

(TO BE PUBLISHED IN THE GAZETTE OF INDIA PART II, SECTION 4)

Government of India  
Ministry of Defence

New Delhi, the \_\_\_\_\_, 2017

Notification

S.R.O. \_\_\_\_\_ .- In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Coast Guard Upper Division Clerk and Lower Division Clerk (Group 'C' posts) Recruitment Rules, 2010, 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 posts of Upper Division Clerk and Lower Division Clerk in Coast Guard Organization under Ministry of Defence, namely:-

1. **Short title and commencement.** - (1) These rules may be called the Ministry of Defence, Coast Guard Upper Division Clerk and Lower Division Clerk (Group 'C' Posts) Recruitment (**Amendment**) Rules, 2017.

(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 said posts, their classification and the Level in the Pay Matrix 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 into or contracted a marriage with any person,

shall be eligible for appointment to any of the said Posts:

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 the marriage and that there are other grounds for doing so, 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 do, 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.

6. **Saving.** - Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, 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 the Post	Number of posts	Classification	Level in Pay Matrix	Whether selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
1. Upper Division Clerk	105*(2017) *Subject to variation dependent on workload.	General Central Service, Group 'C', Non-Gazetted, Ministerial	Level-4 Rs.25500-81100	Non-Selection

Age limit for direct recruits	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
(6)	(7)	(8)	(9)
Not applicable	Not applicable	Not applicable	Not applicable

<b>Method of recruitment:</b> Whether by direct recruitment or by promotion or by deputation or by absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or 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
(10)	(11)	(12)	(13)
By promotion failing which by deputation	<b>Promotion:</b> Lower Division Clerks {Level-2 (Rs.19900-63200)} in the Pay Matrix) borne on the regular establishment of Coast Guard with 8 years regular service in grade.	<b>Group 'C' Departmental Promotion Committee consisting of :</b> 1. Director	Not applicable

	<p><b>Note 1:</b> In case persons with 8 years service are not available for promotion, post may be filled from amongst persons who were holding the post of Lower Division Clerks on regular basis on the date of commencement of these rules with not less than 5 years continuous approved service.</p> <p><b>Note 2:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered for promotion provided they are not short of requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p><b>Deputation:</b> Officers of the Central Government holding analogous posts on regular basis; or with eight years regular service in the grade of Lower Division Clerk or equivalent in Level-2 in the Pay Matrix. Experience in Armed Forces Headquarters is desirable.</p> <p><b>Note 1:</b> The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion</p> <p><b>Note 2:</b> The period of deputation including period of deputation in another ex-cadre post held immediately preceding this</p>	<p>(Personnel), Coast Guard Headquarters - Chairman</p> <p>2. Under Secretary, Ministry of Defence - Member</p> <p>3. Assistant/Deputy Director (Administration), Coast Guard Headquarters - Member</p> <p>4. Assistant/Deputy Director (Operations), Coast Guard Headquarters - Member</p>	
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	<p>appointment in the same or some other Organisation/Department of the Central Government shall ordinarily not exceed three years.</p> <p><b>Note 3:</b> The maximum age limit for appointment on deputation shall be not exceeding fifty six years; as on the closing date of receipt of applications.</p>		
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(1)	(2)	(3)	(4)	(5)
2. Lower Division Clerks	132*(2017) *Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Ministerial	Level-2 Rs. 19900-63200	Non-selection

(6)	(7)	(8)	(9)
<p>Between 18 to 27 years of age (Relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government)</p> <p><b>Note :</b> The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission.</p>	<p>(i) 12th Class or equivalent qualification from a recognised Board or University.</p> <p>(ii) 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><b>Provided that:-</b></p> <p>(a) a person not possessing the said qualification in typewriting may be appointed subject to the condition that he/she will not be eligible for drawing increment in level in the pay matrix or for confirmation in the grade till he/she acquires the prescribed speed in typewriting either in English or in Hindi; and</p> <p>(b) a physically handicapped person who is otherwise qualified to hold a clerical post but does not possess</p>	As indicated in Column (11)	Two years

	the said qualification in type writing, may be appointed subject to the condition that a civil surgeon or equivalent certifies that the said handicapped person is not in a fit condition to type.		
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(10)	(11)	(12)	(13)
<p>a) 85% by direct recruitment through Staff Selection Commission failing which by deputation.</p> <p>(b) 10% by appointment of Group 'C' employees on passing departmental examination failing which by direct recruitment.</p> <p>(c) 5% by promotion of Group 'C' employees on seniority-cum- fitness basis failing which by deputation.</p>	<p><b>Promotion:</b> From amongst Group 'C' employees borne on the establishment of Coast Guard Organisation with 03 years regular service in Level- 1 in the pay matrix.</p> <p><b>Selection through Limited Departmental Examination:-</b> From amongst Group 'C' employees borne on the establishment of Coast Guard Organisation subject to the following conditions, namely:-</p> <p>(a) selection shall be made through a Departmental Examination confined to such group 'C' employees who fulfil the requirement of minimum educational qualification of 12<sup>th</sup> pass or equivalent;</p> <p>(b) Maximum age limit for this examination shall be 45 years (50 years for Scheduled Castes and Schedule Tribes Candidates).</p> <p>(c) at least 03 years regular service in a Group 'C' post in Level-1 in the pay matrix would be essential.</p> <p>(d) The maximum number of recruits by this method would be limited to 10% of the vacancies in the cadre of Lower Division Clerks occurring during the year and unfilled vacancies</p>	<p><b>Group 'C' Departmental Promotion/ Confirmation Committee consisting of :</b></p> <ol style="list-style-type: none"> <li>1. Director (Personnel), Coast Guard Headquarters - Chairman</li> <li>2. Under Secretary, Ministry of Defence - Member</li> <li>3. Assistant/ Deputy Director (Administration), Coast Guard Headquarters - Member</li> <li>4. Assistant/ Deputy Director (Operations), Coast Guard Headquarters - Member</li> </ol>	Not applicable

	<p>would not be carried over.</p> <p><b>Deputation:</b> Officers of the Central Government holding analogous posts on regular basis; or with 03 years regular service in Level 1 in the pay matrix. Experience in Armed Forces Headquarters is desirable.</p> <p><b>Note 1:</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 exceed three years.</p> <p><b>Note 2:</b> The maximum age limit for appointment on deputation shall be not exceeding 56 years, as on the closing date of receipt of applications.</p>		
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[File No: CP/0601/Ministerial Cadre (Group 'C')/D(CG)/2017]

(Sudheer Babu Motana)  
Under Secretary to the Govt. of India.