

The Recruitment of Lower Division Clerk-cum-Typist (English/Hindi), 2011 (Revised)

DELHI

India

The Recruitment of Lower Division Clerk-cum-Typist (English/Hindi), 2011 (Revised)

Rule

THE-RECRUITMENT-OF-LOWER-DIVISION-CLERK-CUM-TYPIST-ENGLISH of 2013

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The Recruitment of Lower Division Clerk-cum-Typist (English/Hindi), 2011 (Revised) Published vide Notification No. G.S.R. 789(E), dated 20th December, 2013 Delhi Development Authority [Personnel Branch-III] G.S.R. 789(E). - In exercise of the powers conferred by Section 57 of the Delhi Development Act, 1957 (61 of 1957) read with Rule (4) of the Delhi Development (Misc.) Rules, 1959, and in supersession of Recruitment Regulations, notified vide Notification No. G.S.R. No. 770 (E), dated 18.10.2012, the Delhi Development Authority, with the previous approval of the Lt. Governor, Delhi, exercising the powers of the Central Government conferred on him vide Notification No. 18011 (28)/67-UD, dated 14.02.1969, hereby makes the following Regulations regulating the method of recruitment to the posts of Lower Division Clerk-cum-Typist (English/Hindi) in the DDA.

1. Short title and commencement.

- i. These Regulations as given in the schedule placed below may be called the Recruitment of Lower Division Clerk-cum-Typist (English/Hindi), 2011 (Revised). ii. These regulation shall come into force with effect from the date of their publication in the Official Gazette.

2. Disqualification.

- No Person, -a) Who has entered into or contracted a marriage with a person, having a spouse living ; orb) Who, having a spouse living, has entered into or 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 the marriage and that there are other grounds for so doing, exempt any person from the operation of this Regulation.

3. Power to relax.

- Where the Chairman, Delhi Development Authority, is of the opinion that it is necessary or expedient so to do, it may by order for reasons to be recorded in writing, relax any of the provisions of these Regulation with respect to any class or category of persons or posts.

4. Saving.

- Nothing in these Regulation shall affect reservation, relaxation of age limit and other concessions, required to be provided for the Scheduled Casts, 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. Revised Recruitment Regulations for the Post of Lower Division Clerk-Cum-Typist(English/Hindi) in Delhi Development Authority

1. Name of Post	Lower Division Clerk-cum-Typist (English/Hindi)
2. No. of Posts	1101 (Subject to variation dependent on workload)
3. Classification	Group 'C' Ministerial
4. Pay Band and Grade Pay/Pay scale	Pay Band-1 Rs. 5200-20200/- Grade Pay- Rs.1900/-
5. Whether selection post or non selection post	Non Selection
6. Whether benefits of added years of service admissible under Rule-30 of CCS (Pension) Rules, 1972	Not Applicable.
7. Age limit for direct recruitment	Between 18 and 27 years (relaxable for Govt. employees and employees of DDA upto 40 years in accordance with the instructions or orders issued by Central Government.
8. Educational and other qualifications required for direct recruits.	i) 12th Class or equivalent qualification from a recognized Board or University. 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).
9. Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	a) Age – No b) Educational and other qualification - Yes as in Col.8 above.
10. Period of probation, if any	Two years
11.	

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| <p>Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of vacancies to be filled by various methods</p> | <p>i. 75% by direct recruitment (50%LDC-Cum-English Typist & 25% LDC-cum-Hindi Typist).ii.15% of the vacancies shall be filled from amongst the Group 'D'Regular staff (to be upgraded to Group 'C' as per 6th Central Pay Commission report) who possess 12th Class pass or equivalent qualification from recognized Board or University and have rendered two years regular service in Group 'D' post (to be upgraded to Group 'C' as per 6th Central Pay Commission report),on the basis of departmental competitive examination. The panel shall be prepared on the basis of merit maintaining the inter-seniority among the qualified candidates.iii. 10% of the vacancies by seniority - cum- fitness who possess 12th Class pass or equivalent qualification from recognized Board or University and have rendered minimum of two years of regular service in regular Group 'D' post (to be upgraded to Group 'C' as per 6th Central Pay Commission report). All Group 'D' employees (to be upgraded to Group 'C' as per 6th Central Pay Commission report) having defined hierarchy in their own cadre like Malis, Security Guard etc., shall not be entitled to promotion as LDC.</p> |
| <p>In case of recruitment by promotion/ transfer/deputation, grades from</p> | |
| <p>12. which promotions/transfer/deputation is to be made.</p> | <p>As stated in Column 11</p> |
| <p>13. If a DPC exists what is its composition</p> | <p>For Promotion "Junior level DPC for Group 'C' officials" as notified from time to time by DDA.</p> |