

File No. A-12018/1/2023 Admin-I
Govt. of India
Ministry of Tourism
Administration –I


Transport Bhawan
1- Parliament street,
New Delhi-110001,
Date:11.05.2023

Office Memorandum

Subject: -Inviting comments on proposed amendment in the Recruitment Rules for the Post of Lower Division Clerk in M/o Tourism regd.

The Ministry of Tourism is in process of amending the existing Recruitment Rules of 1990 for the Post of Lower Division Clerk (Pay level-2) in accordance with the instructions of the DoP&T. Accordingly a draft proposal (Copy-enclosed) for amendment approved by the competent authority is circulated/uploaded on official website of M/o Tourism under section- 'Notices' for inviting the comments/suggestions.

2. All the Stockholders are requested to submit their comments/suggestions, if any , to the Under Secretary Admin-I in physical copy or through E-mail adadmin1@nic.in Latest by 25.05.2023, so that the same are taken into consideration before the proposed RR's are forwarded to Ministry of Law for legal vetting before notification.


(Rajesh Kumar)
Under Secretary(Admn.)

To
All the MTS in M/o Tourism.

Copy to: Director NIC, M/o Tourism with the request to upload the Draft R/R along with Annexure on the official website of M/o Tourism under section 'Notices'

Enclose: Copy of Draft RR's for Post of Lower Division Clerk

(To Be Published, in Part II, Section 3, Sub-Section (i) of the GAZETTE OF INDIA)

**Government of India
Ministry of Tourism**

NOTIFICATION

New Delhi, dated May, 2023

G.S.R ---- in exercise of the powers conferred by the proviso to article 309 of the constitution and in super-session of the Department of Tourism Headquarters establishment (Lower Division Clerk) Recruitment Rules, 1990, excepts as respects things done or omitted to be done before such super-session, the President hereby makes the following rules regulating the method of recruitment to the post of Lower Division Clerk in the Ministry of Tourism (Headquarters Establishment) namely: -

1. Short title and Commencement:

(i) These rules may be called the Ministry of Tourism, Headquarters Establishment, Lower Division Clerk (LDC) Recruitment Rules, 2023

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

2. Number of post, classification and scale of pay matrix. - the number of the said post, its classification and scale of pay attached thereto shall be as specified in columns 2 to 4 of the Schedule annexed to these rules.

3. Method of recruitment, age-limit and qualification, etc.- The method of recruitment age limit, qualifications and other matters relating to the said post 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 a person having a spouse living, or

(b) who having a spouse living, has entered in contracted a marriage with any person
Shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Power to relax- Where the Central Government is of the opinion that it is necessary or expedient so to 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 respect to any class or category of persons.

6. Savings. - Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Schedule Castes. Schedule Tribes, 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.	Pay level in pay matrix and grade pay or pay scale.
1.	2.	3.	4.
Lower Division Clerk (LDC)	*22 (2023). *Dependent on work load	General Central Service Group "C" Non-Gazetted Non-Ministerial	Pay level 2 Pay Matrix Rs. 19900-63200
Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.	
5.	6.	7.	
Non -Selection	Between 18 to 27 Years of Age. (Relax able for Govt. Servant in accordance with the instructions or orders issued by Govt. of India). Note. The Crucial date for determining the age limit shall be as fixed by Staff Selection Commission.	12th class or equivalent qualification from a recognized Board or University. 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)	
Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	
8.	9.	10.	

<p>Yes qualification specified column 7. (ii) Age departmental test as specified column 10</p>	<p>(i) Two years as under Note. Successful completion of mandatory induction Training of at least 2 weeks is a pre-requisite for completion of probation.</p>	<p>85% by direct recruitment through SSC. (ii) 10% through limited Departmental Qualifying Exam (amongst the Group C Staff in the Pay matrix Rs 18000-56900 and who possess 12th or equivalent qualification and have rendered 3 years' regular service in the pay level 1,) failing which through promotion. 5% promotion of the vacancies shall be filled from amongst the Group C Staff in the Pay matrix Rs 18000-56900 and who possess 12th or equivalent qualification and have rendered 3 years' regular service in the pay level 1 on the basis of seniority . The maximum age limit for eligibility for limited departmental examination is 45 years (50 years of age for the SC/ST).</p>
<p>In case of recruitment by promotion/deputation/Absorption, grades from which promotion/deputation/absorption to be made.</p>	<p>If a Departmental Promotion Committee exists, what is its composition?</p>	<p>Circumstances in which Union Public Service Commission to be consulted in making recruitment.</p>
<p>11.</p>	<p>12.</p>	<p>13.</p>
<p>10% of vacancies through limited Departmental</p>	<p>Departmental confirmation Committee in Headquarter Establishment, Ministry of Tourism</p>	<p>Not applicable.</p>

<p>Qualifying Exam (amongst the Group C Staff in the Pay matrix Rs 18000-56900 and who possess 12th or equivalent qualification and have rendered 3 years' regular service in the pay level 1,) failing which through promotion 5% promotion of the vacancies shall be filled from amongst the Group C Staff in the Pay matrix Rs 18000-56900 and who possess 12th or equivalent qualification and have rendered 3 years' regular service in the pay level 1 on the basis of seniority .</p> <p>The maximum age limit for eligibility for limited departmental examination is 45 years (50 years of age for the SC/ST).</p>	<p>1 Director/Deputy Secretary (Admn)Ministry of Tourism -Chairman</p> <p>2 Under Secretary (Admn.) Ministry of Tourism- Member.</p> <p>3. Assistant Director (ADMN) -Member.</p> <p>Departmental Promotion Committee – in Headquarter Establishment, Ministry of Tourism</p> <p>1 Director/Deputy Secretary (Admn) Ministry of Tourism -Chairman</p> <p>2 Under Secretary (Admn.) Ministry of Tourism -Member.</p> <p>3 one Under Secretary belonging to another Department/Ministry ,govt of India -Member.</p>	

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Rajesh Kumar

Under Secretary to the Government of India