

GOVERNMENT OF INDIA  
MINISTRY OF DEFENCE

**Notification**

New Delhi, the \_\_\_\_\_ 2018

**S.R.O.** \_\_\_\_ In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Defence, Armed Forces Medical Stores Depot, Group 'C' posts (Upper Division Clerk and Lower Division Clerk ) Recruitment Rules, 2005 except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Group 'C' (Upper Division Clerk and Lower Division Clerk), under the Directorate General Armed Forces Medical Services, Ministry of Defence, namely:-

1. **Short title and commencement.** - (1) These rules may be called the Ministry of Defence, Directorate General Armed Forces Medical Services, Group 'C' posts (Upper Division Clerk and Lower Division Clerk) Recruitment Rules, 2018.

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

2. **Number of posts, classification and Level in the Pay Matrix.** - The number of the said post, its classification and the scale of pay attached thereto shall be as specified in columns 2 to 4 of the Schedule annexed to this notification.

3. **Method of recruitment, age limit and other qualifications etc.** -The method of recruitment for the said post, age limit, qualifications and other matters connected therewith shall be as specified in columns 5 to 13 of the said Schedule.

4. **Disqualification.** - No person, -

(a) who has entered into or contracted a marriage with person having a spouse living; or

(b) who having 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 personnel law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rules.

5. **Power to relax.** - Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

6. **Saving.** - Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Schedule Castes, the Scheduled Tribes, the Other Backward Classes, the Ex-servicemen 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	Classification	Level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Upper Division Clerk.	44* (2018) *Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Ministerial	Level-4 (Rs.25500-81100)	Non-selection.	Not applicable.

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	Method of recruitment, whether by direct recruitment or by promotion or by transfer or by deputation and percentage of the vacancies to be filled by various methods
(7)	(8)	(9)	(10)
Not applicable.	Not applicable.	Not applicable.	By Promotion failing which by deputation.

In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/ absorption to be made	If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(11)	(12)	(13)
<p><b>Promotion.</b> Lower Division Clerk in the Level-2 with 8 years regular service in the grade. <b>Note.-</b> Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of which qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying/eligibility service.</p> <p><b>Deputation:</b> Officers of the Central Government- (i) holding analogous post on regular basis; OR</p>	<p><b>Group 'C' Departmental Promotion Committee (for promotion and confirmation) consisting of :-</b></p> <ol style="list-style-type: none"> <li>1. Additional Director General Armed Forces Medical Services (Equipment &amp; Stores) - Chairman,</li> <li>2. Deputy Director General Armed Forces Medical Services (Planning) - Member,</li> <li>3. Director/Deputy Secretary, Ministry of Defence - Member.</li> <li>4. One Co-opted member as decided by Chairman - Co-opted Member</li> </ol>	Not applicable.

<p>(ii) Lower Division Clerk with eight years regular service in the Level-2 (Rs. 19900-63200) or equivalent.</p> <p><b>Note 1.-</b> The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 2.-</b> Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/Department of the Central Government shall ordinarily not to exceed three years.</p> <p><b>Note 3.-</b> The maximum age limit for appointment by transfer on deputation shall not exceed fifty six years as on the closing date for receipt of applications.</p>		
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Name of Post	Number of Post	Classification	Level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Lower Division Clerk.	78* (2018)  (Including 06×01 Hindi knowing typist)  *Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Ministerial	Level-2 (Rs.19900-63200)	Non-selection.	Between 18 and 27 years of age (Relaxable for Government servants upto the age of 40 years in the case of general candidates and upto 45 years in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time). <b>Note 1.-</b> The crucial date for determining the age limit shall be as fixed by Staff Selection Commission.  <b>Note 2.-</b> The crucial date for determining the age limit in the case of candidate from Employment Exchange shall be the last date upto which the Employment Exchange is asked to submit the names.

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.	Method of recruitment, whether by direct recruitment or by promotion or by transfer or by deputation and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made
(7)	(8)	(9)	(10)	(11)
<p>(i) 12<sup>th</sup> Class or equivalent from a recognized Board or University.</p> <p>(ii) A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on manual typewriter.</p> <p>OR</p> <p>A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (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)</p>	<p>Age - No</p> <p>Educational qualification - Yes.</p>	<p>Two years.</p>	<p>(i) Eighty five percent by direct recruitment.</p> <p>(ii) Ten percent of the vacancies shall be filled from amongst the Group C Staff in the Level-1 and who possess 12<sup>th</sup> Class pass or equivalent qualification and have rendered three years regular service in the grade, on the basis of limited 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>(iii) Five percent of the vacancies shall be filled on seniority-cum-fitness basis from Group C employees who have three years regular service in posts with the Level-1.</p>	<p>As stated in column 10</p>

<b>If a Departmental Promotion Committee exists what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
<b>(12)</b>	<b>(13)</b>
<p><b>Group 'C' Departmental Promotion Committee (for promotion and confirmation) consisting of :-</b></p> <ol style="list-style-type: none"> <li>1. Additional Director General Armed Forces Medical Services (Equipment &amp; Stores) - Chairman,</li> <li>2. Deputy Director General Armed Forces Medical Services (Planning) - Member,</li> <li>3. Director/Deputy Secretary, Ministry of Defence - Member.</li> <li>4. One Co-opted member as decided by Chairman - Co-opted Member</li> </ol>	<p>Not applicable.</p>

**File No. 11375/Admin Staff (UDC-LDC)/DGAFMS/DG-2B**

(Biswajit Guha)

Under Secretary to the Government of India

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