous posts on regular basis in the parent cadre or department; (b) Possesing Educational qualifications as mentioned in column 07 above. Note 1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years. Note 2: The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.	
(12) If a Departmental Promotion Committee exists what is its composition	"Group 'D' Departmental Promotion Committee for confirmation: Competent Authority concerned- Chairman Additional/Joint Commissioner of the Competent Authority office concerned – Member Gazetted Officer of any other Department – Member	Departmental Confirmation Committee (for considering confirmation) consisting of: - 1. Competent Authority & Administrator concerned – Chairman 2. Joint Commissioner of the Competent Authority office concerned- Member 3. Under Secretary concerned from Department of Revenue, Ministry of Finance-Member	
(13) Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not Applicable	Not Applicable	